Preparing for The Academic Year 2025-2026

Secondary End of Year Procedures and Promotion to the Academic Year 2025/2026

June 2025
(Version 7.222)

School Business Services

Contents

Introduction

These notes are intended for Secondary schools and Special schools using Nova-T6.

This document describes the steps that should be followed to enable a successful transition from one academic year to another. Most of the procedures should be completed before the start of the new Academic Year. The Guidance assumes that there is a full return to school in September. Should some restrictions still be in place then further guidance will be issued to accommodate the necessary temporary changes. The guidance in this document, however, should still followed in order that the necessary procedures have been put in place for next year.

Schools that followed the Strictly Education Guidance notes entitled 'Preparing for the Academic Year 2025/2026 Part 1 - Creating a new Academic Year in SIMS and how to setup an OPTIONS Implementation' will already have completed the following: -

- Created the Academic Year 2025/2026 in SIMS

- Placed Pre-admission students in a **SIMS Admission group** and changed their status to 'Accepted.'

- Run the **Pastoral promotion routine** once for at least the year groups and exported the timetable from NOVA-T6 (this may not be fully scheduled, but all classes must have been placed in correct Bands and the Blocks must have been completed on the **Model** screen)

Recording Changes to Teaching Staff in Personnel

This applies only to schools using Personnel, i.e., you are recording all staff details, including contracts, training events and absences in SIMS. The details of new teachers joining the school should be recorded as soon as the information is available (non-teacher information can be added when known but is not required for the end of year process). Any existing teachers who are leaving the school should be allocated a leaving date.

> *Note:* Staff codes for anyone appearing in a timetable must be set (please see **Adding New Staff for Timetables and Cover** on page 33). Nova-T6 users must make sure that the Staff Code for anyone to be imported into a timetable is the same in both Nova-T6 and SIMS.

Adding New Teachers to Personnel

Initially, only **Basic Details** and **Employment Details** need to be entered. Further details can be added as they are known.

- Select **Focus | Person | Staff** to display the Find Employee browser.

- Click the **New** button to display the **Add Employee** page.

- Enter the **Surname**, **Forename**, and then select their **Gender** from the drop-down list.

- Enter the **Date of Birth** in dd/mm/yyyy format or click the **Calendar** button to select the required date.

- Click the **Continue** button. SIMS checks to see if the member of staff already exists. If no entry exists, the **Employee Details** page is populated with the data just entered.

- Click the **Employment Details** tab to display the Employment Details panel.

- Select the **Teaching Staff** check box for all teaching staff. This activates the **Teacher Category** drop-down list.

> *Note: It is important to identify teachers by selecting this check box as it ensures teachers are included in all applicable returns. It was previously necessary to select the Teaching Staff check box for all staff to be timetabled. This is now achieved via Focus | Person | Manage Classroom Staff.*

- Select the required **Teacher Category** (e.g., **Qualified Teacher**) from the drop-down list.

- Enter a **Teacher Number** if required. This must be in the format NN/NNNNN, where N represents a number, e.g., **60/55916.**

- Select the required **Qualified Teacher Status** from the drop-down list.

- Enter a unique **Staff Code** (up to three characters), if required

> *Note: Staff codes for anyone appearing in a timetable must be set – please make sure that the Staff Code for anyone to be imported into a timetable is the same in both Nova-T6 and SIMS.*

- Enter the **Employee/Payroll No.**, if known

- In the **Employment Dates** panel, create or edit a record and record the continuous service start date (**Cont. Service Start**), local authority starts date (**LA Start**), and **Employment Start** date, or click the respective **Calendar** buttons and select the required dates.

- Enter the name of the **Previous Employer**, if known
- Add a record for a **DBS Check** in the **Check** panel by clicking the **New** button and selecting from the **Check** drop-down list. Enter the date clearance was received (**Clearance Date**) or click the **Calendar** button to select the required date.

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- Add a record for a **Health Check** in the **Check** panel by clicking the **New** button and selecting from the **Check** drop-down list. Enter the date that the questionnaire was returned.
(**Clearance Date**) or click the **Calendar** button to select the required date.

- Record any additional checks, if required

- Click the **Save** button to add the member of staff. Repeat for any other members of staff joining the school.

Adding Leaving Dates for Existing Staff Members in Personnel

Enter leaving dates for any teachers as soon as they have left your school. Select **Focus | Person | Staff** to display the **Find Employee** browser.
- Search for and then select the required member of staff to display their details on the **Employee Details** page.

- Click the **Employment Details** tab to display the Employment Details panel.

- In the **Employment Dates** table, highlight the required record then click the **Open** button to display the **Edit Employment History** dialog.

- Enter the **Date of Leaving** in dd/mm/yyyy format or click the **Calendar** button and select the required date.

- Click the **OK** button to return to the **Employee Details** page.

- Click the **Save** button to save the changes.
- Repeat for any other leavers.

Creating the new Academic Year in SIMS

The process for creating a new Academic Year is **very demanding on the SQL Server** – please **proceed when (ideally) you have sole use of SIMS** or when there are very few users in the system.

- Begin by creating a SIMS backup in System Manager via: **Focus | System Manager | Database Backup**

Note: *This process can be conducted on your current version of SIMS, it is not dependent on any upgrade. If you have any new Year groups or changes to your school's Pastoral Structure expected in 2025/2026, please contact the SBS MIS Helpdesk before proceeding.*

- In SIMS select **Routines | School | Academic Year** to open the **Define an Academic Year Wizard**

- Click **Next** to open the School Working Week

- Click **Next** and say **Yes** to the "Are you sure the AM/PM sessions are correct?" message.

- In the **Create Academic Year** screen add the dates for your school for each term of the academic year

Note: Throughout this document, please adjust the dates to reflect your school's situation. It is strongly recommended that the Academic Year starts on 1st September. If your actual start date is later than 1st September 2025 and there is/are no Staff Training Day(s) on 1st September or any subsequent days prior to the start date, then the Exceptional Circumstance routine could be used in Lesson Monitor for 01/09/2025 or a date range from 01/09/2025 to include any other such days.
(See Appendix 1 for guidance on the Exceptional Circumstance routine).

- Click **Next** to continue.

- Click **Add Holiday** and add the half-term dates for the Autumn term.

- Add the remaining half-term dates.

- Click **Next**

- On the **Define teacher training days** screen, click **Add** to enter details of any known Staff Training Days

- Click **OK** and repeat the process if there are other known Staff Training Days

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Note: *Further Inset days can be added later but this should be done via the School Diary (right click in the cell for the required day and choose New Staff Training) and **NOT** the Edit Academic Year routine.*

- Click **Next**

On the **Define Public Holidays** screen, click **Add Holiday** and add the date for the 2026 May Bank holiday.
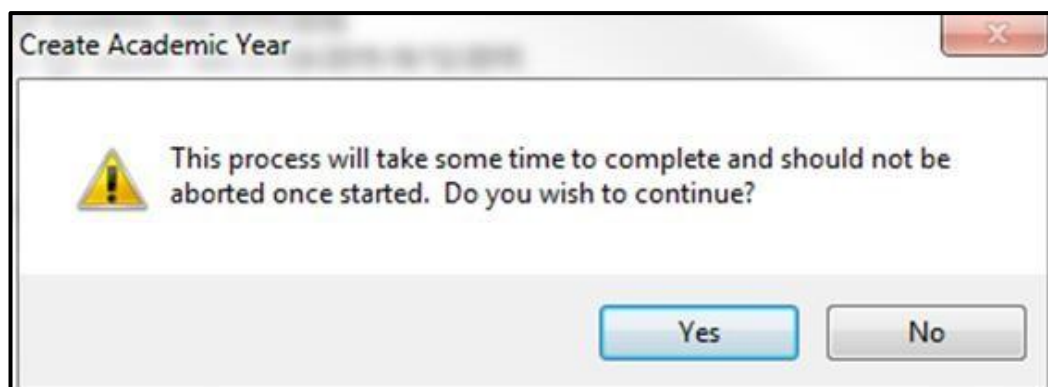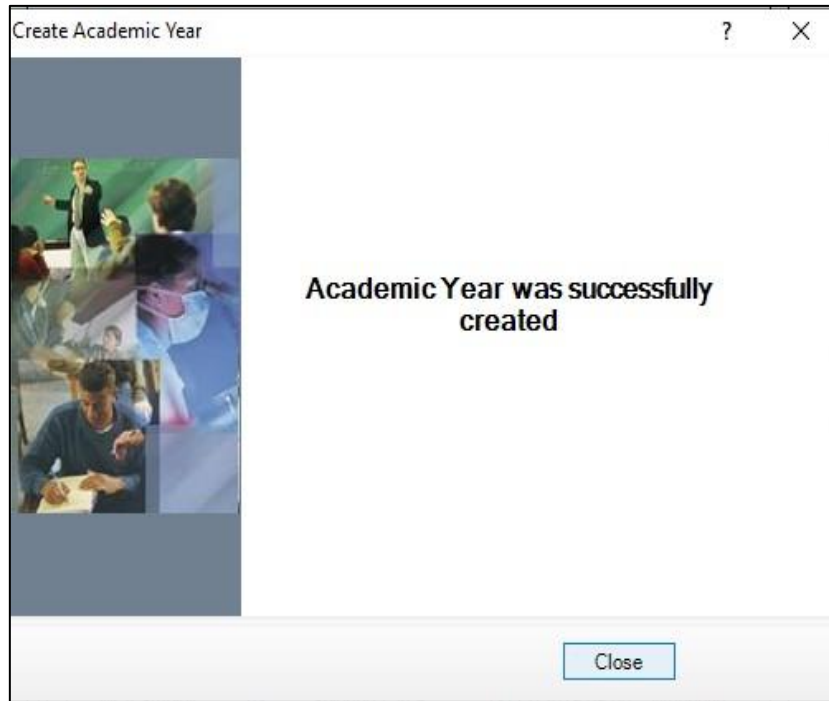
- Click **OK** then **Next.**

- Double check that all the dates are correct.

- Click **Create**
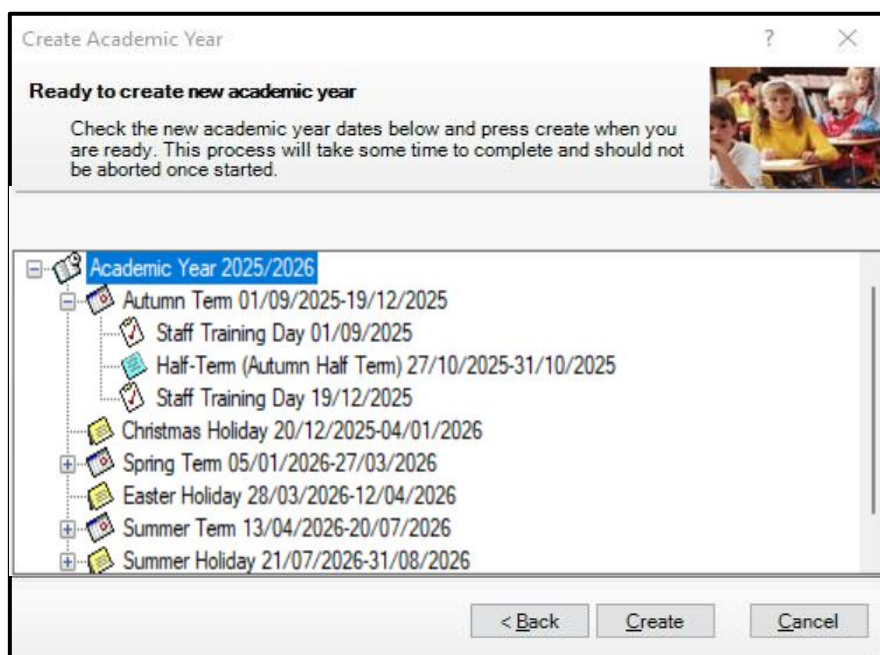
The following message will be displayed.

- Click **Yes** to continue.

- When the process is finished you will see the following window:

- Click **Close**
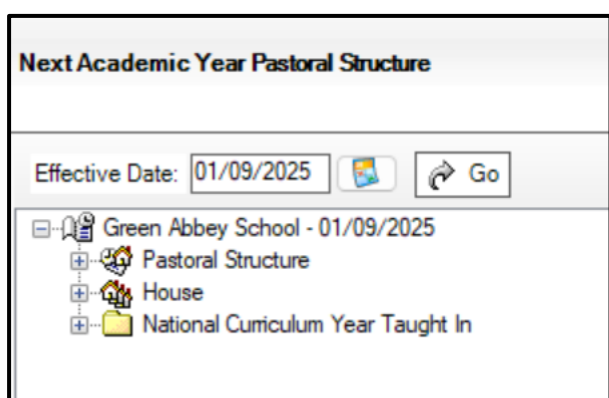
Next Year's Pastoral Structure

The pastoral structure for the new academic year is automatically set up when the new academic year is created and is based on the current academic year's structure. You may need to amend this if your school will be organised differently in the new academic year. For example, you may wish to: -

➢ Add additional registration groups where student numbers have increased.
➢ Merge registration groups where student numbers have decreased.
➢ Change registration group names.

Adding/Removing Registration Groups

It is possible that you may need to increase or decrease the number of Registration Groups in a particular year and/or change the names of Registration Groups attached to years.

• Select **Focus |School | Pastoral Structure | Next Academic Year Structure**

• Double check that you are looking at the **Next Academic Year Pastoral Structure** which will be displayed in the title bar.

Note: Do not attempt to rename registration groups. If the name of a registration group has changed, a new group should be added with the new name and then the old group should be removed.

• Expand the Pastoral Structure tree by clicking the **+** sign for the required Year and the **+** for
Registration Group level as shown in the following illustration.
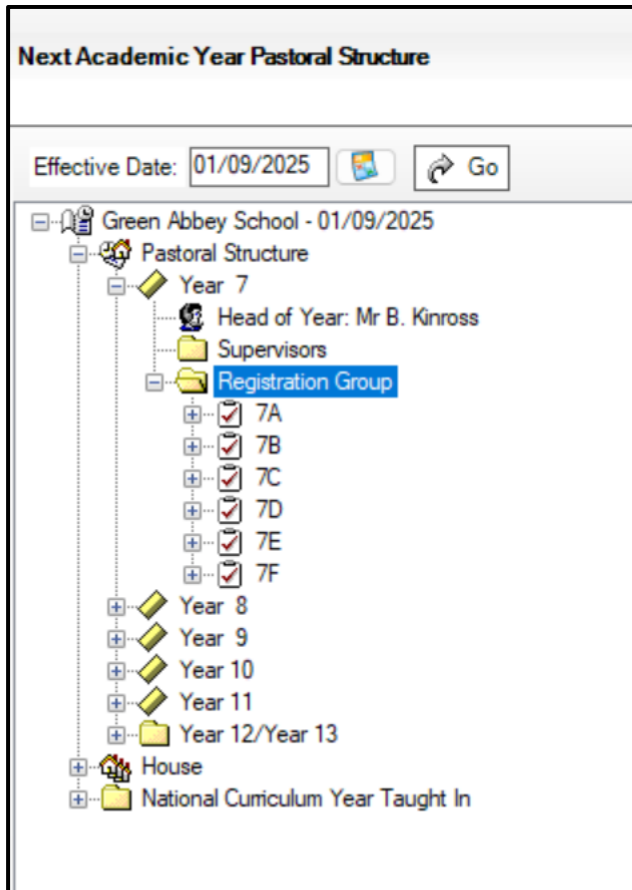
- To add a registration group, right-click on the **Registration Group** folder and select **New Registration Group**

The following window will appear:

- Type in the **Short Name** and **Full Name** for the group. You can also select the **Registration Tutor** and **Room** if this information is known at this stage by clicking the browser button next to the appropriate field.

- Click **OK** and you will see the new group added to your structure.

Note: *In the case of the above example the process illustrates that 7G is a first-time registration group. If the students in an alternative year group have already been assigned to another registration group, then, before removing the reg group, they can simply be transferred by right clicking the* **Registration Group** *folder, selecting* **Members,** *and then*

ticking the students that are to move to the appropriate registration group. Otherwise, the registration group can be simply deleted.

- To remove a registration group, right-click on the registration group that you wish to remove and select **Remove.**
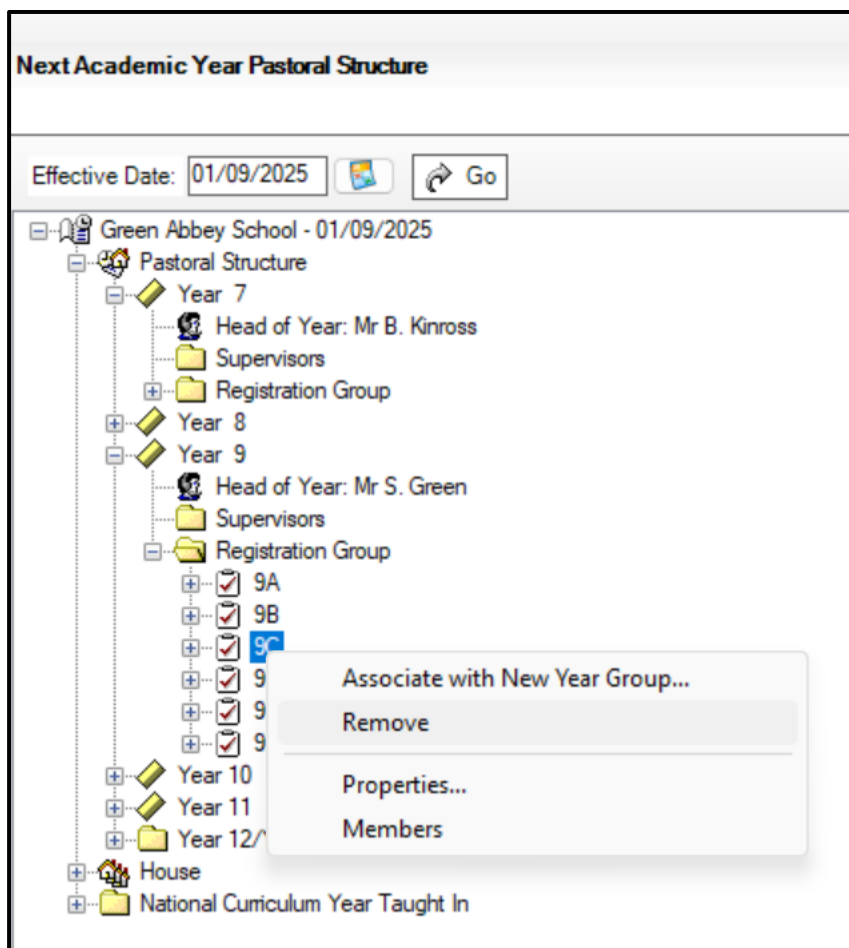
- Click **Yes** to the following warning and the group will be removed.

- Click **Save**

Allocating Registration Tutors to Registration Groups

If teachers have been assigned to different registration groups in the new academic year, then you will need to amend next year's pastoral structure. If any registration groups are to be taught by a new member of staff, then before proceeding you must ensure their details, including **Employment Start Date** are entered using **Focus | Person | Staff**.

> *Note*: *If teachers are moving up through the school with their students, this can be dealt with through the Pastoral Promotion routine.*

To allocate teachers to registration groups:

* Select **Focus | School | Pastoral Structure | Next Academic Year Structure**

* Expand the pastoral structure tree by clicking the **+** signs until you get to the **Registration Tutor** level for the group concerned and then Right-click.

* If no tutor has yet been assigned to the group, click **New.**

* Alternatively, to change the teacher currently assigned to the group, Right-click the **Registration tutor** and click **Properties.**

* The new **Registration Tutor** may be selected by clicking the browser button and searching for the correct member of staff.

- Click **OK** and repeat the process for any other registration groups to which you wish to allocate tutors.

Allocating Rooms to Registration Groups

If required, a room can be allocated to a registration group:

- Browse through the pastoral structure tree as described previously and right-click the required **Registration Group**
- Click on **Properties**

Select the room you require using the **Room** browse button.

- Click **Search** and highlight the required room.

- Click **OK**

Note: *Rooms will only be available if they have been recorded in SIMS using* **Focus | School | Rooms.**

Once all required changes have been made to the **Pastoral Structure**:

- Click the Save button on the toolbar.

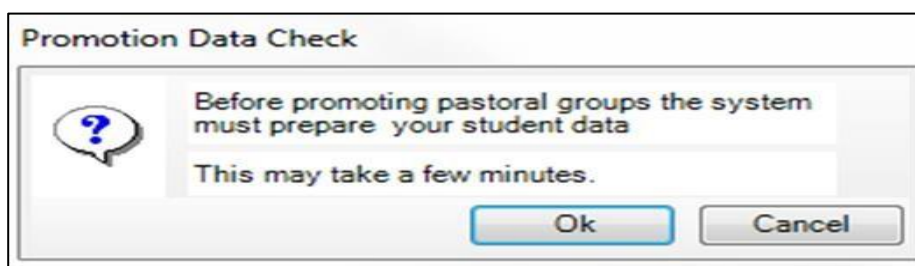**Note:** *This may take some time depending on the number of changes that have been made.*
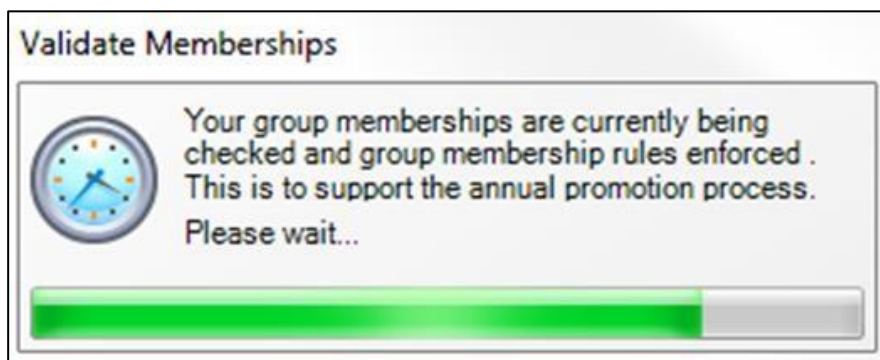

Pastoral Promotion

A Pastoral mapping is required to promote the details of this year's Pastoral Structure into next year.

To setup the promotion path mapping chooses **Routines | School | Promotion**

- Click **OK** to accept the **Promotion Data Check**

- The **Validate Memberships** routine will then run.

Setup Promotion Mapping from Academic Year 2024/2025

Academic Year:

Promote from: Academic Year 2024/2025 ⌄ [Load]

Year Group

Year Group	Promotion Path
7	8
8	9
9	10
10	11
11	12

Override membership ☐ [Set Default]

Registration Group

Year	Registration Group	Promotion Path	Registration Tutor	Promote Registration Tutor	Promote Other Supervisors
Year 7	7A	8A	Mrs Anne Wheeler	☐	☐
Year 7	7B	8B	Mrs Edith Waters	☐	☐
Year 7	7C	8C	Mrs Lynn Chase	☐	☐
Year 7	7D	8D	Mrs Anita Abell	☐	☐
Year 7	7E	8E	Mrs Selina Andrews	☐	☐
Year 7	7F	8F	Mr Martin Unwin	☐	☐

Override membership ☐

[Finish]

- At the next screen click the **Load** button to display year groups and registration groups

- Check that all the suggested promotion paths are correct – use the slider bar to reveal all the year groups and all the registration groups.

- Highlight any registration group that is not following the default position and using the dropdown arrow select the required group.

- In the following example, 7F are promoted into 8X rather than 8F so 8X will need to be selected from the list.

- If this is the first time you are undertaking this process, then tick both **Override membership** boxes. However, on subsequent occasions these boxes would not normally be selected as this would overwrite any changes to next year's registration groups that have been made for individual students.

- If a registration tutor is moving up with the students, then tick the **Promote Registration Tutor** box or in the case of another supervisor tick the **Promote Other Supervisors** box.

- Click **Finish**
- Click **Save**

Admission Groups

Students that are due to start in your school at a future date can be entered into SIMS in advance and then placed on roll at the appropriate time. Before student details for your new intake are entered you will need to create **Admission Groups.** Students in admission groups are available for inclusion in next year's registration group lists, attendance registers, etc. but they can be removed from SIMS if they do not arrive. Entering as much information as possible at this stage will also help schools to have student level data ready in suitable time for the Autumn Census. More than one Admission Group can be created, for example there can be a group for the new Y7 and one for Y12.

Creating Admission Groups

To create Admission Groups for an intake:

- Select **Routines | Admission | Admission Groups | Setup.**

- Click **New** to create a new Group.

- Enter the required information in the **Intake Group** panel:

➢ Supply a suitable **Name.**
➢ The **Admission Year** is the Academic Year of admission e.g., 2025/2026.
➢ The **Admission Season** will be Autumn for students starting in September.

- The **Year Group** is the year that the students will be joining. If you have, for example, one group of students joining Year 7 and another group of new students joining Year 12, you should create an Intake Group (and then Admission Groups) for each group.
- The **Planned Admission** is the maximum number of students that you can admit in a particular intake. If you are unsure of the number, make sure that this is at least the number you expect to admit.
- The **Description** defaults to Admission Year – Season – Year Group when you click in the field. This can be changed if required.

- In the second panel **Admission Group**, enter the **Date of Admission**. It is vital that this is within the new Academic Year otherwise students will be admitted into the wrong year group.

- Click **Save** and Exit the screen.

Entering Applicants (New Students)

There are several methods of populating Admission Groups with students:

- **Admission Transfer File** (ATF): This may be available from your Local Authority, and it contains the basic information of those New Year 7 students who are eligible for a place at your school as part of the Pan London Application process.
- **Common Transfer File** (CTF): Common Transfer Files are supplied by your feeder schools. If your feeder schools have not supplied Common Transfer Files, it is recommended that you ask for them.
- Manual Entry

Admission Transfer Files

Ensure that you have received an ATF from the LA and that it is stored in a secure but accessible location. Use the path **Routines | Admission | Import ATF File** to display the **Import ATF File** wizard. If you have not used this process before, please contact the Strictly Education Helpdesk for further guidance.

Common Transfer Files

Ensure that you have received a CTF from the relevant feeder school(s) and use the path **Routines | Data In | CTF | Import CTF** to display the **Select the CTF import type** screen.

If the record has not been started, then choose **Add Data for New Pupils Only,** choose **Place New Students in Pre- Admission,** and select the relevant **Intake Group.**

To update the records for existing students, choose **Add data for Existing Pupils Only** and proceed with the Import selection. Please contact the Strictly Education SIMS Helpdesk for further guidance if required.

Manual Entry

- Select **Focus | Admission | Application** and click **New.**

- Type in basic details such as surname and gender and click **Continue.**

SIMS will search for any potential matches already on the system e.g., if the student has previously attended your school or if some of their details have already been entered onto the system.

- If a correct match is found e.g., Applicant was previously on roll, highlight the matched name, and click **Open**. You will be taken to the **Application** screen.

- If no matches are found, you will be taken straight to the **Application** screen.

- If persons matching the details, you have entered are found, their details will be displayed. Check that your new student is not already there and click the **New** button to take you to the **Application** screen.

The **Application** screen is like the standard **Student Details** screen and information can be entered in the same way. The Registration Details panel, however, is different from that in the standard Student Details screen as it is designed to deal with the application and admission process.

- In the **Registration Details** panel use the drop-down menu to select the **Intake Group**

Once these are selected the **Date of Admission** will default to the expected date of admission previously entered when setting up the Admission Group, however, it may be changed here for an individual applicant.

The **Year Taught In** will default to the same as the year group and other information such as class (Registration Group) and part time information may be entered now if known.

The **Application Status** will default to Applied, but this can be changed (see next section on Changing the Status of Applications).

Changing the Status of Applications

The Admission area of SIMS is designed to manage the process of admissions from application through to the student arriving and being put on the school roll. The Application Status of a prospective student indicates at what stage of the process they have reached. Schools may choose to use a different Status to progress each applicant through the process. This will enable a filter by status to be applied at any stage to produce lists or address letters of acceptance, rejection, etc.

The Status options available are:

➢ **Applied** – Indicates that the child has applied for a place in the Intake Group
➢ **Offered** – Indicates that the child has been offered a place in the Intake Group
➢ **Accepted** – Indicates that the child has accepted the place offered.
➢ **Admitted** – Indicates that the child has been admitted into the school.
➢ **Withdrawal** – Indicates that the child has withdrawn their application for a place in the Intake Group

> *Note: Schools do not have to process admissions through each Status option; applicants may be changed directly from Applied or Offered Status to Admitted. However, applicants with a Status of Applied or Offered are held under a different focus for reporting purposes. You will therefore need to change their status to Accepted for them to be included on lists which you may want to print in advance of them being admitted e.g. Next Year's Registration Groups.*

Entering students using either the ATF or CTF routine or manually will default to the first status:
Applied. The Application Status may be changed for groups of applicants using either **Routines |**
Admission | Finalise Offers or **Routines | Admission | Accept Applications** (the Accept Applications option can also be used to change the status to **Offered**). Alternatively, the status of applications may be changed individually in the Registration Details panel of the Application Screen.

To change the Status to **Accepted**:

- Select **Routines | Admission | Accept Applications**

- Search for the required intake group and double click on it or highlight it and click **Open.**

- Search for applicants by Current Application Status e.g., **Applied** or **Offered**

The following screen is then displayed:

- Tick the **Accepted** column for those who have accepted a place, and you therefore expect to arrive in September.

Allocating Applicants to Next Year's Registration Groups

There are two ways of adding expected new students to next year's Registration Groups. The Registration Group can be entered for individual applicants in the Registration Details panel of the Application screen, either as you are entering the applicant or later by re-selecting and editing the record.

Using the **Registration Group Members** grids via **Next Year's Pastoral Structure** (This is the quickest method to allocate students to registration groups and to check that all students have been allocated to the correct group)

- Select **Focus | School | Pastoral Structure | Next Academic Year Structure**
- Double check that you are looking at the **Next Academic Year Pastoral Structure**, which will be displayed in the title bar.

Next Academic Year Pastoral Structure

Effective Date: 01/09/2025   🗓   ↪ Go

- ⊟ Green Abbey School - 01/09/2025
  - ⊟ Pastoral Structure
    - ⊞ Year 7
    - ⊞ Year 8
    - ⊞ Year 9
    - ⊞ Year 10
    - ⊞ Year 11
    - ⊞ Year 12/Year 13
  - ⊞ House
  - ⊞ National Curriculum Year Taught In

- If necessary, change the **Effective Date** to the admission date for the Admission Group i.e., the date that the students are being admitted, then click **Go** The following message will appear:

Next Academic Year Pastoral Structure

⚠ Next academic year structure can be changed only on the first date of academic year.

OK

- Click **OK** as you are not changing the structure.

- If necessary, click the **+** sign to the left of **Pastoral Structure** to display next year's year groups.

- Then click the **+** sign to the left of the year group that you want to work with e.g., Year 7

- Right click on **Registration Groups** and select **Members**.

You will now be able to allocate students to next year's Registration Groups by clicking in the appropriate column for each student as shown in the following example:

You may change which students are displayed using the Student Status options:

O   **Students** are those already on the school roll.

- **Accepted Applications** are applicants with an Application Status of Accepted and are shown in pink.
- **Current Applications** are applicants with an Application Status of Offered or Applied and are shown in orange.

When you have finished, click **OK** to save your changes.

Manage Classroom Staff

Adding New Staff for Timetables and Cover

Members of Staff who already have Staff Codes in use from last year are automatically carried forward with the same Staff Codes into the next academic year in **Manage Classroom Staff**.

It is the Staff Role and Staff Code in **Manage Classroom Staff** that allows a timetable in NOVA-T6 to be successfully exported into SIMS. To enable a person, whether a Teacher, a Cover Supervisor, an Exams Invigilator or an HLTA to be used in Cover, a Staff Role, a Staff Code, and an Organisation (which includes the Working Pattern) need to be assigned.

Any new staff employed from September will need to have their basic details entered in SIMS Personnel first and then a unique Staff Code can be assigned in **Manage Classroom Staff**. This Staff Code must match the code used in NOVA-T6; any unmatched codes will prevent the export of a teacher's timetable.

- Select **Focus | Person | Manage Classroom Staff** and choose the Academic Year 2025/2026.

*Note: Do not add any contracted teacher directly into **Manage Classroom Staff** instead match their "Employee record" that has been previously added in SIMS Personnel.*

In the example below a new teacher, Lucy Cook, has been appointed from September 2025 and her details have been added in SIMS Personnel:

- Click **New**

- Enter the surname, **Cook,** and click **Continue.**

In the **Matched People** list after her surname was entered the following appears:

- Highlight the new member of staff and check that the 'Roles' column shows as **Employee.**

- Click the **Open** button to the right.

*Note: There may be more than one matched entry if he/she is also a parent or contact - always select the record that has **Employee** as the role.*

However, you can, for cover purposes, add directly in **Manage Classroom Staff** any Supply Teachers (i.e., those without school contracts). They will not match on an existing record; you are taken directly to the next screen. This just creates a Service Agreement in SIMS Personnel.

The **Classroom Information** screen now displays:

- Click the **Generate Staff Code** button to generate the Staff Code. **DO NOT enter** the code by typing it in as this will not save the code throughout SIMS, although the program lets you do precisely this.

In the example below the new code LC2 has been generated for Lucy Cook:

If you need to amend the Staff Code to fit in with school policy, then this code can now be edited as it has been generated by the program. In our example, we intend to use LCO so we would need to:

- Overtype the '2' with an 'O'

- Place a tick beside '**Teacher**' for the role in school.
- Select '**Provides cover**' in the **Cover Option** menu choice if this teacher will be required to cover.

To use this person in **Cover** an **Organisation pattern** needs to be added.

- In the **Organisations** panel, click the **Add** button to display the **Organisation Details** screen.

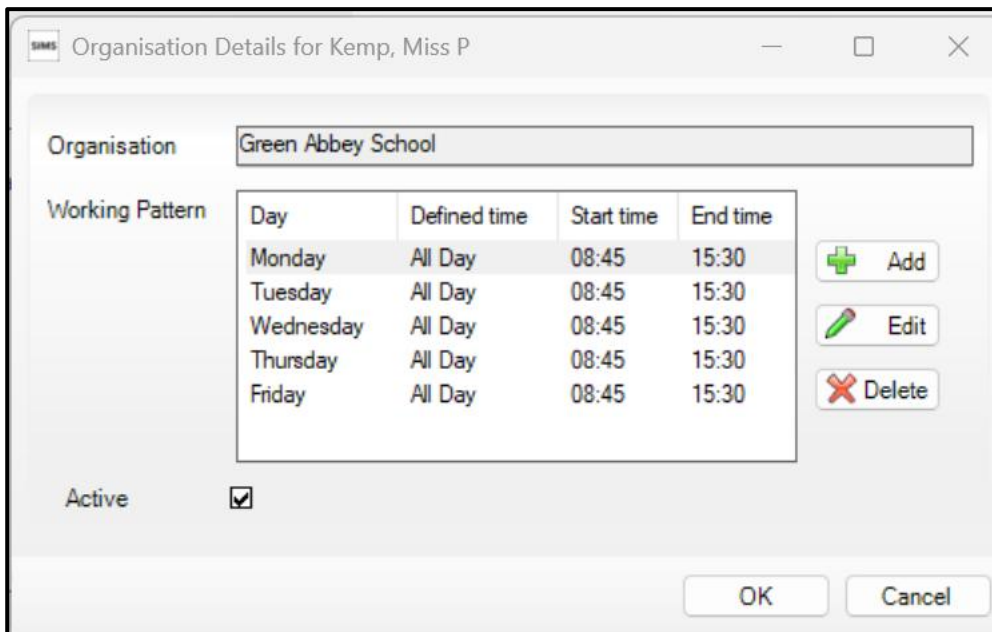The **Organisation** defaults to the name of your school - use this for all new contracted teachers.

- Click **OK**
- Save your whole school changes.
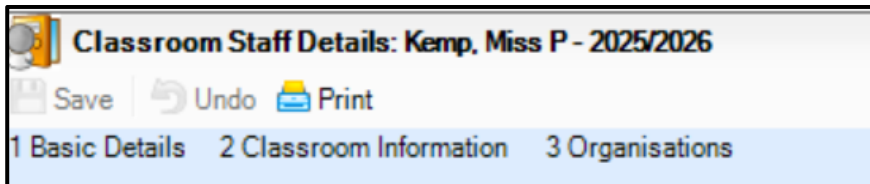
Note: *Part-time staff should have their working pattern edited by double-clicking on the School name in the **Organisation panel** which causes the following screen to appear.*

- Check the pattern times and highlight a day when they are not in school and click **Delete.**

- Repeat the process to remove all unwanted days.

- To change the times on a particular day, highlight the day and use the **Edit** button as appropriate and click **OK** to accept the change.

In our example, Lucy Cook is not contracted to work on a Wednesday and has BLANK non-class codes on her timetable in NOVA-T6 on that day.

- In Panel 3, highlight Wednesday and click **Delete:**

However, it has now been agreed that she will be employed as a Supply teacher on her "non-contract" day. An additional organisation pattern needs to be added in Panel 3.

- Click the **Add** button (it defaults to a new **Organisation** of <Self>) and delete her existing contract days:

- Click **OK** to save the changes.

The two patterns now appear in his **Manage Classroom Staff** record.

- **Save** your whole screen changes.

Once a Staff Code is generated in **Manage Classroom Staff** it will feed back into SIMS Personnel where it will display with a grey background.

The Staff Role in **Manage Classroom Staff** is particular to the timetable areas. It does not have to be the same role as in SIMS Personnel; more than one role may be added in **Manage Classroom Staff** if required.

*Note: Regular Supply teachers should appear in Manage Classroom Staff and should have a Staff Role ticked as **Teacher**. They do not need to be included in NOVA-T6 (**Plan | Teachers**) although it is recommended that they are included if they are covering for a long-term teacher absence.*

Removing Staff Leavers

Members of Staff who are leaving have end dates recorded first in SIMS Personnel by the Bursar (or member of staff in school responsible for this area of SIMS). In addition, an end date needs to be entered in **Manage Classroom Staff** to finalise classroom memberships in order that staff leavers do not appear in Cover next year. A date can be given in advance i.e., typically 31st August 2025.

- Stay in **Academic Year 2024/2025** or reset the Academic Year to this year.

- Open the **Classroom Staff Details** screen for a member of staff who will leave this August.

- Click the **Terminate All** button and select the leaving date to terminate all roles.

- **Save** the whole screen changes.

In the following example Peter Barnes' entry in **Manage Classroom Staff** has been selected as he is leaving school at the end of this academic year:

- Once the **Terminate All** button has been clicked, then enter the leaving date - 31/08/2025.

*Note: The **Terminate All** defaults to today's date. Also avoid using the **End of Year** button to populate the date as this may not coincide with the contractual leaving date. In fact, any "End date" after the last day of the Summer term, in either SIMS Personnel or in **Manage Classroom Staff** ensures the current timetable for this term remains active - it is only next year's classroom role that is being terminated.*

- Click **Ok** and **Save**

By editing in **Manage Classroom Staff** all staff leavers will automatically retain an historical record of staff roles and memberships in SIMS, so that at any point in the future their records can be checked. This includes past timetable, cover, and assessment data; all will be accessible at any point in the future. Also, Examinations results analyses for Summer 2025 will be unaffected by this procedure.

*Note: A **Staff Code** is unique within any one academic year. This enables the re-use of popular Staff Code abbreviations in the next academic year.*

Creating a Dataset for 2025/2026 in Nova-T6

Unless your proposed curriculum model is radically different from the current timetable for all year groups, we recommend that the Transfer Curriculum routine is used to create your new dataset.

- Open Nova-T6 in your current 2024/2025 dataset (ensure that this is NOT a Maintenance dataset) and select **Data | Transfer Curriculum** to open the dialogue box to transfer this year's structure to next year.

The white columns of the screen displayed anticipate a transfer of blocks to the same Curriculum Year next year and the yellow columns anticipate a transfer to the succeeding Curriculum year.

- Click in a chosen cell one or more times - the first click inserts a tick which will then copy Block itself, without teacher(s). The second click adds a "smiley face," indicating that the teacher(s) will be transferred as well. A third click removes both symbols. You can arrange several actions at once by using **Shift + Click** to highlight contiguous cells.

The graphics starting below show how a typical use of the **Transfer Curriculum** routine would appear:

It is likely that the curriculum plan (Model) for the current Year 7 will be used again next year without current teachers, so a single click is used – ticks but no "smiley faces".

- Clicking the first Year 7 white cell and then using **Shift + left click** on the last Year 7 white cell populates all the Year 7 white cells.

In the example below the Maths and Technology blocks in Year 7 are being copied into Year 8.

- Maths blocks are copied with their current teachers using **double clicks** – ticks plus smiley faces and Technology blocks are copied without their current teachers using **single clicks** - ticks but no smiley faces. Consequently, Maths blocks in Year 8 are not copied into next Year.
  8 which allows for the Maths blocks coming up from Year 7

- The same applies for Technology. All other blocks in Year 8 will be the same as those in the current Year 8

- Year 9 will be the same as the current Year 9 but without teachers.

Transfer Curriculum

Select Year 9

Source blocks | Year groups in new curriculum plan

Year	Block	7	8	9	10	11	12	13	C6
9	9xy Citizenship			✓					
9	9x Common sets			✓					
9	9x English			✓					
9	9x Exp Arts			✓					
9	9x Maths			✓					
9	9x Modern Lang			✓					
9	9x PE			✓					
9	9x Science			✓					
9	9x Technology			✓					
9	9y Common sets			✓					
9	9y English			✓					
9	9y Exp Arts			✓					
9	9y Maths			✓					
9	9y Modern Lang			✓					
9	9y PE			✓					
9	9y Science			✓					
9	9y Technology			✓					

OK   Cancel   Help

Note: *All the required year groups must be dealt with before clicking* **OK** *- you cannot use the Transfer Curriculum routine for one year group at a time. If the* **Select Year** *drop down menu has been used make sure it is re-set to* **All** *so that all years can be checked prior to clicking* **OK**.

Continuing with this illustration, Year 10 Blocks are copied into Year 10 without teachers, and they are also transferred into Year 11 with teachers.

- **Double clicking** the first Year 11 white cell and then using **shift + left double click** on the last Year 11 white cell populates all the Year 11 with the smiley faces as well. Consequently, there will be no ticks in the white cells for Year 11 and neither will there be any ticks in the yellow cells for Year 11 as the Post-16 Curriculum will be a quite different structure from Key Stage 4

Years 12 and 13 would also be set up as appropriate.

> **Note**: *Do not spend too much time on this process as any errors or omissions in the process can always be dealt with in the Nova-T6 Dataset – the routine is simply used to avoid starting from nothing each time.*

- Click **OK** to reveal the **Carry-Forward Options** window and <u>Untick</u> the **One Per Day** box.

- If next year's class levels are not the same, then also untick the **Block and Class levels** box - at this stage you are also given the reminder to include the correct Levels BEFORE the first submission of the Timetable to SIMS

> **Note**: *The levels can be edited at any stage prior to the start of the Academic Year although once incorrect levels have been submitted <u>no further reminders</u> are provided to include the correct levels.*
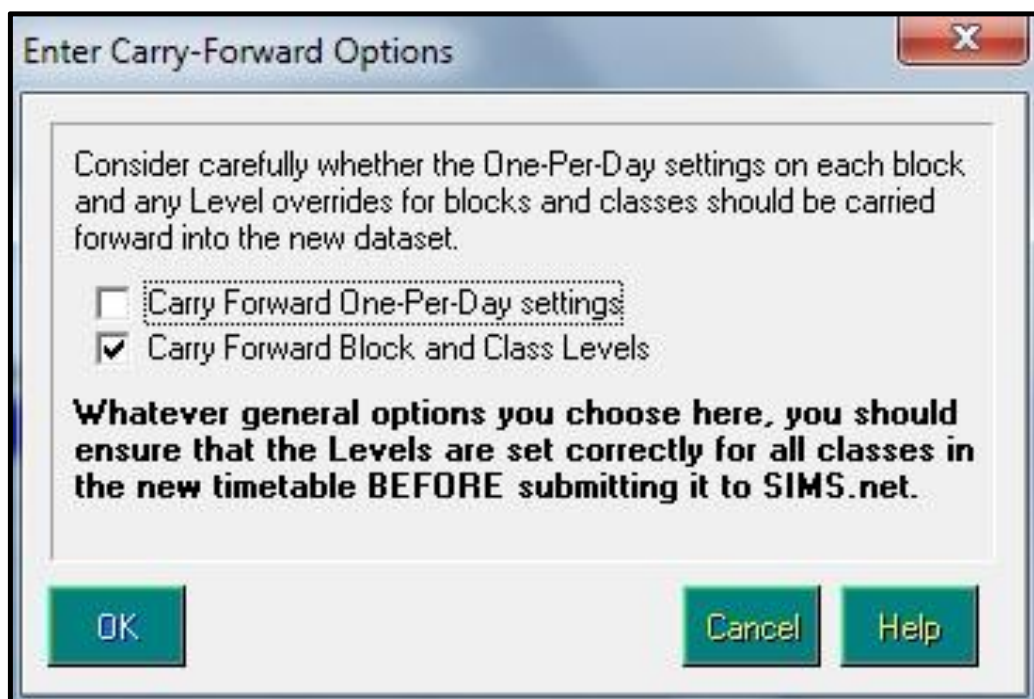
- Click **OK** and a new dataset for next academic year is automatically created with the default Dataset name of **<NoName>** and a Validity of **<unspecified>**
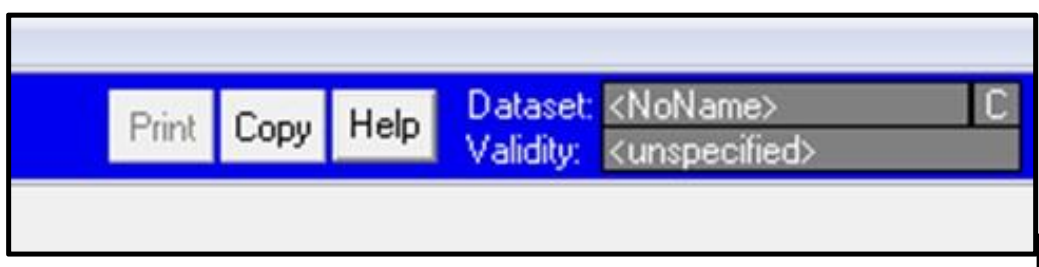
- In **Validity, Double click** <unspecified> and enter your school's date range for the period from the first day of the Autumn term 2025 to the last day of the Summer term 2026.

*Note: When the timetable is submitted to SIMS, this date range is used to create the **Working Academic Year**. Remember that, once submitted to SIMS, this date range CANNOT be truncated!*

*Important: If your Autumn term starts on 01/09/2025 (even if this is a staff training day) then, despite our recommendation that the **Academic Year** should start on 01/09/2025, you should use the date range starting on 01/09/2025 for the **Working Academic Year**. It is essential that you ensure that all other date ranges such as those used in **Options** and **Pre-Admission Groups** match this range. Assigning students to classes in **Academic Management** will automatically use the correct date range if the **Working Academic Year** is accepted as the default date range.*

All the examples in the following pages of this document reflect a start date of 01/09/2025.

Set Validity dates for Construction dataset

Start Date 01/09/2025 ☐ Today

End Date 23/07/2026

☐ Export Band structure only

OK   Cancel   Help

- Click **OK**

- Click the **Save** button and, in the **Save in** drop down menu, navigate to the 2025 folder by choosing the NT6 Folder and then double-clicking the 2025 Folder.

- Add a **File name** such as First Draft 2025-2026

Save Curriculum Model

Save in: 2025

Name	Date modified
test.SPL	01/04/2025 11:45

File name: First Draft 2025-2026   Save

Save as type: School Plan (*.spl)   Cancel

- Click **Save**

Nt6

File saved: C:\SIMS\SNOVA\NT6\2025\First Draft 2025-2026.SPL

OK

- Click **OK**.

Transfer of the Curriculum and Timetable to SIMS

The process is detailed here for this first export of the new timetable from NOVA-T6 to SQL. It can take place once the Curriculum Plan on the Model screen is complete, i.e., the intended Bands and Blocks with Classes are entered. It will not matter if some classes are added later this term, but removing or changing Bands and Blocks could mean that Academic Management has redundant Schemes which will make it difficult to manage during the coming year. Please note that classes created for next year should not be renamed once the new academic year starts in September 2025. This action would mean that historical data would be lost and potentially it could upset class and course memberships in Academic Management and Course Manager.

Sending a new Timetable Cycle to SIMS

A new Timetable Cycle must be sent to SQL at this stage if your school day has changed in any of the following ways:

➢ If there are any new periods in a day (including any twilight or lunchtime periods)
➢ If there is any change in the number of lessons in a day
➢ If there is a move from a one-week to a two-week timetable or vice versa
➢ If there are new (hour and minute) timings for your lessons
➢ If you are changing the way Registration periods are defined i.e., if there is a change in the "Non-teaching" status of the period.
➢ If, in this year, there have been any incorrect lesson or registration times for teachers in Cover or Teacher Timelines

> *Note: If changes were made to the cycle in the post lockdown arrangements that may have been made the, to return to a cycle that existed prior to lockdown, a new Timetable Cycle will need to be sent.*

If your existing school day/weeks/period times remain unchanged, then this procedure is unnecessary so **PLEASE GO TO THE NEXT SECTION ON PAGE 56 - "Exporting the Curriculum and Timetable".**

If you are in any doubt about your school's Timetable Cycle (or you have previously sent a "Bands Only" timetable as part of the Options process for 2025/2026) then, please contact the SBS MIS Helpdesk.

It is recommended NOT to change the cycle once the new Academic Year is underway, as you may lose data in Cover, attendance marks from Lesson Monitor and curriculum assignments in Academic Management.

It is extremely important that the 2025/2026 NOVA-T6 dataset and SIMS are backed up (in NOVA-T6 and System Manager 6 respectively) before attempting this procedure. It is not necessary to switch into the next academic year in SIMS to conduct this procedure.

- In NOVA-T6 load your 2025/2026 Dataset and select **Data | Export Timetable Cycle to SQL** and click **Yes** to the confirming message

- On the **Define period times for timetable cycle** screen enter a **Start Date.** If you have an actual start date for the Autumn term of 1st September 2025 (even if this is a Training Day) and have followed our recommendation that the Academic Year starts on 3rd September, then it is <u>essential</u> that you use a **Start Date** of **01/09/2025.**

Note: *It is extremely important that all dates used in a Nova-T6 export are checked carefully as they determine the* **Working Academic Year.** *Once submitted they **cannot** be truncated!*

If you are using Non-Class Codes for Reg periods check that an X appears in the column 'Type' beside 'Reg.' If this does not show, then cancel and edit on the Cycle screen first.

- Enter the **Start** and **End Time** of the Registration Period and each of the teaching periods - Use a colon between the hour and minutes.

- Alternatively, once the **Start Time** of Period 1 has been entered, change the **Duration** to the minutes of your lessons and use **Propagate times** to auto-fill some of your timings, adjusting for morning break and lunchtime gaps.

Note: The **Break** *timing refers to "circulation gaps" between periods rather than the timing of a "morning or afternoon break." If there are no "circulation gaps" then the Break should be set to zero before* **Propagate times** *is used.* Our example, however, has simply used a manual entry of the Start and Finish times.

- When the "Monday" timings for registration and lessons are completed, click **Copy** to copy these timings to all days of your Cycle (It is possible, however, to enter different timings on different days if you wish. If only one day has various times, then it is useful to use the **Copy** routine and then edit the times on that day.)
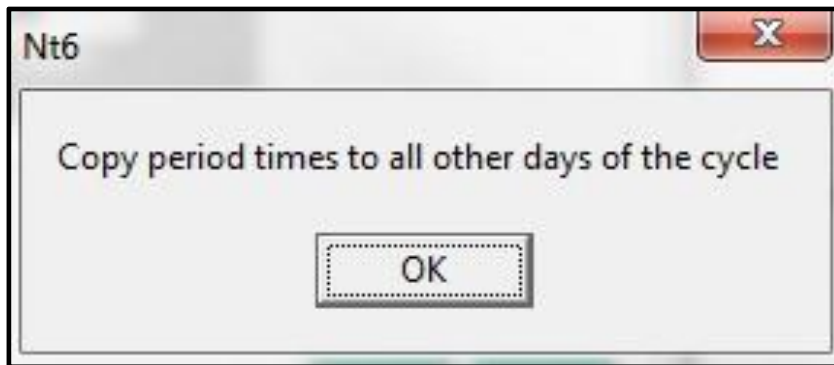
- Click **OK**.

To send the cycle over into SIMS you need to go to **Data | Export Timetable Cycle to SQL,** a pop-up warning will appear:
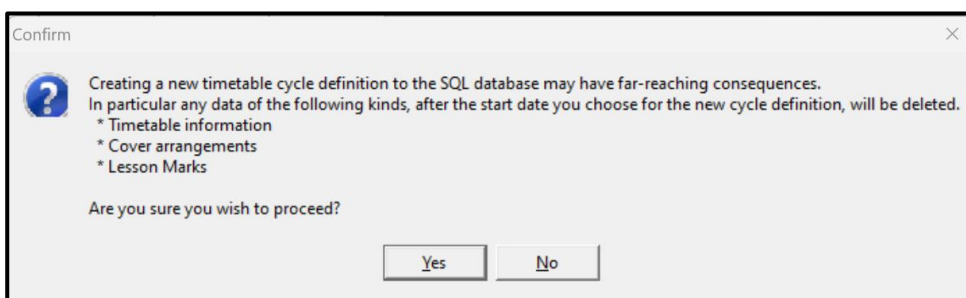
If you are happy with the information, then click on **Yes**. Another screen will appear with the following information:

- Once you have double-checked the timings on screen, leave the tick beside **Fixed Week Cycle** and click **OK.**

- When prompted, log on with your SIMS logon details to the offered screen and click **OK**. The screen informs you the new **Timetable Cycle** is being sent to SQL, but you do not get a confirming message.

Examination Levels

Prior to this export accurate examination levels e.g., KS3/GCSNF/GCE2Y etc. will need to be entered using the **Tools | Assign levels** screen in NOVA-T6. If any new Blocks or Classes have been added on the Model screen, they may automatically inherit the Exam Level given to that Year level or Block in the 2025 dataset. If the definitive levels are not known at this time they can be edited, and the timetable re-sent at any stage **prior** to the start of the Academic Year. Once the next year has commenced, however, levels in Nova-T6 will <u>not</u> change those in SIMS – a great deal of work in Course Manager will be necessary to change any incorrect levels!

Note: If a timetable has been sent to SIMS with classes that have incorrect levels, then the courses that have been automatically created with those incorrect levels will need to be deleted. It is important that the person responsible for maintaining Course Manager is kept informed of all changes of levels!

CHECK ALL EXAM LEVELS CAREFULLY

As correct Exam Levels are **VITAL** for creating Courses used in such modules as Assessment Manager, Exams Organiser and for the School Census, these Levels should be checked now where they are first assigned, in NOVA-T6. The DfE designated levels are subject to change; please find the latest list in the Appendix of the '**Managing Courses in SIMS**' Handbook. From the Documentation tab on the SIMS Homepage select **Handbooks, Timetable and Curriculum** and **Managing Courses in SIMS**.

For schools with Sixth Forms the courses created, because of entering these levels here, will help to ensure that your next Autumn Census Return collects the correct Learning Aims.

Incorrect NOVA-T6 course data create difficulties with the Learning Aims for the Post-16 Census.

- In NOVA-T6 load your 2025 Dataset and select **Tools | Assign Levels**

- Click the **Configure** button.

*Note: If any of the required levels are not available then the **Refresh Base Data** routine needs to be run before Configure routine can be undertaken (See page 53).*

- A list of existing Standard Levels is displayed on the left-hand side of the window. On the right-hand side, you can decide whether you want to **Show** or **Hide** some or all the Levels in the list of Available Levels that you select from in the **Assign Levels to Years, Blocks and Classes** dialog. Choose the Levels you wish to hide - individual levels can be hidden by clicking the tick in the Display column.
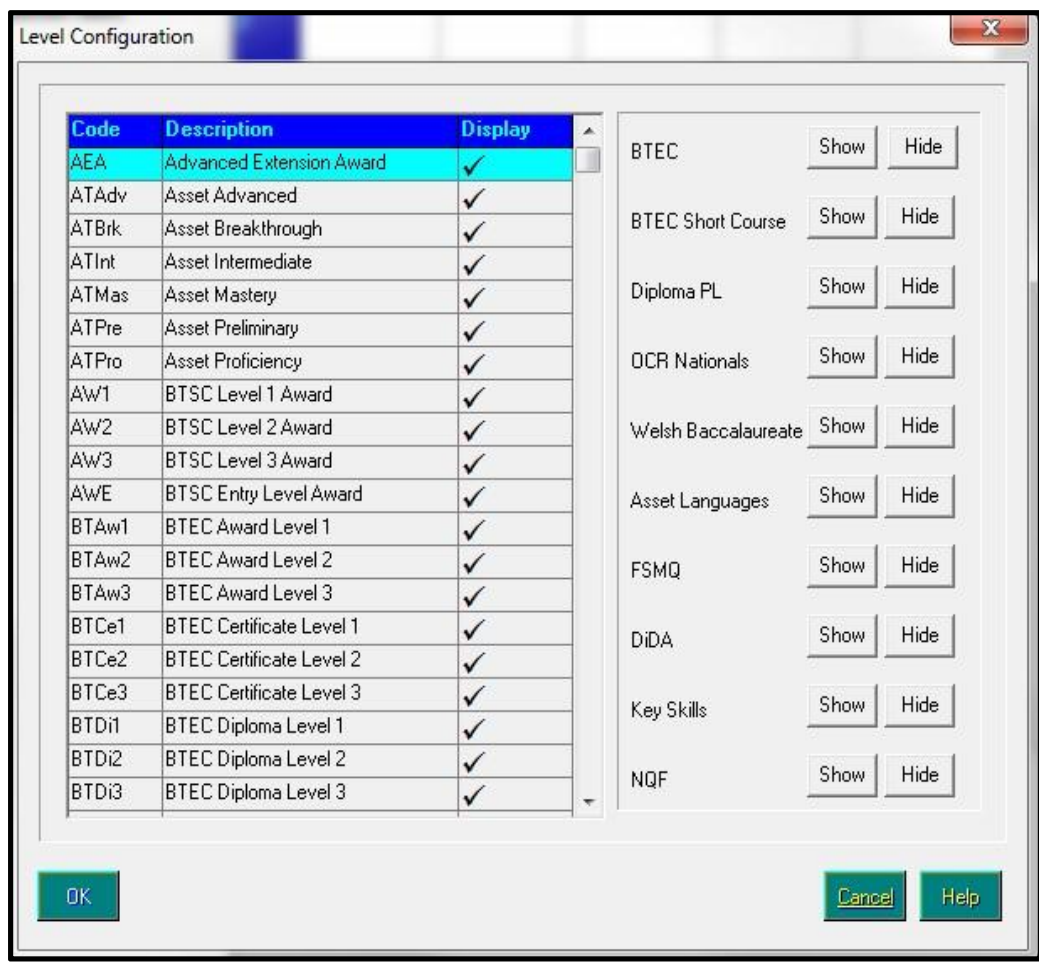
- Click **OK**

This returns you to the **Assign Levels** screen. Clicking to the right of a level in any of the panels opens a drop-down menu. In our example below, Year 10 have GCSNF Level chosen in the **Years** column which in turn populates all levels displayed in the **Blocks** and **Classes** columns unless a different level has previously been selected for a particular block.

All classes must have a Level, which can differ from the Block level, please check each class in each year group carefully. In each case the level selected should the appropriate level for most students in the Block/Class. in the above graphic 'Gen' is displayed against Year 10y PSE Block which then populates "Gen" for each class of the block.

This can be further refined – please see the following example where the students in first set in 10x PE block are taking a GCSE course. The drop-down menu in the Classes panel has been used to select GCSEF for 10x/Pe1.

- For schools with Sixth forms, ensure that the correct levels are used for Y12 and Y13

Note: GCAS1 should be only used where students are taking AS "en route" to the two-year A level or where a subject is taken as a standalone qualification alongside the usual three A levels.

Instructions for the Refresh Base Data routine

- Use **Data | Refresh Base Data from SQL** and enter a suitable date (**Today** is OK)

- Enter your SIMS login details to reveal the **Base data wizard** and only tick **Levels.**

- Click **Next**

SQL refresh base data wizard

Levels available in SIMS

Code	Description	Status	In Use
AEA	Advanced Extension Award	Active	Not In Use
ATAdv	Asset Advanced	Active	Not In Use
ATBrk	Asset Breakthrough	Active	Not In Use
ATInt	Asset Intermediate	Active	Not In Use
ATMas	Asset Mastery	Active	Not In Use
ATPre	Asset Preliminary	Active	Not In Use
ATPro	Asset Proficiency	Active	Not In Use
AW1	BTSC Level 1 Award	Active	Not In Use
AW2	BTSC Level 2 Award	Active	Not In Use
AW3	BTSC Level 3 Award	Active	Not In Use
AWE	BTSC Entry Level Award	Active	Not In Use
BTA1	BTEC Tech Award Level 1	Active	Not Reqd
BTA12	BTEC Tech Award Level 1/2	Active	Not Reqd
BTAw	BTEC Award Level 1 & 2	Active	Not Reqd
BTAw1	BTEC Award Level 1	Active	Not In Use
BTAw2	BTEC Award Level 2	Active	In Use

Select Level Groups [All]

Page: Levels

Close   << Previous   Finish   Help

Please note that **All** is the default in **Select Level Groups.**

- Use the drop-down menu to select the required level and click ✓ (e.g., Choosing **BTEC Full**
  Course and clicking ✓ will highlight in green any BTEC Full Course levels not currently **In Use** ready for **Import** – you may need to scroll down to bring the levels in view)

SQL refresh base data wizard

Levels available in SIMS

Code	Description	Status	In Use
BTDi1	BTEC Diploma Level 1	Active	Not In Use
BTDi2	BTEC Diploma Level 2	Active	In Use
BTDi3	BTEC Diploma Level 3	Active	Not In Use
BTFD3	BTEC National Level 3 Foundat	Active	IMPORT
BTNA	BTEC National Award	Active	IMPORT
BTNC	BTEC National Certificate	Active	IMPORT
BTNCB	BTEC National Certificate - B ar	Active	IMPORT
BTND	BTEC National Diploma	Active	IMPORT
BTNDB	BTEC National Diploma - B and	Active	IMPORT
BTNEC	BTEC National Extended certific	Active	IMPORT
BTNED	BTEC National Extended Diplor	Active	IMPORT
BTNFD	BTEC National Foundation Dipl	Active	IMPORT
BTSd3	BTEC Subsidiary Diploma Level	Active	In Use
BTXD3	BTEC Extended Diploma Level	Active	IMPORT
BTXe2	BTEC Extended Certificate Lev	Active	Not In Use
BTXe3	BTEC Extended Certificate Lev	Active	IMPORT

Select Level Groups: BTEC Full Course

Page: Levels

Close   << Previous   Finish   Help

- If necessary, toggle any course not required for **Import.**

*Note: There are new **Level Groups** for T levels in the drop-down menu.*

Alternatively, any individual courses that are shown as **Not Reqd** can be clicked to change the **Not Reqd** to **Import** – clicking again will toggle.

- If needed scroll down to T level and toggle for Import

SQL refresh base data wizard

Levels available in SIMS

Code	Description	Status	In Use
SA3	BTSC Level 3 Subsidiary Award	Active	Not In Use
SC1	BTSC Level 1 Subsidiary Certific	Active	Not In Use
SC2	BTSC Level 2 Subsidiary Certific	Active	Not In Use
SC3	BTSC Level 3 Subsidiary Certific	Active	Not In Use
SD1	BTSC Level 1 Subsidiary Diplon	Active	Not In Use
SD2	BTSC Level 2 Subsidiary Diplon	Active	Not In Use
SD3	BTSC Level 3 Subsidiary Diplon	Active	Not In Use
TLev3	T Level (Level 3)	Active	In Use
TLevC	T Level 3 - Core	Active	IMPORT
TLevS	T Level 3 - Specialism	Active	IMPORT

- Check that all the appropriate levels have been selected for Import and click **Finish** to import.

Exporting the Curriculum and Timetable to SIMS

Entering the correct date range for next year is vital. For this reason, we would recommend that you ask your SIMS Manager or IT technician to back up SIMS in System Manager and FMS first. Before proceeding with the export, please ensure that Registration groups have been setup appropriately. The usual approach is for Registration periods to be flagged as Non-teaching on the Cycle screen - the Registration period should display with a black background. NCCs are then defined for each Reg. group.

*Note: If you are using Alternative Curriculum and require Activities to be allocated in the "Registration Periods" then NCCs should **NOT** be used for Reg groups.*

- Open the relevant NOVA-T6 file and select **Data | Export Curriculum and Timetable to SQL**

- Enter a **Start Date** of **01/09/2025** and the appropriate **End date** – in this example we are using **20/07/2026.**

*Note: Remember that the date range determines the **Working Academic Year** in SIMS and once submitted, it **CANNOT** be truncated.*

*Note: If you had previously exported **Band structure only** for **OPTIONS** from this same Dataset, then the program will have remembered the dates you entered then.*

- ENSURE that there is <u>NOT</u> a tick in **Export Band structure only.**

*Note: Once the export is completed these dates determine the **Working Academic Year** and, although the date range can be extended, it **CANNOT** be shortened! Therefore, any dataset ideally should not have a date range that extends beyond the end of the Summer Term and should <u>never go into August!</u>*

- Click **OK** and enter your SIMS login details.

- Wait while the message 'Sending Schedule to SQL database' displays.

- When the **Welcome** screen is displayed, check again that the dates are correct, and that the other information is correct.

- Check to see if there are any unrecognised Teachers or Rooms – If there are and they are used in the 2025/2026 Timetable, click **Cancel** and add any missing codes in SIMS. Once these are saved re-start the process

- Click **Next** to open the Submission Summary. Please note the **Academic Year** will be. **2025/2026**. On the Merge Report panel most Schemes will be **Unlinked** on the first export (your example may show one scheme linked if OPTIONS previously needed Year 10 Bands to be exported)

- Click **Next**

On the **Merge Curriculum** screen, Blocks (starting with Year 7) will show in orange to the left of your screen. The panel on the right will show any curriculum information that has already been exported to SIMS – in the case where Options has previously been used this will simply be the band structure for Year 10 (and Y12).
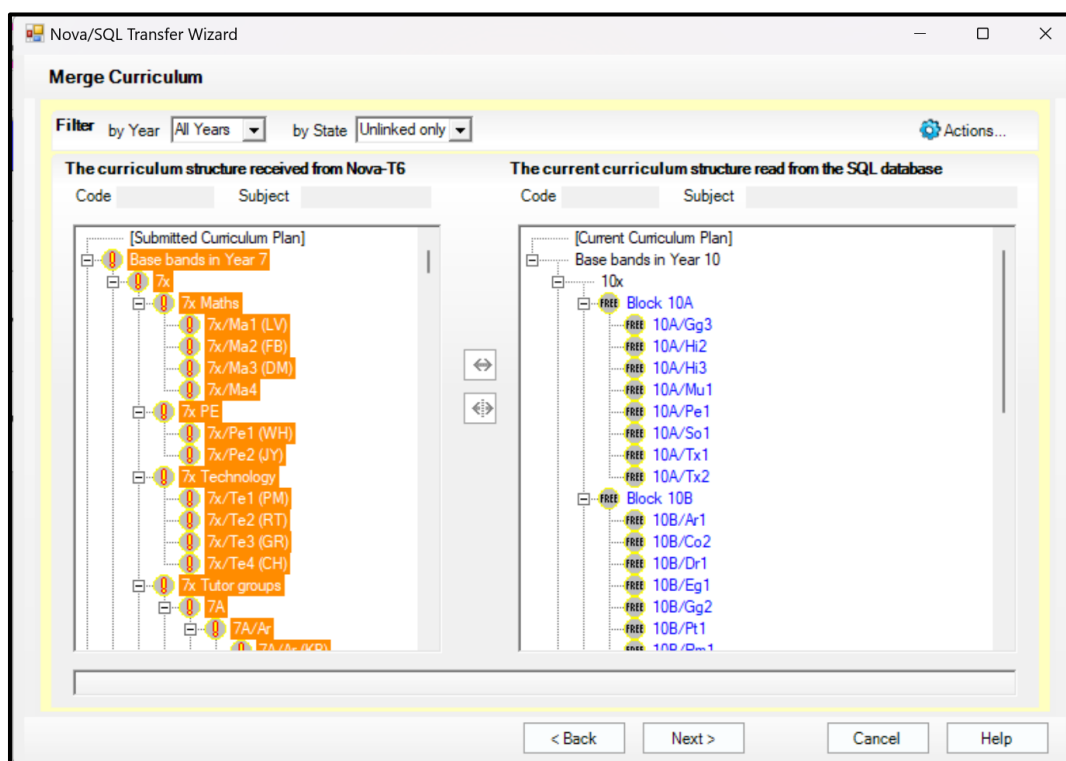
- Click **Next** at the two following screens and then click the **Submit** button.

- Select **Finish** and **OK** any messages concerning mismatched teachers and rooms, these can be sorted later.

- Click **OK** when it says the file has saved.

The final screen is then.shown:
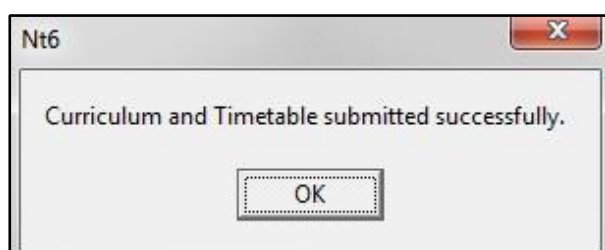
- Click **OK**

The initial export from NOVA-T6 to SQL is now complete.

Academic Management

Once the first export of the new and **finalised** Curriculum Plan from NOVA-T6 has taken place then a variety of processes can be used to populate next year's classes.
The result of using Academic Management is to enable individual student timetables to be printed, courses/classes to be available for use in modules such as Assessment Manager, Examination Organiser, the School Census (including the Post-16 Return) and Lesson Monitor.

Exporting data from Options

If Options is not used, then move to the **Academic Promotion** routine on Page 59.

The last step in the Options process is to export the Students' class allocations to SIMS. This may well take place sometime (even several weeks/months) after the Implementation was first set up. They are exported directly to their equivalent Scheme Tick Grids in Academic Management ready for 2025/2026 timetable printing.

The key to Options and Academic Management linking correctly is to have matching Class Labels. Block identifiers in Options MUST use letters, e.g., an Art class in Option Block A (and with a Block Identifier A in NOVA-T6) will have a class label 10A/Ar1 automatically generated in both modules and thus the class will be recognised in Academic Management.

This step enables hundreds of students' assignments to be automatically transferred from the classes created in Options, into their equivalent Schemes in Academic Management.

- In the appropriate **Options** implementation, select **Tools | Transfers | Export Student Allocations** and enter your SIMS logon details to display the **Export Student Memberships to SQL**

- Highlight your first Block under **Option Blocks** panel and highlight the matching block under the **SQL Blocks** panel.

- Use the **Auto-Link** button to match Class Names in Options with Class Labels in SQL

- If the all the other Blocks are not automatically linked, then highlight an unlinked block in both panels and click **Assign**. Repeat for all the unlinked Option Blocks

- There may also be mismatched Class labels for some classes, to manually link these select the same Block in both top and bottom left-hand panels. In the top right-hand panel select the unlinked class, highlight the class you wish to link to in the bottom right-hand panel and use the ⇨⇦ button to link the two classes.

- Once all the classes have been linked, click the **Export** button.

- A confirmation message display. Click **Yes**

- A **Members updated successfully** message confirms the export.

- Open the relevant "Option Schemes" in Academic Management to see confirmation on the
Tick Grids that students' assignments have imported into Academic Management.

Academic Promotion

Academic Promotion is a two-pronged process, with two distinct wizards, programmed to 'move up' academic class memberships. Class memberships are copied from this year's tick grids to next year's newly created empty tick grids.

Before you can use the **Curriculum Promotion Wizard** you have to use the wizard **'Academic Promotion Rules'** which sets the rules for promotion.

Academic Promotion will 'move up' the memberships of sets in one year to the same sets for next year, e.g., the students in 10x/En1 in the current year can be moved together into 11x/En1 for year 2025/2026.

The rules are set Scheme by Scheme, as there can be exceptions within each Scheme, for new students or leavers for example, or over the date range chosen – these exceptions are reported on during the process.

Further explanation follows in the 'Preparation' paragraphs below.

> *Note: The Academic Promotion Rules Wizard can be used more than once or used in alternate ways. For example, you can copy assignments within the same academic year - the rules can be set in the Academic Promotion Rules wizard to copy students already assigned to 9x/Ma1 in 2025/2026 into 9x/Sc1 in 2025/2026.*
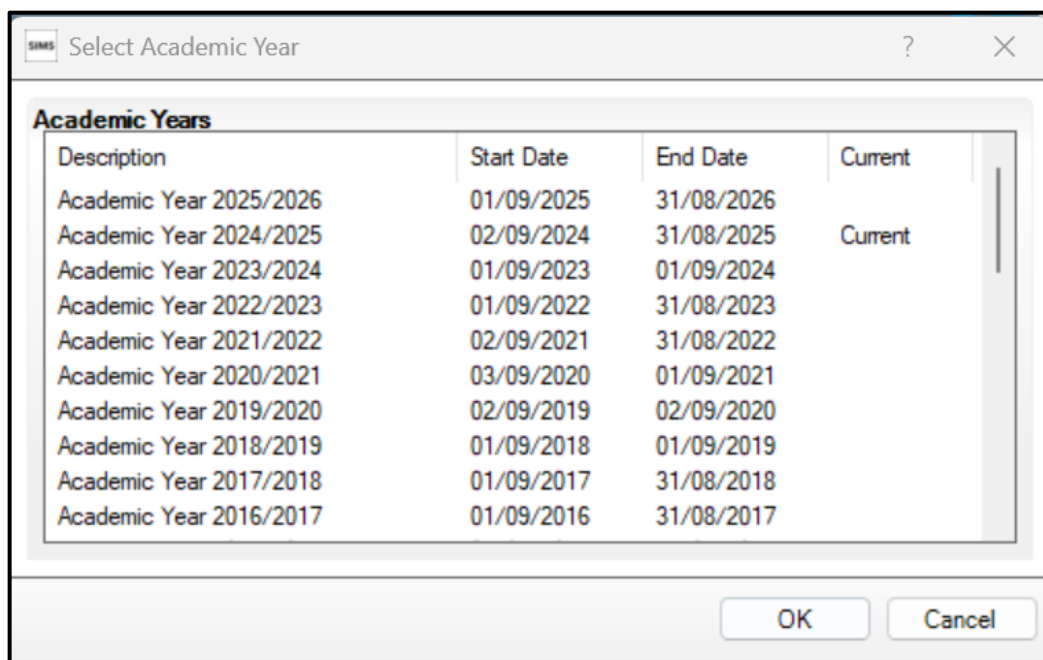
Preparation - before using both the Promotion Wizards

Next year's mapping in SIMS called **Pastoral Promotion** as described on page 22 must have been completed as far as the 'year' mapping e.g. In order that SIMS knows that students, in this Academic Year 9 will be in Year 10 next year. (Schools using OPTIONS will have already completed this stage.) It also helps to have pastoral promotion for Registration Group students completed; whilst not essential, this acts as a guide when placing students into linear Blocks.

The Model screen of the new timetable for 2025/2026 needs to be complete and exported from NOVA-T6 to SQL. Please see previous section on **Sending the Curriculum to SQL.** Scheduling of the timetable can still be in progress.

- If necessary, SIMS needs to be moved into academic year 2025/2026 using the hyperlink on the Homepage.

Highlight Academic Year 2025/2026 and click **OK.**

Note: *These dates reflect the whole calendar year, not just the* ***Working Academic Year*** *which may start on 01/09/2025 and end in July.*

Academic Promotion Rules Wizard

For most secondary schools, academic promotion will apply to years 10 to 11 and 12 to 13 because these paired years are where the two-year GCSE and GCE A Level courses are running. However, **Academic Promotion** is not just restricted to these years. As well as the example given previously, it will save large amounts of time if you promote as much as possible between years 7 & 8 and 8 & 9, i.e., memberships of Maths set from years 7 to 8 and 8 to 9. It is then quicker to edit the promoted memberships for set/group changes.

You decide for which Blocks **Academic Promotion** is most useful. Only those Schemes that go through this 'Academic Promotion Rules' wizard will have saved promotion rules and only then will the word 'Promotable' appear in a column against the Schemes on first entering any 'Curriculum Assignment by Scheme' screen.

• In SIMS, select **Routines | School | Academic Promotion Rules**

- Click **OK**

The **Academic Management Rules** wizard is displayed - In this example the filter defaults as illustrated:

Academic Promotion Rules
New Open Save Undo Print

NCYear	9	Scheme Type	Bands
		Mode	Previous Year

Schemes (Academic Year 2025/2026)

Scheme Name	Ancestor Scheme	Status
Base bands in Year 9		None

Possible Ancestor Schemes (Academic Year 2024/2025)

Ancestor Scheme
Base bands in Year 8

Groups for Selected Scheme

Group Name	Staff	Ancestor Group	Link Status
9x		8x	Suggested
9y		8y	Suggested

<<Link>>

>Unlink<

Possible Ancestor Groups

Ancestor Group	Staff	Mapped
8x		Yes
8y		Yes

Confirm and Save

The **Scheme Type** filter defaults to **Bands**, as **Band** rules must be set first.

- Highlighting the **Ancestor Scheme 'Base Bands in Year 8'** on the top right panel gives you suggested links information in the lower two panels. **Ancestor Schemes** will have identical labels apart from the Year itself.

- Check if the suggested links are as you intend, (please check your **Groups for Selected Scheme** and **Possible Ancestor Groups** panels as they may differ from these graphics)

- Click **Confirm** and **Save**

The word **Suggested** in the **Link Status** column alters to **Confirmed**. The rules have now been saved and the information displayed in the top left panel tells you that the **Status** column is **Full.**

- Continue on this screen and change the NC Year filter to a different year e.g., Year 13 and set the rules to promote current Year 12 students into their Bands for Year 13 until you have set the rules in this **Academic Promotion Rules Wizard** for all other year groups whose students remain in the same Bands for next academic year.

Note: When choosing NC Year 7 in the filter there will be no Ancestor Schemes as the next year 7 students have not been banded. Assign bands to them directly in Academic Management once they have the status of 'Accepted' in their Admission groups.

Once years are banded the **Curriculum Promotion Wizard** is used next to place ticks on the **Base Bands Tick Grids**.

- Select **Focus | School | Academic Structure | Curriculum Assignment by Scheme**

- Select the required year in the **Year Taught In** filter (Curriculum Year 9 in this example)

- Click **Search**

- It is only possible to promote those **Schemes** where **Promotable** appears in the column on the right.

- Double-click Base bands in Year 9 which opens the Select Effective Date Range window.

- Choose the **Named Date Range** and highlight the **Working Academic Year** which should show a date range **01/09/2025** to **20/07/2026** (or the date range you created by sending the Timetable to SQL)

- Click **OK**

- Click **Allocate**

Select the Curriculum Promotion Wizard

- Click **Next**

- Check the dates are correct for the **Effective Date Range** and the **Reference Date** (this defaults to the last day of the current Academic year)
- Click **Next**

- Click **Next**

Note: You may get a message saying that one or more students are associated with the tick grid but have no promotable membership (on the reference date). Do you wish to continue? Click Yes and check later.

- Confirm the bands are as required, click **Next** and then click **Finish.**

- Click **Save**

- Once the rules have been set for **Bands** promotion, and students now have ticks on the **Base Bands Tick Grids**, you can return to the **Academic Promotion Rules** Wizard to set the rules for their Block assignments using **Routines | School | Academic Promotion Rules**

- Using the same method as for **Base Bands**, change the **NC Year** filter to Year 9 and change the **Scheme Type** filter to **Block**, keeping the default mode as **Previous Year**

- Check that for each group of the **Selected Scheme** the **Suggested** link is appropriate and click **Confirm and Save** (the **Status** column for the scheme will show as **Full**)

- Continue this screen moving down through the **Schemes** in the top left panel and using the **Confirm and Save** button as you go. You will find that after the first **Scheme** has been saved, as you move down the list, automatic **Scheme** matching suggestions are made. Click **Confirm** and **Save** each time until all the **Schemes** you wish to set promotion rules for have the **Status** as **Full** in the top left panel. Repeat the process for all the NC Years where Promotion is required.

Exception messages can occur if you are editing or trying to link Schemes twice. A warning message asks you to confirm, click **Yes** if you have decided to edit this mapping. Only the current promotion mapping for one Scheme would be deleted if you clicked **No**. Only those Schemes where one or more links have been made in the **Status** column will have saved promotion rules. Only then will the word **Promotable** appear against the Schemes on the first **Curriculum Assignment by Scheme** screen in Academic Management.

In the examples so far **Ancestor Schemes** are, as expected, from academic year. 2024/2025. An alternative use is to map the rules within the same academic year. In this example below 9x Science is to have the rules set to map from 9x Maths.

- Change the **Mode** filter to Current Year and note the Possible Ancestor Schemes year is now 2024/2025.

- Highlight 9x Science in the Schemes panel and 9x maths in the Ancestor scheme panel.

- Match the required groups using the **Link** button.

- Click **Confirm** and **Save**

Having worked through all years for Bands and Blocks on the **Academic Promotion wizard** screen now use the **Curriculum Promotion wizard** as described in the next section.

If you are not working through the next section until a later date, then remember to reset Academic Year back to 2024/2025.

Export/Import using SYLK files.

By this stage in **Academic Management** for academic year 2025/2026 students on roll could have several ticks on their **Tick Grids**:

➢ **Blocks** in OPTIONS where their assignments have been exported out of OPTIONS.

➢ Students' **bands** and **block** memberships. (Using the **Academic Promotion Rules** and **Curriculum Promotion Wizards** described in preceding Sections)

What follows is the preferred way of populating the remaining 'holes' (or to edit) the Tick Grids and thus complete the memberships so that there are no gaps left in students' timetables. This is likely to include the vast majority of "settled" groups, including the core subjects Maths, English, Languages etc. for Years 8-11. This process enables the user to export and later import edited students' assignments via **SYLK** (Symbolic Link) files – these are spreadsheets that can be opened in **Excel.**

Obviously, the cells on the **Tick Grids could** all be ticked individually, but by using these spreadsheets most assignments can be made 'en masse.' This method is also designed to

enable students' assignments to be edited away from the network, typically by Subject leaders. This method can be used as an alternative to the **Academic Promotion Rules** and **Curriculum Promotion Wizards** (or use it in addition to the Wizards) i.e., complete the Wizards and export 2024/25 populated SYLK files for editing sets. Therefore, you can use it to 'move up' and edit memberships of current year classes for next year.

Another alternative is to use these SYLK files to export empty spreadsheets (e.g., for your new intake year in September 2025 or where new Band memberships are involved), edit them away from SIMS and re-import completed **Tick Grids** into Academic Management. In practice this means that a **Scheme** can be exported into a spreadsheet and a Subject Leader/Head of Department can put 'ticks' in boxes in the spreadsheet. Given that Departments must put a tick in a box even with a paper system, this does not represent any additional work, but rather a much more efficient way of working. The SIMS or Data Manager can then import the edited assignments back into **Academic Management**. From the Data Manager's point of view this feature can save vast amounts of time by removing the need for wholesale "box ticking" and adds to the accuracy of the process.

Exporting a Scheme to create a SYLK file for Excel.

The export can take place from the **Curriculum Assignment by Scheme** tick grid screen. (It is also possible to export from **Whole Curriculum Scheme** tick grids - this can be used very effectively for new Year 7 entrants).

- Open SIMS in the current academic year or use the Homepage hyperlink to switch back into the current year by highlighting the **Academic Year 2024/2025** and clicking **OK.**

- Select **Focus | School | Academic Structure | Curriculum Assignment by Scheme**

- Click **Search**

- "Double-click" the **Scheme** that you wish to export to Excel for editing, choosing a current short date range. The example below explains the procedure for an export from the current Academic Year and, once assignments are given, how the same **SYLK** files are imported back into the next Academic Year. (Alternately, you could use the Wizards first and export and import back into next Academic Year – the choice is yours)

- Double-click the required **Scheme** (in our example we are using 7x English)

In this example the memberships are chosen as at 09/04/2025 by using **Select Effective Date Range**, choosing **Custom Date range,** and selecting 09/04/2025 as both the "**From**" and "**To**" date. This SYLK file can be distributed to the HOD on this day with a return date in, say, a week's time.

- Click **OK**

In our case the Year 7x Maths Scheme has been opened and is ready to be exported from the current academic year, ready for the Head of Department to edit assignments offsite - once edited the amended version will be re-imported into a Year 8x.

Note: *At this stage additional columns can be added (e.g., in this case an Aspect with the relevant end of year examination result for the year group) using* **Action | Display | Add Aspect** *could be added to assist the HoD in the allocation of students to classes.*

- From the Tick Grid select the **Allocate** button and select the **Export Curriculum Membership Wizard**

- The front page of the wizard displays, click **Next.**

You are asked to confirm dates. This Reference Date is important as it is the date on which current student group memberships are read to populate the export file.

The default dates are those of your chosen Effective Date Range. However, it could also be appropriate to select a **Reference Date** when you consider no further changes could be made in the term.

- Click **Next** to continue.

- The following screen asks if you wish to include or exclude any student assignments, which are already in this **Tick Grid**

- Choose **Empty** if you wish to export a spreadsheet devoid of any 'ticks' for wholesale editing offsite. If the reason for this export is to make set changes offsite, then choose **Populated.**

- Make a choice and click **Next.**

A file name is suggested and a location if this is a subsequent export (it will remember where you saved the last .slk file). If this is a first export, then you will need to browse and designate a folder in which to save these .slk files.

The file format must remain as a .slk' file, however you can rename the file if you wish. For example, you may wish to use next year's class name i.e., in our example it will be **8x Maths** so simply overtype the"7" with a"8":

(There is a benefit in keeping the default file format, it will be quickly and easily picked up by the later import process. It also easily identifies the Scheme from which this export file was

created. You could also create your own empty folder to hold these exported **.slk** files together as shown below).

- Click Next
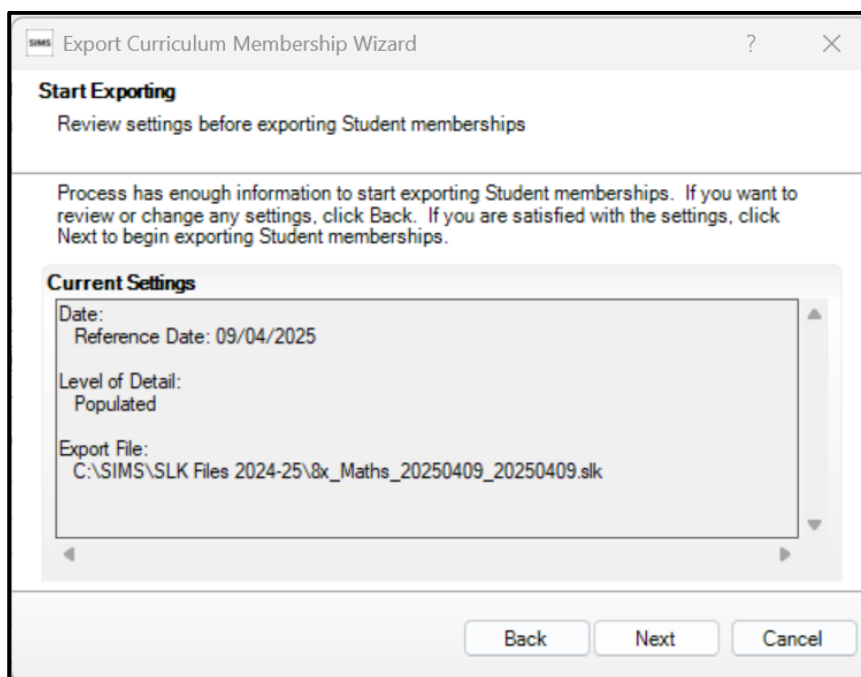
- Click **Next** and the last screen of this wizard confirms your choices.

- Click **Next** at this screen.
- Click **Finish** at the last screen of the wizard.

*Note: It is advisable, if giving these **.slk** spreadsheets to other staff, to keep the original file as a backup and to give staff a copy. In this way they function as a temporary form of backup.*

- Repeat this export from all other Schemes as required - **there is yet no mass export option.**

Viewing/Editing Group Memberships in a SYLK Spreadsheet

Once the data is exported as **SLK** files it is possible to open, view and edit the student group memberships in Microsoft Excel. The **Reference Date** chosen, the filters chosen and the number of ticks already on the originating **Tick Grid/s** determine the information seen in Excel.

- To open the file in Excel, browse to the location and highlight the file (you may have to first change the drop-down menu to **All files "."** to see the file(s)

- Double-click the highlighted file to open the spreadsheet in Excel.

	1	2	3	4	5	6	7	8	9	10	11
1	Student Name	Gender	Year Group	Reg. Group	House	AdNo	ExportID	DoB	7x/Ma1	7x/Ma2	7x/Ma3
2	Abbot, Clarissa	Female	7	7A	Hooke	006125	416359B1	22/06/2013			T
3	Able, Benjamin	Male	7	7B	Newton	006126	416359B2	19/02/2013		T	
4	Adams, Kathryn	Female	7	7C	Fleming	006127	41635851	13/11/201	T		
5	Ahmad, Arfa	Female	7	7F	Curie	006130	416359BD	30/11/2012		T	
6	Akhtar, Rahana	Female	7	7B	Fleming	006132	416359BF	11/11/2012			T
7	Allcroft, Catherine	Female	7	7E	Hooke	006135	416359BA	21/12/2012		T	
8	Amis, Dennis	Male	7	7A	Fleming	006137	41635984	11/04/2013			T
9	Amram, Shabana	Female	7	7B	Boyle	006138	41635985	16/04/2013			T
10	Anderson, Jacob	Male	7	7D	Curie	006140	41635852	23/05/2013			T
11	Andrews, Josh	Male	7	7E	Boyle	006141	41635987	06/11/2012		T	
12	Ansell, Richard	Male	7	7F	Fleming	006142	41635980	06/05/201	T		
13	Arnold, Lisa	Female	7	7C	Hooke	006145	4163585C	19/12/2012			T
14	Astley, Angela	Female	7	7E	Fleming	006147	41635982	12/06/201	T		
15	Austin, Alison	Female	7	7F	Boyle	006148	41635983	23/05/2013		T	
16	Austyn, Lucy	Female	7	7A	Curie	006149	4163598C	17/09/201	T		
17	Azlan, Elliott	Male	7	7B	Curie	006150	4163598D	12/10/2012		T	

Note: Please ensure that Subject Leaders DO NOT change anything in columns 1 through to 8. On the re-import into SIMS, data in these columns are used to match the students - any editing here could prevent a successful re-import of data. Only the columns/cells where T 's (for True) are displayed can be edited.

By entering a capital letter 'T' (or a lower case 't') in the appropriate column for that student row, this will assign the student to the group. Once this spreadsheet is saved and re-imported into Academic Management this letter 'T' will be translated into a tick on the **Tick Grid** in Academic Management.

Note: Only one letter 'T' per student is allowed. If two ticks are left in any one row or other letter used, then this will result in a blank row when importing into Academic Management. Hence if pre-populated files are used and a student needs to be moved to another group then the existing "T" must be deleted!

It is good practice, as is the case in this example, to edit the column headings to reflect the fact that any assignments made will be for the matching **Schemes** in the next year otherwise Subject Leaders may find it confusing.

- To edit the year, highlight each column heading cell and replace the group name with next year's label - in our example the label 8x/En1 is replaced with 9x/En1, 8x/En2 is replaced with 9x/En2 and so on. Also, the Subject Leader has changed the sets for Briony Adam and Richard Akerman
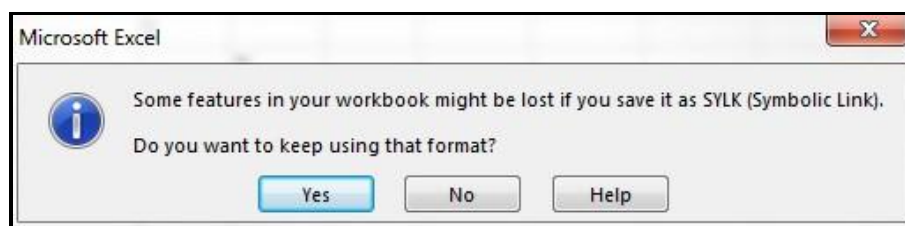
However, if this were a **Scheme** being exported and imported back into academic year 2024/2025 there would obviously be no need to edit the column headings in the spreadsheet.

- To save these files choose **Save As.** Keep the file format as **.slk** and add to the end of the file name. In this example the 'Amended' has been added at the end of the file name to distinguish it from the original export file. Alternatively, you could if you wish, save in a different folder.

	1	2	3	4	5	6	7	8	9	10	11
1	Student Name	Gender	Year Group	Reg. Group	House	AdNo	ExportID	DoB	8x/Ma1	8x/Ma2	8x/Ma3
2	Abbot, Clarissa	Female	7	7A	Hooke	006125	416359B1	22/06/2013		T	
3	Able, Benjamin	Male	7	7B	Newton	006126	416359B2	19/02/2013	T		
4	Adams, Kathryn	Female	7	7C	Fleming	006127	41635851	13/11/2012		T	
5	Ahmad, Arfa	Female	7	7F	Curie	006130	416359BD	30/11/2012			T
6	Akhtar, Rahana	Female	7	7B	Fleming	006132	416359BF	11/11/2012		T	
7	Allcroft, Catherine	Female	7	7E	Hooke	006135	416359BA	21/12/2012	T		
8	Amis, Dennis	Male	7	7A	Fleming	006137	41635984	11/04/2013			T
9	Amram, Shabana	Female	7	7B	Boyle	006138	41635985	16/04/2013		T	
10	Anderson, Jacob	Male	7	7D	Curie	006140	41635852	23/05/2013		T	
11	Andrews, Josh	Male	7	7E	Boyle	006141	41635987	06/11/2012	T		
12	Ansell, Richard	Male	7	7F	Fleming	006142	41635980	06/05/2013		T	
13	Arnold, Lisa	Female	7	7C	Hooke	006145	4163585C	19/12/2012			T
14	Astley, Angela	Female	7	7E	Fleming	006147	41635982	12/06/2013	T		
15	Austin, Alison	Female	7	7F	Boyle	006148	41635983	23/05/2013	T		
16	Austyn, Lucy	Female	7	7A	Curie	006149	4163598C	17/09/2012		T	
17	Azlan, Elliott	Male	7	7B	Curie	006150	4163598D	12/10/2012			T

- In Excel click **Save**

- Click **Yes** at the following message to preserve the SYLK format.

Microsoft Excel

Some features in your workbook might be lost if you save it as SYLK (Symbolic Link).

Do you want to keep using that format?

[Yes] [No] [Help]

- Close Excel

Importing an Edited Spreadsheet

The import process will import student group memberships Scheme by Scheme. There is no mass import process available. Import a file as follows:

- If you are not already in **Academic Year 2025/2026** then move to it using the Homepage hyperlink routine

- Open Academic Management from **Focus | School | Academic Structure | Curriculum Assignment by Scheme** and search for the **Scheme** you wish to import memberships. In our example it is 9x English

Choose the **Effective Date Range** for next year, which is the Working Academic Year from **01/09/2025 to 20/07/2026** and open the **Scheme.**

- To import, select the **Allocate** button and the **Import Curriculum Membership Wizard** and click **Next.**

- Click **Next** once you have double-checked the **Effective Date Range**. You can select the **Cancel** button at any point in this Wizard if you are unsure.
- Select the default option **Curriculum Membership File**

- After double checking the date range, click **Next.**

Select the required **File Name** on the screen presented, you may need to navigate as it defaults to the path of the last file imported. If needed change **Files of Type** to 'All Types' to display the file.

- Highlight the correct file and click **Open** and then **Next.**
- If necessary, accept a message about the column headings.
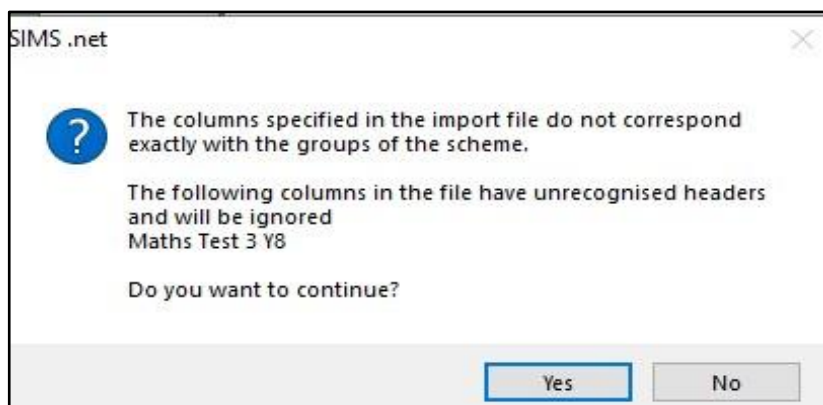
- Click **Yes**
- Check the **Current Settings** are correct.
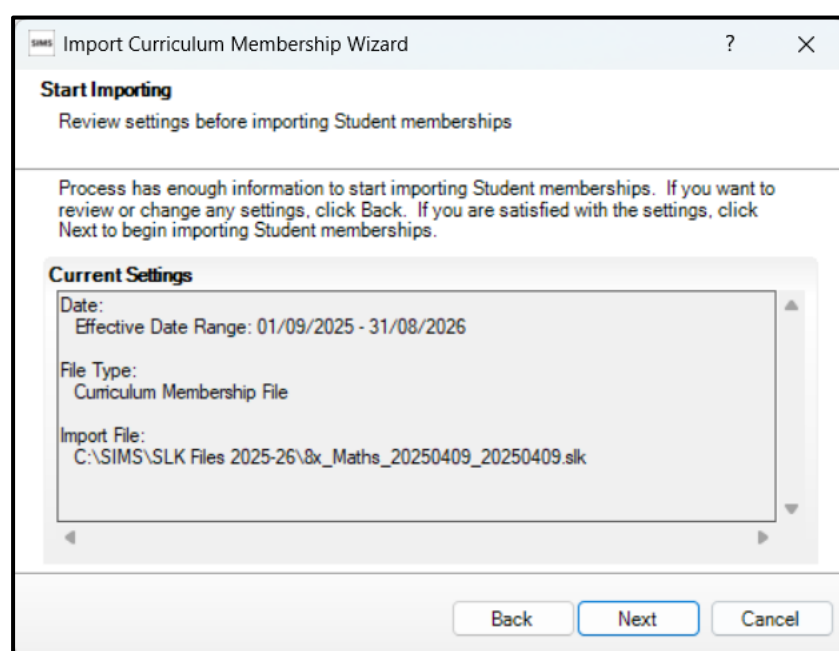
- Click **Next**

Note: *SIMS makes a series of validation checks as the file is imported. If the file is in an incorrect format the import will be cancelled. Any validation errors will be displayed on screen for review.* **Validation** *messages can contain unrecognised columns, any two columns with a letter 'T' on the same row and any variation in the names of students. In each case you will get a message informing you of actions taken and actions you may need to take. Students affected will be* **tagged** *on import and easily identified in order that his/her membership of this* **Scheme** *can be checked and entered correctly directly onto the* **Tick Grid.**
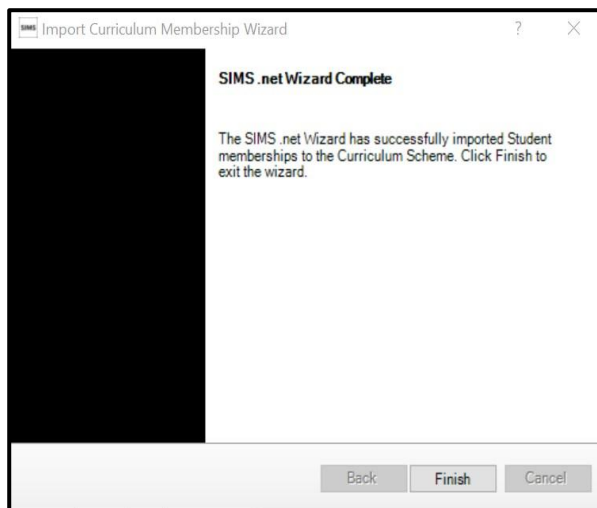
- Finally click **Finish** and the students can be seen with their ticks automatically populated.

All students will have an **asterisk** (*) beside their names to indicate a change has taken place. You could use the **Undo** button if the data displayed looks incorrect.

- If it looks correct, then click the **Save** button on the **Tick Grid** to complete the import process.

- Resolve any memberships for tagged students who have had no assignments imported.

You will find that any **Clusters** descending from these **Blocks** will also be populated with these ticks e.g., Linear Blocks in lower years or for split taught classes.

- To finalise this import, check the totals displayed at the base of the screen (if necessary, right click the column total to show the split totals). If the number of students matches the number of assignments, then all students will have memberships of this **Scheme** for next year.

Whole Curriculum Membership

The additional screen, entitled 'Whole Curriculum Membership' is an alternative **Academic Management** screen that can be used to view and edit class and curriculum group memberships for a set of students and for a set of Schemes. However, the Academic Promotion routines cannot be used to populate the classes in **Whole Curriculum Membership.** These routines, if required, must be first undertaken in **Curriculum Assignment by Scheme**.

- The route **Focus | School | Academic Structure | Whole Curriculum Assignment** is used.
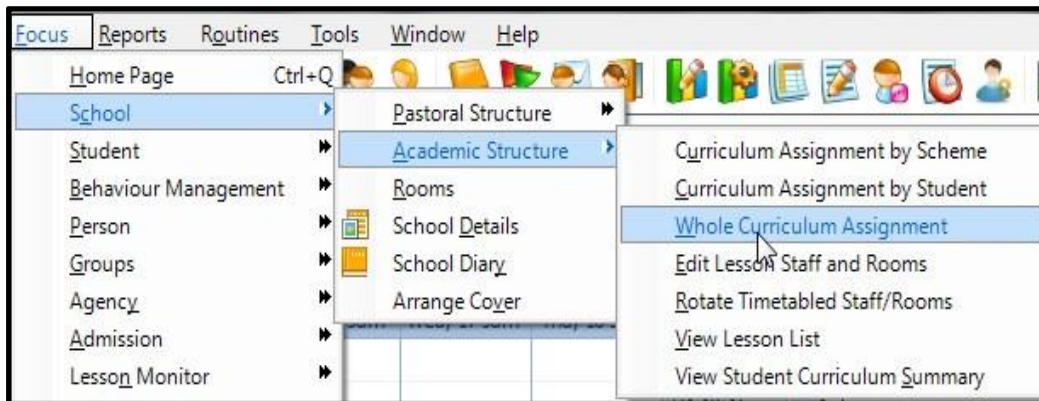
- To open a **Whole Curriculum Membership** screen, select the required band - in this example we are using 13a.

- Double-click and, once the **Working Academic Year** has been selected as the **Named Date Range**, click **OK.**

In the following example, George Adams has his memberships carried forward from Year 12, but he has decided that he is not going to continue studying Art and therefore needs to be

removed from the group 13D/Ar1.

- Highlight the class 13D/Ar1.

						13a Option D		
Student Name	Reg. Group	Base bands in Ye…	13a Option A	13a Option B	13a Option C	13a Option D	13a Retake Engli…	13a Retake Maths
☐ Acton, Jordan	(G)		13A/Ma1	13B/Gg1	13C/So1			
■ Adams, George	(J)		13A/Ma2	13B/Bs1	13C/Fr1	13D/Ar1		
☐ Adebayi, Emmanuel	(K)		13A/Bi1		13C/Ph1	13D/La1		
☐ Americana, Kari	(L)		13A/Ts1	13B/En1	13C/Et1			
☐ Amos, Rachael	(M)		13A/Co1	13B/Bs1	13C/So1			
☐ Anderson, Ethan	(N)		13A/Cn1	13B/Pd1	13C/Fr1			
☐ Andrews, Jasmine	(P)		13A/Hb1	13B/Gg1		13D/La1		
☐ Ankonkule, Cheryl *	(Q)		13A/Ma1		13C/Ph1	13D/Ch1		
☐ Anton, Tiger	(G)		13A/Ma2	13B/Hi1	13C/So1	13D/Ch1		

Undo Redo Details Scheme Student Allocate… Narrow Relax Action…

- Then use the deletes button on the keyboard.

Undo Redo Details Scheme Student Allocate… Narrow Relax Action…

Student Name	Reg. Group	Base bands in Ye…	13a Option A	13a Option B	13a Option C	13a Option D	13a Retake Engli…	13a Retake Maths
☐ Acton, Jordan	(G)		13A/Ma1	13B/Gg1	13C/So1			
■ Adams, George *	(J)		13A/Ma2	13B/Bs1	13C/Fr1			
☐ Adebayi, Emmanuel	(K)		13A/Bi1		13C/Ph1	13D/La1		
☐ Americana, Kari	(L)		13A/Ts1	13B/En1	13C/Et1			
☐ Amos, Rachael	(M)		13A/Co1	13B/Bs1	13C/So1			
☐ Anderson, Ethan	(N)		13A/Cn1	13B/Pd1	13C/Fr1			
☐ Andrews, Jasmine	(P)		13A/Hb1	13B/Gg1		13D/La1		
☐ Ankonkule, Cheryl *	(Q)		13A/Ma1		13C/Ph1	13D/Ch1		
☐ Anton, Tiger	(G)		13A/Ma2	13B/Hi1	13C/So1	13D/Ch1		

- Click **Save** (at the top of the page)

In the following example Cheryl Ankonkule also needs to change her Maths group from 13A/Ma1 to 13B/Ma1.

Undo Redo Details Scheme Student Allocate… Narrow Relax Action…

Student Name	Reg. Group	Base bands in Ye…	13a Option A	13a Option B	13a Option C	13a Option D	13a Retake Engli…	13a Retake Maths
☐ Acton, Jordan	(G)		13A/Ma1	13B/Gg1	13C/So1			
☐ Adams, George	(J)		13A/Ma2	13B/Bs1	13C/Fr1			
☐ Adebayi, Emmanuel	(K)		13A/Bi1		13C/Ph1	13D/La1		
☐ Americana, Kari	(L)		13A/Ts1	13B/En1	13C/Et1			
☐ Amos, Rachael	(M)		13A/Co1	13B/Bs1	13C/So1			
☐ Anderson, Ethan	(N)		13A/Cn1	13B/Pd1	13C/Fr1			
☐ Andrews, Jasmine	(P)		13A/Hb1	13B/Gg1		13D/La1		
■ Ankonkule, Cheryl	(Q)		13A/Ma1		13C/Ph1	13D/Ch1		
☐ Anton, Tiger	(G)		13A/Ma2	13B/Hi1	13C/So1	13D/Ch1		

- Using the approach adopted above for Cheryl Ankonkule remove her from 13A/Ma1 and then select Option B

Undo Redo Details Scheme Student Allocate… Narrow Relax Action…

Student Name	Reg. Group	Base bands in Ye…	13a Option A	13a Option B	13a Option C	13a Option D	13a Retake Engli…	13a Retake Maths
☐ Acton, Jordan	(G)		13A/Ma1	13B/Gg1	13C/So1			
☐ Adams, George	(J)		13A/Ma2	13B/Bs1	13C/Fr1			
☐ Adebayi, Emmanuel	(K)		13A/Bi1		13C/Ph1	13D/La1		
☐ Americana, Kari	(L)		13A/Ts1	13B/En1	13C/Et1			
☐ Amos, Rachael	(M)		13A/Co1	13B/Bs1	13C/So1			
☐ Anderson, Ethan	(N)		13A/Cn1	13B/Pd1	13C/Fr1			
☐ Andrews, Jasmine	(P)		13A/Hb1	13B/Gg1		13D/La1		
■ Ankonkule, Cheryl *	(Q)				13C/Ph1	13D/Ch1		
☐ Anton, Tiger	(G)		13A/Ma2	13B/Hi1	13C/So1	13D/Ch1		

- Right-click on the cell in Option B to display the groups of that Block.

- Tick 13B/Ma1

Note: Group sizes can also be seen by ticking the **Show Group Sizes** option on the right-click popup menus:

An **asterisk** will display beside a student to indicate a change has taken place:

Changes are immediately visible in other **Academic Management** screens, even before the **Save** takes effect.

- Click **Save** to keep your changes.

A double-click on the same **cell** displays the **Historical Curriculum Membership Details** (not displayed). The timelines are editable, if a student has more than one Group membership over an academic year the background colour of a **cell** changes from white to pale blue.

The **Whole Curriculum Membership** screen is most useful for:

➢ Choosing group assignments for a student where it helps to know other students' groups already assigned i.e., for late arrivals.

- ➢ Changing groups where it helps to see all **Schemes** for a student i.e., a Sixth Form student who is thinking of changing an Option choice.
- ➢ The export and import of **SYLK** files are enabled under the **Allocate** button i.e., for the Head of Year 7 to have one spreadsheet per Band with all the potential **Group Schemes** displayed.
- ➢ To check if there are any 'gaps' in the student assignments for next year.

Note: *Whole Curriculum can also be used to move students during the year where many more Schemes are seen on one, rather than several, screens, <u>however</u>, unlike* **Curriculum Assignment by Student** *there is no automatic update to the Course Memberships for the student involved. If this approach is followed, then Course Manager would then have to be used to address the status issue for the "old" course otherwise the Post-16 return would show the course as not completed. The status can easily be overlooked/missed if this is used for several students at the same time!*

Final editing to complete Student Timetables

By this stage large numbers of student assignments have been made in Academic Management. From now on the remaining Schemes will need checking individually and any amendments made directly on Academic Management screens.

However, here are some suggestions that may help:

➢ The method used for **Export and Import of 'SYLK files' in Academic Management** can also be used for **Admission students** whose status is **'Accepted'** in SIMS. The intake year students can be given **Base Bands** and following this allocation to bands, can be given membership of any other **Schemes.** Exporting their empty **Schemes** is possible even though the students do not yet have Admission Numbers. The export and import process works on their **Export ID** column data.

➢ 'Holes' in timetables – it is suggested that final checks are undertaken to see if students have complete timetables. The following are alternative ways of achieving this. Open the **Curriculum Assignment by Scheme** for each **Scheme** in turn, starting with Bands and moving onto Blocks for every year group.

Method 1:

This is a way to check and display students with missing memberships, who would only otherwise be seen by scrolling down the Tick Grids.

- As each **Scheme** displays select the Assigned Filter as None and ☒ Filter click

Method 2:

- Right-click in the **"Assigned"** Column Heading and choose **Sort by this column**. Students without an assignment are then shown at the top of the list.

These students with missing memberships would only otherwise be seen by scrolling down through the **Tick Grids**. Check with HODs and HOYs for the missing data and enter ticks to complete the **Scheme** memberships. (A single-click on the **Max Sizes** button toggles between a current tally of the numbers of students in the group visible under the class label. It toggles between the current class total and teacher's initials).

It should not be necessary to check at **Cluster** level as any tick placed on a **Tick Grid**, or assignment made on the **Whole Curriculum** screen, should populate any split taught classes automatically. However Linked classes must be dealt with individually.

*Note: Where you are editing on a **Curriculum Assignment by Scheme** screen it is possible to increase the number of students displayed by removing the tick from the **Advanced Mode** box. Beware though, as this removes the **Filters** view, the **Tagging** boxes, and the **Flag** column, which you might need as well. Several more students are viewed on screen at a time. Replace the tick to use the **Filters** and **Tagging** facilities once more.*

Finally, there is an alternative approach to find missing assignments:

- Using **Focus | School | Academic Structure | Curriculum Assignment by Student**, *choose the filter* **Missing Memberships** *under the field* **Acad. Status**

- Click **Search** and then Students who have missing memberships in any Scheme are listed.

- Double-click on a student to link with their Curriculum screen where the missing memberships and timetables can be viewed.

> *Note: This list is also available to **Print**.*

Printing Timetables

At this stage you are ready to print your 2025/2026 timetables in SIMS, for Teachers, Students or Rooms. The menu route **Reports | Timetables** provides access to timetable printing routines.

- Select **Reports | Timetables | Student Timetable(s)** to display the Student Selection screen.
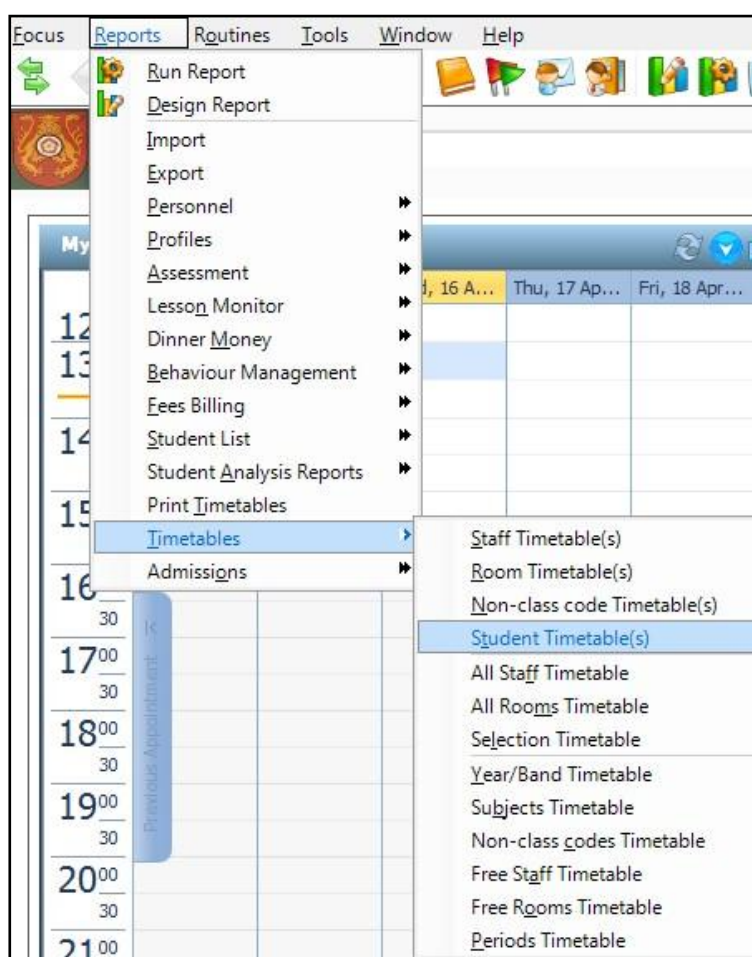
- Change the **Effective Date** to 01/09/2025 (or the first day of the **Working Academic Year** if your date is different), then click the **Refresh** button.

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Individual students can be selected by using Ctrl + highlight and then using the single chevron.

- Alternatively, by clicking the **Year(s)** button and selecting, for example, **Year 8** and then clicking the **OK** button all the members of **Year 8** are moved to the **Selected Students** screen.

- Click **OK**

The **Student Timetable** screen then displays. Amendments to the cell contents can be made with the **Cell Settings** options and **Layout Settings** controls the font and layouts.

If these screens are not visible, then click the "show/hide" buttons (in the right-hand margin:

Page Layout and **Page Margins** options are at the top of the screen.

> *Note: The font setting for the chosen cell items only becomes available when the item is highlighted.*

- Once the desired settings are achieved click **Save**

> *Note: The **Save** routine is only visible to users with the appropriate permissions, but it then becomes the default for <u>all users</u>!*

- Click **Print**

Teacher timetables etc. can be printed in a similar way using the route **Reports | Timetables | Staff Timetable(s)**.

Applying the Timetable

The process of associating timetable cycle days with calendar days is called '**Applying the Timetable**' and is performed in SIMS by selecting **Tools | Academic Management | Apply Timetable**.

This procedure can be conducted at any time after the first export of the Timetable has taken place. It does not have to wait until the Academic Management procedures have been

finalised. Applying the **Timetable Cycle** enables you to see teacher timetables in SIMS at the correct time and for the correct calendar date. It is used in several areas such as Cover, Lesson Monitor, Timeline displays etc.

The 'Applying the Timetable' procedure can be repeated during the year for editing purposes - Bank Holidays or INSET days can throw the Academic timetable uncoordinated with the calendar.

- If necessary, select **Academic Year 2025/2026** using the hyperlink routine.

- Select **Tools | Academic Management | Apply Timetable**

  Please **READ** and, once you've ensured the **Academic Year** is 2025/2026, confirm the following message
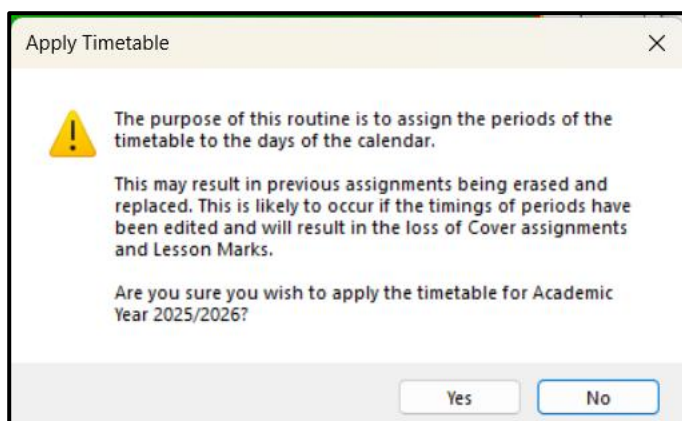
- You will be asked to log back in using your SIMS Credentials

- After a few seconds, the **Map calendar dates to timetable days** screen displays.
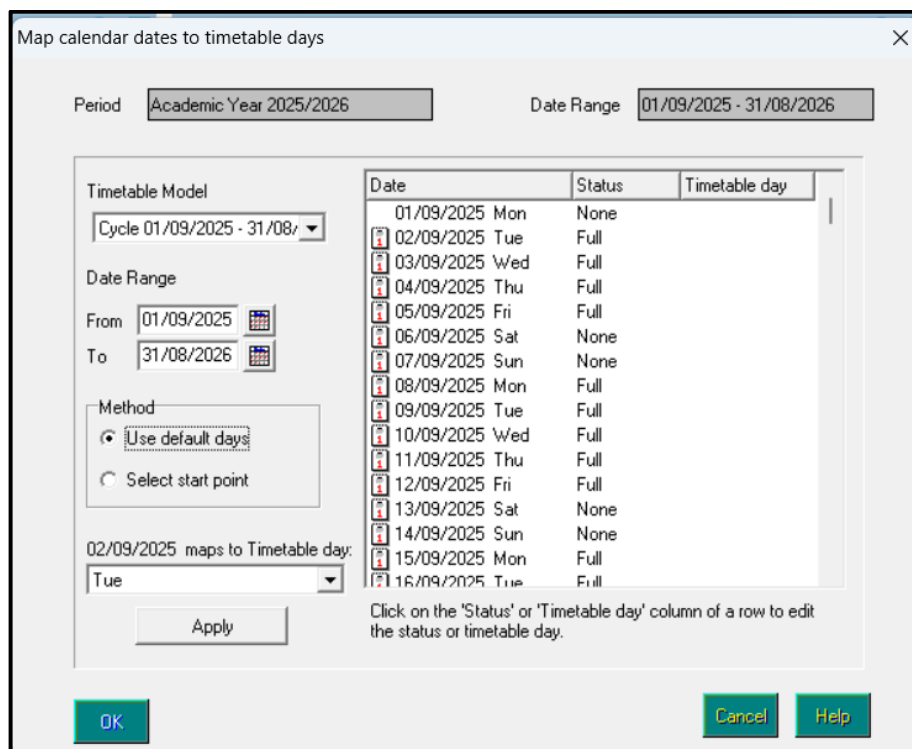
- Check the **Timetable Model** field displays the correct start date, alternatively select the correct Model from the drop-down menu. The **Timetable Model** start date can display an earlier year if the Timetable Cycle has not changed for a few years.

The Date Range 'From' date should default to start of the Academic Year. In our example 02/09/24 is an INSET day, thus the Status column on the right panel needs to display as **None**. The default start date should ensure that 02/09/2025 appears as **Tue** in the 'Timetable day' column to the right but if this is not the case then:

- Select **Tue** from the dropdown menu for "02/09/2025" maps to Timetable day".

- Click **Apply** and the Timetable days should now match those of the dates.

- Click **Save**

- However, if your situation is different at the start of term then select the radio button **Select start point** in the **Method** panel and choose your start date. The panel to the right will alter.

If you have a two-week timetable, carefully choose the correct week to start your calendar year by selecting '**01/09/2025 maps to Timetable day**' for the correct week. If the "weeks" do not directly follow on at the beginning of the Spring and/or Summer Terms, then use **Apply the Timetable** separately for each term using the appropriate **Date Range.**

- Click **Apply** to see the days of the week populate the white calendar panel to the right.

- Check that the correct calendar day, including week 1 or 2 for a two-week timetable, displays.

- Click **Save**

*Important Note: If you are using Lesson Monitor and Cover, please **do not**, at any point, choose a retrospective date as Attendance marks and Cover details will be lost if changes are made retrospectively – always select your start date in the future.*

Additional End of Year Points

Validate Memberships

When the student assignments are complete in Academic Management, please ask the **SIMS System Manager** (if this isn't you) to:

O   Take a Backup in System Manager 6

O   Run **Tools | Validate Memberships** - This will check all teacher and class memberships have no overlap and are valid for the coming year.

O   During the year it is best practice to run **Validate Memberships** from time to time. At each running memberships are truncated with the value 1:1000 records, quickening the re-check of older memberships in future runs. The more frequently **Validate Memberships** is run the less time it takes.

Lesson Monitor

If you are using Lesson Monitor, you may need to set up a new Pattern of Registration against Periods for the beginning of the academic year. This enables the new timetable to link to the pattern for Registration. Any changes to the Timetable day will require this setup routine to be edited, e.g., an extra period is included in the cycle, or one is removed.

Note: It is strongly recommended that the setup is checked on the first day of term i.e., on the Staff
Training Day on 1st September 2025 as the setting sometimes disappears once the new Academic Year starts which will mean that the Staff Timelines on their Homepages will not show their classes.

•   Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the Lesson Monitor Setup screen.

•   Select the correct **Timetable Cycle**

Note: The Timetable Models drop down menu will show the last date that the cycle was sent to SIMS – it may therefore not be within the current Academic year especially in the context of any changes that were needed for post lockdown arrangements!

•   Highlight the cells that belong to the session by clicking in the top left cell, hold down the Shift key and click in the bottom right cell.

In the example below the first click was in the cell beside row Mon and column 1, shift key applied and second click against row Fri and column 4.

•   Now click the **AM** button to turn those morning cells pink.

- Repeat for the pm sessions and click the **PM** button, these cells will turn yellow.

Note: A two-week timetable will display Week 2 under Week 1 with days named as in NOVA-T6 on the same screen.

- To indicate the period when Registration takes place each day enter **A** (AM registration) and **P** (PM registration) in the appropriate cells. If registration takes place before a period, enter A or P in that period. If registration takes place after the last period, enter N in the last period.

- **Save** the changes.

- If necessary, tick the relevant boxes in Panel 2 (i.e., if session registration is achieved using Lesson marks)

- If the **Earliest Marks** routine is used ensure that the correct students have been selected by clicking Launch Earliest Marks setup or by using the path: **Tools | Setups | Lesson Monitor Options | Earliest Mark Setup**

*Note: If Double Periods are used anywhere in the timetable, then it is advisable to tick the box in Panel 5 for **Allow lesson without rooms to be treated as a double.***

Cover

Cover is governed by some of the actions already detailed in these notes:

➢ The new academic year is already created earlier in the end of year processes, and this automatically creates the blank **Cover Diary** screens.

➢ The timetable for next year is already in SIMS (**Sending the Curriculum and Timetable**) and has been applied to the calendar days (**Applying the Timetable**)

➢ New staff should have been added already in **Manage Classroom Staff**, in order that they have timetables ready. If not, please co-ordinate with your Timetabler - it is important not to have duplicate entries in **Manage Classroom Staff**

- Using **Focus | School | Arrange Cover**, open the Cover Diary

- Use the **Academic Year** filter to select the new Academic Year. Highlight 2025/2026 and a single-click will take you into next year with a week beginning 01/09/2025 by default.

- If 01/09/2025 is the start date of your school year then enter that in the **Week Beginning** filter, click **Search** in the usual way to find the dates you require.

- Enter data ready for next term.

- Remember to set the Reference Start Date for Cover Totals:

- Using **Tools | Cover | Global Settings** change the start date to 01/09/2025 (or the start date of your Academic year if different)

Note: It could be that a new Timetable Cycle has been created for 2024/2025 and your

Leavers

- Open SIMS in the current academic year, or use the Homepage hyperlink to switch back into the current year by highlighting the **Academic Year 2024/2025** and clicking **OK**

You will need to enter a leaving date and reason for students who are leaving the school at the end of this academic year. There are two ways of doing this although we recommend the **Bulk Leavers Routine** is used even for individual students. Both methods allow you to enter this information in advance - the students remain on roll until the date of leaving has passed.

You can record leaving information individually via a student's record through **Focus | Student | Student Details** and on the **School History** area of the screen, enter the **Date of Leaving**, **Reason for Leaving,** and the **Destination After Leaving**.

However, for a group of students leaving with similar leaver information it is quicker to use the **Bulk Leavers Routine** – it also ensures that Curriculum Memberships are correctly dealt with.

Year 11 students

For Year 11 students who will reach the age of 16 by the end of August and are not retuning into Year 12 can leave school on the last Friday in June. Where a Year 11 student is expected to return into Year 12, they must remain on roll. Attendance Code X can be used for the period after the last Friday in June.

Year 12 – 13 students

- Ensure that students leaving the Sixth Form are given a leaving date, using the Bulk Leavers Routine: - **Routines | Student | Leavers**.

__Note:__ If a student leaves school after finishing their exams but before the __Planned End Date__ of the course they have been studying then, as long as their date of leaving falls within the period specified in the __Completion Tolerance__ for the course, the student is considered to have completed the course.

Bulk Leavers Routine

- Select **Routines | Student | Leavers** to display the Find Student(s) screen.

- Find the Students that you wish to work with by selecting from the browse fields and clicking **Search.**

In the example below we have searched for all Students in Year 13.

- If you wish to select all the students you have searched for e.g., all students in Year 13, click the small down arrow next to the **Select** button and choose **All**.

- If you wish to select only some of those searched for, highlight by holding down the **Ctrl** Key whilst clicking on each student and click **Select.** (Blocks of students can be highlighted by holding down the **Shift** key and clicking on the first and last student in the block)

The selected students will now populate the **Students** panel:

- If all the selected students are leaving on the same date for the same reason, enter the **Date of Leaving** and **Reason for Leaving** and click on the **Assign to All** button.

- You can then highlight the next group of students, change the **Reason for leaving** and the **Destination after Leaving** as appropriate.

> *Note: If you do not know the Destination at this stage, it may be left blank and completed later. If the **Date** and **Reason for Leaving** are complete, the student will be considered a Leaver. A reason of **Unknown** can be used where information is still awaited so that all the leavers can be dealt with. There is, in fact, no statutory requirement to record Destinations in an MIS.*

- Once you have completed all known information, click **Save** and the following message will appear.
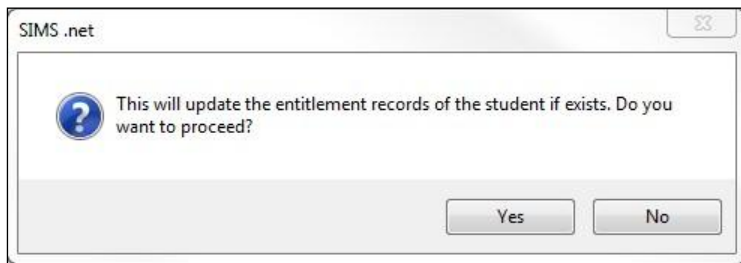
- Click **Yes**

> Note: The students will not become Leavers on the system until their date of leaving has passed.

Routines once the New Academic Year has Started.

Admitting Students into the School

Admitting the New Intake

Once the new academic year has started, you can admit the Applicants into your school.

*Note: It is strongly recommended that you don't admit Students before the start of the new academic year, as you can't be sure that all the students will arrive on the day. Remember that a status of **Accepted** is sufficient to enable class assignments/timetables etc. to be dealt with.*

- Select **Routines | Admissions | Admit Applications**

- Search for the required Intake Group and double-click or highlight and click **Open** to show the following screen.

- Find the applicants by selecting the appropriate **Application Status**

- Place a tick in the **Admitted** column for any students that you wish to admit. If you wish to admit the entire group, clicking the **Admit All** button will tick all cells.

- Once you have admitted all the required students, click **Save.** The admitted students will disappear from the list and will now appear on your school roll.

Lesson Monitor Routines

Printing the Official Register

Regulations require that the Official Register be printed out at least once a month and kept for at least three years. Make sure that you have printed off your official registers for academic year 2024/2025.

Before printing you should deal with missing marks and add reasons for absence for the months you need to print.

- Print the Official Register using: **Reports | Lesson Monitor | Whole Group Student Reports | Official Register Report**
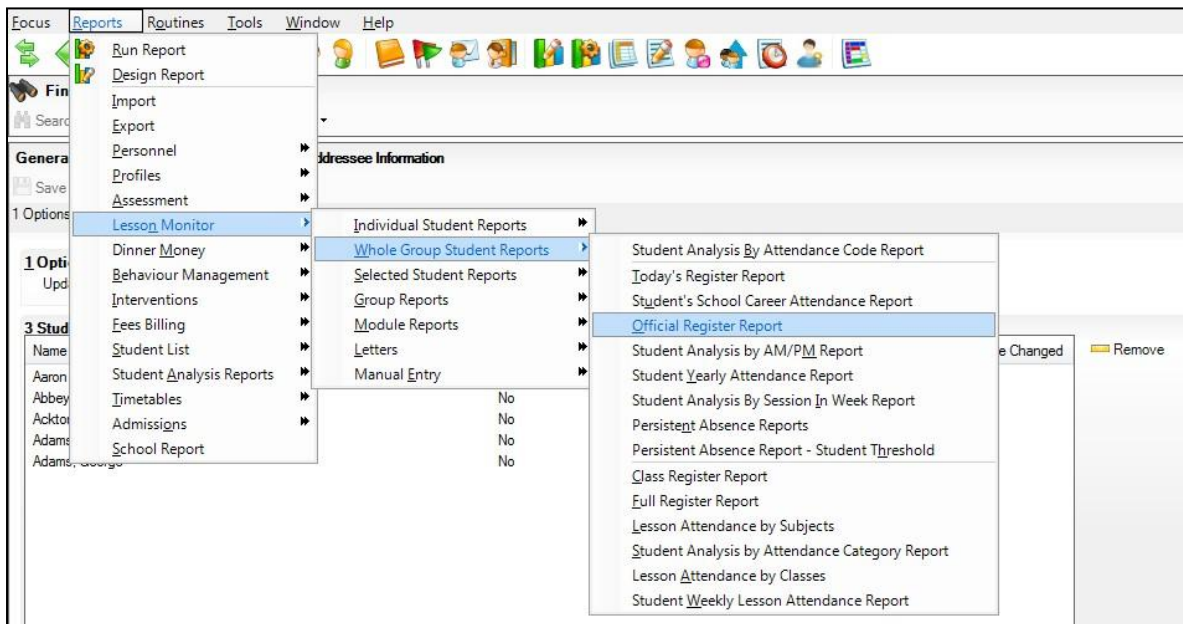
Housekeeping and Tidying Routines

The following routines are not essential, but it is good practice to tidy your data at the start of the academic year.

Update Parental Salutation and Addressee
You may have generated the Parental Salutation and Addressee fields individually when entering your new students. However, this routine will ensure that they are populated for new students and any existing students for whom this information is missing.

- Select **Routines | Student | Update Parental Salutation/ Addressee | Parental.**

- Search for all students where the **Salutation** is blank.
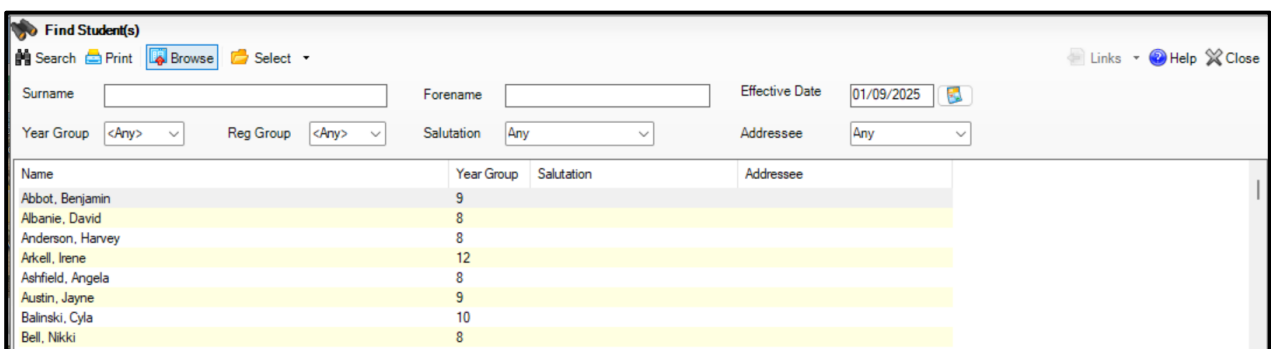
- Click the drop-down arrow on the **Select** button and choose either **All** or **Selected** as appropriate to select the students.

- Tick the box **Update Parental Salutation** and click **Generate.**

Generate Parental Salutation and Parental Addressee Information

Name	Current Salutation	Generated Salutation	Salutation Changed	Current Addressee	Generated Addressee	Addressee Change
Aaron, Jason			No			No
Abimbola, Deon			No			No
Adams, Barry			No			No
Adams, Ethan			No			No
Ahmed, Maryam			No			No
Akeman, Rebecca			No			No
Allen, Eva			No			No

- **Save** your changes and repeat the process to generate the **Addressee** for students where this information is blank.

Other Housekeeping Tasks

Several housekeeping routines can be conducted by selecting **Tools | Housekeeping | General.**

Name Format

This ensures that names are displayed in a consistent way throughout your SIMS system.

- Select the type of persons that you want to apply the name format to, for example **Students/Applicants, Staff, Contacts or Agents**

- Select how you want each component of the names to appear, either **Title Case** or **UPPERCASE**

- Click **Apply** and **Save**

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Reset Parental Ballot Flags

- Click **Apply** here to reset the parental ballot flags in SIMS so that all Mothers and Fathers and those with parental responsibility are shown as being eligible for a parental ballot · Click **Save**

Update Mailing Point

- Click **Apply** here if you wish to designate one student in the family as the mailing point for parental correspondence - this can either be the oldest or youngest child · Click **Save**

Deleting Unlinked Contacts

This routine enables users to delete contacts that are no longer linked to an individual within the system, e.g., a student, an agent, or a staff member. The link may now be obsolete because the student, agent or staff member has left or been deleted, and these contacts have no other active role to justify them remaining in the system.

> *Note: For student leaders, only contacts with Parental Responsibility will remain, any others will be deleted.*

- Select **Tools | Housekeeping | Delete Unlinked Contacts** and click **Search** to display a list of unlinked contacts.
- Click the drop-down arrow on the **Select** button and choose **All** to select all contacts on the list

- Click the **Delete** button to remove the unlinked contacts and **Yes** to confirm.

Archive Attendance Marks

To improve the performance of SIMS when viewing and editing attendance marks, session and lesson marks can now be archived. All marks except for those recorded in the current academic year and the preceding academic year can be archived.

When the data have been archived, it is no longer available for editing. However, reports can still be run on the archived data.

> *Note: If you are interested in archiving attendance data to improve the performance of the attendance area of SIMS, please contact the Strictly Education SIMS Helpdesk for advice.*

End of Year Procedure Check List

This information provides a checklist of all the actions that are part of the end of year procedures.

Complete	Description/Task
☐	Record changes to teaching staff in Personnel (please see *Recording Changes to Teaching Staff in Personnel* on page 6).
☐	Create the new academic year (please see *Creating the New Academic Year* on page 10).
☐	Set up the pastoral structure for the new academic year (please see *Setting up the New Academic Year's Pastoral Structure* on page 16).
☐	Add intake and admission groups (please see *Adding Intake/Admission Groups* on page 25).
☐	Import Admissions and Transfer Files (please see *Importing Admissions and Transfer Files (ATF)* on page 27).
☐	Import Common Transfer Files (please see *Importing Common Transfer Files (CTFs)* on page 27).
☐	Record leavers (please see Additional End of Year Points on page 98).
☐	Academic Promotion, using Promotion Rules Wizard, Exporting, and Importing SYLK Files (see page 61)
Complete	Description/Task
☐	Set up the promotion mapping for the new academic year (please see *Setting up the Promotion Mapping for the New Academic Year* on page 62).
☐	Change the status of applications (please see *Changing the Status of Applications to Offered or Accepted* on page 29).
☐	Transfer the curriculum and timetable to SQL (please see *Exporting the Curriculum and Timetable to SIMS* on page 56).
☐	Perform academic promotion (please see *Performing Academic Promotion* on page 19).
☐	Allocate applicants to registration group/classes (please see *Allocating Applicants to Next Years's Registration Groups/Classes* on page 30).
☐	Archiving Attendance Marks (please see *Routines Once the New Academic Year has started* on page 107).
☐	Apply the timetable to the new academic year (please see *Applying the Timetable to the New Academic Year* on page 95).
☐	Review staff permissions.

Routines for After the New Academic Year has Started.

Complete	Description/Task
☐	Admit applicants (please see *Admitting Students into the school* on page 104).
☐	Re-admit applicants
☐	Print the official register for July
☐	Set up pattern of registration and periods (please see Lesson Monitor on page 98).
☐	Run housekeeping routines (please see *Housekeeping and Tidying Routines in SIMS* on page 105).