



For the academic year 2019/2020

Secondary School End of Year Procedures

Detailed



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Overview

IMPORTANT NOTE: *The processes described in this document remain the same each year; they are not specific to a single academic year. The main changes made to this document each year relate to the graphical examples and the sample dates provided in graphics and in the body of the text.*

In future years, if you wish to start your preparations for the next academic year before an updated End of Year Procedures document is made available, you can use the document prepared for the previous year as a guide, remembering to replace the sample dates with those applicable for your school in the forthcoming academic year.

This document describes the steps that should be followed to enable a successful transition from one academic year to another. It includes the creation of a new academic year, setting up next year's registration groups and year groups, etc. together with the promotion of students from one year into the next.

It is applicable to Secondary school SIMS users and includes sections for schools using any curriculum modules such as Nova-T and Options. Primary school users should refer to the *Primary School End of Year Procedures*.

WARNING: *You must complete these procedures before the start of the new academic year. It is critical that the new academic year is created and promotion routines run before the old year ends. These processes determine the year groups and registration groups into which students are placed in the new academic year. We therefore suggest you start these processes as early as possible, allowing sufficient time to complete by the start of the new academic year.*

Setting Permissions

The permissions required to carry out the various end of year processes vary. However, users who are members of the School Administrator and Admissions Officer user groups in System Manager can carry out all the functions in this document. Please consult your System Administrator if you are unsure whether you have the required permissions.

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the **SIMS Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the **SIMS Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

End of Year Procedure Check List

This section provides a check list of all the actions that form part of the end of year process.

Complete	Description/Task
<input type="checkbox"/>	Record changes to teaching staff in Personnel (please see <i>Recording Changes to Teaching Staff in Personnel</i> on page 4).
<input type="checkbox"/>	Create the new academic year (please see <i>Creating the New Academic Year</i> on page 18).
<input type="checkbox"/>	Set up the pastoral structure for the new academic year (please see <i>Setting up the New Academic Year's Pastoral Structure</i> on page 19).
<input type="checkbox"/>	Add intake and admission groups (please see <i>Adding Intake/Admission Groups</i> on page 32).
<input type="checkbox"/>	Import Admissions and Transfer Files (please see <i>Importing Admissions and Transfer Files (ATF)</i> on page 38).
<input type="checkbox"/>	Import Common Transfer Files (please see <i>Importing Common Transfer Files (CTFs)</i> on page 38).
<input type="checkbox"/>	Record leavers and update course memberships (please see <i>Recording Leavers and Updating Course Memberships</i> on page 40).
<input type="checkbox"/>	Export Common Transfer Files (please see <i>Exporting Common Transfer Files (CTFs)</i> on page 43).
<input type="checkbox"/>	Set up the promotion mapping for the new academic year (please see <i>Setting up the Promotion Mapping for the New Academic Year</i> on page 45).

Complete	Description/Task
<input type="checkbox"/>	Change the status of applications (please see <i>Changing the Status of Applications to Offered or Accepted</i> on page 51).
<input type="checkbox"/>	Nova-T6 and Partnership Xchange (please see <i>Nova-T6 and Partnership Xchange</i> on page 54).
<input type="checkbox"/>	Transfer the curriculum and timetable to SQL (please see <i>Transferring the Curriculum and Timetable to SQL</i> on page 54).
<input type="checkbox"/>	Perform academic promotion (please see <i>Performing Academic Promotion</i> on page 57).
<input type="checkbox"/>	Export and import student group memberships (please see <i>Exporting and Importing Student Group Memberships</i> on page 65).
<input type="checkbox"/>	Allocate applicants to registration group/classes (please see <i>Allocating Applicants to Registration Groups/Classes</i> on page 66).
<input type="checkbox"/>	Print class/registration group lists for the new academic year (please see <i>Printing Class (Registration Group) Lists for the New Academic Year</i> on page 68).
<input type="checkbox"/>	Enter reasons for absence last year (please see <i>In SIMS Attendance - Entering Reasons for Absence Last Year</i> on page 71).
<input type="checkbox"/>	Apply the timetable to the new academic year (please see <i>Applying the Timetable to the New Academic Year</i> on page 71).
<input type="checkbox"/>	Other SIMS module processes (please see <i>Other SIMS Module Processes</i> on page 74).

Routines for After the New Academic Year has Started

Complete	Description/Task
<input type="checkbox"/>	Admit applicants (please see <i>Admitting Applicants</i> on page 77).
<input type="checkbox"/>	Re-admit applicants (please see <i>Re-Admitting Students</i> on page 80).
<input type="checkbox"/>	Print the official register for July (please see <i>In SIMS Attendance - Printing the Official Register for July</i> on page 81).
<input type="checkbox"/>	Set up pattern of registration and periods (please see <i>Setting up a Pattern of Registration and Periods</i> on page 81).
<input type="checkbox"/>	Run housekeeping routines (please see <i>Running Housekeeping Routines in SIMS</i> on page 82).
<input type="checkbox"/>	SIMS Learning Gateway (please see <i>SIMS Learning Gateway</i> on page 83).

Recording Changes to Teaching Staff in Personnel

This section 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.

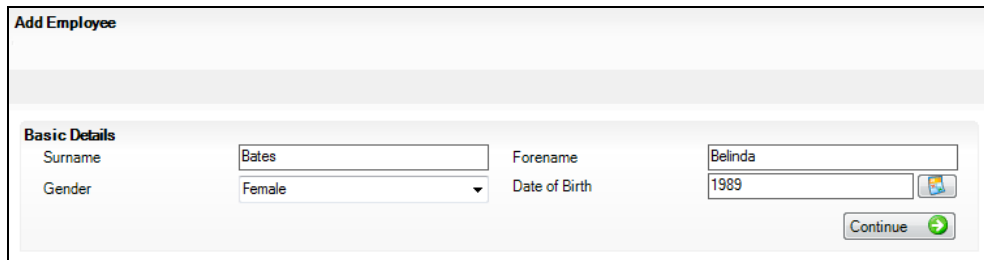
NOTES: Staff codes for anyone appearing in a timetable must be set (please see *Adding Staff Codes and Roles for Timetabled and Cover Staff* on page 36). Nova-T users must make sure that the **Staff Code** for anyone to be imported into a timetable is the same in both Nova-T6 and SIMS.

When adding new rooms, the **Room Code** must be 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. For full instructions, please refer to the *Managing Staff* handbook.

1. Select **Focus | Person | Staff** to display the **Find Employee** browser. Click the **New** button to display the **Add Employee** page.



2. Enter the **Surname**, **Forename**, and then select their **Gender** from the drop-down list.
3. Enter the **Date of Birth** in dd/mm/yyyy format or click the **Calendar** button to select the required date.



Calendar button

4. 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.

Employee Details : George Davis

Save Undo Print Suspense

1 Employment Details

1 Employment Details

Teaching Staff Teacher Number 60/55916

Teacher Category Qualified Teacher Qualified Teacher Status Qualified

Staff Code 123 Employee/Payroll No.

Employment Start	Leaving Date	Cont Service Start	LA Start	Previous Employer	Next
18/02/2019		18/02/2019	26/01/2017	Brookside Comm...	

Check	Clearance Date	Clearance Level
DBS Check	03/09/2018	Enhanced Clearance with List Checks
Health Check	12/04/2014	Satisfactory
List 99	03/06/2012	List 99 Cleared

Status	Start Date	Post	Service Term	Point/Salary

Start Date	End Date	Agreement Hours/Week

- 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** (or, once the record has been saved, by clicking **Classroom Staff Details** in the **Links** panel (please see Adding Staff Codes and Roles for Timetabled and Cover Staff on page 36)).*

- 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.

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

*NOTE: Staff codes for anyone appearing in a timetable must be set (please see Adding Staff Codes and Roles for Timetabled and Cover Staff on page 36). Nova-T 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.*

*When adding new rooms, the **Room Code** must be the same in both Nova-T and SIMS.*

11. Enter the **Employee/Payroll No.**, if known.
12. In the **Employment Dates** panel, create or edit a record and record the continuous service start date (**Cont Service Start**), local authority start date (**LA Start**) and **Employment Start** date, or click the respective **Calendar** buttons and select the required dates.
13. Enter the name of the **Previous Employer**, if known.
14. 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.
15. 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.
16. Record any additional checks, if required.
17. Click the **Save** button to add the member of staff. Repeat for any other members of staff joining the school.

Completed

Adding Leaving Dates for Existing Staff Members in Personnel

Enter leaving dates for any teachers as soon as they have left your school.

NOTES for Nova-T6 users: When the timetable is exported from Nova-T6 to SQL, a teacher's assignment to a class will be transferred only if the teacher is on-roll for the whole period between the start date and the end date of the export. If the end date of the export is the end of the Summer term, a class whose teacher has a leaving date before then will be transferred without a teacher, for the entire date range of the export.

1. Select **Focus | Person | Staff** to display the **Find Employee** browser.
2. Search for and then select the required member of staff to display their details on the **Employee Details** page.
3. Click the **Employment Details** tab to display the **Employment Details** panel.

- In the **Employment Dates** table, highlight the required record and 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.

 **Completed**

Creating the New Academic Year

WARNING: Replace the sample dates in this handbook with the dates applicable for your school in the forthcoming academic year.

The Create Academic Year process defines the start and end dates for each of the school terms and half-term holidays, together with dates for public holidays and staff training days. If SIMS Attendance is in use, appropriate attendance records are created for each student on the dates entered.

*NOTE: Options users may have already created a new academic year. This can be checked by selecting **Focus | School | School Diary** to display the School Diary. If already created, the new academic year appears in the list adjacent to the diary and does therefore not need to be recreated.*

IMPORTANT NOTES:

Due to the amount of processing resource required to create an academic year, whilst not essential, it is strongly recommended that all other users log out of SIMS before commencing this process. Continuing to work whilst an academic year is being created is likely to result in error messages.

Please be aware that the process may take a long time because the system creates attendance records for the new academic year.

When creating an academic year, the start date of the first term is deemed to be the first day of the academic year. This may not necessarily be the day that students arrive in school; it could be an INSET day, for example. An end date is calculated for 365 days later.

For example, if the academic year starts on 03/09/2019, then an end date of 01/09/2020 is supplied automatically.

The first day of term should be specified even if students are not in attendance.

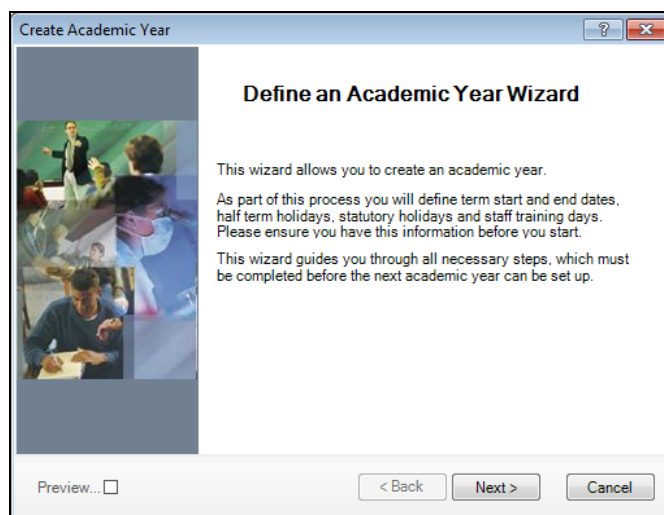
Any dates within the start and end dates of the academic year that are not term dates or training days, are considered to be holidays. This prevents the need to manually enter holidays (apart from half-terms and bank holidays).

Promotion into new year groups, etc. occurs automatically on the first day of the first term of the new academic year (providing that the promotion process has been carried out).

Before proceeding, please check that you have carried out the following:

- Recorded any changes to teaching staff (adding any new teachers and dates of leaving for any leavers).
- Ensured that you have the new academic year term dates, training days, etc. to hand.

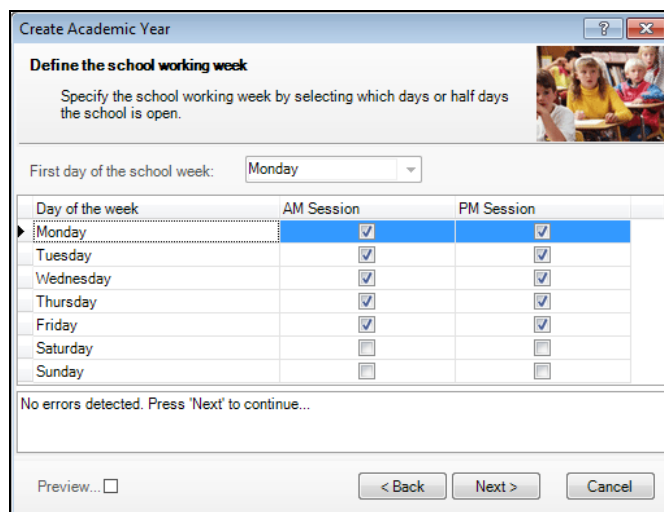
1. Select **Routines | School | Academic Year** to display the **Create Academic Year** wizard.



2. Click the **Next** button to display the **Define the school working week** page.

Defining the School Working Week

The **First day of the school week** drop-down list is read-only and displays the first day of your school week, as specified when your system was first set up.



1. Define the days when the school will be open by selecting the check box(es) adjacent to each required day, including both AM and PM sessions, as required. **AM Session** and **PM Session** check boxes are selected by default for Monday through to Friday.

NOTE: Boarding schools should select all fourteen sessions to record weekend registration.

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2. Click the **Next** button to display the **Define the terms and term holidays for the academic year** page.

Defining School Terms

When entering term dates, the start date should always be the date the term starts, even if students are not in school on those days.

School Term	Term Start Date	Term End Date	Term Holiday
Autumn Term	03/09/2019	18/12/2019	Christmas Holiday
Spring Term	01/01/2020	03/04/2020	Easter Holiday
Summer Term	21/04/2020	22/07/2020	Summer Holiday

1. Enter the dates for the Autumn, Spring and Summer terms by clicking in the applicable **Term Start Date** and **Term End Date** fields and then entering the required dates in dd/mm/yyyy format. Alternatively, click in the date cell to display a down arrow, then click the arrow to display a calendar, from which the required date can be selected.

School Term	Term Start Date	Term End Date	Term Holiday
Autumn Term	03/09/2019	18/12/2019	Christmas Holiday
Spring Term	01/01/2020	03/04/2020	Easter Holiday
Summer Term	21/04/2020	22/07/2020	Summer Holiday

NOTES: If a different **School Term** name is required, overtype the default name with a description appropriate to your school. Schools that have more than three terms in their academic year need to add additional terms (please see Adding Additional School Terms on page 12).

2. Each term has a default **Term Holiday**. If required, select a different holiday from the drop-down list or manually enter a new holiday name.
3. Repeat this process for all the terms displayed, specifying the applicable holiday for each term.

Any errors are displayed in the lower section of the wizard and must be resolved before you can proceed.

4. When the school terms, term start and end dates, and term holidays have been defined, click the **Next** button to display the **Define the half term holidays** page and proceed to *Defining Half Term Holidays*.

NOTE: If the **Next** button is greyed out, move the cursor off the last **Term End Date** by pressing the **Tab** key.

Define the half term holidays

Define the half term holidays, start and end date for every holiday. This information is optional.

Category	Start Date	End Date	Description
Half-Term	22/10/2019	26/10/2019	Autumn Half Term
Half-Term	18/02/2020	22/02/2020	Spring Half Term
Half-Term	27/05/2020	31/05/2020	Summer Half Term

No errors detected. Press 'Next' to continue...

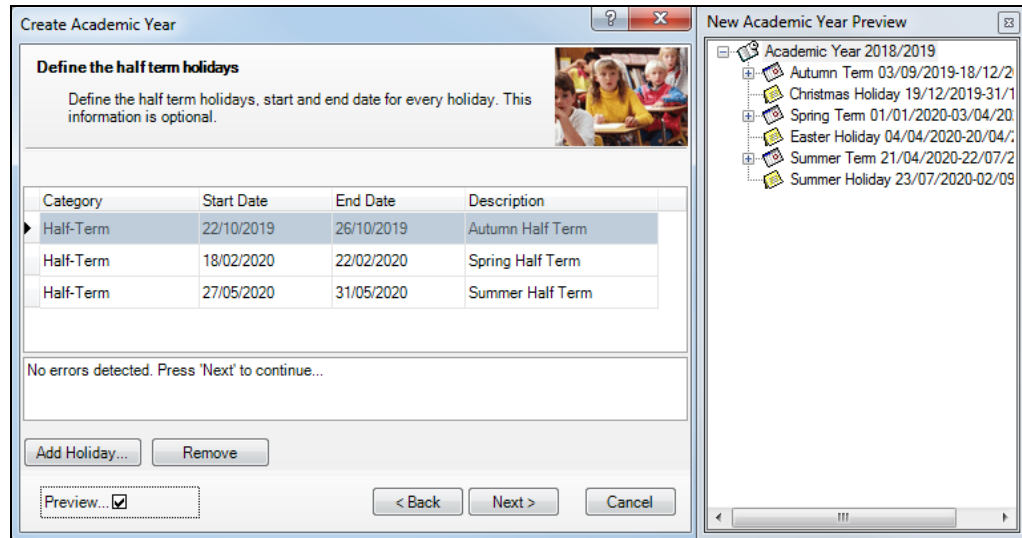
Add Holiday... Remove

Preview...

< Back Next > Cancel

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From this point onwards, you can select the **Preview** check box in the wizard to display a preview panel on the right-hand side of the wizard. The preview panel updates based on the selections you make throughout the process. Deselect the **Preview** check box whenever you want to hide the preview panel.

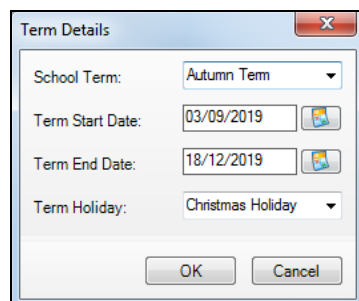


Adding Additional School Terms

Some schools may want to add additional terms, if for example your school has four or six terms in an academic year. The following example demonstrates the addition of an Autumn term.

NOTE: When adding terms, the start date should always be the date the term starts, even if students are not in school on that day.

1. From the **Define the terms and term holidays for the academic year** page of the wizard, click the **Add Term** button to display the **Term Details** dialog.



2. Select the term name from the **School Term** drop-down list. If the required name does not exist, enter a name manually, e.g. Autumn Term.
3. Enter the **Term Start Date** and **Term End Date** in dd/mm/yyyy format. Alternatively, click the **Calendar** buttons and select the required dates from the calendars.



Calendar button

4. Select the holiday that will follow the term from the **Term Holiday** drop-down list, e.g. **Christmas Holiday**. If the required name does not exist, enter the holiday name manually, e.g. **Christmas Holiday**.
5. Click the **OK** button to add the term.
6. Repeat for any other additional terms that may be required.
7. Click the **Next** button to display the **Define the half term holidays** page.

Defining Half Term Holidays

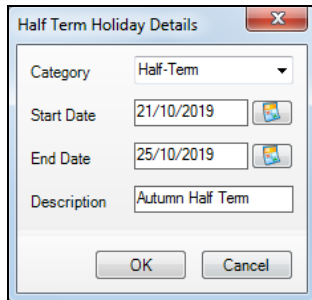
Term holidays are created automatically for the dates in between the term dates entered. For example, if the Spring term ends on 03/04/2020 and the Summer term starts on the 21/04/2020, then it is assumed that the dates in between are holidays, e.g. Easter Holiday. However, the dates for half-term holidays need to be entered manually.

NOTE: You do not need to define half-term holidays if you have created a six term academic year, where the half-term dates fall between the terms.

1. From the **Define the half term holidays** page, click the **Add Holiday** button to display the **Half Term Holiday Details** dialog.
2. Select **Half-Term** from the **Category** drop-down list.
3. Enter the **Start Date** and **End Date** for the half-term holiday in dd/mm/yyyy format. Alternatively, click the **Calendar** buttons and select the required dates from the calendars.

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4. Enter a **Description** for the half-term holiday if required, such as **Autumn Half-Term**. This description appears in the School Diary.



Half Term Holiday Details

Category: Half-Term

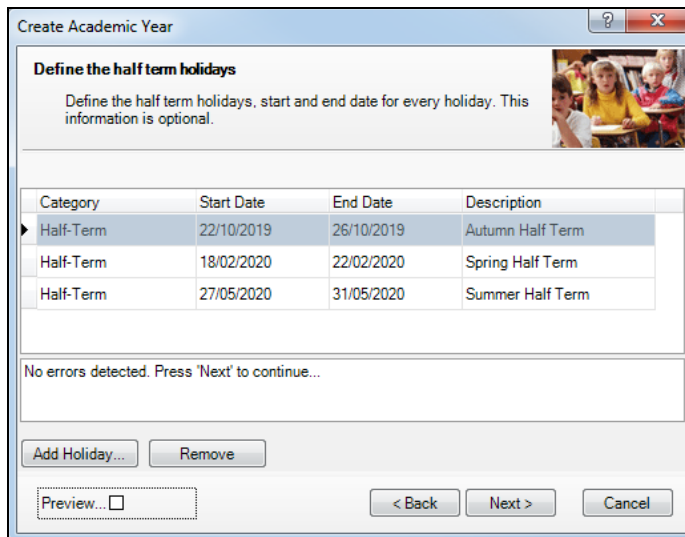
Start Date: 21/10/2019

End Date: 25/10/2019

Description: Autumn Half Term

OK Cancel

5. Click the **OK** button to add the half-term holiday.
6. Repeat steps 1 to 5 for both the Spring and Summer half-term holidays.



Create Academic Year

Define the half term holidays

Define the half term holidays, start and end date for every holiday. This information is optional.

Category	Start Date	End Date	Description
Half-Term	22/10/2019	26/10/2019	Autumn Half Term
Half-Term	18/02/2020	22/02/2020	Spring Half Term
Half-Term	27/05/2020	31/05/2020	Summer Half Term

No errors detected. Press 'Next' to continue...

Add Holiday... Remove

Preview...

< Back Next > Cancel

7. Click the **Next** button to display the **Define teacher training days** page.

Defining Teacher Training Days

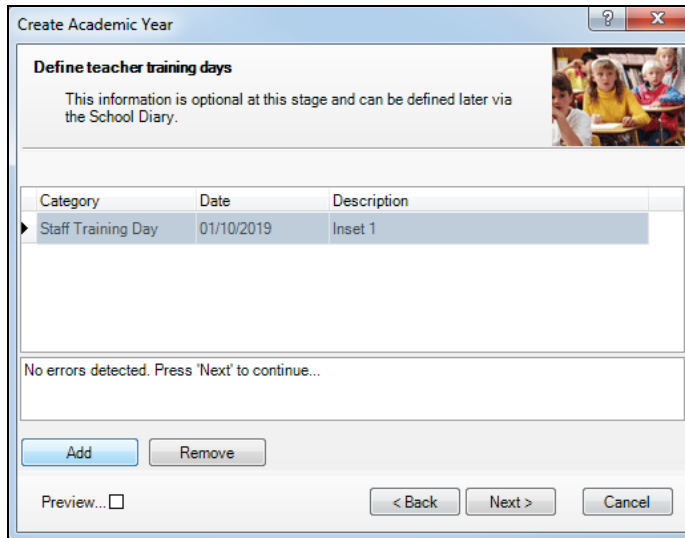
The **Define teacher training days** page is used to enter any training days where students will not be attending school. It is advisable to enter any known INSET days at this point. Alternatively, they can be added later via the School Diary (**Focus | School | School Diary**).

1. From the **Define teacher training days** page, click the **Add** button to display the **New Teacher Training Day** dialog.

2. Select **Staff Training Day** from the **Category** drop-down list. If the required category name does not exist, enter the name manually.
3. Enter the **Date** of the training day in dd/mm/yyyy format or click the **Calendar** button and select the date.
4. Enter a relevant **Description** if required, e.g. **INSET 1**, to ensure that the type of training can be identified. The description appears in the School Diary.

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5. Click the **OK** button to add the teacher training day. Repeat for any other required teacher training days.



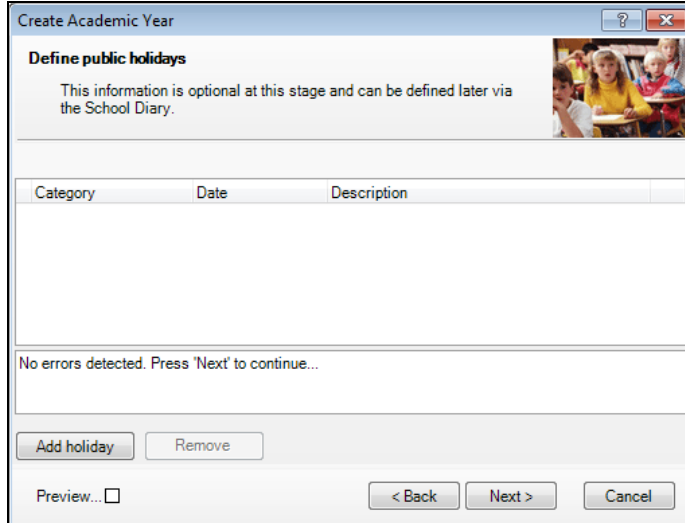
The screenshot shows a window titled "Create Academic Year" with a sub-header "Define teacher training days". Below the sub-header is a note: "This information is optional at this stage and can be defined later via the School Diary." To the right of the note is a small image of children. Below the note is a table with three columns: "Category", "Date", and "Description". The table contains one row: "Staff Training Day", "01/10/2019", and "Inset 1". Below the table is a message: "No errors detected. Press 'Next' to continue...". At the bottom of the window are buttons for "Add", "Remove", "Preview... [checkbox]", "< Back", "Next >", and "Cancel".

Category	Date	Description
Staff Training Day	01/10/2019	Inset 1

6. Click the **Next** button to display the **Define public holidays** page.

Defining Public Holidays

In addition to other dates during term time, you will also need to specify any public holidays, such as Bank Holidays, that occur during term time.



The screenshot shows a window titled "Create Academic Year" with a sub-header "Define public holidays". Below the sub-header is a note: "This information is optional at this stage and can be defined later via the School Diary." To the right of the note is a small image of children. Below the note is a table with three columns: "Category", "Date", and "Description". The table is currently empty. Below the table is a message: "No errors detected. Press 'Next' to continue...". At the bottom of the window are buttons for "Add holiday", "Remove", "Preview... [checkbox]", "< Back", "Next >", and "Cancel".

Category	Date	Description
----------	------	-------------

1. From the **Define public holidays** page, click the **Add holiday** button to display the **New Public Holiday** dialog.

2. Select **Bank Holiday** from the **Category** drop-down list. If the category name does not exist, enter the name manually.
3. Enter the **Date** of the public holiday in dd/mm/yyyy format or click the **Calendar** button and select the required date.
4. Enter a relevant **Description**, such as `Good Friday`. This description appears in the School Diary.
5. Click the **OK** button to add the public holiday. Repeat this process for all public holidays throughout the academic year.

Category	Date	Description
Bank Holiday	10/04/2020	Good Friday
Bank Holiday	13/04/2020	Easter Monday
Bank Holiday	04/05/2020	May Day

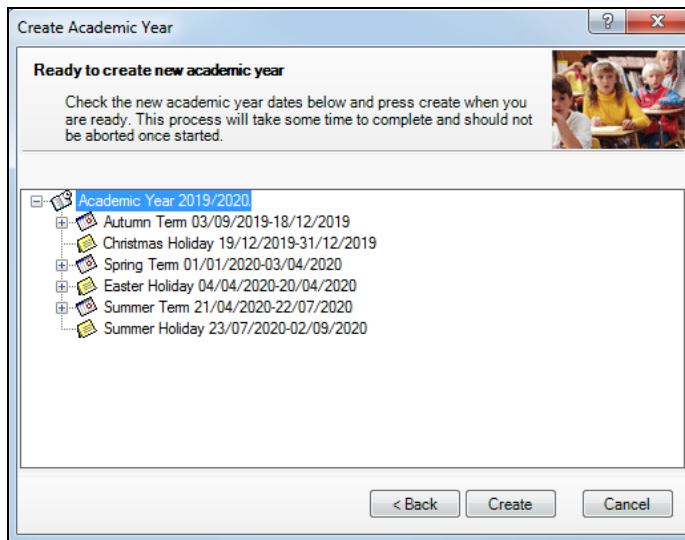
6. Click the **Next** button to display the **Ready to create new academic year** page.

Creating the New Academic Year

WARNING: Replace the sample dates in this handbook with the dates applicable for your school in the forthcoming academic year.

Whilst it is not essential, it is strongly recommended that all other users log out of SIMS before commencing this process. This is because a large amount of processing resource is required to create an academic year.

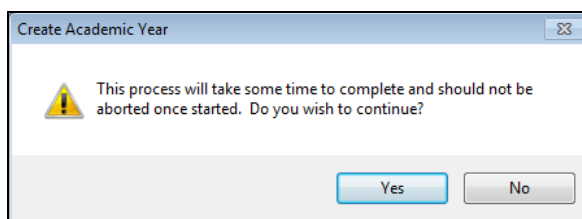
Please be aware that this process may take a long time because the system creates attendance records for the new year.



1. A summary of the data entered is displayed on the **Ready to create new academic year** page. The detail for each term can be expanded to display its public holidays, teacher training days, etc. by clicking the applicable **+** icon. You are strongly advised to check this information carefully for any errors or inaccuracies.

Once you are sure that the information is correct, click the **Create** button to create the new academic year. If there are any anomalies in your settings, you are asked to confirm whether you want to proceed or review your settings. If you are certain the data is correct, you can proceed.

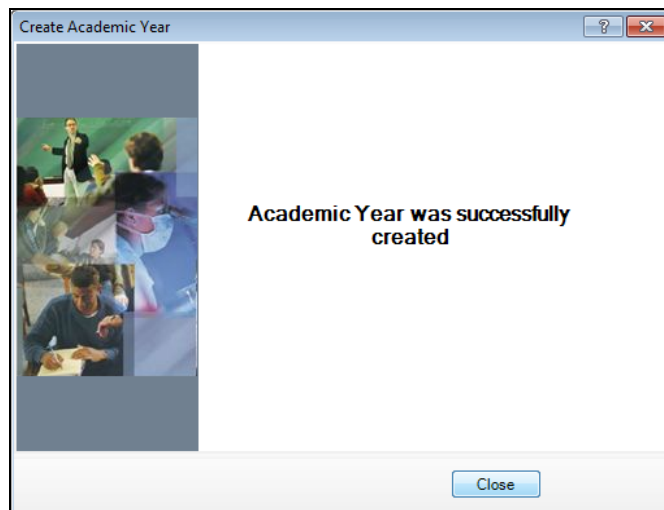
The following warning message is displayed:



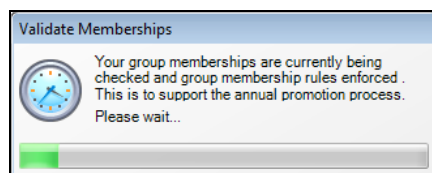
Progress is displayed via a progress indicator at the bottom of the wizard.



Once complete, the final page of the wizard is displayed.



2. Click the **Close** button to close the wizard and complete the process.
3. It is recommended that once you have created an academic year, you validate group memberships by selecting **Tools | Validate Memberships**, which displays the following page.



Completed

Setting up the New Academic Year's Pastoral Structure

The new academic year's pastoral structure is set up automatically when the new academic year is created and is based on the current academic year's structure. Therefore, you must ensure that a new academic year has been created before proceeding with the instructions in this section.

There may be occasions when the pastoral structure of the new academic year needs to be different from the current structure. For example, you may want to:

- add additional registration group/classes, where student numbers have increased.
- merge registration group/classes, where student numbers have decreased.
- add a new year group, e.g. where a Sixth Form has been introduced in your school.
- change class names.

NOTES: It is not essential to assign teachers to registration group/classes at this stage. This can be done when the information is known, but must be done before the start of the academic year so that Attendance records are not affected.

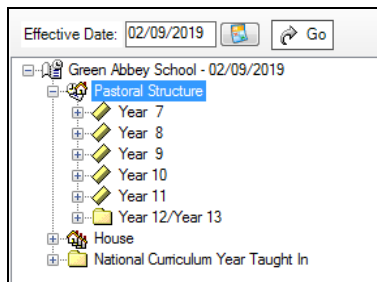
If you want teachers to be promoted with their students in the next academic year, this can be achieved as part of the pastoral promotion process (please see Setting up the Promotion Mapping for the New Academic Year on page 45).

If an additional year group is required, e.g. a Sixth Form has been introduced to the school, this should be added before admission groups are created to ensure that the new year group is available for selection (please see Adding Intake/Admission Groups on page 32). It is essential that the short name of each year group matches exactly the name of the corresponding year in Nova-T, so that the transfer of the curriculum plan and timetable to SQL operates correctly.

Opening the Structure of the New Academic Year

1. Select **Focus | School | Pastoral Structure | Next Academic Year Structure** to display the **Next Academic Year Pastoral Structure** page.

IMPORTANT NOTE: To ensure that changes are being made for the next academic year rather than the current academic year, ensure that the start date of the next academic year is displayed in the **Effective Date** field.



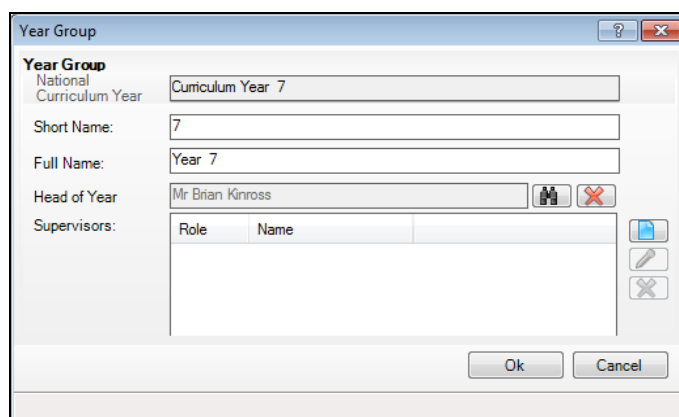
2. The **Effective Date** defaults to the start date of the next academic year. Whilst it is possible to change this date to view information, the default date must be used to edit information.

IMPORTANT NOTE: If you change the **Effective Date**, you must click the **Go** button to refresh the display.

3. The full structure can be viewed by clicking the **+** or **-** icons to expand or contract the display.

Checking National Curriculum Years

Please ensure that the National Curriculum year associated with each year group is correct. This can be achieved by right-clicking each year group and selecting **Properties** from the pop-up menu to display the **Year Group** dialog. The **National Curriculum Year** associated with the year group is displayed.



Completed

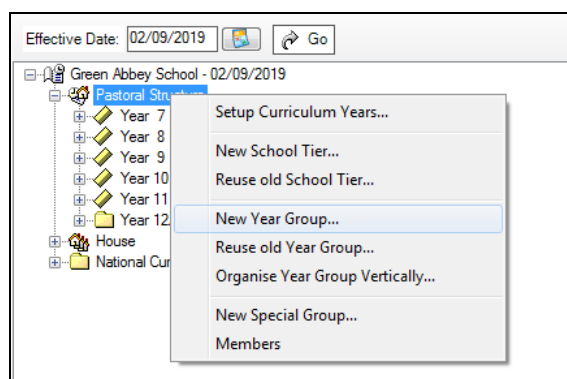
Adding New Year Groups

If an additional year group is required, such as the introduction of a sixth form, this should be added before admission groups are created to ensure that the new year group is available for selection.

This process is unlikely to be required. If you do not intend to add any new year groups, please proceed to *Adding Classes (Registration Groups)*.

1. Select next year's pastoral structure (please see *Opening the Structure of the New Academic Year* on page 20).

*NOTE: If you are adding a year group because you are extending the range of years, you will also need to set up a National Curriculum year. This is achieved by right-clicking the **Pastoral Structure** item in the navigation tree, selecting **Setup Curriculum Years** and then selecting the required curriculum year check box.*

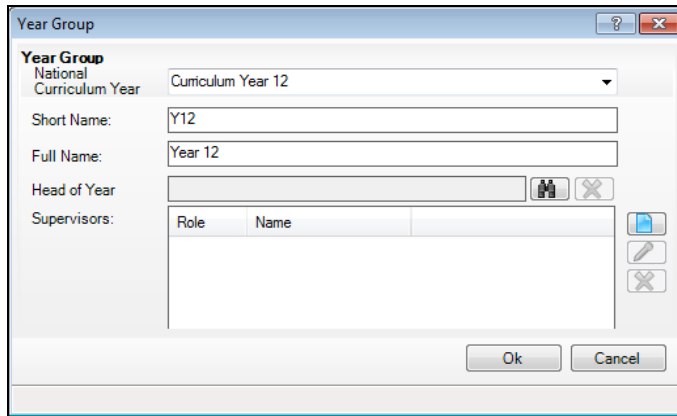


01 | Setting Up the New Academic Year

Errors are displayed at the bottom of the screen until years and classes have been added.

NOTE: Once a National Curriculum year has been created, it cannot be deleted. Therefore, please ensure that the correct NC year is added.

2. Right-click the **Pastoral Structure** item in the structure and then select **New Year Group** from the pop-up menu to display the **Year Group** dialog.

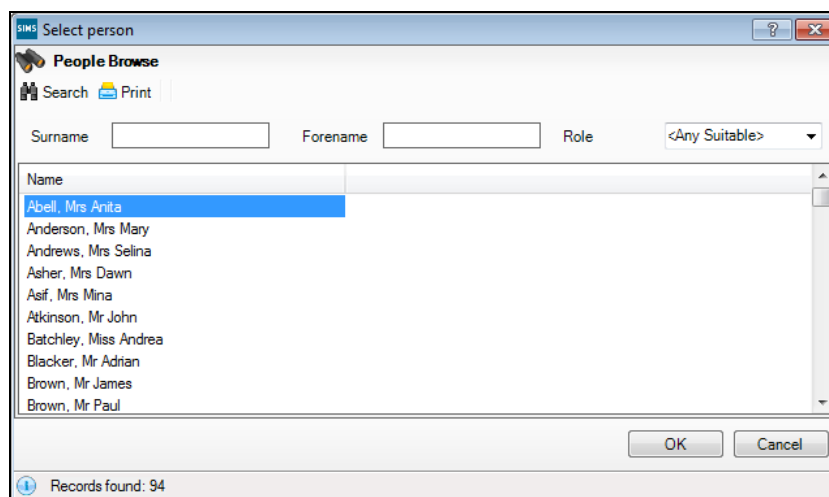


3. Select the **National Curriculum Year** with which the year group will be associated, from the drop-down list.
4. Enter a **Short Name** and a **Full Name** for the year group.
The **Full Name** (up to 32 characters) is used throughout SIMS to identify the year group (e.g. Year 12). The **Short Name** (up to 10 characters) is used for column headings in reports (e.g. Y12). Consequently, to ensure column headings fit comfortably on the report page, it is recommended that short names should be as short as possible, e.g. a maximum of six characters. Both names must be unique within the school.
5. Select the **Head of Year** if required, by clicking the **Browser** button to display the **Select person** dialog.



Browser button

6. Enter a **Surname** and/or **Forename**, then click the **Search** button. Alternatively, leave the fields blank to search for all staff.

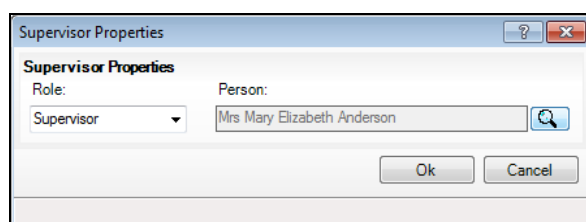


Highlight the required person and click the **OK** button to select them as the Head of Year and return to the **Year Group** dialog.

7. Select a **Supervisor** for the year group (if required) by clicking the **New** button to display the **Supervisor Properties** dialog. This is optional and/or can be done at a later date if preferred. If you do not intend to add a Supervisor, please proceed to step 8.



New button



Select the **Role** from the drop-down list, then click the **Browser** button adjacent to display the **Select person** dialog.

NOTE: By default, the **Role** drop-down list displays **Supervisor** and **Pastoral Manager**.

Search for, and select, the required supervisor in the same way as the Head of Year. Click the **Ok** button on the **Supervisor Properties** dialog to set the selected person as the supervisor and return to the **Year Group** dialog.

8. Click the **Ok** button on the **Year Group** dialog to add the year group. You must now add applicable classes, as described in the next section.

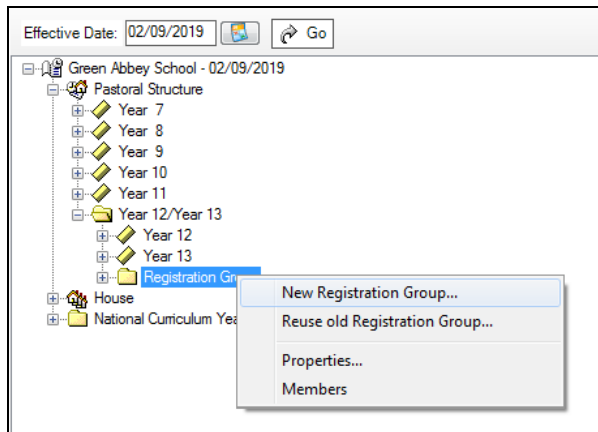
 **Completed**

Adding Classes (Registration Groups)

You are strongly advised to check whether the name you intend to use for a new class has not previously been used. This is achieved by expanding the Pastoral Structure and appropriate year group, then right-clicking the **Registration Group** folder and selecting **Reuse Old Registration Groups** from the pop-up menu to display the **Reuse old Registration Group** dialog. This dialog lists any classes that have previously been deleted.

If the required name is listed, highlight it and click the **OK** button to re-use the class rather than create a new class with the same name. If the required name is not listed, click the **Cancel** button, then create a new class as follows.

1. Select next year's pastoral structure (please see *Opening the Structure of the New Academic Year* on page 20).
2. Expand the year group to which you want to add the class by clicking the adjacent **+** icon.

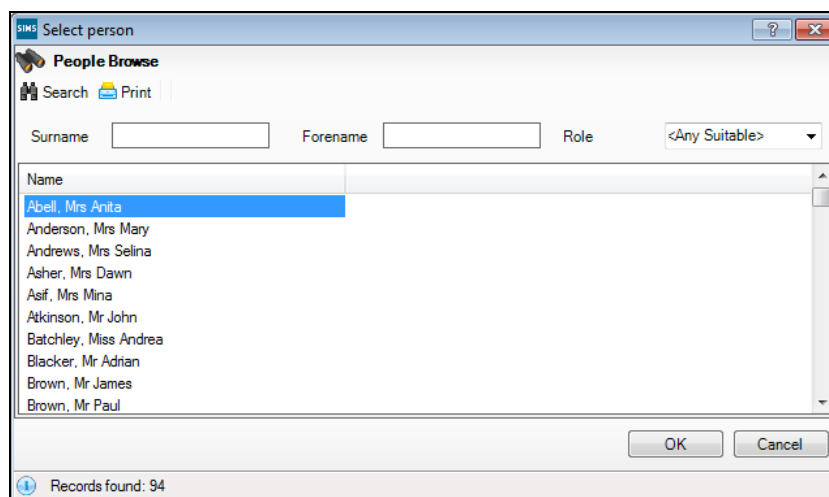


3. Right-click the **Registration Group** folder and select **New Registration Group** from the pop-up menu to display the **Registration Group** dialog.

4. Enter a **Short Name** and **Full Name** for the new class.

The **Full Name** (up to 32 characters) is used throughout SIMS to identify the class, e.g. Sixth Form A. The **Short Name** (up to 10 characters) is used for column headings in reports. Consequently, to ensure column headings fit comfortably on the report page, it is recommended that short names should be as short as possible, e.g. a maximum of six characters. Both names must be unique within the school.

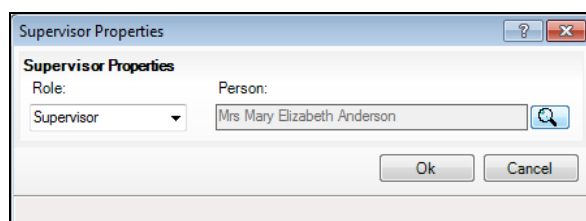
5. Add the **Registration Tutor** by clicking the **Browser** button to display the **Select person** dialog.



6. Enter a **Surname** and/or **Forename**, then click on the **Search** button. Alternatively, leave the fields blank to search for all staff.
7. Highlight the required person and click the **OK** button to select them as the Registration Tutor and return to the **Registration Group** dialog.
8. Select a **Supervisor** for the class (if required) by clicking the **New** button to display the **Supervisor Properties** dialog. This is optional and can be done at a later date if preferred. If you do not intend to add a Supervisor, please proceed to step 9.



New button



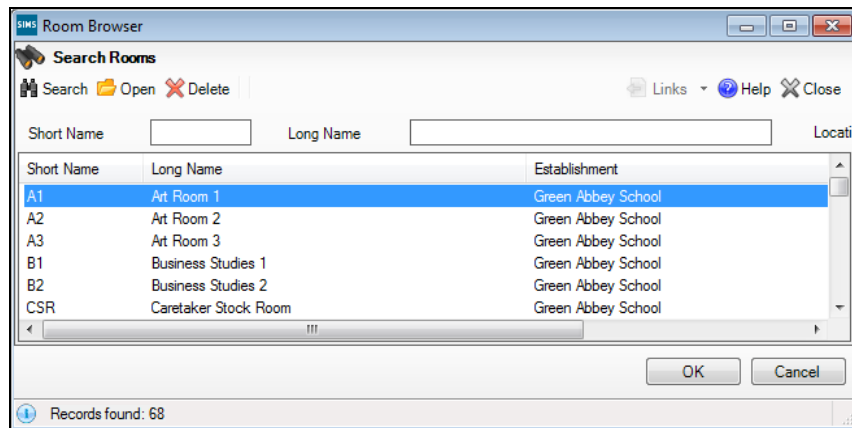
- Select the **Role** from the drop-down list, then click the **Browser** button adjacent to the **Person** field to open the **Select Person** browser. Select the required person in the same way as for the Registration Tutor.

NOTE: By default, the **Role** drop-down list displays **Supervisor**, **Pastoral Manager** or **Joint Main Supervisor**.

- Click the **Ok** button on the **Supervisor Properties** dialog to select the person as the Supervisor for the class return to the **Class** dialog.

01 | Setting Up the New Academic Year

9. Select the **Room** that will be used by this class (if required) by clicking the **Browser** button to display the **Room Browser** dialog.



- Enter either the **Short Name** or the **Long Name** of the room, then click the **Search** button. Alternatively, leave all of the fields blank to search for all rooms.
 - Highlight the required room, then click the **OK** button to return to the **Class** dialog.
10. Click the **OK** button to create the class.



Additional Resources:

Adding Rooms tutorial in the SIMS **Documentation Centre**

Adding/Editing Rooms chapter in the *Setting Up and Administering SIMS* handbook

Completed

Important Note on Editing Class Names

There may be occasions when you want to rename classes in either the current or next year's pastoral structure. This is sometimes required by schools that name their classes based on teacher's initials and the teacher then leaves the school.

It is essential that you do not just rename the class. This is because the class name is recorded in the class history. If you change the name, the change is made throughout the history of that class, so the class is recorded as always having been named according to the name change.

*NOTE: To ensure that you do not rename a class to a name that already exists, right-click the required **Registration Group** folder in the pastoral structure and select **Reuse Old Registration Groups**. Any classes that have previously been deleted are displayed. If the required name is listed, highlight it, then click the **OK** button to re-use it rather than create a new class with the same name. If the required name is not listed, create a new class.*

Please see the following two examples:

Example 1:

A class is currently called **8AB** after a teacher named Anita Brown. At the end of the current academic year, Anita will move up with her class, which becomes **9AB**.

If you rename **8AB** to **9AB** then all the students in **8AB** will be recorded as always having been in **9AB** because the history is also amended.

In this circumstance, all you need to do is to create a new class called **9AB** in the pastoral structure for the new academic year (e.g. 2019/2020) and set the promotion mapping to promote to this class at the start of the new academic year. All students in **8AB** will move up to **9AB** at the start of the new academic year (please see *Setting up the Promotion Mapping for the New Academic Year* on page 45).

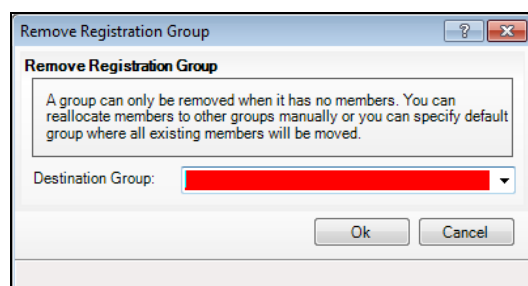
Example 2:

A class is currently called **8SL** after a teacher named Sonia Lovell. Sonia is leaving and will be replaced by Andrew White during the same academic year.

If you rename **8SL** to **8AW** then all the students in **8SL** will be recorded as always having been in **8AW** because the history is also amended.

To correctly change a class name:

1. Add a new class (please see *Adding Classes (Registration Groups)* on page 24) in the current pastoral structure (e.g. 2018/2019) labelled with the new class name (e.g. **8AW**).
2. Delete the old class by right-clicking the required class name and selecting **Remove** from the pop-up menu to display the **Remove Registration Group** dialog.



3. Select the newly created class (e.g. **8AW**) from the **Destination Group** drop-down list. All members from the old class will be transferred to the new class.
4. Click the **OK** button to delete the class and transfer the student memberships.
5. Click the **Save** button to save the changes.

General Advice

01 | Setting Up the New Academic Year

The responsibility for defining the naming convention of classes lies with the school. However, you should note that if you use teacher initials, you must carry out the previous instructions each time a teacher leaves or if there are any teaching changes that result in a class name change, e.g. teachers change class or years mid-year. In addition, you will need to create new classes based on the teacher initials for each new academic year as described in Example 1. If you want to use teacher initials, it is far easier if you do not precede the class name with the year, e.g. use **SL** rather than **8SL**.

Changing Year Group Horizontal/Vertical Structures

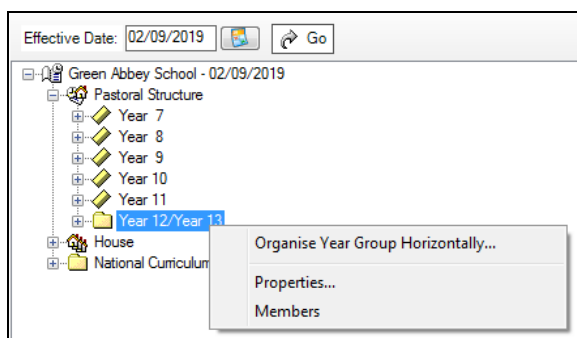
There may be occasions where you want the pastoral structure for the new academic year to be different to that of the current year. For example:

- As a consequence of falling student numbers. This may require you to change from a horizontal to a vertical structure to enable students from mixed year groups to be taught in the same class.
- As a consequence of increasing student numbers. This may require you to change from a vertical to a horizontal structure to enable students from the same year to be taught in the same class.
- As a consequence of a change in student numbers across the years, e.g. a low birth rate one year, then a high birth rate two years later. This may require you to change to a combined horizontal and vertical structure.

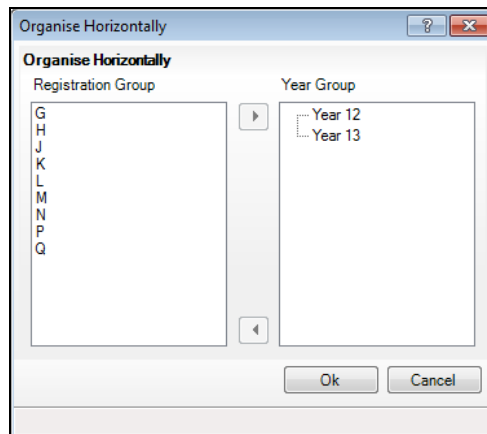
Changing from a Vertical to a Horizontal Structure

This process may be required if, for example, your student numbers have increased. This would enable previously merged years, such as Year 12/Year 13 (vertically structured) to be split into two separate years (horizontally structured) because there are now sufficient students from the same year group to be taught in one class.

1. Select next year's pastoral structure (please see *Opening the Structure of the New Academic Year* on page 20).
2. Expand the **Pastoral Structure** heading by clicking the **+** icon. Vertically organised year groups can be identified by their names, separated by a forward slash, e.g. **Year 12/Year 13**.

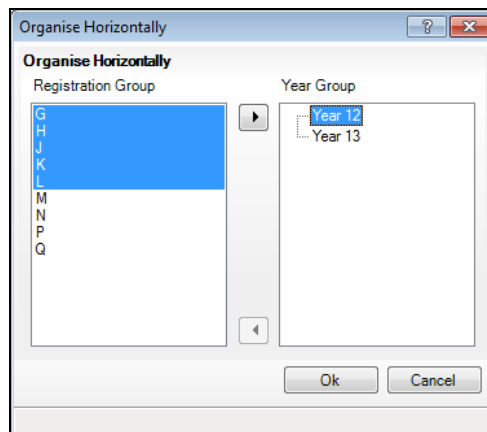


- Right-click the vertically organised year group and select **Organise Year Group Horizontally** from the pop-up menu to display the **Organise Horizontally** dialog.



This dialog enables you to determine the class(es) that should be attached to each year.

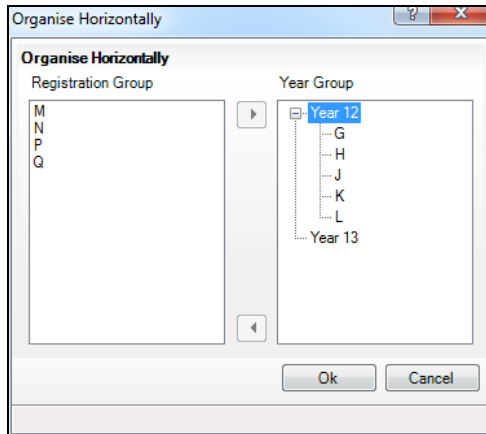
- In the **Class** panel, highlight the class(es) you want to attach to a year (hold down the **Ctrl** key and click the class names to highlight more than one class), then click the required year group in the **Year Group** panel.



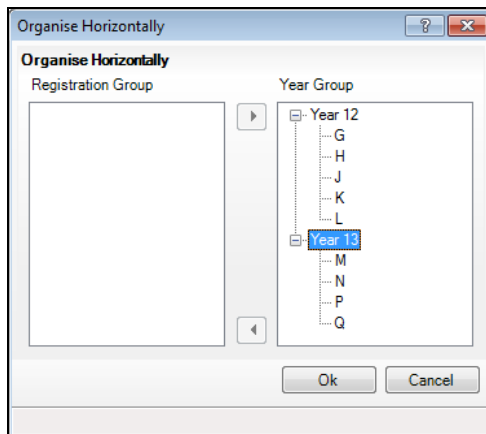
In the previous example, **G, H, J, K** and **L** are being attached to **Year 12**.

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5. Click the right arrow button in the centre of the dialog to attach the selected registration group(s) to **Year 12**. The registration group(s) are moved under the **Year 12** heading, as shown in the following example.



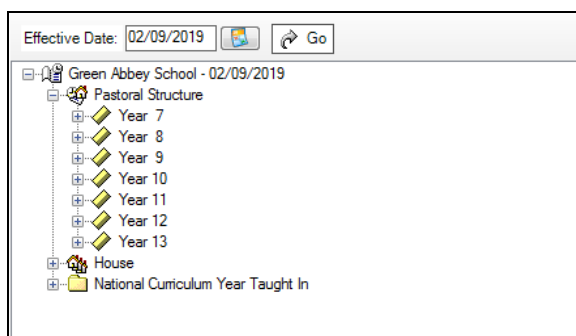
6. Repeat steps 4 and 5 to attach all the remaining classes in the **Registration Group** panel to **Year 13**.



*NOTE: Each registration group must be attached to a single year group and therefore, the **Registration Group** panel must be empty before you can complete the process.*

7. Click the **Ok** button to save the details.

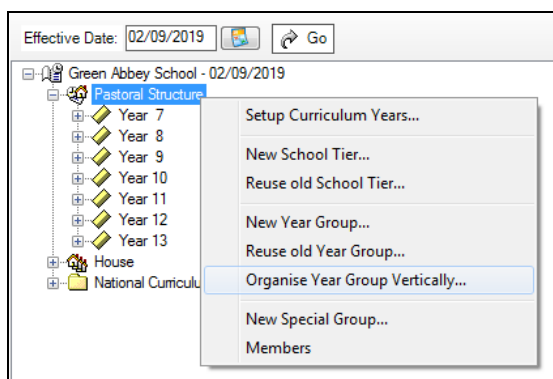
The pastoral structure should now show the two previously merged years as separate years, as shown in the following example.



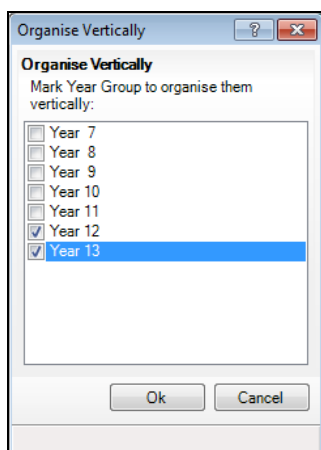
Changing from a Horizontal to a Vertical Structure

This process may be required if, for example, your student numbers have decreased. This could allow previously separate years, such as Year 12 and Year 13 (horizontally structured) to be merged into a single year (vertically structured) because there are insufficient students from the same year group to be taught in one class.

1. Select next year's pastoral structure (please see *Opening the Structure of the New Academic Year* on page 20).

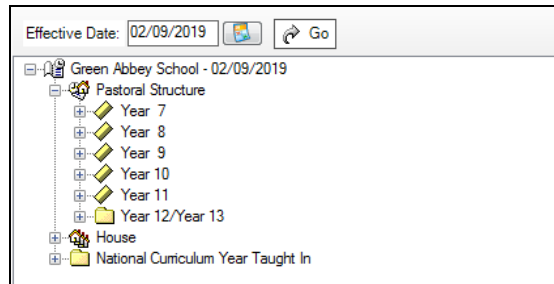


2. Right-click **Pastoral Structure** and select **Organise Year Group Vertically** from the pop-up menu to display the **Organise Vertically** dialog.



01 | Setting Up the New Academic Year

3. Select the check boxes of the year groups you want to merge into a vertical structure, then click the **Ok** button. In the previous example, **Year 12** and **Year 13** are being merged into a vertical structure.
4. Click the **Ok** button to merge the selected years, which are then displayed in the pastoral structure separated with a /, as shown in the following example.



Saving the Amended Pastoral Structure

Once the required changes have been made to the pastoral structure, click the **Save** button to save the structure. This may take some time depending on the number of changes that have been made.

Completed

Adding Intake/Admission Groups

Intake and admission groups are used to maintain lists of the applicants who have registered an interest in being taught at your school. It is now possible to create an intake group containing one or more admission groups. In a Secondary school, an intake group could be created for Year 7 with admission groups for either Feeder Schools or Registration Groups.

IMPORTANT NOTE: Please ensure that the **Date of Admission** lies within the new academic year. We recommend that the date of admission is the day on which the applicants will actually arrive in school, i.e. not a teacher training day. However, please check with your Local Authority for advice on the correct date to use if you are unsure.

If you have previously created admission groups with an incorrect **Date of Admission**, amending the date also amends the **Date of Admission** for every applicant who is a member of the group, preventing the need to edit them individually.

If you need to add a new year group but have already created intake/admission groups, you will need to create new intake/admission groups after the additional year group has been added and then move any existing members to the new intake/admission group(s).

This is also a good time to delete or make inactive any unwanted admission groups. Detailed instructions on adding and maintaining admission groups can be found in the appropriate *Admissions* handbook.

1. Select **Routines | Admission | Admission Groups | Setup** to display the **Find Intake Group** browser.
2. Carry out a search to ensure that the intake group does not already exist.

3. Click the **New** button to display the **Intake Group Details** page. Mandatory fields are highlighted in red. The page will look slightly different depending on whether you have set up SIMS to allow multiple admission groups to be added.

In addition, Own Admission Authority schools who have applied a Basic or Full Admissions Licence will see two additional fields (**Admission Policy** and **Numbers to Rank**).

4. In the **Intake Group** panel, select the **Admission Year** to which the intake group relates (e.g. 2019/2020) from the drop-down list (this defaults to the current academic year).
5. Select the required **Admission Season (Autumn, Spring or Summer)** or, if the intake group does not apply to a specific season, select **Integrated** from the drop-down list.

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6. Select the required **Year Group** from the drop-down list.
7. Enter the number of applicants that you expect to admit to this intake group in the **Planned Admission** field.
8. Only Independent and Own Admission Authority Maintained schools with a Basic or Full Admissions Licence can select a previously defined admissions policy from the Admission Policy drop-down list. Select a policy, if required.
9. Independent and Own Admission Authority Maintained schools with a Basic or Full Admissions Licence can enter the number of applications that should be ranked in the **Numbers to Rank** field. By default, all applications in an intake are ranked. If you have agreed with your Local Authority that you will rank only a certain number of applications, enter the agreed number in this field.
10. If you press the **Tab** key to move to the **Name** field or click in this field, a default name is supplied for the intake group, based on the **Admission Year, Admission Season and Year Group**, e.g. **2019/2020 – Autumn Year 12**. The default name can be amended, if required.
11. The **Active** check box is selected by default and indicates that the intake group is available for use. Deselect this check box only if you want to create intake groups that will be used at some point in the future (they will not be displayed in the **Find Intake Group** browser by default).

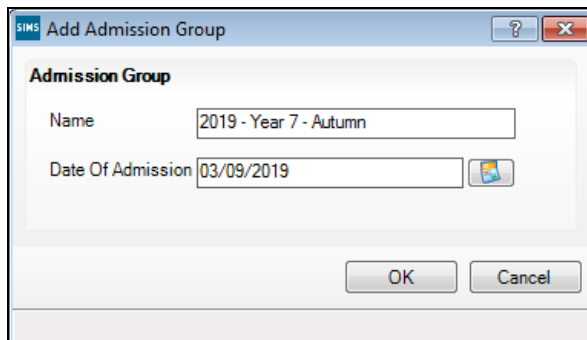
Adding One or More Admission Groups

Applicable to schools using multiple admission groups only

This section is applicable if SIMS is set up to allow the use of multiple admission groups and describes how to add one or more admission groups to an intake group. If you are not sure, please refer to the graphics in the previous section. If the second panel is labelled **Admission Groups**, SIMS is set up to allow multiple admission groups. If the second panel is labelled **Admission Group**, SIMS is not set up to allow multiple admission groups.

If SIMS is not set up to use multiple admission groups, please proceed to *Adding an Admission Group (Multiple Groups Not Enabled)*.

1. From the **Admission Groups** panel, click the **New** button to display the **Add Admission Group** dialog.



2. Enter a **Name** for the admission group together with the **Date Of Admission**. Alternatively, click the **Calendar** button and select the required date.

IMPORTANT NOTE: Please ensure that the **Date Of Admission** falls within the applicable academic year. We recommend that the date of admission is the day that the children will actually arrive in school, i.e. not a teacher training day. However, if you are unsure please check with your Local Authority for advice on the correct date to use.

3. Click the **OK** button to add the admission group and return to the **Intake Group Details** page.
4. If any further admission groups are required, click the **New** button and repeat steps 2 and 3.

Intake Group Details: 2019/2020 - Autumn Year 7

Save Undo Print

1 Intake Group 2 Admission Groups

1 Intake Group

Admission Year: 2019/2020 Name: 2019 - Autumn Year 7

Admission Season: Autumn Active:

Year Group: Year 7

Planned Admission: 250

2 Admission Groups

Name	Date Of Admission
2019 - Year 7 - Autumn	03/09/2019

New Open Delete


5. Click the **Save** button to create the intake and admission groups. Once admission groups have been created, you can add any applicants to SIMS and assign them to the required admission group.

Adding an Admission Group (Multiple Groups Not Enabled)

1. Clicking in the **Name** field provides a default name for the group, which can be overtyped as required.

2 Admission Group

Name: 2019 - Autumn Year 10 A

Date Of Admission: 03/09/2019 

2. Enter the **Date Of Admission** for the group.
3. Click the **Save** button to create the intake and admission group. Once admission groups have been created, you can add any applicants to SIMS and assign them to the required admission group.

Completed

Adding Staff Codes and Roles for Timetabled and Cover Staff

To ensure that staff are available for timetabling, their staff codes must be the same in both Nova-T and SIMS.

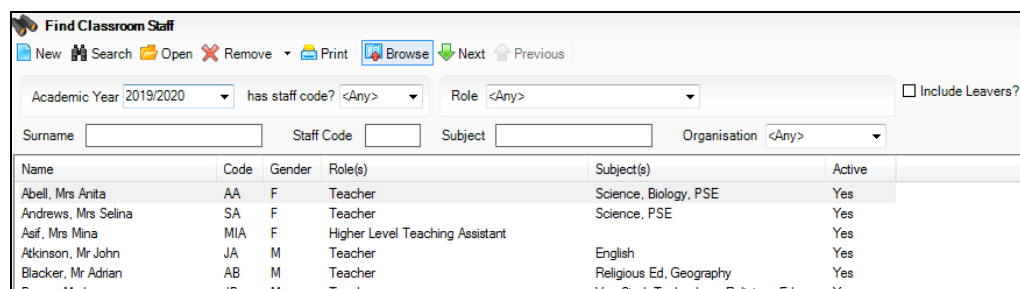
In addition, timetabled staff must be assigned a staff role. Staff can be given one or more roles according to the duties they perform. Generally, a person will have a single Staff Role.

*NOTE: Anyone you may want to make available to provide class cover in Cover or anyone who you might want to be assigned as Additional staff must also be set up as classroom staff, i.e. they must be given a **Staff Code** and a **staff Role**.*

For more detailed information, please refer to the *Managing Classroom Staff* chapter in the *Academic Management* handbook.

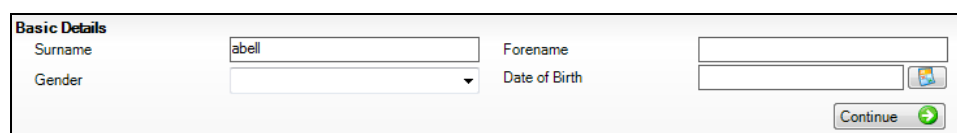
Any staff on the timetable in Nova-T or anyone you want to make available in Cover who are not displayed in the **Manage Classroom Staff** list must be added.

1. Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.
2. Check that the member of staff has not already been allocated a **Staff Code** by selecting the new 2019/2020 academic year from the **Academic Year** drop-down list, then click the **Search** button. By default, the browser displays all staff who have been assigned a **Staff Code** via the **Manage Classroom Staff** area.



Name	Code	Gender	Role(s)	Subject(s)	Active
Abell, Mrs Anita	AA	F	Teacher	Science, Biology, PSE	Yes
Andrews, Mrs Selina	SA	F	Teacher	Science, PSE	Yes
Asif, Mrs Mina	MIA	F	Higher Level Teaching Assistant		Yes
Atkinson, Mr John	JA	M	Teacher	English	Yes
Blackler, Mr Adrian	AB	M	Teacher	Religious Ed, Geography	Yes
Brown, Mr James	JB	M	Teacher	Voc Stud, Technology, Religious Ed	Yes

3. If the required member of staff is not listed they will need to be added. Click the **New** button. If the required staff member is listed, double-click their record, then proceed to step 5.

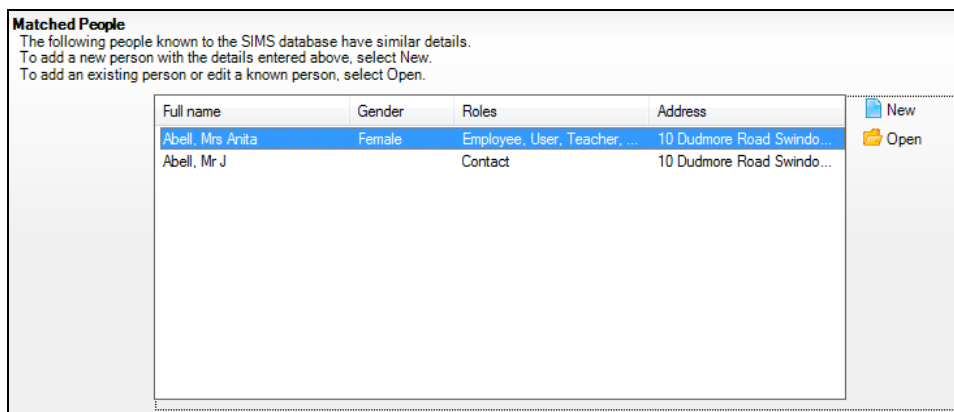


Basic Details

Surname: Forename:

Gender: Date of Birth:

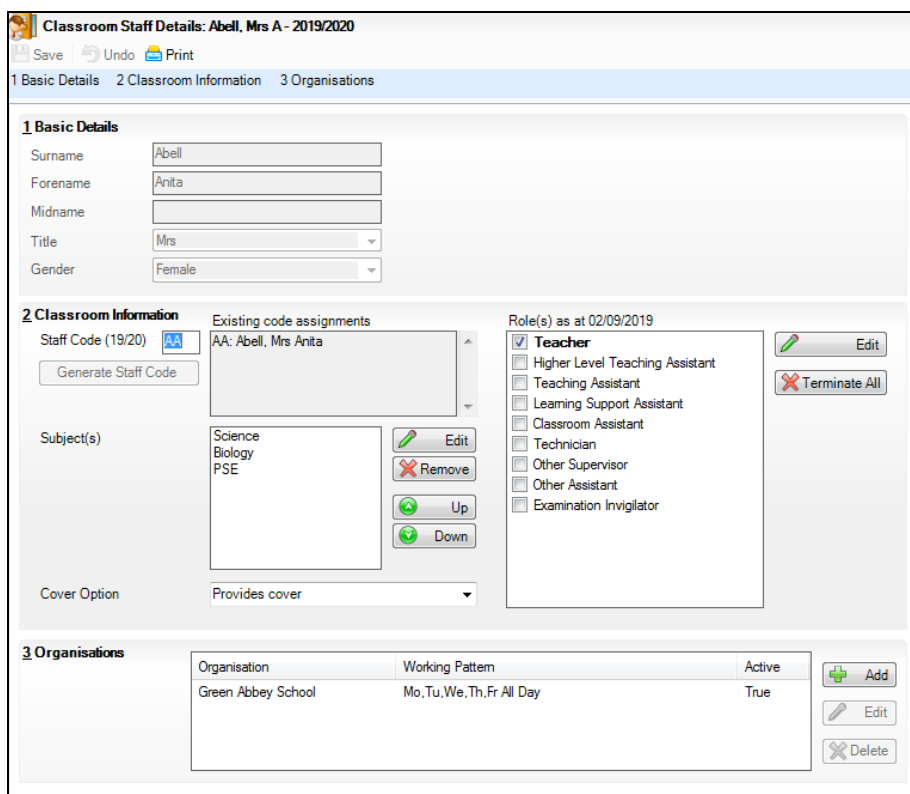
- Search for the required member of staff by entering the appropriate search criteria in the **Basic Details** panel, then click the **Continue** button. All people recorded in SIMS who match the search criteria entered are displayed in the **Matched People** list.



- If the required person is listed, highlight their name and then click the **Open** button to display the **Manage Classroom Staff** page.

IMPORTANT NOTE: Create a new record by clicking the **New** button only if you are sure that the person has not already been recorded in SIMS (e.g. as an employee, contact, etc.). If they have already been recorded in SIMS, you must select them from the **Matched People** panel.

The **Classroom Staff Details** page displays any existing **Staff Code** and/or **Role(s)**.



- The **Staff Code (19/20)** field displays the **Staff Code** assigned to the selected person for 2019/2020. The code can be edited, if required. This updates the **Existing code assignments** list with the name of any staff member whose code matches that which is entered. If the code entered matches a code already assigned to another person, the background colour of the field changes to red and a message is displayed on the Status Bar. It is not possible to save the record until a unique code (across the 2019/2020 academic year) has been entered.
- Select the staff member's **Role(s)** in the **Role(s)** panel.
- Click the **Save** button to save the changes.

IMPORTANT NOTE: Once a person has been made a member of Classroom Staff, their Staff Code can be maintained in Academic Management only. It will no longer be possible to edit the code in Personnel. In addition, any staff added to SIMS via Manage Classroom Staff are not given an **Employment Start** date. To record the start date, edit their record via **Focus | Person | Staff** ensuring that a **Status of All** is selected when searching in the browser.



Importing Admissions and Transfer Files (ATF)

If your Local Authority has provided you with an ATF file, this should have been imported around March time, as described in the appropriate *Admissions* handbook. Any additional students can be imported via CTF, as described in the following section.

Importing Common Transfer Files (CTFs)

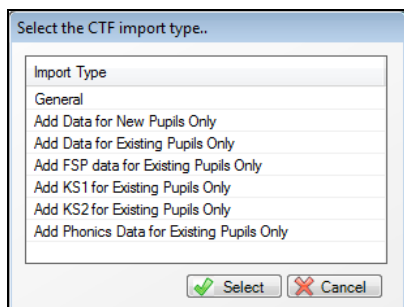
This section provides a summary of the steps required to import a CTF.

Import any CTFs that have not yet been imported. Students with CTFs can be imported into an admission group or directly on-roll.

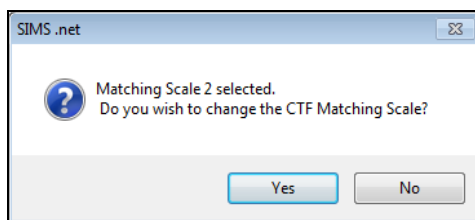
If any of the students in the CTF already exist in the system, any blank fields in their record are updated with data from the CTF. Any existing data is not overwritten, as it is deemed to be the most up-to-date information. Any such information is highlighted in the Exception Log that is displayed at the end of the import process.

Appropriate intake/admission groups must be created before you can import CTF files (please see *Adding Intake/Admission Groups* on page 32).

- Select **Routines | Data In | CTF | Import CTF** to display the **Select the CTF import type** dialog.



- Highlight the required CTF import type, then click the **Select** button to display a message asking you to confirm whether you want to change the matching scale.



For detailed instruction on importing a CTF file and using the CTF Matching utility, please refer to the *Using the CTF Matching Screen* mini guide or to the *Importing and Exporting CTFs* chapter of the *Managing Pupil/Students* handbook.

- In the **Data to be Imported** panel, indicate the data items you want to import from the CTF by selecting the appropriate check boxes.
- In the **Import Selection** panel, browse to the location of the CTF by clicking the **Open** button adjacent to the **CTF File** field to display the **Select Import File** dialog. Navigate to the required location, highlight the CTF and then click the **Open** button to return to the **Import CTF** page.
- Select the admission group you want to **Place new pupils in** from the drop-down list (i.e. **Pre-Admission** or **Guest**). The **On-roll** option is also available, but it is unlikely that September admissions would be imported directly on-roll.
- Click the **Import CTF** button to start the import. Details of any errors are displayed in the **Exception Log** at the bottom of the **Import CTF** page.
- Once you have finished importing the CTF, edit the details of the imported students as required.

Completed

Recording Leavers and Updating Course Memberships

This section provides a summary of the steps required to record leaver information in SIMS. For more information, please refer to the *Managing Pupil/Students* handbook.

The facility to record leavers enables accurate records to be kept of students after they have left the school. During the Summer term you will need to mark most, or all of the students as leaving on the same day. You should only mark students as leavers if you are sure they are leaving, e.g. Year 11 are leaving school.

IMPORTANT NOTES: *It is essential that you do not record leavers by removing their date of admission as this affects all historical data relating to that student.*

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not remove their date of leaving because this also affects the history (unless they had a date of leaving, but did not actually leave, i.e. they change their mind).

*To allow the automatic procedures to help you with course completion information for Post-16 students, it is necessary to consider when to make use of the Leavers routine. Some schools will have left the course completion date as the default date when all classes finish. Such a date is not correct for many Post-16 students who will finish the course and leave the school some weeks before the rest of the school finishes for the year. If you make use of the Leavers routine in advance of the students actually leaving, SIMS deals with this problem for you. The end date for the course will be set in line with this 'expected' leaving date and when the School Census is run, the courses will be interpreted as having been completed. If the Leavers routine is run after the students have actually left and the course end date was in the future, SIMS can only interpret this as a withdrawal or transfer before the course was completed. Obviously, Maintain Course can be run (via **Tools | Academic Management | Course Manager | Maintain Course**) to rectify this for each student, but it is much easier if the Leavers routine is run at the appropriate time.*

*Update Course Memberships should be run (via **Tools | Academic Management | Course Manager | Update Course Memberships**) before moving the system to the new academic year and should be run again after moving to the new academic year, once class information is in place. Update Course Membership is an Academic Management routine and like other routines in this area, it is academic year based. If you forget to run Update Course Memberships before moving to the new year, you can easily solve the problem by going back to the old year and running Update Course Membership.*

Similarly, if you forget to run Update Course Memberships, as soon as class information is in place, you can run it in the new academic year. However, you should be aware that course membership is much like other group membership, and courses are set active or inactive at the start of the day, depending on what membership they have at the start of the day.

So, if you do not run Update Course Memberships until the actual day of the census, the courses will remain set to inactive until the next day. Active and inactive is only a display parameter, but it could cause unnecessary confusion on census day.

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not remove their date of leaving because this will also affect the history (unless they had a date of leaving, but did not actually leave, i.e. they change their mind).

*To avoid validation failures when a statutory return is run, it is advisable to choose a **Date of Leaving** that is not a holiday or staff training day, i.e. a day when the student(s) can attend school.*

To ensure that information required for statutory returns, such as the School Census, is accurate and up-to-date, it is recommended that you check that all leavers have at least the minimum statutory information recorded before making them a leaver, e.g. Ethnicity.

1. Select **Routines | Student | Leavers** to display the **Find Student(s)** browser.
2. Search for the required student, then double-click their name to display the **Manage Student(s) Leaving Details** page.
3. If you want to assign a group of students as leavers, search on the appropriate **Year or Reg Group** by selecting from the appropriate drop-down lists. Highlight the required students using any of the following methods:
 - To select all the students displayed in the browser, select **All** from the **Select** drop-down menu.

- To select a group of students, highlight them using any of the following methods:
 - Hold down the **Ctrl** key and click each student to be selected.
 - To highlight sequentially listed students, click the first name in the list, hold down the **Shift** key and then click the last name in the list.
 - Once the required students have been highlighted, click the **Select** button to add them to the **Students** panel.

01 | Setting Up the New Academic Year

The selected students are then transferred to the **Students** panel.

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Institution
Able, Cameron	13	G	004164	03/09/2012				
Ackrington, Robert	13	H	004165	03/09/2012				
Adedeji, Payal	13	J	004166	03/09/2012				
Agathocleous, St...	13	K	004167	03/09/2012				
Ahmad, Carina	13	L	004168	03/09/2012				
Aldridge, Courtney	13	M	004170	03/09/2012				
Allim, Farah	13	N	004171	03/09/2012				
Anderson, Ian	13	P	004172	03/09/2012				
Andrews, Hank	13	Q	004174	03/09/2012				
Armstrong, Terry	13	Q	004176	03/09/2012				
Avison, Edward	13	P	004177	03/09/2012				
Bandaras, Jose	13	N	004179	03/09/2012				
Bandaras, Maria	13	M	004180	03/09/2012				
Blanch, Paul	13	L	004183	03/09/2012				
Bollard, Neil	13	K	004186	03/09/2012				
Bowden, Nicholas	13	J	004187	03/09/2012				
Brian, Geoffrev	13	H	004188	03/09/2012				

4. In the **Leaving Information** panel, enter the **Date of Leaving** or click the **Calendar** button and then select the required date.
5. Select the **Reason for leaving** from the drop-down list, such as **Normal leaving age - Higher education institutions**.
6. Enter the **Destination after Leaving**, if required. Alternatively, apply the **Reason for Leaving** to one set of students (as described in the next step), then enter the **Destination after Leaving** for a different, or subset of students.
7. Search for and select the **Destination Institution**.
8. Select the **Destination Expected Start Date** from the Calendar.
9. Highlight the students to which this information applies using the **Ctrl** and **Shift** keys, click their names (as described in step 3) then and click the **Assign to Selected** button. If the information applies to all the students in the list, click the **Assign to All** button.
10. If an error has been made, highlight the student, correct the information in the **Leaving Information** panel, then click the **Assign to Selected** button.
11. To remove a student from the list, highlight their name and then click the **Remove** button.
12. To clear the contents of the **Date of Leaving, Reason for Leaving, Destination after Leaving, Expected Start Date** and **Learning Aim Reason** columns in the **Students** panel, highlight the required students and then click the **Clear** button. Re-enter the information as required.
13. Click the **Save** button to save the changes. The selected students are recorded with a date of leaving on the date specified.

Completed

Exporting Common Transfer Files (CTFs)

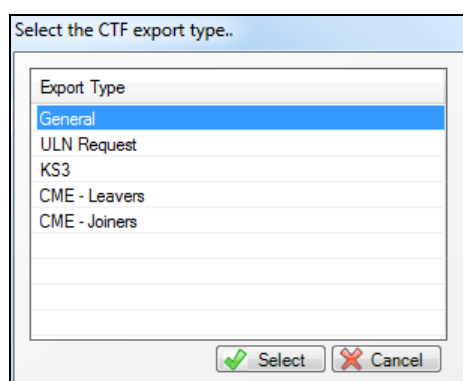
Common Transfer Files can be created and sent to other schools or Local Authorities.

NOTE: Before proceeding, you must have previously added any required **Feeder** and **Destination Schools** via **Tools | Other Schools** and specified the directory into which the CTF export will be saved via **Tools | Setups | CTF**.

Please ensure that the relevant students are given a **Date of Leaving** before exporting the CTF.

This section provides a summary of the steps required to export a CTF.

1. Select **Routines | Data Out | CTF | Export CTF** to display the **Select the CTF export type** dialog.



Highlight the required CTF export type, then click the **Select** button to display the **Export CTF** page. The page name is appended with the option selected in the previous dialog. For detailed instruction on exporting a CTF file, please refer to the *Importing and Exporting CTFs* chapter of the *Managing Pupil/Students* handbook.

2. In the **Data to be Exported** panel, ensure that the check boxes relating to the data items you want to export are selected.

1 Data to be Exported							
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input checked="" type="checkbox"/>	External Exam Results	<input checked="" type="checkbox"/>
		Include KS1 Tasks/Tests	<input type="checkbox"/>				
Attendance Summary	<input checked="" type="checkbox"/>	Programme of Study(PoS) Assessments	<input checked="" type="checkbox"/>	FSM History	<input checked="" type="checkbox"/>		

3. Select the status of the students you want to include in the CTF file from the **View** drop-down list (e.g. **Leavers this year**) in the **Student Options** panel.

2 Student Options					
Effective Date	26/02/2019	View	Current students	Include students already exported	<input checked="" type="checkbox"/>
					<input type="button" value="Refresh Students"/>

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4. If you have already created a CTF file for some of the students but want to include them in this CTF, select the check box to **Include students already exported** in the export file.
5. Click the **Refresh Students** button to update the list of students displayed based on your selections. You can change the display order by clicking any of the column headings.
6. In most circumstances, a single year group will be selected, such as Year 11. This is achieved by selecting the required year from the **Year Grp** drop-down list as shown in the following graphic.

UPN	Preferred Surname	Preferred Forename	Reg.	Year..	Year Tau..	Previous Destination	Destination LA/Other	Destination School
Y820200109033	Aaron	Chris	8A	8	(All)			
C823432117001	Aaron	Jason	8B	8	(Custom)			
J820200109032	Aaron	Liz	8C	8	(Blanks)			
M820200109034	Aaron	Sophie	8D	8	(Non-Blanks)			
N823432113104	Abbess	Graham	11A	11	7		Rhondda Cynon Taff	
C823432113105	Abbey	Sean	11B	11	8		Rhondda Cynon Taff	
U823432111005	Able	Cameron	G	13	9			
H823432111006	Ackrington	Robert	H	13	10			

7. Select the **Destination LA/Other** or **Destination School** by clicking in the appropriate cell, then selecting from the drop-down list. This can be done on an individual basis or you can select multiple students as follows:
 - Hold down the **Ctrl** key and click each student to be selected.
 - To highlight sequentially listed students, click the first name in the list, hold down the **Shift** key, then click the last name in the list.
 - To select all the students, right-click anywhere in the table, then select **Select All** from the pop-up menu.

UPN	Preferred Surname	Preferred Forename	Reg.	Year..	Year Tau..	Previous Destination	Destination LA/Other	Destination School
Y820200109033	Aaron	Chris	8A	8	8			
C823432117001	Aaron	Jason	8B	8	8			
J820200109032	Aaron	Liz	8C	8	8			
M820200109034	Aaron	Sophie	8D	8	8			
N823432113104	Abbess	Graham	11A	11	11	Rhondda Cynon Taff		
C823432113105	Abbey	Sean	11B	11	11	Rhondda Cynon Taff		
U823432111005	Able	Cameron	G	13	13			
H823432111006	Ackrington	Robert	H	13	13			
M820200105001	Ackton	Stan	G	12	12			
J823200110003	Ackton	Stephen	8E	8	8			
M820200106060	Acton	Jordan	10F	10	10			
B820200106090	Acton	Samantha	11A	11	11	Rhondda Cynon Taff		
J820200109003	Adams	Adam	9A	9	9			

8. Click the **Export CTF** button to create the export file. After the file has been created, any errors are displayed in the **Exception Log** panel, together with the number of students in the file, the number processed and the number not exported.

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name
U820432109004	Allen	Bary	M	28/02/2003	Attendance data not exported as miss...	8234321_CTF_822LLLLL_001
L820432109007	Beans	Lisa	F	18/06/2004	Attendance data not exported as miss...	8234321_CTF_822LLLLL_001
A820432109010	Burroughs	Anita	F	11/10/2003	No LEA number found for Greenacres...	8234321_CTF_822LLLLL_001
A820432109010	Burroughs	Anita	F	11/10/2003	No School Number found for Greenac...	8234321_CTF_822LLLLL_001
A820432109010	Burroughs	Anita	F	11/10/2003	No reason for leaving found for Green...	8234321_CTF_822LLLLL_001
K820200102014	Chadwick	Stephanie	F	12/06/2005	Attendance data not exported as miss...	8234321_CTF_822LLLLL_001
K820200102014	Chadwick	Stephanie	F	12/06/2005	No ENG Results exported since ther...	8234321_CTF_822LLLLL_001
K820200102014	Chadwick	Stephanie	F	12/06/2005	No ENG Results exported since ther...	8234321_CTF_822LLLLL_001

Any errors must be corrected before the student can be successfully included in the CTF export file.

9. Navigate to the location of the **CTF Export Directory** (as defined in **Tools | Setups | CTF**), then identify the newly created XML file for export. The CTF can be transferred by a local secure file transfer mechanism, e.g. Secure Access. Please contact your Local Authority if you are unsure how to transfer the CTF.



Completed

Creating CML and CMJ Files

Additional CTF options are available for schools in England to comply with the Children Missing in Education legislation.

The **CME - Leavers** option enables a school to create a CML file that should be sent to a school's Local Authority when a student leaves school outside of what the Local Authority considers to be a normal phase transfer.

The **CME - Joiners** option enables a school to create a CMJ file that should be sent from a school to their Local Authority when a student physically arrives in a school outside of what the Local Authority considers to be a normal phase transfer, e.g. June/July.

Local Authorities can also request that these files be sent to them for students moving as part of a normal phase transfer.

It is advisable to select **Focus | School | School Details**, then navigate to the **School History** panel, where the **CMJ file sent or not required** and **CML file sent or not required** options can be checked to ensure they are selected/deselected as required. These check boxes are selected automatically when a student's information is included in the applicable CTF file.



Completed

Setting up the Promotion Mapping for the New Academic Year

Setting up the promotion paths for the pastoral structure plays a key part in the end of year procedures and ensures that students move from their current year group and class into the correct year group in the new academic year. This process is used to set the path for year groups and classes, but it is also possible to specify a promotion path for individual students in case there are any exceptions (please see *Viewing/Setting the Promotion Path for Individual Students* on page 48).

Setting the promotion mapping can be carried out at any point, as the promotion itself occurs at the beginning of the next academic year. However, it must be done before the start of the academic year.

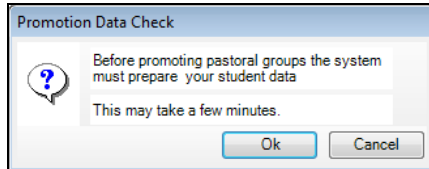
You can repeat the process a number of times until you are happy that all students have been mapped to the appropriate classes.

BEFORE PROCEEDING: Please check that you have carried out the following:

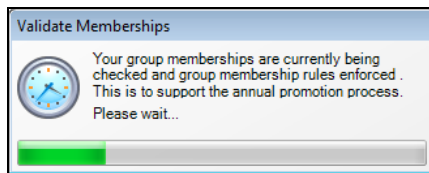
01 | Setting Up the New Academic Year

- Recorded any changes to teaching staff (added new teachers and added dates of leaving for any leavers).
- Created the new academic year.
- Amended your pastoral structure as required, such as adding new classes.

1. Select **Routines | School | Promotion** to display the **Promotion Data Check** dialog. You are advised that student data needs to be prepared (all current group memberships are checked and confirmed).



2. Click the **Ok** button to display the **Validate Memberships** message dialog, which shows the progress of the validation process.



This process may take some time to complete. Once the validation process is complete, the **Setup Promotion Mapping** dialog is displayed.

3. The current academic year should be displayed automatically. If it is not, select it from the **Promote from** drop-down list and then click the **Load** button.

WARNING: *It is imperative that you select the correct academic year otherwise any changes made will affect the wrong year and it will be very difficult to rectify.*

4. The **Year Group** panel is populated with a default set of promotion paths (where one year is promoted to the next, i.e. Year 7 is promoted to Year 8 and so on). This is the same for both vertically or horizontally structured schools. If you want to return to this setting at any point in the future, click the **Set Default** button.

- Change the promotion path if required, by clicking the required year group in the **Promotion Path** column, then selecting the required year from the drop-down list.

- Review the promotion path for each class. The **Class** panel displays a list of the classes for the current academic year. Move down one class at a time by clicking in the **Registration Group** column, then select the class to which the student will be promoted from the **Promotion Path** column drop-down list. Repeat this process for all the classes in the **Class** panel.
- The **Registration Tutor** column displays the name of the current class tutor. If you want the tutor of the class to be promoted into the next academic year with the class, select the **Promote Registration Tutor** check box.
- If any existing Classroom Assistants or Learning Support Assistants should be promoted into the next academic year with the class, select the **Promote Other Supervisors** check box.
- Select the **Override Membership** check box in both the **Year Group** and **Class** panels the first time you carry out the promotion mapping process. This ensures that any existing memberships (however they were defined) are overwritten. If you repeat the promotion process, you can decide whether to overwrite the existing memberships by selecting the check box as required. For example, if you had originally stated that students in the **7D** class should be promoted to the **8D** registration group and subsequently wanted them to go from **7D** to **8E**, you would need to select the **Override Membership** check box in the **Registration Group** panel.

IMPORTANT NOTE: If you already carried out this process to set up your mappings and you now want to edit them, please ensure that the **Override Membership** check box is not selected if you want to retain your previous settings.

01 | Setting Up the New Academic Year

10. Click the **Finish** button and then **Save** the settings.
11. Click the **Map** button on the toolbar at any point to return to the **Setup Promotion Mapping** dialog.

SIMS displays the **Promote Pastoral Groups** page, which lists the current year groups.

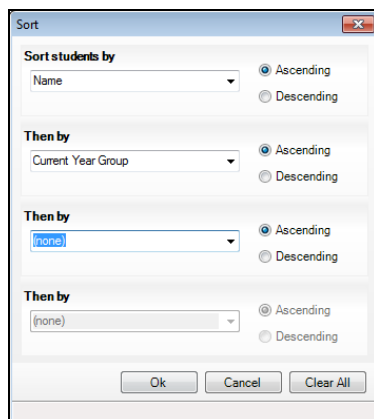
Name	Unusual	Current Year Group	Next Year Group	Current Registration Group	Next Registration Group
[-] Current Year Group: 7					
[-] Current Year Group: 8					
[-] Current Year Group: 9					
[-] Current Year Group: 10					
[-] Current Year Group: 11					
[-] Current Year Group: 12					
[-] Current Year Group: 13					
Able, Cameron	<input type="checkbox"/>	13		G	
Ackrington, Robert	<input type="checkbox"/>	13		H	
Adediji, Paul	<input type="checkbox"/>	13		I	

Viewing/Setting the Promotion Path for Individual Students

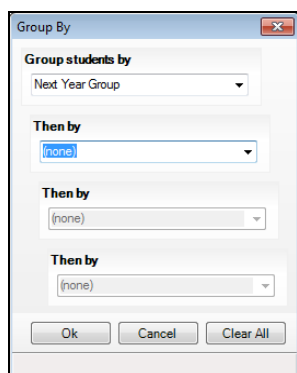
1. Double-click the current year group for which you want to view or set individual promotion paths.

Name	Unusual	Current Year Group	Next Year Group	Current Registration Group	Next Registration Group
[-] Current Year Group: 7					
[-] Current Year Group: 8					
[-] Current Year Group: 9					
Adams, Adam	<input type="checkbox"/>	9	10	9A	10A
Ashdown, Rae	<input type="checkbox"/>	9	10	9B	10B
Badger, David	<input type="checkbox"/>	9	10	9C	10C
Bailey, Gareth	<input type="checkbox"/>	9	10	9D	10C
Bailey, Liam	<input type="checkbox"/>	9	10	9E	10A
Bains, Kirk	<input type="checkbox"/>	9	10	9F	10B
Baker, Jordan	<input type="checkbox"/>	9	10	9F	10C
Bartle, Grace	<input type="checkbox"/>	9	10	9E	10D
Bellic, Nico	<input type="checkbox"/>	9	10	9D	10E
Bellic, Roman	<input type="checkbox"/>	9	10	9C	10F
Reppard, Edward	<input type="checkbox"/>	9	10	9D	10D

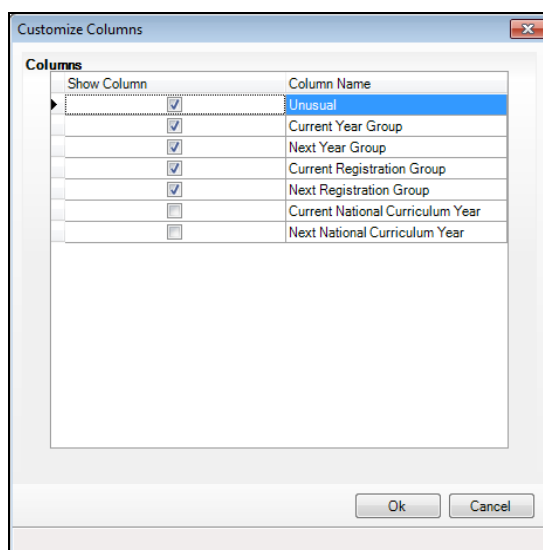
2. You can customise the view on this screen by selecting an option from the **Customize** drop-down list.
 - Select **Sort** to display the **Sort** dialog, which enables you to order the contents of the columns, as shown in the following example.



- Click the **Customize** button down arrow and select **Group By** to display the **Group By** dialog, which enables you to change the groupings, as shown in the following example.



- Select **Columns** to display the **Customise Columns** dialog, which enables you to choose the columns you want to include in the display.



01 | Setting Up the New Academic Year

- Once expanded, you can change the year or class for individual students by clicking in the appropriate column and selecting a different year or class from the drop-down list. The change appears in red and the **Unusual** check box is selected automatically to indicate that the change falls outside the normal mapping set previously (using the **Setup Promotion Mapping** dialog). Repeat the process for any other students, if required.

Multiple students can be highlighted using any of the following methods:

- Hold down the **Ctrl** key, then click each student you want to select.

Adams, Adam	<input type="checkbox"/>	9	10	9A	10A
Ashdown, Rae	<input type="checkbox"/>	9	10	9B	10B
Badger, David	<input checked="" type="checkbox"/>	9	10	9C	10C
Bailey, Gareth	<input type="checkbox"/>	9	10	9D	10D
Bailey, Liam	<input checked="" type="checkbox"/>	9	10	9E	10E
Bains, Kirk	<input checked="" type="checkbox"/>	9	10	9F	10F
Baker, Jordan	<input type="checkbox"/>	9	10	9F	10F
Bartle, Grace	<input checked="" type="checkbox"/>	9	10	9E	10E
Bellic, Nico	<input type="checkbox"/>	9	10	9D	10D
Bellic, Roman	<input checked="" type="checkbox"/>	9	10	9C	10C
Bernard, Edward	<input type="checkbox"/>	9	10	9B	10B
Bingar, Davina	<input type="checkbox"/>	9	10	9A	10A

- To highlight sequentially listed students, click the first name in the list, hold down the **Shift** key, then click the last name in the list.

*NOTE: If the **Filter** button is deselected, all Year Groups and classes are available for selection from the drop-down lists, not just those that are associated with the chosen **Year Group** or **Class**.*

*For example, a student currently in **Year Group 9** would normally be expected to promote into **Year Group 10**. It is possible (for whatever reason) that this student will actually be promoted into **Year Group 11** in the forthcoming academic year. To enable you to achieve this, click the **Filter** button and select the required **Year Group** and **Class** from the drop-down lists.*

- Click the **Save** button to save the promotion mappings. The promotion occurs at the beginning of the next academic year. A warning is displayed if any unusual promotions have been set. Accept the warning by clicking the **Yes** button.

Completed

Checking the Registration Tutors Assigned

Once the promotion mapping process is complete, you are strongly advised to check the registration group assignments in the pastoral structure.

- Select **Focus | School | Pastoral Structure | Next Academic Year Structure**.
- Click the **+** icon adjacent to **Pastoral Structure** to reveal each registration group.
- Right-click the name of each registration group and select **Properties** from the pop-up menu to display the **Class** dialog.

4. If necessary, add or change the **Registration Tutor** by clicking the **Browser** button, searching for and then selecting the required person. Click the **OK** button.
5. If two registration tutors share the group, click the **New** button adjacent to the **Supervisors** panel to display the **Supervisor Properties** table. Select the **Role** of **Joint Main Supervisor** from the drop-down list, then select the required person by clicking the **Browser** button, then searching for and selecting the required person from the **Select person** dialog. Click the **OK** button to confirm the selection.
6. Click the **OK** button to return to the pastoral structure, then click the **Save** button once you have assigned all the required registration tutors.

Completed

Changing the Status of Applications to Offered or Accepted

This section describes how to change the status of applications to your school for the forthcoming academic year in bulk. Applications can be added manually or imported via ATF or CTF. When added, an application is automatically given a status of **Applied**. If required, you can then offer places to applicants you want to join your school (**Offered**) and then change the status of the application to **Accepted** once you have received confirmation that they will be joining. It is possible however, to change an application status from **Applied** to **Accepted** or even straight to **Admitted**, if required.

It is also possible to change the application status of individual applicants. For more information, please refer to the appropriate *Admissions* handbook.

This section assumes that you have added all of the required applicants via **Focus | Admission | Application**, and that you have imported via CTF or ATF.

Finalising Offers

If you want to offer places to applicants, please follow the instructions outlined in this section. If you do not want to record offers made, but want to identify applicants who have accepted a place at your school, please proceed to *Accepting Applicants*.

1. Select **Routines | Admission | Finalise Offers** to display the **Find Intake Group** browser.

Name	Admission Year	Admission Season	Year Group	Planned Admission	Status

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2. Search for, then double-click the required intake group to display the **Finalise Offers** page.

Finalise Offers - 2019/2020 - Autumn Year 7

Save Undo Print Help Unpin

1 Summary 2 Applications

1 Summary

Planned Admission	<input type="text" value="100"/>	Offered	<input type="text" value="0"/>
Total Applicants	<input type="text" value="48"/>	Accepted	<input type="text" value="0"/>
Applied	<input type="text" value="48"/>	Withdrawn	<input type="text" value="0"/>
		Admitted	<input type="text" value="0"/>
		Rejected	<input type="text" value="0"/>

2 Applications

Late	Name	Gender	DOB	App. Status	Applied	Offered	Rejected
<input type="radio"/>	Abbey, Jimmy	Male	17/04/2007	Applied	✓		
<input type="radio"/>	Abbot, Ben	Male	20/07/2007	Applied	✓		
<input checked="" type="radio"/>	Abbot, Claire	Female	22/04/2007	Applied	✓		
<input type="radio"/>	Abbot, Susan	Female	21/06/2007	Applied	✓		
<input type="radio"/>	Bacon, James	Male	11/01/2007	Applied	✓		
<input type="radio"/>	Baden, Arthur	Male	22/01/2007	Applied	✓		
<input type="radio"/>	Bailey, Alistair	Male	28/12/2006	Applied	✓		
<input type="radio"/>	Bainbridge, Olivia	Female	09/09/2006	Applied	✓		

The **Summary** panel displays figures for the **Planned Admission**, **Total Applicants** and the number of applicants who have **Applied**. Own Admission Authority schools are also provided with the **Late Applications** field.

Figures for the number of places **Offered**, **Accepted**, **Withdrawn**, **Admitted** and **Rejected** (Independent schools only) are updated as applicable information is edited and saved.

The **Applications** panel shows all the applicants who have applied for a place at your school, together with the status of their application.

3. To change the application status, click the required cell for each applicant, as shown in the following graphic.

2 Applications

Late	Name	Gender	DOB	App. Status	Applied	Offered	Rejected
<input type="radio"/>	Abbey, Jimmy	Male	17/04/2007	Applied		✓	
<input type="radio"/>	Abbot, Ben	Male	20/07/2007	Applied		✓	
<input checked="" type="radio"/>	Abbot, Claire	Female	22/04/2007	Applied	✓		
<input type="radio"/>	Abbot, Susan	Female	21/06/2007	Applied		✓	
<input type="radio"/>	Bacon, James	Male	11/01/2007	Applied		✓	
<input type="radio"/>	Baden, Arthur	Male	22/01/2007	Applied	✓		
<input type="radio"/>	Bailey, Alistair	Male	28/12/2006	Applied		✓	
<input type="radio"/>	Bainbridge, Olivia	Female	09/09/2006	Applied		✓	

Accepting Applicants

This section describes how to record applicants who have accepted a place at your school. This is achieved by changing the application status to **Accepted**.

The following instructions demonstrate how this can be achieved for all students in an intake group. It can also be achieved at individual student level via **Focus | Admission | Applicants**.

1. Select **Routines | Admission | Accept Applications** to display the **Find Intake Group** browser.

2. Search for, then double-click the required intake group to display the **Accept/Decline Applications** page.

The **Summary** panel displays figures for the **Planned Admission**, **Total Applicants** and the number of applicants who have **Applied** for, or been **Offered**, a place at your school.

Figures for the number of places **Offered**, **Accepted**, **Withdrawn**, **Admitted** and **Rejected** (Independent schools only) are updated as applicable information is edited and saved.

Name	Gender	Date Of Birth	Date Of Admission	Enrollment Status	Application Status	UPN	Assign UPN	Admitted	Withdrawal
Amiel, Tanzeel	Female	02/07/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Brocklehurst, MARIANNE	Female	25/06/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Sabatini, Angelina	Female	10/01/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Zainol, Valentina	Female	31/08/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		

The **Applications** panel displays by default, all applicants with an application status of **Offered**. The display includes the **Name**, **Gender**, date of birth (**DOB**) and **Application Status** of each applicant, together with a tick grid that enables the application status to be amended.

3. Click the **Accepted** column for each applicant who has accepted a place at your school. To accept, click in the cell to put a tick in it. To withdraw, click the **Withdraw** column.

Name	Gender	DOB	Application Status	Offered	Accepted	Withdrawal
Caldwell, Ley	Female	04/01/2008	Offered	<input checked="" type="checkbox"/>		
Dahl, Sandra	Female	12/10/2007	Accepted		<input checked="" type="checkbox"/>	
Gambioni, Peter	Male	31/03/2008	Accepted		<input checked="" type="checkbox"/>	
JACKS, Gary	Male	23/07/2008	Offered	<input checked="" type="checkbox"/>		
Magnus, Olga	Female	19/12/2007	Accepted		<input checked="" type="checkbox"/>	
Taghavi, Jilna	Female	13/12/2007	Accepted		<input checked="" type="checkbox"/>	
VEKANYA, Nika	Female	16/04/2008	Offered	<input checked="" type="checkbox"/>		
Zabidi, Julie	Female	01/01/2008	Accepted		<input checked="" type="checkbox"/>	

4. If you want to accept applicants with a status of **Applied**, select **Applied** from the **Current Application Status** drop-down list and follow this same process.
5. Once complete, click the **Save** button to save the changes. The **Application** panel refreshes its display and shows only those applicants with an application status matching that selected in the **Application Status** drop-down list. In most cases, the list is empty.



Nova-T6 and Partnership Xchange

Partnership Xchange connects the SIMS systems of schools that share students in a partnership or consortium, ensuring that student core data is kept up-to-date and enables the exchange of class memberships, lesson attendance marks and assessment data.

The *Partnership Functions* chapter of the *Nova-T6* manual describes the functionality in Nova-T6 that supports Partnership Xchange. In particular, it describes the steps that partnership management should undertake to ensure that the schools in the partnership operate matching timetables, and moreover enables future communications between these schools, specifically regarding student class memberships.

Ideally, the shared aspects of the consortium timetable (for example the Option blocks in years 12 and 13) should be designed centrally and then distributed to each of the schools for inclusion in their own systems at an early stage in the timetabling process.

Transferring the Curriculum and Timetable to SQL

The curriculum plan and timetable in Nova-T represents a *snapshot* of how classes are organised and scheduled. Once complete, this data must be transferred to SQL.

NOTE: If you use Cover and you use non-teaching registration periods to provide registration cover, ensure that you have set up these registration periods as non-teaching in your cycle. There is no need to make changes to your period type settings.

Preparing for Export to SQL Using Curriculum Matching

Before you carry out a transfer of curriculum and timetable data to SQL, you should carry out these steps:

1. Make sure that the Document Management Server is active (in SIMS, check **Tools | Setups | Document Management Server**).
2. If you have not done so recently, run **Tools | System Diagnostics | Database Diagnostics** in SIMS.

Manage Classroom Staff

When the timetable is imported, the wizard attempts to match the staff codes mentioned in the import file with the staff codes in Manage Classroom Staff for the relevant academic year. When the 'next' academic year was created, Classroom Staff will have been carried forward into it, i.e. Classroom Staff with a staff code in the current academic year *and* a staff role on or after the last day of the *current* academic year, will have been given a staff code in the *next* academic year.

Classroom Staff added subsequently to the current academic year will also have been carried forward to the next. However before attempting to transfer the new timetable, it is worth checking the classroom staff list for the next academic year.

1. Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.
2. Check that the member of staff has not already been allocated a **Staff Code** by selecting the new 2019/2020 academic year from the **Academic Year** drop-down list. Select **Yes** from the **has staff code?** drop-down list.
3. Click the **Search** button, then inspect the list of classroom staff returned. If any staff to be imported on the timetable are not present, you will need to add them, as described in the *Academic Management* handbook.

Starting the Export from Nova-T6

Before the export can be completed, the Timetabler needs to assign levels to classes in Nova-T6 via **Tools | Assign Levels** (where Nova-T6 has been used to construct the new timetable).

1. Ensure that you have loaded the relevant SPL file for the new academic year then select **Data | Export Curriculum and Timetable to SQL**.

As the academic data stored in the SQL database is historical, a date range for the exported data must be provided so that the records transferred have start and end dates. In this case, as you are setting up the timetable for the coming year you should pick a date range corresponding to the whole of the working academic year (typically a date early in September to a date in June or July).

2. If prompted, you should log into the SQL database with a suitable user name and password.

The Curriculum Matching Wizard

A number of validation checks are carried out on your data prior to the first page being displayed. For example:

- the supplied start and end date must lie within a single academic year.
- the supplied start and end date must lie within a single timetable cycle.
- the shape of the supplied timetable cycle must match the one in SQL. One exception to this is that the transfer is still allowed on the first export of non-teaching periods to SQL.

If any of these checks fail, the transfer will be unable to proceed. Click the **Help** button for further information on resolving these issues or refer to *Curriculum Matching* in the *Nova-T6 Links* chapter of the *Maintaining Nova* handbook.

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Otherwise if all the checks are passed, you may proceed by clicking the **Next** button.

NOTES: The whole curriculum will be unlinked as there is nothing in the database for the new academic year to which the bands, block groups and classes can be linked.

*All items on the left-hand side of the **Merge Curriculum** page are highlighted in orange because they are unlinked. This is as expected.*

Similarly on the right, a message is displayed explaining that there is no curriculum data in the database (except bands if these have previously been exported). This is as expected – it refers to the selected academic year.

On subsequent transfers, the appearance will be different, as it is expected that most (if not all) of the submitted curriculum will be automatically matched with the data in the database.

The final page of the wizard prompts you to confirm that you wish to continue with the transfer process. To do this, click the **Submit** button. The submission may take a couple of minutes to execute and during this time a rotating graphic is displayed. After it has completed, click the **Finish** button to close the wizard.

Unmatched Teachers and Rooms

After the wizard has closed, Nova-T6 analyses the data returned and if any teachers or rooms were not found or recognized in SQL, these are listed. In such cases, classes associated with teachers or rooms that could not be identified are recorded in SQL, except that the teacher or room assignment will be missing (please see *Manage Classroom Staff* on page 55).

NOTE: Teachers will be exported to SQL only if they are employed for the whole of the export date range.

Completed

Where Can I Get More Information?

For full instructions on how to run the Curriculum Matching process, please refer to *Curriculum Matching* in the *Nova-T Links* chapter of the *Maintaining Nova* handbook.

Completed

Exporting Derived Year Classes to SQL

NOTE: Please ignore this section if your school does not use derived years.

Year groups in Nova-T6 are associated with National Curriculum Years (NC Years). A derived year (containing students from one or more years) must be associated with one of the National Curriculum Years concerned (e.g. NC Year 12 and 13). Classes that contain students from both Yr 12 and 13 can then be included in the export to SQL. In Academic Management, Year 12 and 13 students will be eligible for the classes in the derived year.

Completed

Arranging Student Memberships

Students need to be allocated to bands, curriculum groups and classes. This can be achieved using any of the following four methods:

- Copying memberships from the previous year using Academic Promotion.
- Importing memberships arranged using Options.
- Manual entry, by placing ticks on the tick grids, or using the **Student Curriculum Summary** page.
- Exporting and importing student memberships using a spreadsheet.



Additional Resources:

Options Online User Guide
Using Options 5 handbook

Completed

Performing Academic Promotion

The purpose of the Academic Promotion functionality is to generate curriculum memberships in the *next* academic year for all the groups of a scheme in one go, based on equivalent memberships of classes and other curriculum groups in the *current* academic year. There are two steps to the Academic Promotion routine:

1. Setting up the promotion rules via **Routines | School | Academic Promotion Rules**. Please refer to the *Academic Promotion in SIMS* chapter in the *Academic Management* handbook for more information.
2. Applying the rules using the **Curriculum Promotion** wizard (from the tick grid on the **Group Memberships in Scheme** page, click the **Allocate** button and select **Curriculum Promotion Wizard**. For more information, please refer to the *Academic Promotion in SIMS* chapter in the *Academic Management* handbook).

IMPORTANT NOTE: Before running the Academic Promotion process, you are strongly advised to take a full and verified backup of your SIMS SQL database. This is a powerful process that creates many student group memberships.

Once the promotion rules have been set up, you need to apply the rules using the **Curriculum Promotion** wizard from the **Curriculum Scheme** tick grid (please see *Running Academic Promotion* on page 59).

Important Information Regarding Academic Promotion

Before using the Academic Promotion process, please note the following points:

- Academic Promotion can take place only if the academic year into which promotion is taking place:
 - has been defined in SIMS (for the purposes of Academic Promotion, only the term start and end dates are required. The remaining dates, such as half-term, training days, etc. can be added at a later date.
 - contains curriculum data exported from Nova-T.
 - has been selected as the *current* academic year in Academic Management.

For example, if you want to promote from academic year 2018/2019 to 2019/2020, you must select 2019/2020 as your current academic year (via **Tools | Academic Structure | Set Academic Year**).

- Once the academic year has been defined, you must run Pastoral Promotion to ensure that the students are in the correct years and National Curriculum years for the new academic year. You must then transfer the curriculum and timetable from Nova-T6 into the new academic year.
- In the majority of Secondary schools, Academic Promotion will apply to years 10-11 and years 12-13, because these pairs of years represent the delivery of two-year courses (GCSE courses are generally delivered during years 10-11 and AS/A Level courses during years 12-13). However, this does not preclude the use of Academic Promotion across other National Curriculum year combinations, such as years 7-8, where you might want to preserve sets in Maths and Modern Languages.

The Academic Promotion process for a scheme in the next academic year is run from its tick grid. A column named **Promotable** is available in the **Find Curriculum Scheme** browser, from which you should open a **Promotable** scheme.

IMPORTANT NOTE: *Academic promotion must be run for each scheme whose groups you want to promote with memberships from the previous academic year, one scheme at a time. It is not possible to promote all of the required schemes at the same time. The reason why there is not a single promotion routine for all schemes, is that it would then be difficult to deal with any exceptions that might arise. It is important to promote the schemes in a logical order, starting with the band schemes and progressing down to the block schemes and non-singleton cluster schemes (cluster schemes with more than one destination group, e.g. a cluster scheme that provides a linked class arrangement).*

The **Curriculum Promotion** wizard can create a group membership in the new academic year for a student only when certain conditions are fulfilled. At each stage, there might be individual students who do not meet these conditions. The promotion routine will report these and you will need to consider them on an individual basis. Such exceptions might be evidence of errors in the data, such as missing National Curriculum year memberships, or of multiple or missing memberships within the scheme in the previous academic year. You must resolve these and other cases manually.

The promotion process can be repeated as many times as you want for the same scheme, until the promotion is performed to your specific needs. For example, a promotion could be performed based on a **Reference Date** of 10 June and later repeated for the **Reference Date** of 17 July, which is nearer to the end of the Summer term. This would be particularly useful if there is a change to the student population or a change to the group memberships for the selected scheme, perhaps due to an end-of-year assessment.

*NOTE: To populate group memberships in the new academic year, the **Reference Date** is the date student group memberships are read.*

Advice on Running Academic Promotion

It is strongly recommended that you promote bands before promoting any other groups. Promoting students to their new groups higher up the hierarchy ensures that they will automatically be eligible for memberships lower down the hierarchy for the appropriate groups.

For example, assigning a student to band 7x automatically makes them eligible for the groups associated with 7x Maths, 7x English, 7x Science, etc. If bands are not promoted first, all students in year 7 would be ineligible for membership of all the groups associated with that year.

Promoting bands first would also lead to a reduction in the number of warning messages being displayed when running Academic Promotion.

Running Academic Promotion

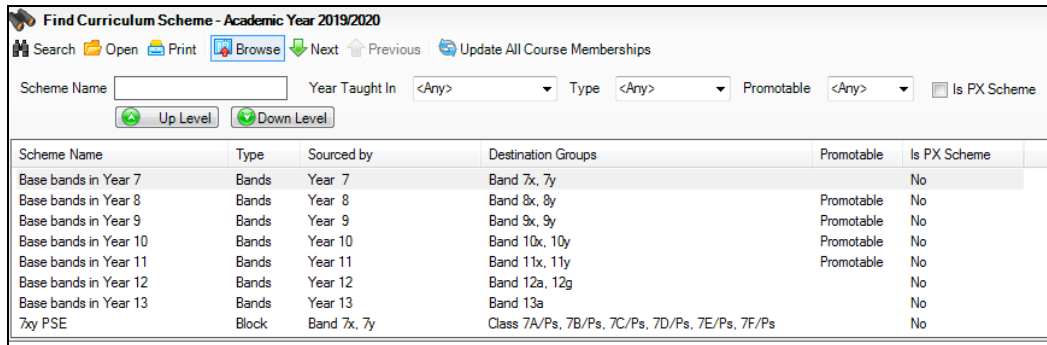
IMPORTANT NOTE: Before running the Academic Promotion process, you are strongly advised to take a full and verified backup of your SIMS SQL database. Changes to student group memberships are not saved to the database until you take the conscious decision to click the **Save** button on completion of the promotion. However, this is a powerful process that creates many student group memberships.

The Academic Promotion process must be run for each of the schemes you want to promote. Once the promotion has been performed on a scheme, it can be saved and you can move onto the next one.

Academic Promotion can be run as many times as required. This would be particularly useful if a group was inadvertently removed from the promotion process and the data was saved. Even if the data is saved, the process can be run again and this will correct the data. The most recent promotion of a scheme will be set as current in the database.

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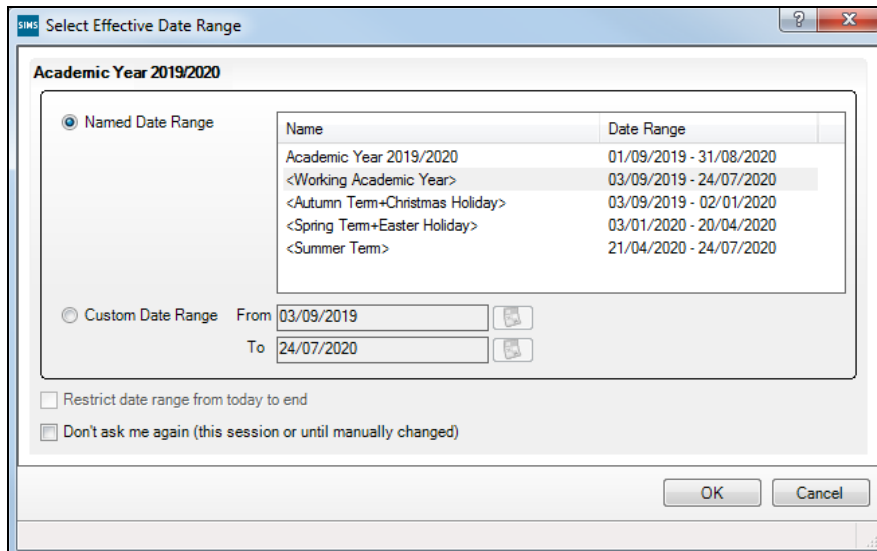
1. Select **Focus | School | Academic Structure | Curriculum Assignment by Scheme** to display the **Find Curriculum Scheme** browser.



2. Enter search parameters and click the **Search** button to display all of the schemes in the curriculum plan or press **Enter** without entering any search parameters.

*NOTE: Setting the promotion rules via **Routines | School | Academic Promotion Rules** places **Promotable** in the **Promotable** column of the **Find Curriculum Scheme** browser. A scheme displaying **Promotable** has at least one destination group that is the target of a promotion path defined in SQL. Any scheme with a blank **Promotable** column cannot be promoted, as no promotion path that points at any of its groups has been defined. It will not be possible to run the **Academic Promotion** wizard for schemes that display a blank.*

3. Highlight the required scheme and click the **Open** button to display the **Select Effective Date Range** dialog.

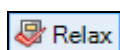


4. Select a date range from the **Named Date Range** list or select a **Custom Date Range** to be used for the Academic Promotion and click the **OK** button to display the tick grid.

New memberships created by the promotion process will be for the date range selected here. For example, you could select the predefined dates for the following academic year. The selection defaults to the **Working Academic Year** of the currently selected academic year, which will usually be the appropriate option for this purpose.

5. Select the mode in which you want to work, either **Relaxed Mode** or **Strict Mode**.

Click the **Relax** button to suspend the eligibility rules so that students can be allocated to groups for which they are ineligible.

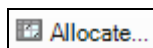


Relax button

Once you have clicked this button, the background on the button changes to indicate that relaxed mode is selected.

Alternatively, if you want to ensure that eligibility rules for student class memberships are enforced (*Strict Mode*), make sure that the button is deselected. Strict mode is the default.

6. Start the Academic Promotion process by clicking the **Allocate** button and selecting **Curriculum Promotion Wizard** from the pop-up menu.



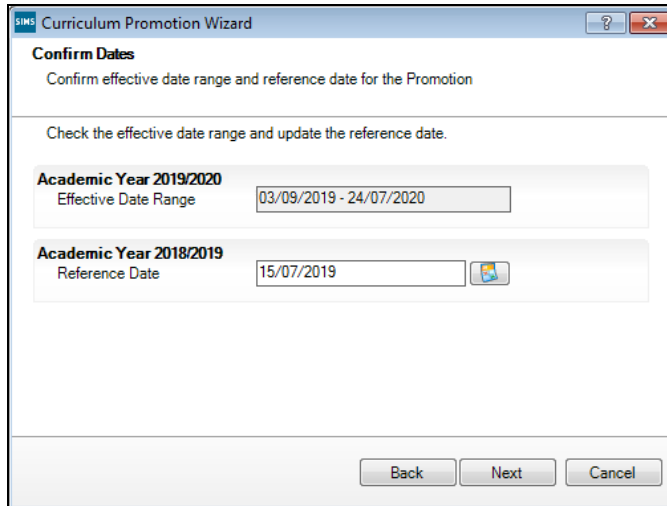
Allocate button

Follow the instructions provided in the wizard. On opening the wizard, a warning indicates that any student tags or selections on the tick grid are removed if you proceed. This is because tagging is used to indicate any students for whom a membership was not created by the promotion process.

If you need to make a note of the tagged and/or selected students before they are cleared, click the **Cancel** button to return to the tick grid. Start the **Curriculum Promotion** wizard again when you are ready.

Any filters that have been set to restrict the students listed in the tick grid will apply when promoting the selected scheme. Students who are filtered out are excluded from the promotion process. The names of these students are displayed later in the process.

7. Click the **Next** button to display the **Confirm Dates** page.



The screenshot shows a window titled "Curriculum Promotion Wizard" with a "Confirm Dates" section. The instructions read: "Confirm effective date range and reference date for the Promotion" and "Check the effective date range and update the reference date." There are two input fields: "Academic Year 2019/2020 Effective Date Range" with the value "03/09/2019 - 24/07/2020" and "Academic Year 2018/2019 Reference Date" with the value "15/07/2019" and a calendar icon. At the bottom are "Back", "Next", and "Cancel" buttons.

The **Effective Date Range** used in the tick grid for the next academic year is displayed together with an editable **Reference Date** (the date on which student memberships are read so that group memberships are populated in the new academic year).

If the **Effective Date Range** displayed is incorrect, click the **Cancel** button to close the wizard and edit the **Effective Date Range** in the tick grid.

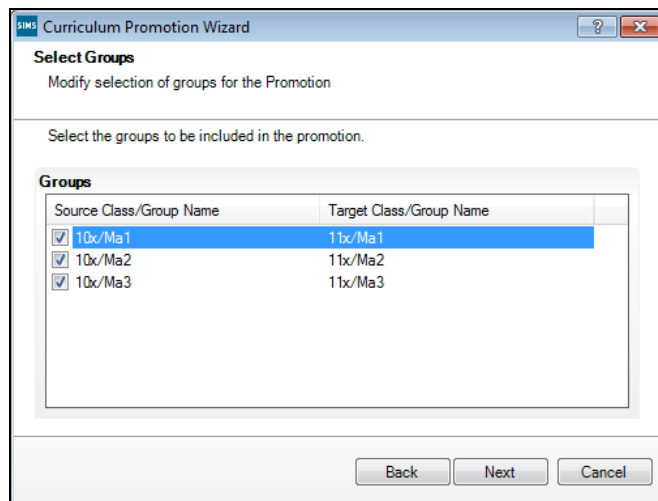
8. Select the **Reference Date** for the Academic Promotion by clicking the **Calendar** button and selecting a date from the calendar.



Calendar button

The **Reference Date** defaults to the day prior to the start date of the new academic year, but it is probable that there will be no student memberships at that time. The date used must lie within the academic year prior to the new academic year and often would be chosen near, or possibly at the end of, the Summer term. However, if your school completes its 'normal' curriculum early in the year (e.g. the end of June) and for the rest of the year students are placed into different groups for a special project and you ran the promotion process and accepted the default Reference Date, there would be a danger that the promotion would not find the student memberships to promote. Instead, editing the **Reference Date** to the day before these short-term groups came into effect would ensure that the original curriculum is promoted.

- Click the **Next** button to display the **Select Groups** page.



The groups affected by the Academic Promotion are displayed for review. These will be the groups associated with the selected scheme in the tick grid on the **Group Memberships in Scheme** page.

- Define the groups you want to include as part of the Academic Promotion by selecting or deselecting their associated check boxes.

NOTE: It is not be possible to continue until at least one group has been selected.

It might be necessary to remove groups from the promotion process if, for example, you want to reduce the number of Maths classes in the following year. This could be due to a shortage of teachers in the new academic year, resulting in a reduction in the number of classes that can be taken. This would mean that the students in the third Maths class would need to be evenly distributed to the two remaining classes (**10x/Ma1** and **10x/Ma2** in the previous graphic) to ensure they still get taught Maths this year. After the wizard has assigned students to **10x/Ma1** and **10x/Ma2**, you can assign those who were in **10x/Ma3** to either of the other two remaining groups manually, using the tick grid.

When the groups have been selected, the system can identify the students whose group memberships *next year* will be affected by the promotion process. These students appear as editable in the tick grid (i.e. they are listed with a white background) and were members of corresponding groups in the previous year, on the selected **Reference Date**.

- Click the **Next** button to continue.

A warning is displayed if a student is known in the new academic year, but was unknown in the previous academic year. This might occur if, for example, a student joins your school at the start of the new academic year.

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12. Click the **Yes** button to continue. The selected students will be included as part of the promotion process.

The number of students who were members of groups in the previous academic year, but do not appear in the tick grid for next year, is displayed.

*NOTE: Students who were members of a group in the previous academic year, but who are not eligible for the next year group or have been filtered out of the tick grid, cannot be promoted. A student who is displayed in the tick grid with a read-only row (yellow background) can be promoted only if you have clicked the **Relax** button. The number of students who could potentially be promoted, but have no membership of the appropriate group in the previous academic year, will also be displayed. This is very unlikely to happen, unless you have selected an inappropriate **Reference Date**, and no students have a membership on the selected date.*

13. Click the **OK** button to continue. The number of students who could have been promoted, but were filtered out of the tick grid, is displayed.

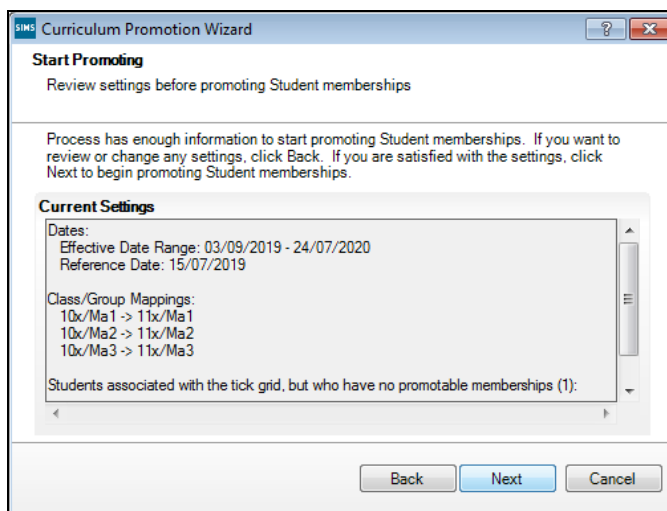
14. Click the **OK** button to continue.

The number of students who, at the **Reference Date** in the previous academic year, were members of more than one group belonging to the scheme, is displayed. This is possible, although highly unusual. Such student memberships will not be promoted. If you want to assign such students to a group, you must do this manually.

15. Click the **OK** button to continue.

The number of students whose row in the tick grid was read-only on entering the **Curriculum Promotion** wizard is displayed. Their class memberships will not be promoted to the new academic year. To enable these class memberships to be promoted to the new academic year, you should close the wizard and relax the eligibility rules by clicking the **Relax** button. You can then run the wizard again and the students will not be displayed in this list.

16. Click the **OK** button to display the **Current Settings** page.



This page displays a summary of the information that will be used when promoting academic data to the next academic year and is based on the options previously selected in the wizard. This information includes:

- the **Effective Date Range** (over which the new memberships will be created)
- the **Reference Date** (on which previous memberships will be read)
- the mapping of groups from the previous year to the groups of the *next year* scheme that you have selected for promotion and the names of students who could not be promoted for various reasons (detailed previously).

17. Click the **Next** button to continue.

Promoted memberships are displayed on the tick grid, but are not yet saved to the database. The changes can still be rejected by clicking the **Undo** button once the wizard has been closed.

Once the Academic Promotion process has been completed successfully, the final page of the wizard is displayed and informs you that the process has been completed.

18. Click the **Finish** button to close the wizard and return to the tick grid.

Those student group memberships that could not be promoted (i.e. because of their status on the tick grid, or not having a membership on the **Reference Date**, etc.) are tagged automatically.

To display all tagged students at the top of the tick grid, right-click anywhere on the tick grid and select **Sort by | Tagged** from the pop-up menu. This enables the subsequent manual assignment of students to their new classes.

19. Click the **Save** button to save the changes of the Academic Promotion process.

Only after clicking the **Save** button, are the changes made by Academic Promotion saved to the database.

Completed

Exporting and Importing Student Group Memberships

The export and import of student memberships function can be used extensively at year end to allocate students to classes. For full instructions, please refer to the *Importing and Exporting Student Group Memberships* chapter in the *Academic Management* handbook.

*NOTE: When you have finished assigning students to their classes, select **Tools | Academic Management | Course Manager | Update Course Memberships**). This routine should always be run when any changes to class memberships are made.*

Allocating Applicants to Registration Groups/Classes

Before allocating applicants to classes, you must have:

- added the applicants by clicking the **Application** icon on the toolbar or selecting **Focus | Admission | Application**, or imported via ATF or CTF. For more information, please refer to the appropriate *SIMS Admissions Code of Practice* handbook.



Application icon

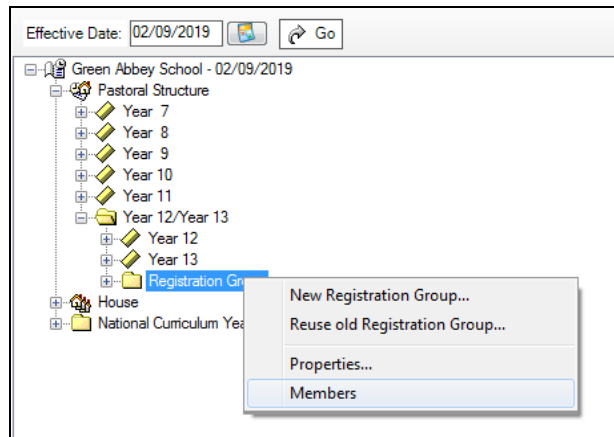
- applied that appropriate application status for each applicant (please see *Changing the Status of Applications to Offered or Accepted* on page 51).

*NOTE: Applicants who are to be allocated to curriculum classes must have an application status of **Accepted** before they can be assigned their timetable/to their curriculum classes. Schools that have applicants assigned to an admission group should ensure that the appropriate **Enrolment Status** is selected from the drop-down list on the applicant record. This ensures that they are admitted without an admission number and are therefore not on-roll.*

1. Select **Focus | School | Pastoral Structure | Next Academic Year Structure** to display the **Next Academic Year Pastoral Structure** page.

The **Effective Date** defaults to the start date of the next academic year. Whilst it is possible to change this date to view information, the default date must be used to edit information.

2. Expand the **Pastoral Structure** until the **Registration Group** folder is visible under the required year.



- Right-click the applicable **Registration Group** folder and select **Members** from the pop-up menu to display the **Allocate Students/Applicants** dialog.

The **Name**, **Gender**, current **Year Group** and current **Reg Group** are displayed for each applicant together with the total number of applicants allocated to each class (at the bottom of the grid). Right-click any column heading to change the order.

The screenshot shows the 'Allocate Students/Applicants' dialog box for Year 12/Year 13. The 'Effective Date Range' is set to 'From effective date to end of the academic year'. Under 'Student Status', 'Students', 'Accepted Applications', and 'Current Applications' are all checked. The 'Members' section contains a grid with the following data:

Name	Gender	Year Group	Reg Group	G	H	J	K	L	M	N	P	Q
Able, Cameron	Male	Year 13	G	✓								
Ackrington, Robert	Male	Year 13	H		✓							
Ackton, Stan	Male	Year 12										
Adedeji, Payal	Male	Year 13	J			✓						
Adrianson, Robert	Male	Year 12										
Affelay, Brian	Male	Year 12										
Affleck, Alexis	Female	Year 12										
Agathocleous, Joe	Male	Year 13	K				✓					
Ahmad, Carina	Female	Year 13	L					✓				
Alcott, Alwyn	Male	Year 12										
Aldridge, Courtney	Female	Year 13	M						✓			
Total				9	9	9	9	9	9	8	8	10

The **Student Status** section enables you to limit the applicants displayed in the grid, as follows:

- **Students** – select this check box to display any on-roll students who have been assigned to any class within the selected year. These students are displayed with a grey background.
- **Accepted Applications** – select this check box to display any applicants who have an application status of **Accepted** (i.e. they have accepted a place at your school). These applicants are displayed with a pink background.
- **Current Applications** – select this check box to display any applicants who have an application status of **Offered** (i.e. they have been offered a place at your school). These applicants are displayed with an orange background.

NOTE: Although you can specify which class the applicants will go in, the applicants must be admitted (via **Routines | Admission | Admit Applications**) before they become a member of this class.

01 | Setting Up the New Academic Year

Additional columns (**House, Ethnicity, Previous School, Admission no.** and **Date of Birth**) can also be displayed on the grid by selecting the appropriate option from the **Actions** drop-down menu.

The screenshot shows the 'Allocate Students/Applicants : Year 12/Year 13' window. The 'Effective Date Range' is set to 'From effective date to end of the academic year'. Under 'Student Status', 'Students', 'Accepted Applications', and 'Current Applications (Applied / Offered / Reserved)' are checked. The 'Members' table has columns for Name, Gender, Year Group, Reg Group, and registration groups G through Q. A dropdown menu is open, showing options like Gender, Year, Reg, House, Ethnicity, Previous School, Admission no., Date of Birth, View Single, and View Triple.

Name	Gender	Year Group	Reg Group	G	H	J	K	L	M	N	P	Q	
Able, Cameron	Male	Year 13	G	✓									
Ackrington, Robert	Male	Year 13	H		✓								
Ackton, Stan	Male	Year 12											
Adedeji, Payal	Male	Year 13	J			✓							
Adrianson, Robert	Male	Year 12											
Affelay, Brian	Male	Year 12											
Affleck, Alexis	Female	Year 12											
Agathocleous, Joe	Male	Year 13	K				✓						
Ahmad, Carina	Female	Year 13	L					✓					
Alcott, Alwyn	Male	Year 12											
Aldridge, Courtney	Female	Year 13	M						✓				
Total					9	9	9	9	9	9	8	8	10

The previous graphic shows that **Date of Birth** has been added to the grid. It can also be useful to change the view to **View Triple**, which displays a breakdown of totals for females and males in each group.

4. Select the required class for each applicant in the grid by clicking the appropriate cell to display a tick. Clicking the cell again removes the tick.
5. Once you have selected classes for each the applicants, click the **OK** button to save the changes.

Completed

Printing Class (Registration Group) Lists for the New Academic Year

Class (Registration Group) lists can be easily produced using any of the following pre-defined reports:

- Registration Groups (Dated)
- Registration Groups (Dated – DOB Sort)
- Registration Groups (Dated – Gender Sort)
- Registration Groups (Dated with Columns).

If these reports do not exist on your system, you need to import the latest pre-defined reports. For more information, please refer to the *Designing and Running Reports* handbook.

1. Select **Reports | Run Report** to display the **Report** browser.
2. Expand the **Student** focus and double-click the required pre-defined report, e.g. **Registration Groups (Dated)** to display the **Enter parameter values for report** dialog.

3. Deselect the **Bypass effective date** check box.
4. Enter the required date, e.g. 03/09/2019 or click the **Calendar** button and select the required date.
5. Select the required **Year Group(s)** and **Registration Group(s)**, then click the **OK** button to produce the required report.

Registration Groups (Dated) Report

Registration Groups (Dated)		
Registration Groups (Dated)		
<i>Year group is Year 7 and Reg group is 7B, 7C, 7D, 7E or 7F</i>		
Registration Group: 7B		
Tutor:	Miss J Young	
Room:	Language Room 5	
Effective date:	02/09/2019	
Name	Gender	Date of Birth
Alsop Sabrina	F	03-08-2007
Brompton Fletcher	M	24-12-2006
Carlsen Zach	M	23-04-2007
Dakota Francesca	F	13-12-2006
Dicristo Harley	F	26-05-2007
Friend Eric	M	04-01-2007
Greenberg Josie	F	06-02-2007
Ives Mason	M	11-12-2006
Jackson Isabella	M	29-09-2006
Khoker Tariq	M	27-01-2007
Lacy Eleanor	F	02-09-2006
Mitchem Harry	M	23-05-2007
Morgan Ryan	M	12-01-2007
O'Connor Daniel	M	28-01-2007
Obakim Afia	F	02-04-2007
Park Poppy	F	28-07-2007
Quick Freya	F	01-08-2007
Ricci Clara	F	23-03-2007
Roche Esme	F	13-12-2006
Saunders Toby	M	18-06-2007
Silva Rosario	F	28-08-2007
Stephenson Luke	M	26-08-2007
Tannar Jasmine	F	20-01-2007
Trueman Andrew	M	07-04-2007
Umbridge Chloe	F	16-04-2007
Windsor Olivia	F	22-02-2007
Yazdani Hazeema	F	13-01-2007
Total: Males	12	
Total: Females	15	
Group Total:	27	

Registration Group (Dated – DOB Sort)

As per the Registration Groups (Dated) report but in Date of Birth order.

Registration Group (Dated – Gender Sort)

As per the Registration Groups (Dated DOB Sort) report but in Gender order.

Registration Group (Dated – With Columns)

As per the Registration Group (Dated) report but with five additional blank columns.

Completed

In SIMS Attendance - Entering Reasons for Absence Last Year

Select **Focus | Attendance | Edit Marks**, then put the date back in the **Week Beginning** field to the required date, then click the **Search** button.

Double-click the required class to display marks for the chosen group(s), then edit as required. Selecting the **Show only students with Unexplained Absences today** check box might speed up this process.

Name	Reg	Interventions	Mon 18/02/2019					Tue 19/02/2019					Wed 20/02/2019					Thu 21/02/2019					Fri 22/02/2019									
			AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5		
			Adams, Adam	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-
Biggar, Davina	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Black, Shauna	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Danny, Abe	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Daskelos, Carlos	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Evans, Frankie	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Evans, Michael	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Gallagher, Kingston	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Gardener, Sophie	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Hacket, Charlie	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Half, Penny	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Hoxton, Kay	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-
Hutchins, Kian	7A		/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-	/	-	-	-	-	-

Completed

Applying the Timetable to the New Academic Year

IMPORTANT NOTE: Lesson Monitor and Cover will not work for the new academic year until this process has been completed successfully.

The purpose of this routine is to take each day in the specified date range and map it to a day in the timetable cycle. For example, 7 October might be mapped to timetable day 3, 8 October mapped to timetable day 4, and so on.

It is recommended that you apply the timetable only as far in advance as you can be sure of the calendar, e.g. one term at a time.

Previous mappings can be overwritten. This may be necessary if mappings had previously been applied to the whole year, or if changes are required.

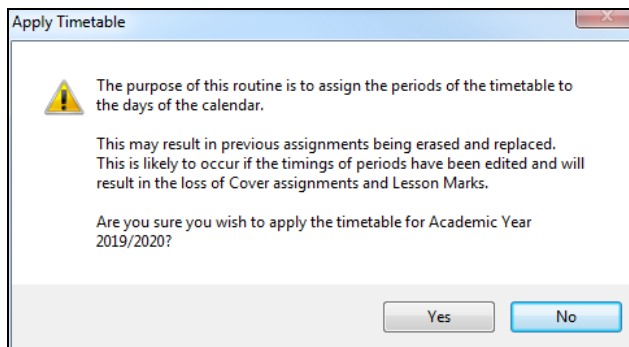
IMPORTANT NOTES:

Cover 7 will only be able to record cover arrangements as far in to the future as the timetable has been applied.

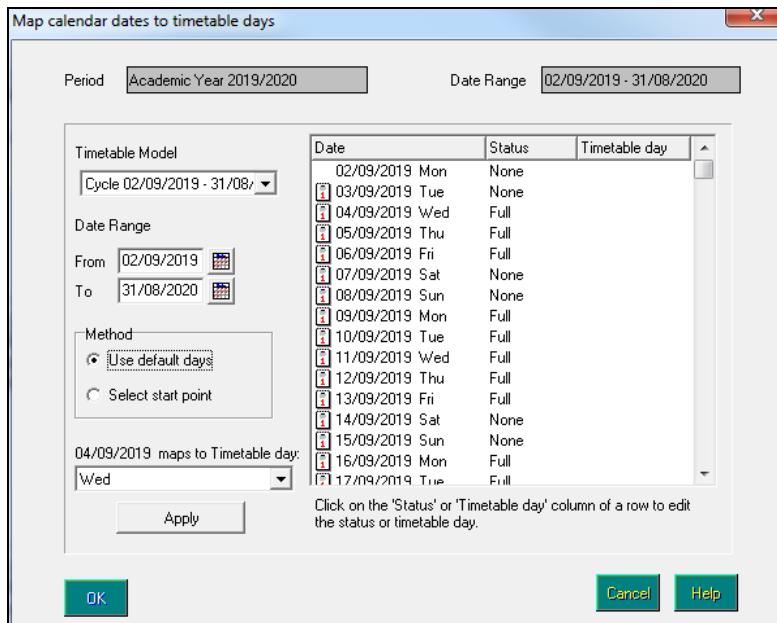
Remapping a day will result in the loss of any Cover arrangements made for that day together with any lesson marks.

It is important to note that if you are using Lesson Monitor and have already used **Tools | Select Periods for Sessions** in preparation for printing registration sheets, then you must select the periods for sessions again after applying the new timetable.

1. Select **Tools | Academic Management | Apply Timetable**. A message dialog prompts for confirmation that you want to proceed.



2. Click the **Yes** button to display the **Map calendar dates to timetable days** dialog.



3. If more than one **Timetable Model** exists, select the required one from the drop-down list.

- Specify the date range to which you want to apply the timetable (e.g. dates of the next term) by entering dates in the **From** and **To** fields. Alternatively, click the **Calendar** buttons and select the dates from the calendars.

NOTE: The date range must be within the dates of the timetable model.

- Two methods are available for mapping calendar dates to timetable days. Select either the **Use default days** or **Select start point** radio button.

- Use default days** - This method always maps a calendar Monday to timetable Monday, a calendar Tuesday to timetable Tuesday, etc.

*NOTE: If a ten day timetable cycle is in use, after selecting the **Use default days** radio button you must select a starting timetable day. For example, whether to map 04/09/2019 to Wednesday1 or Wednesday2.*

- Select start point** - If you select this method, dates when the school is open are mapped to timetable days regardless of the day of the week. For example, if Friday 6 December is timetable day 5 and Monday 9 December is a staff training day, then Tuesday 10 December is mapped to timetable day 6. It is possible, however, to avoid this situation by applying the timetable to each term separately (using **From** and **To** dates).

Within the specified date range, the system identifies the first date that does not have a status of **None** and is displayed in the bottom left-hand corner of the dialog. In the following graphic, the date selected from the drop-down list is shown as **04/09/2019 maps to Timetable day**.

- Select the timetable day that you want this date to start on from the **dd/mm/yyyy maps to Timetable days** drop-down list.
- Click the **Apply** button to validate your selections and apply the mapping. The resulting mapping is displayed in the **Timetable day** column.

Date	Status	Timetable day
02/09/2019 Mon	None	
03/09/2019 Tue	None	
04/09/2019 Wed	Full	Wed
05/09/2019 Thu	Full	Thu
06/09/2019 Fri	Full	Fri
07/09/2019 Sat	None	
08/09/2019 Sun	None	
09/09/2019 Mon	Full	Mon
10/09/2019 Tue	Full	Tue
11/09/2019 Wed	Full	Wed
12/09/2019 Thu	Full	Thu
13/09/2019 Fri	Full	Fri
14/09/2019 Sat	None	
15/09/2019 Sun	None	
16/09/2019 Mon	Full	Mon
17/09/2019 Tue	Full	Tue

- Click on the **Save** button to save the data and apply the timetable.

Other SIMS Module Processes

Assessment Housekeeping

It is recommended that the following tasks are carried out during the Summer holidays or in the first week of each new term.

- Delete unused aspects
- Delete marksheets for old registration groups
- Set up new marksheets for new groups for the new academic year.

SIMS Partnership Xchange

Applicable to Partnership Xchange users only

Partnership Xchange users need to set up their partnership links for the next academic year. This is achieved by adding a new Partnership Instance for the new academic year linked to the same zone as their current active Partnership Instance. A school can only have one active Partnership Instance per academic year.

For instructions on creating the Partnership Instance, please refer to the *Joining/Managing a Partnership* chapter in the *Partnership Xchange for School Administrators* handbook.

02 | Routines to be Carried Out After the Academic Year has Started

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Introduction

The following routines should be undertaken once the new academic year has been started:

- In SIMS, admit applicants (please see *Admitting Applicants* on page 77).
- In SIMS, record any re-admission students (please see *Re-Admitting Students* on page 80).
- In Attendance, print the official register for July (please see *In SIMS Attendance - Printing the Official Register for July* on page 81).

Admitting Applicants

Applicants should be admitted on the first day that they actually arrive at the school. If however, you have been contacted by a parent who explains why their child will not be able to start on the specified date, you can agree a new start date for that applicant.

*NOTE: Guest students will be admitted and a student record created. They will not have an admission number (because they are a guest) and therefore, will not appear on-roll. They can be selected from the **Student** browser by selecting **Guest** from the **Status** drop-down list.*

For more detailed instructions, please refer to the appropriate *Admissions* handbook.

02| Routines to be Carried Out After the Academic Year has Started

1. Select **Routines | Admission | Admit Applications** to display the **Find Intake Group** browser.

2. Search for and then double-click the required intake group to display the **Admit Applicant Detail** page.

The **Summary** panel displays read-only statistics about the selected intake group as shown in the following graphic.

Total Applicants	The number of applicants who have applied for a place in this intake group.
Planned Admission	The original number of new applicants intended for this intake group.
Applied	The number of applicants who have applied for places in this intake group.
Offered	The number of applicants offered places in this intake group.
Accepted	The number of applicants who have accepted places in this intake group.
Withdrawn	The number of applicants who have withdrawn their application.
Rejected	The number of rejected applications in this intake group (Independent schools only).

The **Applications** panel displays by default, all applicants with an application status of **Accepted**. The display includes the **Name, Gender, Date of Birth, proposed Date of Admission, Enrolment Status, Application Status, UPN** and whether a UPN will be assigned.

02| Routines to be Carried Out After the Academic Year has Started

A tick grid is provided, enabling the application status to be amended as required. The order of the display can be changed by clicking any column heading.

2 Applications

Application Status: Accepted

Assign Permanent UPN Admit All

Name	Gender	Date Of Birth	Date Of Admission	Enrollment Status	Application Status	UPN	Assign UPN	Admitted	Withdrawal
Abbey, Jimmy	Male	17/04/2008	02/09/2019	Single Registration	Accepted	B820432109001	No Change		
Abbot, Ben	Male	20/07/2008	02/09/2019	Single Registration	Accepted	Q823432111003	No Change		
Abbot, Susan	Female	21/06/2008	02/09/2019	Single Registration	Accepted	Q820432109002	No Change		
Bacon, James	Male	11/01/2008	02/09/2019	Single Registration	Accepted	H820432109005	No Change		

- If you want to admit applicants with a different application status (such as **Offered**) select it from the **Application Status** drop-down list, then follow the remainder of this process.
- If you need to add UPNs, click the **Assign Permanent UPN** button. The **Assign UPN** column is then populated with **Assign Permanent UPN**, as shown in the following graphic.

2 Applications

Application Status: Accepted

Assign Permanent UPN Admit All

Name	Gender	Date Of Birth	Date Of Admission	Enrollment Status	Application Status	UPN	Assign UPN	Admitted	Withdrawal
Amiel, Tanzeel	Female	02/07/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Brocklehurst, MARIANNE	Female	25/06/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Sabalini, Angelina	Female	10/01/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Zainol, Valentina	Female	31/08/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		

- To edit individual applicants, select the required value from the drop-down list in the **Assign UPN** column, e.g. **No Change** (if the applicant already has a UPN) or **Assign Temporary UPN**, as shown in the following graphic.

2 Applications

Application Status: Accepted

Assign Permanent UPN Admit All

Name	Gender	Date Of Birth	Date Of Admission	Enrollment Status	Application Status	UPN	Assign UPN	Admitted	Withdrawal
Amiel, Tanzeel	Female	02/07/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Brocklehurst, MARIANNE	Female	25/06/2008	02/09/2019	Single Registration	Accepted		No Change		
Sabalini, Angelina	Female	10/01/2008	02/09/2019	Single Registration	Accepted		Assign Temporary...		
Zainol, Valentina	Female	31/08/2008	02/09/2019	Single Registration	Accepted		Assign Tempor...		

- Permanent UPNs are issued to new applicants only when it is believed that they have never previously been allocated a UPN, or to replace a temporary UPN.
- Temporary UPNs are issued to an applicant only when a school does not know their permanent UPN (e.g. the school is awaiting a transfer file or awaiting an applicant's information).

IMPORTANT NOTE: UPN information is required for School Census. This is the only opportunity to bulk allocate UPNs. If you do not generate them here, you need to allocate UPNs on an individual basis via the **Student Details** page. Any known existing UPNs can be entered in the **Basic Details** panel by clicking the **Application** icon on the toolbar or selecting **Focus | Admission | Applicant**.



Application icon

02| Routines to be Carried Out After the Academic Year has Started

- If you intend to admit all the applicants in the selected intake group, click the **Admit All** button. Alternatively, click in the **Admitted** column adjacent to each applicant you want to admit. The most effective method is to click the **Admit All** button and edit any exceptions.

Name	Gender	Date Of Birth	Date Of Admission	Enrollment Status	Application Status	UPN	Assign UPN	Admitted	Withdrawal
Amiel, Tanzeel	Female	02/07/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...		
Brocklehurst, MARIANNE	Female	25/06/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...	✓	
Sabatini, Angelina	Female	10/01/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...	✓	
Zanoli, Valentina	Female	31/08/2008	02/09/2019	Single Registration	Accepted		Assign Permanent...	✓	

- Once complete, click the **Save** button to admit the applicants. The **Application** panel refreshes its display and shows only those applicants with an application status matching that selected in the **Application Status** drop-down list. In most cases, the list is empty.



Re-Admitting Students

This section contains a summary of the required steps. For detailed instructions, please refer to the appropriate *Admissions* handbook.

Any students who have left your school and then subsequently return, must be re-admitted rather than added to the system again. This ensures that the student's educational **History** is maintained.

IMPORTANT NOTES:

*It is essential that you follow this process for re-admissions (i.e. for students who have left your school and subsequently return). Do not remove the **Date of Leaving** as a method of re-admitting. However, if the student was originally leaving and changes their mind, i.e. they do not actually leave, then you should remove their **Date of Leaving**.*

*It is acceptable for there to be a gap between the date of leaving and the date of return and this will be reflected in SIMS if it is the case (for example, if the student leaves in July but returns in September). If you do not want any gaps in the associated class memberships, then you will need to edit the history via **Focus | Student | Student Details** page by clicking the **History** button in the **Registration** panel.*

- Select **Focus | Student | Student Details** to display the **Student Details** page.
- Click the **New** button to display the **Add Student** page.
- Enter the student's known details into the **Basic Details** panel, then click the **Continue** button. A list of **Matched People** matching the search criteria entered is displayed.
- Highlight the required student and click the **Open** button to display a warning message **The selected student is a Leaver, do you want to re-admit the Student?**
- If you are certain that this is the student who should be re-admitted, click the **Yes** button to display the student's details.

6. Add/edit further details as required, then click the **Save** button. All mandatory fields are highlighted in red and must be completed before you are able to finally save the student's details.
7. Click the **Save** button again if any additional data has been added.

Completed

In SIMS Attendance - Printing the Official Register for July

Before printing the official register for July, you should deal with missing marks and add reasons for absence for the month you are going to print.

1. Select **Reports | Attendance (or Lesson Monitor) | Whole Group Student Reports | Official Register Report** to display the **Official Register Report** page.

Short Name	Description
7A	7A
7B	7B
7C	7C
7D	7D
7E	7E
7F	7F
8A	8A
8B	8B
8C	8C
8D	8D
8E	8E
8F	8F
9A	9A
9B	9B
9C	9C
9D	9D

2. Highlight the required group(s), using **Ctrl** or **Shift** to highlight multiple groups. Click the **Print** button to produce the required reports.

Completed

Setting up a Pattern of Registration and Periods

Applicable to Lesson Monitor users only

If you use Lesson Monitor, you will need to set up a new pattern of registration against periods at the beginning of the academic year, so that the new pattern is aligned with the current timetable. It is possible to associate a pattern with a timetable in the future, not just the current timetable, if required.

The current timetable structure, plus current AM and PM registrations, are displayed in the form of a grid. In some schools, PM registration takes place after the last period of the school day.

Any changes to the timetable will require the setup routine to be edited, e.g. if an extra period is included in the timetable or if a period is taken out. The start of a new academic year is an example of when this may occur.

02| Routines to be Carried Out After the Academic Year has Started

When students have less than a full timetable, it is possible that they will not attend lessons that have been designated for registration. If this is the case, lesson marks for a student's earliest timetabled period can be counted as registration marks.

1. Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the **Lesson Monitor Setup** page.
2. In the **Registration and Periods Pattern** panel, select the required option from the **Timetable Models** drop-down list. The current (and any future) timetable models that have been applied to SIMS are available for selection. The selected timetable model (either one week or two weeks) is displayed in the grid.
3. Highlight the cells that belong to the AM session, then click the **AM** button. A block of cells can be selected by clicking the cell located at the top left-hand side then, while holding down the **Shift** key, click the cell located at the bottom right-hand side. The selected AM cells are coloured pink.
4. Highlight the cells that belong to the PM session, then click the **PM** button. The selected PM cells are coloured yellow.
5. 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 PM registration takes place after the last period, enter **N** in the last period.
6. Click the **Save** button. The registration and period pattern is saved for the date range of the selected timetable model.

	1	2	3	4	5
Mon	A				P
Tue	A				P
Wed	A				P
Thu	A				P
Fri	A				P

Completed

Running Housekeeping Routines in SIMS

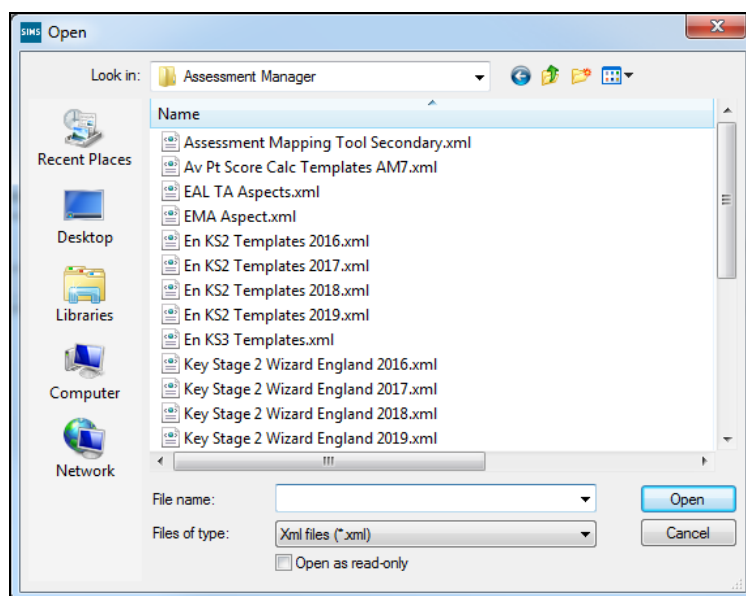
Now is a good time to carry out some general housekeeping routines in SIMS. For more information, please refer to the *Setting Up and Administering SIMS* handbook.

Importing the Key Stage Wizard

If you would like to import the assessment components of your new students via CTF, you will need to import the relevant Key Stage wizard(s) into SIMS Assessment before importing the CTF.

1. In SIMS, select **Routines | Data In | Assessment | Import** to display the **Import** wizard.

Click the **Field Browser** button adjacent to the **Select the file to import from** field. Navigate to C:\Program Files\SIMS\SIMS .net\AMPA. Double-click the folder relevant to your school, then double-click the Assessment Manager folder.



2. Highlight the relevant wizard XML file, e.g. Key Stage 2 Wizard England 2019.XML, then click the **Open** button.
3. The name of the selected file is displayed in the **Select the file to import from** field. Any header comments that were added to the file when it was created for export are displayed.
4. Select the **Overwrite with default values** check box if you want to update the column headings.
5. Click the **Finish** button, then the **Yes** button to start the import process. This may take several minutes. An Activity Log is displayed when the import is complete. Click the **Close** button.

SIMS Learning Gateway

Applicable to SIMS Learning Gateway users only

1. Create and distribute SIMS Learning Gateway accounts for new staff, students and parents.
2. Remove access to SIMS Learning Gateway from leavers, the parents of leavers (where they have no other children at the school), and staff who have left.

For full instructions, please refer to the *Removing Provisioned Users* chapter in the *Active Directory Provisioning Service for Administrators* handbook.

Archiving Attendance Marks

To improve the performance of SIMS when viewing and editing attendance marks, session marks can be archived via **Tools | Housekeeping | Archive Attendance Marks | Archive**. All marks, with the exception of those recorded in the current academic year and the preceding academic year, can be archived.

NOTE: Attendance marks cannot be edited once archived.

For further information on archiving attendance marks, please refer to *Archiving Attendance Marks* in the *Housekeeping Routines* chapter of the *Managing Pupil/Student Attendance* handbook. For Lesson Monitor users, further information can be found in the *Archiving Attendance Marks* in the *Housekeeping Routines* chapter of the *Monitoring Session and Lesson Attendance* handbook.

Adding/Removing Users from SIMS Online Services Products

Applicable to users of SIMS Online Services products only (e.g. SIMS Parent)

Users of SIMS Online Services can be managed on the **Manage Users** page of Product Admin (<https://admin.sims.co.uk>).

It is recommended that the following actions are taken over the summer holidays:

- Unregister staff members leaving the school
- Unregister students leaving the school
- Unregister parents of students leaving the school (except parents who have other children remaining in the school).

It is recommended that the following actions are taken over the summer holidays or early in the academic year:

- Invite staff members joining the school
- Invite students joining the school
- Invite parents of students joining the school (except parents who have other children in the school already).

NOTE: Invitations are valid for 90 days from the date they are sent out. Parents of students who are accepted applicants are able to register to use SIMS Online Services. However, they are not able to access Data Collection functionality until their child is on roll.

For more information, please refer to the **Help Centre** via the **SIMS Parent for Schools** documentation centre (<http://simspublications.com/876223/>).



Contact the Service Desk today on
0345 222 1551 • Option 3

or email us on
**misservicedesk@
schoolbusinessservices.co.uk**

