## iSAMS – Marking Future Absences

This feature can only be used at least a day in advance.

1. Go to the 'Future Absences' tab in the Registration module, and select the Year group of the pupil(s) concerned.

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2. Click the box next to the pupil's name. **Note:** multiple pupils can be selected at this point (and subsequently marked absent) if their periods of absence will be identical. Then click 'Mark Selected Pupils Absent'.

🖻 Registration 🛧	
School Register   Period View Day View Week View List	Search   Future Absence   Reports Notes   Configurati
Below is a facility that allows you to create, manage and view future absence	re.
🤹 Grid 🛛 🔄 List 🛛 🦪 New	
📲 School Structure 🛛 🌳 Pastoral 🛛 🍲 Academic 🛛 📲 Group 🛛 🔍 Search	
Select a Year Year 7 (7) Year 8 (8) Year 9 (9) Year 10 (10)	
Mark Selected Pupils Absent	
Pupil Name (Pre Name)	
🗌 🔒 Rosie Campbell-Barnard	
🗌 🔒 Molly Clare	
🗌 🚨 Bruno Clark	
🗌 🔒 Lola Crouch	
🗌 🍰 Edward Doyle-Davidson	
🔽 😤 Fabien Ellis	
🗌 🚨 John Fell	
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3. Click on the days that the pupil(s) will be absent (the days will show in red when selected). If you select the wrong day by accident, click it again and it will revert to white. Once all of the relevant days are selected, click Next.

	2					
🍰 Grid 🛛 🙆 List 🛛 🥝 🚳	Create Search - Google Chrome - X					
School Structure 🛛 🖓 Pastoral 🛛 🍲 Academic 🛛 📲 Group 🛛 🔍 Search		warminster.isams.cloud/modules/schoolregistration/futureabsence/pop_absence.asp				
elect a Year ear 7 (7) ear 8 (8) ear 9 (9)	Select a Form Lower 6th     12/13AP3     12/13ARC		Create Future Absence Use the options below to set the absence details.			
5ar 10 (10)	* 12/13PR	Duplicate Weekly	dia 2020	•	¢.	
Mark Selected Pupils Absent		January	February	March	April	
Pupil Name (Pre Name)		M         T         W         T         F         S         S           30         31         1         2         3         4         5           6         7         8         9         10         11         12           13         14         15         16         17         18         19           20         21         22         23         24         25         26           27         28         29         30         31         1         2           3         4         5         6         7         8         9	M         T         W         T         F         S         S         F           27         28         29         30         31         1         2         2           3         4         5         6         7         8         9         1           10         11         12         31         14         15         16         1           17         18         19         20         21         22         23         1         2         2           2         3         4         5         6         7         8         9         1         2	M         T         V         T         F         S         S           4         25         26         27         28         2         1           2         3         4         5         6         7         8         9           9         10         11         12         13         4         15           46         17         18         19         20         21         22           32         24         25         26         27         28         29           30         31         1         2         3         4         5	M         T         W         T         F         S         S           30         31         1         2         3         4         5           6         7         8         9         10         11         12           13         4         15         66         7         8         9         10         11         12           20         21         22         23         24         25         26           27         28         29         30         1         2         3           4         5         6         7         8         9         10	
Betward Doyle-Davidson       Betward Discover		May M T W T F S S	June MTWTF55	July M T W T F S S	August M T W T F S S	
🗌 🙎 John Fell		27 28 29 30 1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 2 8 9 10 11 12 13 14	19 30 1 2 3 4 5 6 7 8 9 10 11 12	27 28 29 30 31 1 2 3 4 5 6 7 8 9	
A Lucie Hawley		11 12 13 14 15 16 17	15 16 17 18 19 20 21 1	13 14 15 16 17 18 19	10 11 12 13 14 15 16	
A Matilda Humphris (Tillie)		18 19 20 21 22 23 24 25 26 27 28 29 30 31	22 23 24 25 26 27 28 2 29 30 1 2 3 4 5 2	20 21 22 23 24 25 26 27 28 29 30 31 1 2	17 18 19 20 21 22 23 24 25 26 27 28 29 30	
a Sebastian Jarman		1 2 3 4 5 6 7	6 7 8 9 10 11 12	3 4 5 6 7 8 9	31 1 2 3 4 5 6	
Alexander Learoyd (Alex)		September	October	November	December	
A lia Vilin (Tina)		MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	
		31 1 2 3 4 5 6 7 8 9 10 11 12 13	28 29 30 1 2 3 4 2 5 6 7 8 9 10 11	26 27 28 29 30 31 1 2 3 4 5 6 7 8	<sup>30</sup> 1 2 3 4 5 6 7 8 9 10 11 12 13	
		14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	
		21 22 23 24 25 26 27 28 29 30 1 2 3 4	19 20 21 22 23 24 25 1 26 27 28 29 30 31 1 2	16 17 18 19 20 21 22 23 24 25 26 27 28 29	21 22 23 24 25 26 27 28 29 30 31 1 2 3	
Archibald McConkie (Archie)		5 6 7 8 9 10 11	2 3 4 5 6 7 8	1 2 3 4 5 6	4 5 6 7 8 9 10	
_] 👪 Skyla Mercer						
] 🟅 Frederick Mines (Freddie)						
🗋 💄 Travis Morgan						
🗌 🍰 Ruben Osborne					Next	
🔒 Matilda Reynolds (Tilly)						

4. Change the 'Absence Code', and select 'Start' and 'End' times for the absence if appropriate (e.g. for a half-day medical appointment). Finally, click 'Save & Finish'.

B Future Absence - Below is a facility that allows you to create, manage and view future absence.	лиостис   перика полса   солтуалски			
🦂 Grid 🛛 🚳 List 🛛 🍓 New 🖉	S Create Search - Google Chrome			
📲 School Structure 🛛 💎 Pastoral 🖉 Academic 🔤 Group 🔍 Search	warminster.isams.cloud/modules/schoolregistration/futureabsence/pop_absence.asp			
Select a Year         ^         Select a Form           Year 7 (7)         Lower 6th         Lower 6th           Year 8 (8)         12/13APJ         12/13APJ           Year 9 (9)         12/13APJ         12/13APJ           Year 10 (10)         *         12/13FR	Create Future Absence Use the options below to set the absence details.			
4 Mark Selected Pupils Absent	Pupils Selected: 1			
Pupil Name (Pre Name)	Days Selected: 5			
B Rosie Campbell-Barnard	Times:			
🗌 🔒 Molly Clare	Start: 00 ¥ : 00 ¥			
🗌 🍰 Bruno Clark	End: 23 ¥ : 59 ¥			
🗌 🔒 Lola Crouch	Daily: Between selected times for each date selected.			
🗌 🚨 Edward Doyle-Davidson	Total: O Start time on first date until end time on last date.			
🗌 🚨 Fabien Ellis				
🗌 🚨 John Fell	Register:			
Lucie Hawley	Codes and Notes are only used where available in the registration rule.			
🗌 🔒 Matilda Humphris (Tillie)	Absence Code: X - Non-Compulsory School Age Absence			
🗌 🗟 Sebastian Jarman	Enter a code to be shown against the pupils on the register.			
🗌 🚨 Alexander Learoyd (Alex)	Registration Note:			
🗌 🔒 Jia Yi Lin (Tina)				
🗌 🔒 Yuhan Lu (Anna)				
🗌 🚨 Petero Masala	Enter an optional note to display on the register.			
🗌 🕹 Archibald McConkie (Archie)				
🗌 🔒 Skyla Mercer				
🗌 🚨 Frederick Mines (Freddie)				
🗌 🚨 Travis Morgan				
🗌 🍰 Ruben Osborne	Previous Save & Finish			
🗌 🔒 Matilda Reynolds (Tilly)				
- <b>A</b>				