



Remote Services

End of Year Process

Take the pain out of your end of year

Our service creates the new academic year in SIMS (Schools Information Management System).

This provides the essential administrative tasks including setting up your new year's pastoral structure, preparing registers for the coming year and ensures all your records are complete and up to date. This service is delivered for your school remotely via our SIMS Service Desks.

Our service includes:

- Setting up your pastoral structure for the coming year
- Ensuring end of school leavers' records are completed
- Preparing common transfer files (CTFs) ready for uploading to the Department for Education's website
- Mapping staff into the pastoral structure for the coming year
- Changing pupil status from 'offered' to 'accepted'
- Allocating pupils to classes
- Setting up attendance registers



Key benefits

- Creates the new academic year and deals with all promotion issues
- Updates your school's records quickly and easily
- Manages administrative tasks including preparing attendance registers and allocating pupils to classes

"We at Camelot cannot thank the School Business Services SIMS Team enough for the help and support they have given."

Camelot School (Bursar/Business Manager)

Contact us today to discuss your requirements

☎ 0345 222 1551 • Option 3

✉ misservicedesk@schoolbusinessservices.co.uk

School Business Services

SBS House | Marshes End | Upton Road | Poole | Dorset | BH17 7AG
t. 0345 222 1551 f. 01908 410063 e. info@schoolbusinessservices.co.uk

www.schoolbusinessservices.co.uk