

## 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.

The screenshot shows the iSAMS interface for marking future absences. The 'Future Absence' tab is active. The 'Select a Year' dropdown is set to 'Year 8 (8)'. The 'Select a Form' dropdown is set to 'Lower 6th'. The 'Mark Selected Pupils Absent' button is visible. The list of pupils includes Rosie Campbell-Barnard, Molly Clare, Bruno Clark, Lola Crouch, Edward Doyle-Davidson, Fabien Ellis, John Fell, Lucie Hawley, and Matilda Humphris (Tillie).

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'.

The screenshot shows the iSAMS interface for marking future absences. The 'Mark Selected Pupils Absent' button is highlighted. The checkbox next to 'Lucie Hawley' is checked, and the row is highlighted in yellow. The 'Mark Selected Pupils Absent' button is also highlighted in yellow.

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.

The screenshot shows the 'Future Absence' application interface. On the left, there is a list of pupils with checkboxes. The 'Create Future Absence' dialog is open, showing a calendar for the year 2020. The date 14th October is highlighted in red, indicating it has been selected for absence. The 'Next' button is visible at the bottom right of the dialog.

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'.

The screenshot shows the 'Future Absence' application interface. The 'Create Future Absence' dialog is open, showing the 'Information', 'Times', and 'Register' sections. The 'Absence Code' is set to 'X - Non-Compulsory School Age Absence'. The 'Start' time is 00:00 and the 'End' time is 23:59. The 'Save & Finish' button is highlighted.