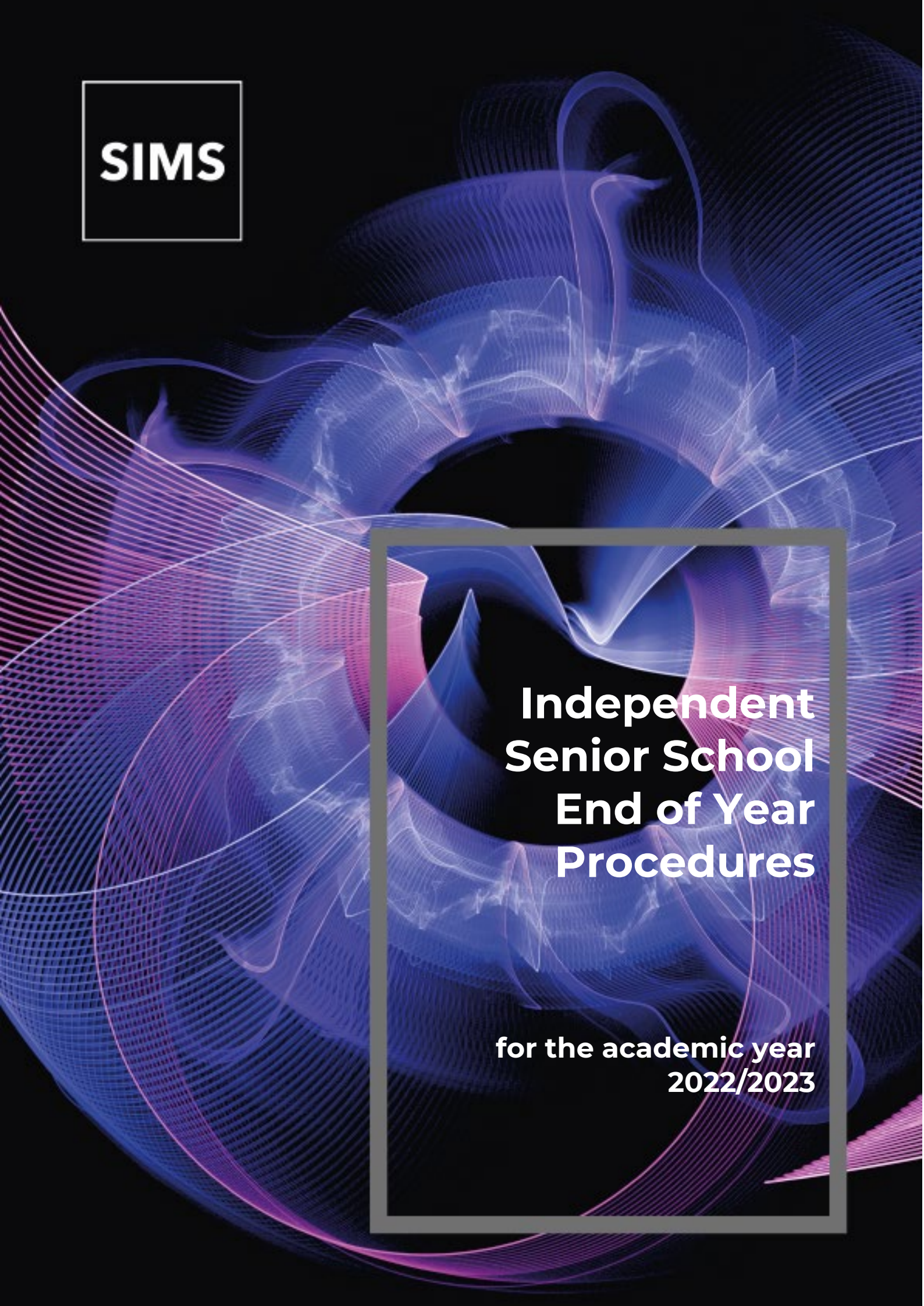


The SIMS logo is a white square with the letters "SIMS" in a bold, sans-serif font.

**SIMS**

The background is a dark blue and purple abstract design featuring swirling, wavy lines and a central circular motif, creating a sense of depth and movement.

# **Independent Senior School End of Year Procedures**

**for the academic year  
2022/2023**

## Revision History

| Version         | Change Description        | Date       |
|-----------------|---------------------------|------------|
| 2022/2023 - 1.0 | Initial release.          | 13/04/2022 |
| 2022/2023 - 1.1 | Application icon updated. | 10/05/2022 |

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Doc Ref: EOYIndSen\_2022/HBK/100522/AW

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[publications@educationsoftwaresolutions.co.uk](mailto:publications@educationsoftwaresolutions.co.uk)

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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# 01 | Introduction

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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 pupils from one year into the next.

It is applicable to Independent Senior or multi-tiered SIMS users and includes sections for schools using any curriculum modules such as Nova-T and Options. It is also applicable to Preparatory schools that use Nova-T6.

Primary school users should refer to the *Independent Prep/Junior School End of Year Procedures*, available from the support portal ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036819](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0036819)).

**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 pupils 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.

## Reviewing Permissions

Staff permissions should be reviewed regularly to ensure that staff can access only the areas of SIMS necessary to carry out their role at the school. For more information, please contact your System Administrator.

## 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, then select the document you require.

## 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 5).                     |
| <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 21).     |
| <input type="checkbox"/> | Add intake and admission groups (please see <i>Adding Intake/Admission Groups</i> on page 35).  |
| <input type="checkbox"/> | If applicable, import Common Transfer Files.  |
| <input type="checkbox"/> | Record leavers and update course memberships (please see <i>Recording Leavers and Updating Course Memberships</i> on page 43).                    |
| <input type="checkbox"/> | If applicable, Export Common Transfer Files.  |
| <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 47). |
| <input type="checkbox"/> | Change the status of applications (please see <i>Changing the Status of Applications to Offered or Accepted</i> on page 55).                      |



| Complete                 | Description/Task   |
|--------------------------|--|
| <input type="checkbox"/> | Nova-T6 and Partnership Xchange (please see <i>Nova-T6 and Partnership Xchange</i> on page 59).  |
| <input type="checkbox"/> | Transfer the curriculum and timetable to SQL (please see <i>Transferring the Curriculum and Timetable to SQL</i> on page 60).                                      |
| <input type="checkbox"/> | Perform academic promotion (please see <i>Performing Academic Promotion</i> on page 63).   |
| <input type="checkbox"/> | Export and import pupil group memberships (please see <i>Exporting and Importing Pupil Group Memberships</i> on page 71).  |
| <input type="checkbox"/> | Allocate applicants to registration group/classes (please see <i>Allocating Applicants to Registration Groups/Classes</i> on page 71).                             |
| <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 75). |
| <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 77).                                       |
| <input type="checkbox"/> | Review staff permissions.  |
| <input type="checkbox"/> | Other SIMS module processes.   |

## 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 83).   |
| <input type="checkbox"/> | Re-admit applicants (please see <i>Re-Admitting Pupils</i> on page 85).   |
| <input type="checkbox"/> | Set up pattern of registration and periods (please see <i>Setting up a Pattern of Registration and Periods</i> on page 86). |
| <input type="checkbox"/> | Run housekeeping routines (please see <i>Running Housekeeping Routines in SIMS</i> on page 81).                             |
| <input type="checkbox"/> | SIMS Learning Gateway.  |

## Routines for Fees Billing

Once general year end tasks have been completed, continue with the year end billing tasks.

| Complete                 | Description/Task   |
|--------------------------|--|
| <input type="checkbox"/> | Set up new Fiscal Year (via <b>Tools   Fees Billing   Fiscal Year</b> ). |

| Complete                 | Description/Task   |
|--------------------------|--|
| <input type="checkbox"/> | Import or enter new chart of accounts.   |
| <input type="checkbox"/> | Update charge codes to any new accounting structure.   |
| <input type="checkbox"/> | Using global update, remove tuition fees from all leavers (via <b>Focus   Fees Billing   Charging   Global Update</b> ).   |
| <input type="checkbox"/> | Using global update, amend all tuition fees to reflect any increase in fees (via <b>Focus   Fees Billing   Charging   Global Update</b> ).                               |
| <input type="checkbox"/> | Using global update, change charge codes for those moving from one fee to another (via <b>Focus   Fees Billing   Charging   Global Update</b> ).                         |
| <input type="checkbox"/> | Change the values of charge codes to reflect fee increases (via <b>Tools   Fees Billing   Charge codes</b> ).  |
| <input type="checkbox"/> | Ensure all applicants, who have an accepted place, and are starting in September, have the application status of Accepted via ( <b>Focus   Admission   Applicants</b> ). |
| <input type="checkbox"/> | Ensure all applicants for new term have current bill payer set up (via <b>Focus   Admission   Applicants</b> ).  |
| <input type="checkbox"/> | Deal with deposit payments for all applicants for new term (via <b>Focus   Admission   Applicants</b> ).   |
| <input type="checkbox"/> | Deal with deposit repayments for all leavers.  |
| <input type="checkbox"/> | Enter charges for tuition fees for applicants starting in the new term (via <b>Focus   Fees Billing   Charging   Apply Charges</b> ).                                    |

For more information, please refer to the *Fees Billing* handbook.

Ensure all the above tasks are completed before processing bills for the Autumn term.

# 02| Recording Changes to Teaching Staff in Personnel

## Recording Changes to Teaching Staff in Personnel ..... 5

### Recording Changes to Teaching Staff in Personnel

This section applies only to schools using Personnel, i.e. you are recording all staff details, including 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 39). 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**, 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

## 02| Recording Changes to Teaching Staff in Personnel

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

**Employee Details : Belinda Bates**

Save Undo Print Suspense

1 Employment Details

**1 Employment Details**

Teaching Staff ☒ Teacher Number 94/43009

Teacher Category Qualified Teacher Qualified Teacher Status Grad Teacher Program (trained in EI)

Staff Code BEB Employee/Payroll No.

Employment Dates

| Employment Start | Leaving Date | Cont Service Start | LA Start   | Previous Employer | Next |
|------------------|--------------|--------------------|------------|-------------------|------|
| 01/09/2009       |              | 01/09/2009         | 01/09/2009 |                   |      |

Check

| Check        | Clearance Date | Clearance Level        |
|--------------|----------------|------------------------|
| CRB Check    | 05/09/2011     | CRB Enhanced Clearance |
| Health Check | 27/03/2019     | Standard Clearance     |
| List 99      | 26/03/2009     | List 99 Cleared        |

Contract

| Status | Start Date | Post    | Service Term   | Point/Salary |
|--------|------------|---------|----------------|--------------|
|        | 01/09/2016 | TEACHER | Teachers Upper | 1.0          |
| X      | 01/09/2009 | Teacher | Teachers       | 6.0          |

Service Agreement

| Start Date | End Date | Agreement Hours/Week |
|------------|----------|----------------------|
|            |          |                      |

6. 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 ISC and SLASC 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 39)).*

7. Select the required **Teacher Category** (e.g. **Qualified Teacher**) from the drop-down list.
8. Enter a **Teacher Number** if required. This must be in the format NN/NNNNN, where N represents a number, e.g. **60/55916**.
9. 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 39). 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. Add records for the additional checks required for your Staff Central Register report, which is required for your inspection reports. These checks are:
  - **ISI Check Level**
  - **Identity Check**
  - **Academic Qualifications**
  - **List 99**
  - **Professional References**
  - **Health Check**
  - **Curriculum Vitae checked**
  - **DBS Check**
  - **Right to Work in the UK**
  - **Character References**
  - **Overseas Check**
  - **Prohibition from Teaching**
  - **Prohibition from Management**
  - **Childcare Disqualification Declaration.**
17. Click the **Save** button to save the record. Repeat this process 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.
4. In the **Employment Dates** table, highlight the required record and then click the **Open** button to display the **Edit Employment History** dialog.

5. Enter the **Date of Leaving** in dd/mm/yyyy format or click the **Calendar** button and select the required date.
6. Click the **OK** button to return to the **Employee Details** page.
7. Click the **Save** button to save the changes. Repeat for any other leavers.

 **Completed**

# 03 | Creating the New Academic Year

Creating the New Academic Year ..... 9

## 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 pupil 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 pupils 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 05/09/2022, then an end date of 04/09/2023 is supplied automatically.*

*The first day of term should be specified even if pupils 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).*

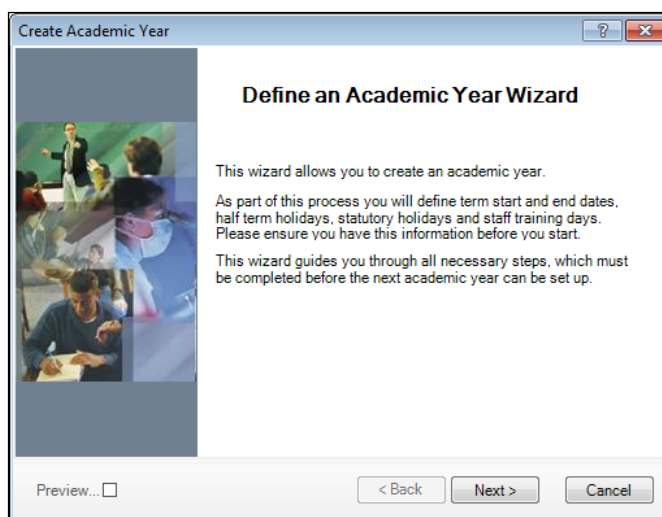
*Promotion into new year groups, etc. occurs automatically on the first day of the first term of the new academic year (providing that the promotion process has been carried out).*

### 03| Creating the New Academic Year

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.

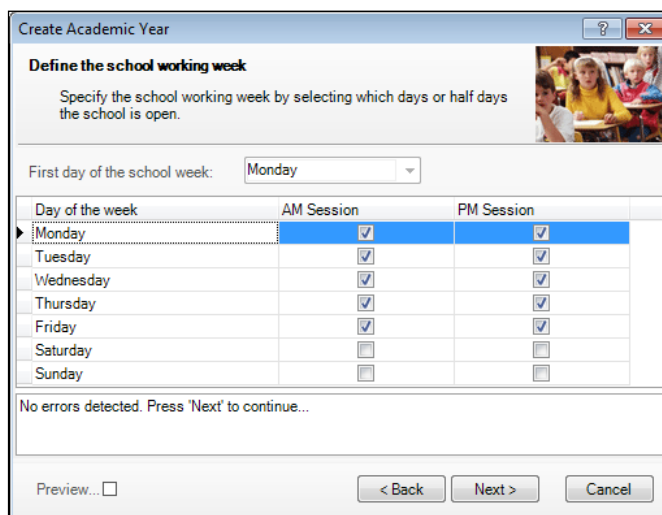
1. Select **Routines | School | Academic Year** to display the **Create Academic Year** wizard.



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.*

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 pupils are not in school on those days.

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.

**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 13).

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.

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 | 24/10/2022 | 28/10/2022 | Autumn Half Term |
| Half-Term | 13/02/2023 | 17/02/2023 | Spring Half Term |
| Half-Term | 29/05/2023 | 02/06/2023 | Summer Half Term |

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

Add Holiday...

Remove

Preview... ☐

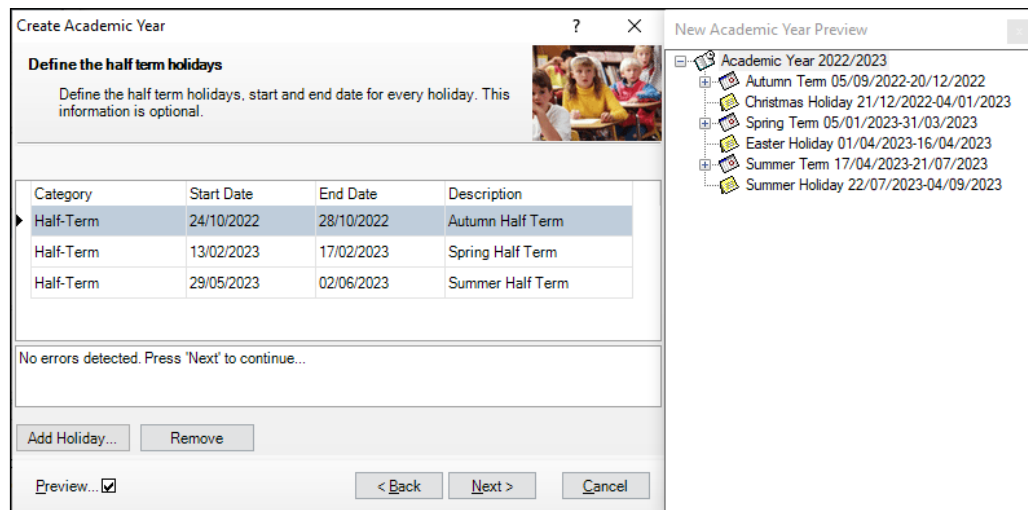
< Back

Next >

Cancel



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.



**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 | 24/10/2022 | 28/10/2022 | Autumn Half Term |
| Half-Term | 13/02/2023 | 17/02/2023 | Spring Half Term |
| Half-Term | 29/05/2023 | 02/06/2023 | Summer Half Term |

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

Add Holiday... Remove

Preview... ☒ < Back Next > Cancel

**New Academic Year Preview**

Academic Year 2022/2023

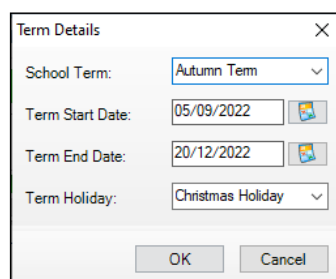
- Autumn Term 05/09/2022-20/12/2022
- Christmas Holiday 21/12/2022-04/01/2023
- Spring Term 05/01/2023-31/03/2023
- Easter Holiday 01/04/2023-16/04/2023
- Summer Term 17/04/2023-21/07/2023
- Summer Holiday 22/07/2023-04/09/2023

## 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 pupils 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.



**Term Details**

School Term: Autumn Term

Term Start Date: 05/09/2022

Term End Date: 20/12/2022

Term Holiday: Christmas Holiday

OK Cancel

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 24/03/2023 and the Summer term starts on the 11/04/2023, 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.

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: 24/10/2022

End Date: 28/10/2022

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 | 24/10/2022 | 28/10/2022 | Autumn Half Term |
| Half-Term | 13/02/2023 | 17/02/2023 | Spring Half Term |
| Half-Term | 29/05/2023 | 02/06/2023 | 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 pupils 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**).

**Create Academic Year**

**Define teacher training days**

This information is optional at this stage and can be defined later via the School Diary.

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

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

☐ Preview...

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

**New Teacher Training Day**

Category:

Date:

Description:

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.

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

Create Academic Year

**Define teacher training days**

This information is optional at this stage and can be defined later via the School Diary.

| Category           | Date       | Description |
|--------------------|------------|-------------|
| Staff Training Day | 17/04/2023 | Inset 1     |

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

Add Remove

Preview... ☐ < Back Next > Cancel

- 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.

Create Academic Year

**Define public holidays**

This information is optional at this stage and can be defined later via the School Diary.

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

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

Add holiday Remove

Preview... ☐ < Back Next > Cancel

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

New Public Holiday

Category: Bank Holiday

Date: 07/04/2023

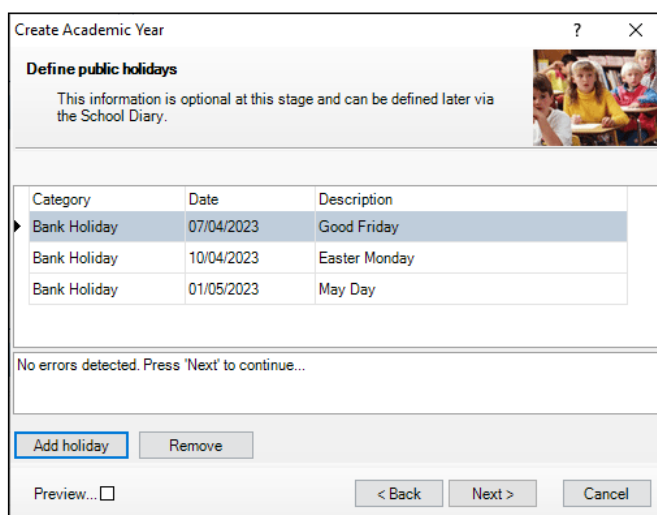
Description: Good Friday

OK Cancel



### 03| Creating the New Academic Year

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.



Create Academic Year

**Define public holidays**

This information is optional at this stage and can be defined later via the School Diary.

| Category     | Date       | Description   |
|--------------|------------|---------------|
| Bank Holiday | 07/04/2023 | Good Friday   |
| Bank Holiday | 10/04/2023 | Easter Monday |
| Bank Holiday | 01/05/2023 | May Day       |

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

☐ Preview...

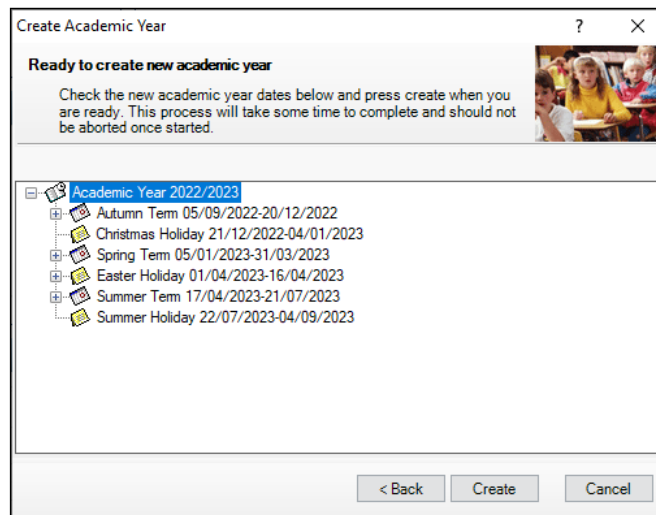
6. Click the **Next** button to display the **Ready to create new academic year** page.

### 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.

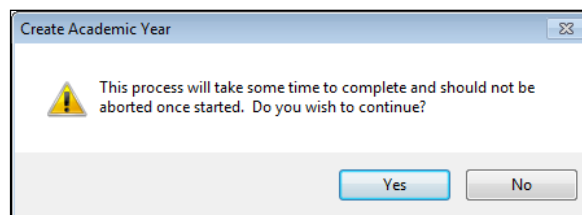
Please be aware that this process may take a long time because the system creates attendance records for the new year.



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:

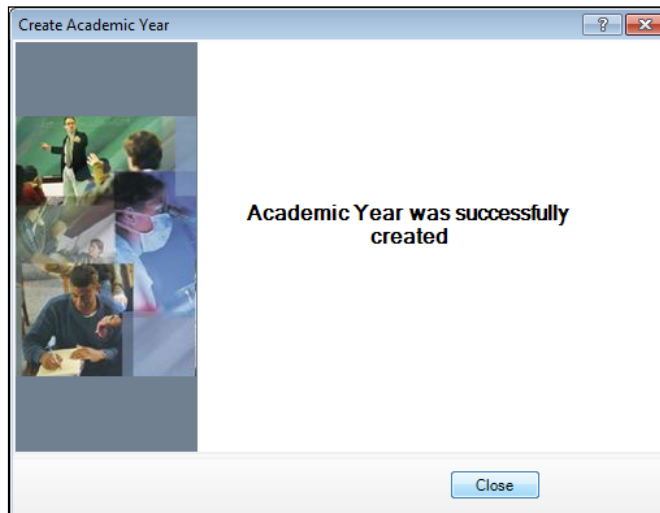


Progress is displayed via a progress indicator at the bottom of the wizard.

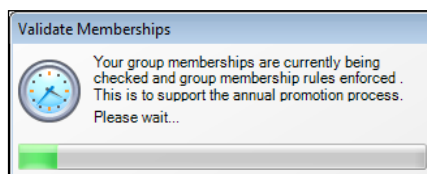


### 03| Creating the New Academic Year

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**

# 04 | Setting up the New Academic Year's Pastoral Structure

Setting up the New Academic Year's Pastoral Structure ..... 21

## 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 pupil numbers have increased.
- merge registration group/classes, where pupil 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.*

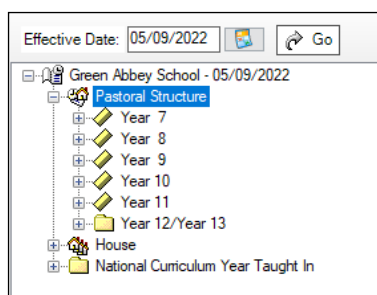
*If you want teachers to be promoted with their pupils in the next academic year, this can be achieved as part of the pastoral promotion process (please see Setting up the Promotion Mapping for the New Academic Year on page 47).*

*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 35). 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.



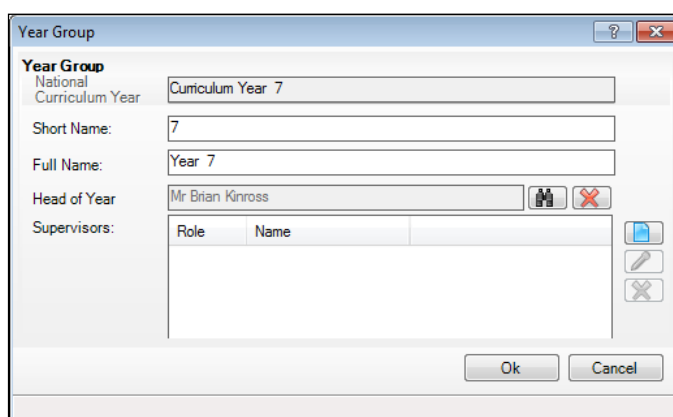
2. The **Effective Date** defaults to the start date of the next academic year. Whilst it is possible to change this date to view information, the default date must be used to edit information.

**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 21).

*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.*

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.

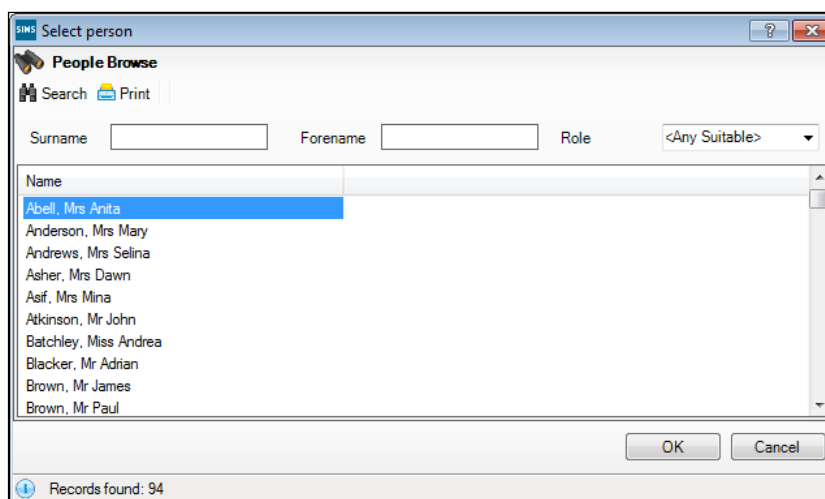
3. Select the **National Curriculum Year** with which the year group will be associated, from the drop-down list.
4. Enter a **Short Name** and a **Full Name** for the year group.  
The **Full Name** (up to 32 characters) is used throughout SIMS to identify the year group (e.g. Year 12). The **Short 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

#### 04| Setting up the New Academic Year's Pastoral Structure

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

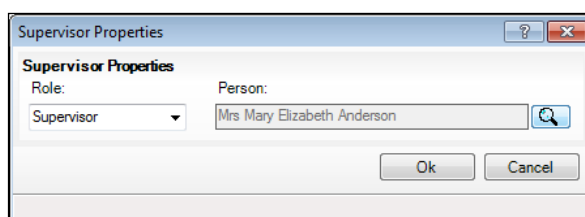


Highlight the required person and click the **OK** button to select them as the Head of Year and return to the **Year Group** dialog.

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 21).
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.

The screenshot shows the 'Registration Group' dialog box. It has a title bar with a question mark and a close button. The main area contains the following fields and controls:

- Registration Group** (Section Header)
- Short Name:** Text box containing 'SA'
- Full Name:** Text box containing 'Sixth Form A'
- Registration Tutor:** Text box containing 'Mr Paul Simon Brown' with a small icon to its right.
- Supervisors:** A table with two columns: 'Role' and 'Name'. The table is currently empty.
- Room:** Text box with a search icon to its right.
- Buttons:** 'Ok' and 'Cancel' buttons at the bottom right.

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.



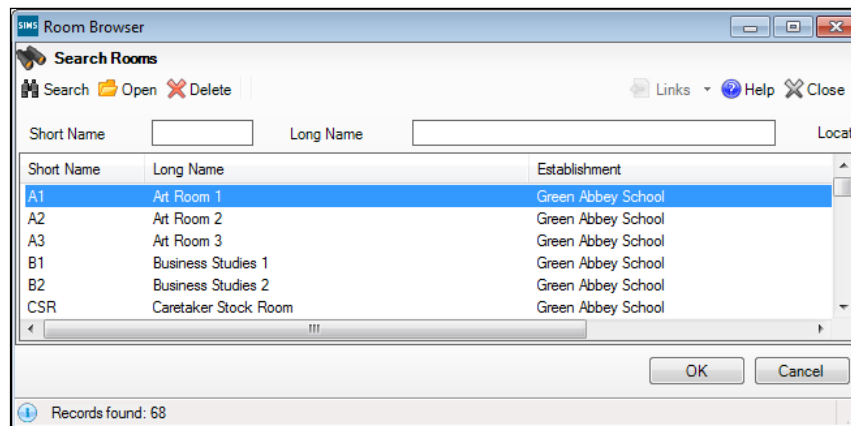
New button

- 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.

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 pupils 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. 2022/2023) and set the promotion mapping to promote to this class at the start of the new academic year. All pupils 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 47).

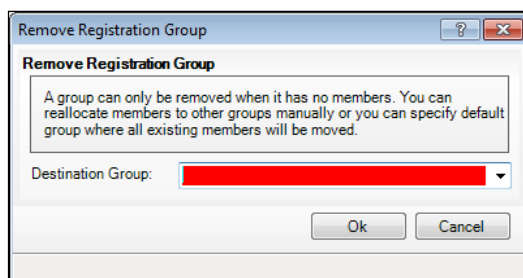
**Example 2:**

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 pupils 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 25) in the current pastoral structure (e.g. 2021/2022) 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 pupil memberships.
5. Click the **Save** button to save the changes.

### General Advice

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 pupil numbers. This may require you to change from a horizontal to a vertical structure to enable pupils from mixed year groups to be taught in the same class.
- As a consequence of increasing pupil numbers. This may require you to change from a vertical to a horizontal structure to enable pupils from the same year to be taught in the same class.
- As a consequence of a change in pupil 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.

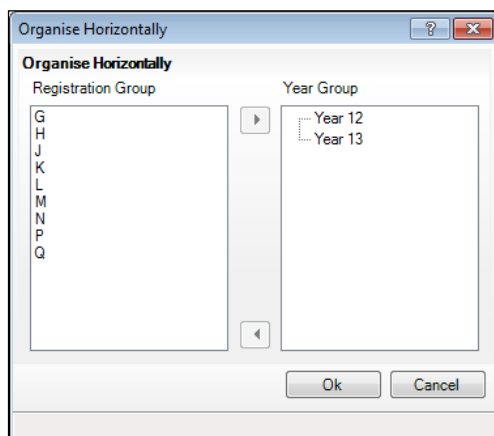
### Changing from a Vertical to a Horizontal Structure

This process may be required if, for example, your pupil 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 pupils 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 21).
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**.

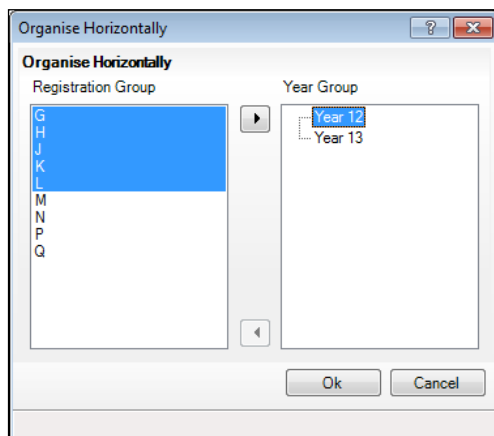
#### 04| Setting up the New Academic Year's Pastoral Structure

3. 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.

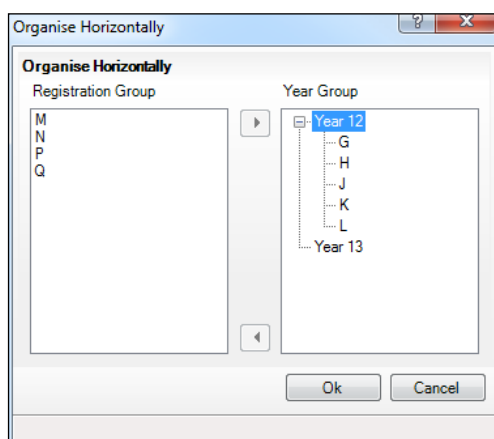
4. In the **Class** panel, highlight the class(es) you want to attach to a year (hold down the **Ctrl** key and click the class names to highlight more than one class), then click the required year group in the **Year Group** panel.



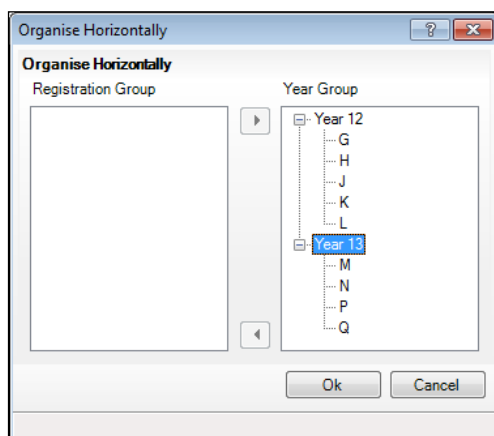
In the previous example, **G, H, J, K** and **L** are being attached to **Year 12**.



- 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.



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

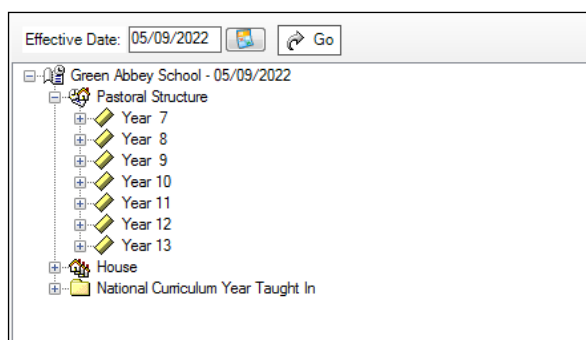


*NOTE: Each registration group must be attached to a single year group and therefore, the **Registration Group** panel must be empty before you can complete the process.*

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

#### 04| Setting up the New Academic Year's Pastoral Structure

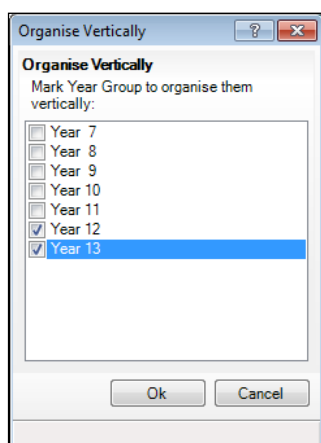
The pastoral structure should now show the two previously merged years as separate years, as shown in the following example.



#### Changing from a Horizontal to a Vertical Structure

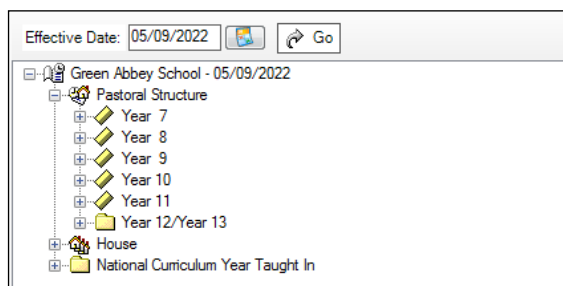
This process may be required if, for example, your pupil numbers have decreased. This could allow previously separate years, such as Year 12 and Year 13 (horizontally structured) to be merged into a single year (vertically structured) because there are insufficient pupils from the same year group to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

1. Select next year's pastoral structure (please see *Opening the Structure of the New Academic Year* on page 21).
2. Right-click **Pastoral Structure** and select **Organise Year Group Vertically** from the pop-up menu to display the **Organise Vertically** dialog.



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**



# 05 | Adding Intake and Admission Groups

## Adding Intake/Admission Groups ..... 35

### 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 Senior school with boarders, an intake group could be created for Year 7 with one admission group for Boarders and another for Day pupils.

**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.

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 *SIMS Admissions for Independent Schools* 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.

## 05| Adding Intake and Admission Groups

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**).

The screenshot shows the '1 Intake Group' form. It has two sections. The first section contains: 'Admission Year' (dropdown menu showing '2022/2023'), 'Admission Season' (dropdown menu), 'Year Group' (dropdown menu), 'Planned Admission' (text input field), 'Name' (text input field), and 'Active' (checkbox). The second section, titled '2 Admission Group', contains: 'Name' (text input field) and 'Date Of Admission' (text input field with a calendar icon).

4. In the **Intake Group** panel, select the **Admission Year** to which the intake group relates (e.g. 2022/2023) 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.

The screenshot shows the '1 Intake Group' form with the following values: 'Admission Year' is '2022/2023', 'Admission Season' is 'Autumn', 'Year Group' is 'Year 12', 'Planned Admission' is '100', 'Name' is '2022/2023 - Autumn Year 12', and the 'Active' checkbox is checked.

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. Select a previously defined admissions policy from the **Admission Policy** drop-down list, if required.
9. Enter the number of applications that should be ranked in the **Numbers to Rank** 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. **2022/2023 – 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 wish 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

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.

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.
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. For more information, please refer to the *SIMS Admissions for Independent Schools* handbook.

## 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.

## **05| Adding Intake and Admission Groups**

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**



# 06 | Dealing with Timetabled and Cover Staff

## Adding Staff Codes and Roles for Timetabled and Cover Staff..... 39

### 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.

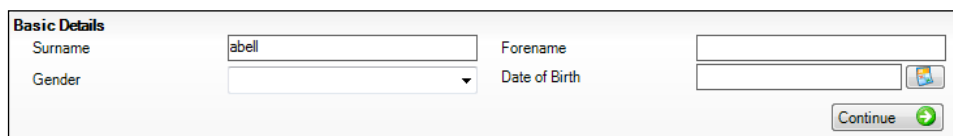
Any staff on the timetable in Nova-T or anyone you want to make available in Cover who are not displayed in the **Manage Classroom Staff** list must be added.

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 2022/2023 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.

| Find Classroom Staff   |      |                                  |                                 |                                       |        |   |
|--|------|----------------------------------|---------------------------------|---------------------------------------|--------|---|
| <div> <span>New</span> <span>Search</span> <span>Open</span> <span>Remove</span> <span>Print</span> <span>Browse</span> <span>Next</span> <span>Previous</span> </div> |      |                                  |                                 |                                       |        |   |
| Academic Year: 2022/2023   |      | has staff code?: <Any>           |                                 | Role: <Any>                           |        | <input type="checkbox"/> Include Leavers? |
| Surname: <input type="text"/>  |      | Staff Code: <input type="text"/> |                                 | Subject: <input type="text"/>         |        | Organisation: <Any>                       |
| 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 Education, Geography        | Yes    |   |
| Boone, Mr James  | JB   | M                                | Teacher                         | Yrs 9-10 Technology, Religious Edu... | Yes    |   |

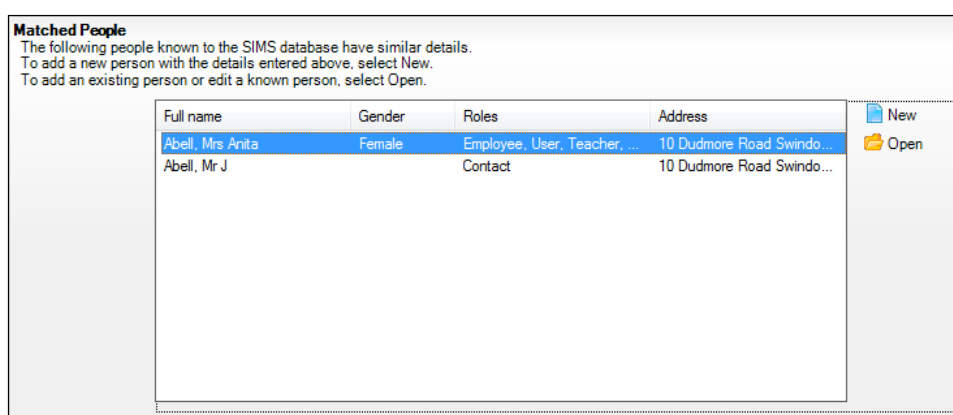
## 06| Dealing with Timetabled and Cover Staff

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.



The 'Basic Details' form contains the following fields: Surname (text box with 'abell'), Forename (text box), Gender (dropdown menu), and Date of Birth (text box with a calendar icon). A 'Continue' button with a green arrow is located at the bottom right.

4. 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.



The 'Matched People' panel displays a list of people with similar details. It includes a table with columns: Full name, Gender, Roles, and Address. To the right of the table are 'New' and 'Open' buttons.

| Full name        | Gender | Roles                        | Address                   |
|------------------|--------|------------------------------|---------------------------|
| Abell, Mrs Anita | Female | Employee, User, Teacher, ... | 10 Dudmore Road Swindo... |
| Abell, Mr J      |        | Contact                      | 10 Dudmore Road Swindo... |

5. 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)**.

**Classroom Staff Details: Abell, Mrs A - 2022/2023**

Save Undo Print

1 Basic Details 2 Classroom Information 3 Organisations

**1 Basic Details**

Surname: Abell  
Forename: Anita  
Midname:   
Title: Mrs  
Gender: Female

**2 Classroom Information**

Staff Code (22/23): AA  
Generate Staff Code

Existing code assignments: AA: Abell, Mrs Anita

Subject(s): Science, Biology, PSE

Cover Option: Provides cover

Role(s) as at 01/09/2022

☒ Teacher  
☐ Higher Level Teaching Assistant  
☐ Teaching Assistant  
☐ Learning Support Assistant  
☐ Classroom Assistant  
☐ Technician  
☐ Other Supervisor  
☐ Other Assistant  
☐ Examination Invigilator

**3 Organisations**

| Organisation       | Working Pattern            | Active |
|--------------------|----------------------------|--------|
| Green Abbey School | Mo, Tu, We, Th, Fr All Day | True   |

Add Edit Delete

6. The **Staff Code (22/23)** field displays the **Staff Code** assigned to the selected person for 2022/2023. 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 2022/2023 academic year) has been entered.
7. Select the staff member's **Role(s)** in the **Role(s)** panel.
8. 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.

 **Completed**



# 07 | Dealing with Leavers

## Recording Leavers and Updating Course Memberships ..... 43

### 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 handbook.

The facility to record leavers enables accurate records to be kept of pupils after they have left the school. During the Summer term you will need to mark most, or all of the pupils as leaving on the same day. You should only mark pupils 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 pupil.*

*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.*

*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).*

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

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

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

**Manage Student(s) Leaving Details**

Save Print

1 Leaving Information 2 Students

**1 Leaving Information**

Date of Leaving: 22/07/2022 Reason for leaving: Normal leaving age - Higher ed Assign to All

Destination after Leaving: Assign to Selected

Destination Institution: Grounds for Removal: Learning Aim Withdrawal Reason:

**2 Students**

| Name              | Year Group | Reg. Group | Adm. No. | Date of Admission | Date of Leaving | Reason for Leaving | Destination | Institution |
|-------------------|------------|------------|----------|-------------------|-----------------|--------------------|-------------|-------------|
| Acton, Jordan     | 13         | G          | 004664   | 03/09/2015        |                 |                    |             |             |
| Adams, George     | 13         | H          | 004665   | 03/09/2015        |                 |                    |             |             |
| Adebay, Emman...  | 13         | J          | 004666   | 03/09/2015        |                 |                    |             |             |
| Americana, Kari   | 13         | K          | 004667   | 03/09/2015        |                 |                    |             |             |
| Anderson, Ethan   | 13         | L          | 004669   | 03/09/2015        |                 |                    |             |             |
| Andrews, Jasmine  | 13         | M          | 004670   | 03/09/2015        |                 |                    |             |             |
| Ankorkule, Cheryl | 13         | N          | 004688   | 03/09/2015        |                 |                    |             |             |
| Anton, Tiger      | 13         | P          | 004811   | 03/09/2015        |                 |                    |             |             |
| Ariano, Pietro    | 13         | Q          | 004671   | 03/09/2015        |                 |                    |             |             |
| Baker, Alexandra  | 13         | P          | 004672   | 03/09/2015        |                 |                    |             |             |
| Baker, Jade       | 13         | N          | 004673   | 03/09/2015        |                 |                    |             |             |
| Ballinger, Eden   | 13         | M          | 004674   | 03/09/2015        |                 |                    |             |             |
| Barbousci, Harold | 13         | L          | 004675   | 03/09/2015        |                 |                    |             |             |
| Barnett, Gemma    | 13         | K          | 004677   | 03/09/2015        |                 |                    |             |             |
| Barnett, Jamie    | 13         | J          | 004678   | 03/09/2015        |                 |                    |             |             |
| Bellord, Chris    | 13         | H          | 004679   | 03/09/2015        |                 |                    |             |             |
| Bond, Jamie       | 13         | G          | 004680   | 03/09/2015        |                 |                    |             |             |

Remove Clear

- In the **Leaving Information** panel, enter the **Date of Leaving** or click the **Calendar** button then select the required date.
- Select the **Reason for leaving** from the drop-down list.
- Enter the **Destination after Leaving**, if required. Alternatively, apply the **Reason for Leaving** to one set of pupils (as described in the next step) then enter the **Destination after Leaving** for a different, or subset of pupils.
- Search for and select the **Destination Institution**.
- Select the **Destination Expected Start Date** from the Calendar.
- For schools in England, if the pupil is a child deemed missing in education, select the **Grounds for Removal** from the drop-down list.
- Secondary schools in England can select a **Learning Aim Withdrawal Reason** from the drop-down list. Secondary schools in Wales can select an **LA Withdrawal Reason** (Learning Activity). When recording a **Learning Aim Withdrawal Reason** for Post 16 pupils, this information is used by Course Manager.

11. Highlight the pupils to which this information applies using the **Ctrl** and **Shift** keys then clicking their names (as described in step 3) then click the **Assign to Selected** button. If the information applies to all the pupils in the list, click the **Assign to All** button.
12. If an error has been made, highlight the pupil, correct the information in the **Leaving Information** panel then click the **Assign to Selected** button.
13. To remove a pupil from the list, highlight their name then click the **Remove** button.
14. To clear the contents of the **Date of Leaving, Reason for Leaving** and **Destination after Leaving** columns in the **Students** panel, highlight the required pupils then click the **Clear** button. Re-enter the information as required.
15. Click the **Save** button to save the changes. The selected pupils are recorded with a date of leaving on the date specified.

 **Completed**





# 08 | Academic Promotion

|  |    |
|--|----|
| Setting up the Promotion Mapping for the New Academic Year ..... | 47 |
| Viewing/Setting the Promotion Path for Individual Pupils.....    | 50 |
| Checking the Registration Tutors Assigned.....                   | 52 |

## 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 pupils 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 pupils in case there are any exceptions (please see *Viewing/Setting the Promotion Path for Individual Pupils* on page 50).

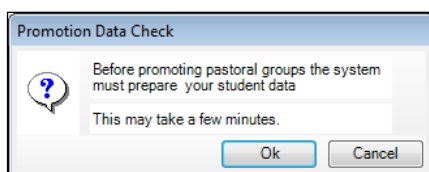
Setting the promotion mapping can be carried out at any point, as the promotion itself occurs at the beginning of the next academic year. However, it must be done before the start of the academic year.

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

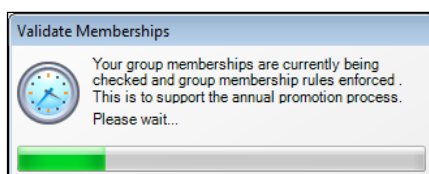
**BEFORE PROCEEDING:** Please check that you have carried out the following:

- 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 pupil data needs to be prepared (all current group memberships are checked and confirmed).



- 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.

- 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.

- 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.

Setup Promotion Mapping from Academic Year 2021/2022

Academic Year:  
Promote from: Academic Year 2021/2022 Load

**Year Group**

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

Override membership ☐ Set Default

**Registration Group**

| Year   | Registration Group | Promotion Path | Registration Tutor    | Promote Registration Tutor | Promote Other Supervisors |
|--------|--------------------|----------------|-----------------------|----------------------------|---------------------------|
| Year 7 | 7A                 | 8A             | Mr Brian Kinross      | <input type="checkbox"/>   | <input type="checkbox"/>  |
| Year 7 | 7B                 | 8B             | Miss Janice Young     | <input type="checkbox"/>   | <input type="checkbox"/>  |
| Year 7 | 7C                 | 8C             | Mr Richard Davidson   | <input type="checkbox"/>   | <input type="checkbox"/>  |
| Year 7 | 7D                 | 8D             | Mrs Fiona Turner      | <input type="checkbox"/>   | <input type="checkbox"/>  |
| Year 7 | 7E                 | 8E             | Mr Christopher Hughes | <input type="checkbox"/>   | <input type="checkbox"/>  |
| Year 7 | 7F                 | 8F             | Dr Roger McNamara     | <input type="checkbox"/>   | <input type="checkbox"/>  |

Override membership ☐ Finish

6. 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 pupil will be promoted from the **Promotion Path** column drop-down list. Repeat this process for all the classes in the **Class** panel.
7. 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.
8. 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.
9. 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 pupils 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.

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.

| Promote pastoral groups  |                          |                    |                 |                            |                         |  |
|--|--------------------------|--------------------|-----------------|----------------------------|-------------------------|--|
| <div>  Save            Map            Filter            Customize         </div> |                          |                    |                 |                            |                         |  |
| 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                          |                         |  |
| Adedeji, Paul  | <input type="checkbox"/> | 13                 |                 | I                          |                         |  |

## Viewing/Setting the Promotion Path for Individual Pupils

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                         | 10A                     |
| Bailey, Liam              | <input type="checkbox"/> | 9                  | 10              | 9E                         | 10B                     |
| Bains, Kirk               | <input type="checkbox"/> | 9                  | 10              | 9F                         | 10C                     |
| Baker, Jordan             | <input type="checkbox"/> | 9                  | 10              | 9F                         | 10D                     |
| Bartle, Grace             | <input type="checkbox"/> | 9                  | 10              | 9E                         | 10E                     |
| Bellic, Nico              | <input type="checkbox"/> | 9                  | 10              | 9D                         | 10F                     |
| Bellic, Roman             | <input type="checkbox"/> | 9                  | 10              | 9C                         | 10C                     |
| Bernard, Edward           | <input type="checkbox"/> | 9                  | 10              | 9B                         | 10B                     |

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.

Sort

Sort students by

Name

Ascending

Descending

Then by

Current Year Group

Ascending

Descending

Then by

none

Ascending

Descending

Then by

none

Ascending

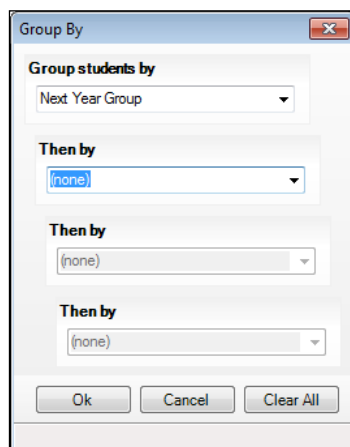
Descending

Ok

Cancel

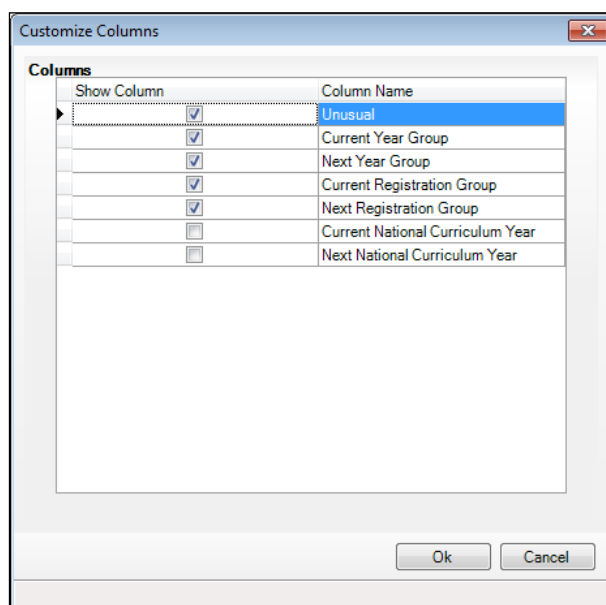
Clear All

- 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.



The 'Group By' dialog box is shown. It has a title bar 'Group By' with a close button. Inside, there are four sections, each with a 'Group students by' label and a dropdown menu. The first dropdown is set to 'Next Year Group'. The other three dropdowns are set to '(none)'. At the bottom, there are three buttons: 'Ok', 'Cancel', and 'Clear All'.

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



The 'Customize Columns' dialog box is shown. It has a title bar 'Customize Columns' with a close button. Inside, there is a table with two columns: 'Show Column' and 'Column Name'. The table contains the following rows:

| Show Column                         | Column Name                      |
|-------------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Unusual                          |
| <input checked="" type="checkbox"/> | Current Year Group               |
| <input checked="" type="checkbox"/> | Next Year Group                  |
| <input checked="" type="checkbox"/> | Current Registration Group       |
| <input checked="" type="checkbox"/> | Next Registration Group          |
| <input type="checkbox"/>            | Current National Curriculum Year |
| <input type="checkbox"/>            | Next National Curriculum Year    |

At the bottom, there are two buttons: 'Ok' and 'Cancel'.

- Once expanded, you can change the year or class for individual pupils 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 pupils, if required.

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

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

|                 |  |   |    |    |     |
|-----------------|--|---|----|----|-----|
| Adams, Adam     |  | 9 | 10 | 9A | 10A |
| Ashdown, Rae    |  | 9 | 10 | 9B | 10B |
| Badger, David   |  | 9 | 10 | 9C | 10C |
| Bailey, Gareth  |  | 9 | 10 | 9D | 10D |
| Bailey, Liam    |  | 9 | 10 | 9E | 10E |
| Bains, Kirk     |  | 9 | 10 | 9F | 10F |
| Baker, Jordan   |  | 9 | 10 | 9F | 10F |
| Bartle, Grace   |  | 9 | 10 | 9E | 10E |
| Bellic, Nico    |  | 9 | 10 | 9D | 10D |
| Bellic, Roman   |  | 9 | 10 | 9C | 10C |
| Bernard, Edward |  | 9 | 10 | 9B | 10B |
| Bigger, Davina  |  | 9 | 10 | 9A | 10A |

- To highlight sequentially listed pupils, 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 pupil currently in **Year Group 9** would normally be expected to promote into **Year Group 10**. It is possible (for whatever reason) that this pupil 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.
- 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**





# 09 | Dealing with Applicants

Changing the Status of Applications to Offered or Accepted ..... 55

## 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. When added, an application is automatically given a status of **Applied**. If required, you can then offer places to applicants you wish 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.

This section assumes that you have added all of the required applicants via **Focus | Admission | Application**.

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

### 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.

## 09| Dealing with Applicants

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

**Finalise Offers - 2022/2023 - Autumn Year 7**

Save Undo Print Help Unpin

1 Summary 2 Applications

**1 Summary**

|                   |     |           |   |
|-------------------|-----|-----------|---|
| Planned Admission | 100 | Offered   | 0 |
| Total Applicants  | 48  | Accepted  | 0 |
| Applied           | 48  | Withdrawn | 0 |
|                   |     | Admitted  | 0 |
|                   |     | Rejected  | 0 |

**2 Applications**

| Late | Name               | Gender | DOB        | App. Status | Applied | Offered | Rejected |
|------|--------------------|--------|------------|-------------|---------|---------|----------|
|      | Abbey, Jimmy       | Male   | 17/04/2010 | Applied     | ✓       |         |          |
|      | Abbot, Ben         | Male   | 20/07/2010 | Applied     | ✓       |         |          |
|      | Abbot, Claire      | Female | 22/04/2010 | Applied     | ✓       |         |          |
|      | Abbot, Susan       | Female | 21/06/2010 | Applied     | ✓       |         |          |
|      | Bacon, James       | Male   | 11/01/2010 | Applied     | ✓       |         |          |
|      | Baden, Arthur      | Male   | 22/01/2010 | Applied     | ✓       |         |          |
|      | Bailey, Alistair   | Male   | 28/12/2010 | Applied     | ✓       |         |          |
|      | Bainbridge, Olivia | Female | 09/09/2010 | 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 |
|------|--------------------|--------|------------|-------------|---------|---------|----------|
|      | Abbey, Jimmy       | Male   | 17/04/2010 | Applied     |         | ✓       |          |
|      | Abbot, Ben         | Male   | 20/07/2010 | Applied     |         | ✓       |          |
|      | Abbot, Claire      | Female | 22/04/2010 | Applied     | ✓       |         |          |
|      | Abbot, Susan       | Female | 21/06/2010 | Applied     |         | ✓       |          |
|      | Bacon, James       | Male   | 11/01/2010 | Applied     |         | ✓       |          |
|      | Baden, Arthur      | Male   | 22/01/2010 | Applied     | ✓       |         |          |
|      | Bailey, Alistair   | Male   | 28/12/2010 | Applied     |         | ✓       |          |
|      | Bainbridge, Olivia | Female | 09/09/2010 | 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 pupils in an intake group. It can also be achieved at individual pupil 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.

**1 Summary**

|                   |                                  |           |                                |
|-------------------|----------------------------------|-----------|--------------------------------|
| Planned Admission | <input type="text" value="250"/> | Accepted  | <input type="text" value="2"/> |
| Total Applicants  | <input type="text" value="144"/> | Withdrawn | <input type="text" value="0"/> |
| Applied           | <input type="text" value="0"/>   | Rejected  | <input type="text" value="0"/> |
| Offered           | <input type="text" value="142"/> | Admitted  | <input type="text" value="0"/> |

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.

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.

**2 Applications**

Current Application Status:

| Name            | Gender | DOB        | Application Status | Offered                             | Accepted                            | Withdrawal               |
|-----------------|--------|------------|--------------------|-------------------------------------|-------------------------------------|--------------------------|
| Caldwell, Ley   | Female | 04/01/2010 | Offered            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Dahl, Sandra    | Female | 12/10/2009 | Accepted           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gambioni, Peter | Male   | 31/03/2010 | Accepted           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| JACKS, Gary     | Male   | 23/07/2010 | Offered            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Magnus, Olga    | Female | 19/12/2009 | Accepted           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Taghavi, Jina   | Female | 13/12/2009 | Accepted           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| VEKANYA, Nika   | Female | 16/04/2010 | Offered            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Zabdi, Julie    | Female | 01/01/2010 | Accepted           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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.

 **Completed**



# 10 | Nova-T6

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## Nova-T6 and Partnership Xchange

Partnership Xchange connects the SIMS systems of schools that share pupils in a partnership or consortium, ensuring that pupil 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 pupil 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.

## Defining the Timetable Cycle using Multiple Timetables

Applicable only to schools that are licensed to use the Multiple Timetables functionality

It is possible to define and edit the timetable cycle in SIMS using the functionality available via Multiple Timetables. If you are not using the Multiple Timetables functionality in SIMS, this operation is carried out in Nova-T6. This will continue to be the case for schools who do not purchase the Multiple Timetables licence.

For more information on defining the timetable cycle in SIMS, please refer to *Defining the Timetable Cycle* in the *Defining the Timetable Cycle* chapter of the *Multiple Timetables* handbook but ignore the final topic (*Submission of the Timetable Cycle from Nova-T6*) in that chapter.

**IMPORTANT NOTE:** You must define the timetable cycle before transferring the curriculum to SIMS.

## Selecting the Current Tier using Multiple Timetables

Applicable only to schools that are licensed to use the Multiple Timetables functionality

The value specified in the Set Current Tier routine is used throughout SIMS to pre-select the value in the Tier filters on a large number of existing browsers. This means that once you have selected the working tier, many areas of SIMS are configured automatically to focus on the specified area of the school.

For more information on setting the current tier in SIMS, please refer to *Selecting the Current Tier* in the *Tier Management* chapter of the *Multiple Timetables* handbook.

**IMPORTANT NOTE:** You must set the current tier before allocating pupils to classes.

## 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 2022/2023 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.

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 60).

*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 pupils 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 pupils from both Yr 12 and 13 can then be included in the export to SQL. In Academic Management, Year 12 and 13 pupils will be eligible for the classes in the derived year.



Completed



# 11 | Pupil Group Memberships and Performing Academic Promotion

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## Arranging Pupil Memberships

Pupils 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 pupil 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 pupil 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 66).

## 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 2021/2022 to 2022/2023, you must select 2022/2023 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 pupils 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 pupil only when certain conditions are fulfilled. At each stage, there might be individual pupils 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 pupil 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 pupil group memberships are read.*

## Advice on Running Academic Promotion

It is strongly recommended that you promote bands before promoting any other groups. Promoting pupils 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 pupil 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 pupils 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 pupil 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 pupil 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.

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.

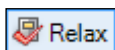
*NOTE: Setting the promotion rules via **Routines | School | Academic Promotion Rules** places **Promotable** in the **Promotable** column of the **Find Curriculum Scheme** browser. A scheme displaying **Promotable** has at least one destination group that is the target of a promotion path defined in 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 pupils can be allocated to groups for which they are ineligible.

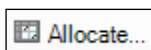


Relax button

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 pupil 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 pupil tags or selections on the tick grid are removed if you proceed. This is because tagging is used to indicate any pupils for whom a membership was not created by the promotion process.

If you need to make a note of the tagged and/or selected pupils 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 pupils listed in the tick grid will apply when promoting the selected scheme. Pupils who are filtered out are excluded from the promotion process. The names of these pupils are displayed later in the process.

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

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 pupil 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 pupil 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 pupils 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 pupil 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.

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

| Source Class/Group Name                     | Target Class/Group Name |
|---|-------------------------|
| <input checked="" type="checkbox"/> 10x/Ma1 | 11x/Ma1                 |
| <input checked="" type="checkbox"/> 10x/Ma2 | 11x/Ma2                 |
| <input checked="" type="checkbox"/> 10x/Ma3 | 11x/Ma3                 |

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.

10. 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 pupils 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 pupils 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 pupils whose group memberships *next year* will be affected by the promotion process. These pupils 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**.

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

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

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

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

*NOTE: Pupils 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 pupil 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 pupils 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 pupils have a membership on the selected date.*

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

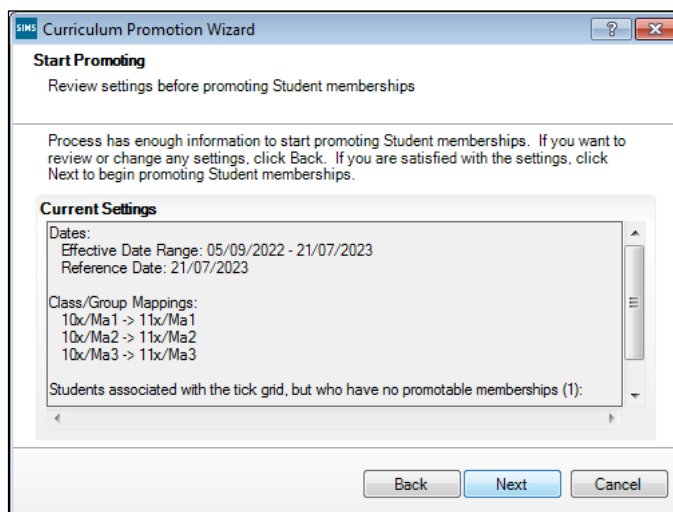
14. Click the **OK** button to continue.

The number of pupils 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 pupil memberships will not be promoted. If you want to assign such pupils to a group, you must do this manually.

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

The number of pupils 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 pupils 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 pupils 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 pupil 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 pupils 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 pupils 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.





## Exporting and Importing Pupil Group Memberships

The export and import of pupil memberships function can be used extensively at year end to allocate pupils 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 pupils 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 CTF. For more information, please refer to the *SIMS Admissions for Independent Schools* handbook.



*Application icon*

- applied that appropriate application status for each applicant (please see *Changing the Status of Applications to Offered or Accepted* on page 55).

*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 so that information can be edited.
2. Expand the **Pastoral Structure** until the **Registration Group** folder is visible under the required year.
3. Right-click the applicable **Registration Group** folder and select **Members** from the pop-up menu to display the **Allocate Students/Applicants** dialog.

## 11 | Pupil Group Memberships and Performing Academic Promotion

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.

Allocate Students/Applicants : Year 12/Year 13

Effective Date Range  
☒ From effective date to end of the academic year ( ☐ Over the whole academic year ( 05/09/2022 - 04/09/2023 )

Student Status  
☒ Students ☒ Accepted Applications ☒ Current Applications (Applied / Offered / Reserved)

Members Print Actions

| 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 |

OK Cancel

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 pupils who have been assigned to any class within the selected year. These pupils 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.

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.

It can 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**



# 12| Producing Class Lists for the New Year

**Printing Class (Registration Group) Lists for the New Academic Year ..... 75**

## 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.

## 12| Producing Class Lists for the New Year

4. Enter the required date, e.g. 05/09/2022 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)                                    |                |               |
|--|----------------|---------------|
| <b>Registration Groups (Dated)</b>                             |                |               |
| Year group is Year 7 and Reg group is 7A, 7B, 7C, 7D, 7E or 7F |                |               |
| <b>Registration Group: 7A</b>                                  |                |               |
| <b>Tutor:</b>  | Mr B Kinross   |               |
| <b>Room:</b>   | English Room 3 |               |
| <b>Effective date:</b>   | 11/04/2022     |               |
| Name   | Gender         | Date of Birth |
| Abhra Abijt  | M              | 20-11-2009    |
| Adams Brianna  | F              | 15-01-2010    |
| Bello Elijah   | M              | 26-03-2010    |
| Bevan Osian  | M              | 23-09-2009    |
| Carlson Billy  | M              | 03-03-2010    |
| Davies Katherine   | F              | 02-12-2009    |
| Drinkwater Javdon  | M              | 17-07-2010    |
| Farley Chad  | M              | 28-02-2010    |
| Fernandez Biaio  | M              | 20-09-2009    |
| Golaszewski Marcin   | M              | 15-04-2010    |
| Gowda Biji   | F              | 02-04-2010    |
| Irwin Rose   | F              | 29-03-2010    |
| Jenkins Claudia  | F              | 04-09-2009    |
| Langdon Amos   | M              | 30-04-2010    |
| Nakatani Kaya  | F              | 13-03-2010    |
| Norton Mitchel   | M              | 16-08-2010    |
| Orden Bernard  | M              | 06-04-2010    |
| Parker Henry   | M              | 24-01-2010    |
| Phillips Emma  | F              | 20-05-2010    |
| Quinton Ernie  | F              | 28-09-2009    |
| Tatum Dev  | M              | 05-04-2010    |
| Tutin Maisson  | M              | 21-02-2010    |
| Twombly Uileog   | M              | 06-01-2010    |
| Wheatley Casey   | F              | 15-11-2009    |
| Total: Males   | 15             |               |
| Total: Females   | 9              |               |
| Group Total:   | 24             |               |

### 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

# 13| Applying the Timetable to the New Academic Year

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## 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, 6 October might be mapped to timetable day 4, 7 October mapped to timetable day 5, 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 will only be able to record cover arrangements as far into 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.

### 13| Applying the Timetable to the New Academic Year

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

| Date           | Status | Timetable day |
|----------------|--------|---------------|
| 01/09/2022 Thu | None   |               |
| 02/09/2022 Fri | None   |               |
| 03/09/2022 Sat | None   |               |
| 04/09/2022 Sun | None   |               |
| 05/09/2022 Mon | Full   |               |
| 06/09/2022 Tue | Full   |               |
| 07/09/2022 Wed | Full   |               |
| 08/09/2022 Thu | Full   |               |
| 09/09/2022 Fri | Full   |               |
| 10/09/2022 Sat | None   |               |
| 11/09/2022 Sun | None   |               |
| 12/09/2022 Mon | Full   |               |
| 13/09/2022 Tue | Full   |               |
| 14/09/2022 Wed | Full   |               |
| 15/09/2022 Thu | Full   |               |
| 16/09/2022 Fri | Full   |               |

- 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 05/09/2022 to Monday1 or Monday2.*

- 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 2 December is timetable day 5 and Monday 5 December is a staff training day, then Tuesday 6 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 **05/09/2022 maps to Timetable day**.



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



# 14 | Housekeeping Routines

## Running Housekeeping Routines in SIMS..... 81

### 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.

#### 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.

#### 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 or early in the academic year:

- Invite staff members joining the school
- Invite pupils joining the school
- Invite parents of pupils 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 pupils 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.*

*When a pupil or staff member is marked as a leaver in SIMS the information cascades automatically through the system and updates SIMS Online Services products ensuring the leaver is unregistered.*

*Parents can be unregistered via SIMS ID only.*

For more information, please refer to the **Help Centre** via the **SIMS Parent for Schools** Documentation Centre ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036841](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0036841)).

Teachers who are new to your school should have their devices set up so they can use the SIMS Teacher app. You are strongly advised to revoke permissions to the SIMS Teacher app for teachers who have left your school. For more information, please refer to the *SIMS Teacher app Administrator Guide* ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036037](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0036037)).

# 15| After the New Academic Year has Started

|  |    |
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| Setting up a Pattern of Registration and Periods ..... | 86 |

## Introduction

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

- In SIMS, admit applicants (please see *Re-Admitting Pupils* on page 85).
- In SIMS, record any re-admission pupils (please see *Re-Admitting Pupils* on page 85).

## Admitting Applicants

Applicants should be admitted on the first day when they actually arrive at the school.

For more detailed instructions, please refer to the *SIMS Admissions for Independent Schools* handbook.

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.

| 1 Summary         |     |
|-------------------|-----|
| Planned Admission | 250 |
| Total Applicants  | 144 |
| Applied           | 0   |
| Offered           | 142 |
| Accepted          | 2   |
| Withdrawn         | 0   |
| Rejected          | 0   |
| Admitted          | 0   |

|                          |   |
|--------------------------|---|
| <b>Total Applicants</b>  | The number of applicants who have applied for a place in this intake group. |
| <b>Planned Admission</b> | The original number of new applicants intended for this intake group.       |
| <b>Applied</b>           | The number of applicants who have applied for places in this intake group.  |

## 15| After the New Academic Year has Started

|                  |   |
|------------------|---|
| <b>Offered</b>   | The number of applicants offered places in this intake group.           |
| <b>Accepted</b>  | The number of applicants who have accepted places in this intake group. |
| <b>Withdrawn</b> | The number of applicants who have withdrawn their application.          |
| <b>Rejected</b>  | The number of rejected applications in this intake group.               |

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. 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 | Enrolment Status    | Application Status | UPN           | Assign UPN | Admitted | Withdrawal |
|--------------|--------|---------------|-------------------|---------------------|--------------------|---------------|------------|----------|------------|
| Abbot, Jimmy | Male   | 17/04/2011    | 05/09/2022        | Single Registration | Accepted           | B820432109001 | No Change  |          |            |
| Abbot, Ben   | Male   | 20/07/2011    | 05/09/2022        | Single Registration | Accepted           | Q823432111003 | No Change  |          |            |
| Abbot, Susan | Female | 21/06/2011    | 05/09/2022        | Single Registration | Accepted           | Q820432109002 | No Change  |          |            |
| Bacon, James | Male   | 11/01/2011    | 05/09/2022        | Single Registration | Accepted           | H820432109005 | No Change  |          |            |

- If you wish 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**.
- 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**.
  - 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:** 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

6. 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 wish to admit. The most effective method is to click the **Admit All** button and edit any exceptions.
7. 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.



Completed

## Re-Admitting Pupils

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

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

It is perfectly 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 pupil 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 | Pupil | Pupil Details** page by clicking the **History** button on the **Registration** panel.

1. Select **Focus | Pupil | Pupil Details** to display the **Pupil Details** page.
2. Click the **New** button to display the **Add Pupil** page.
3. Enter the pupil'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.
4. Highlight the required pupil and click on the **Open** button to display a warning message **The selected student is a Leaver, do you want to re-admit the student?**.
5. If you are certain that this is the pupil who should be re-admitted, click the **Yes** button to display the pupil'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 pupil's details.
7. Click the **Save** button again if any additional data has been added.



Completed

## Setting up a Pattern of Registration and Periods

This section applies only to Lesson Monitor users

**IMPORTANT NOTE:** *If you are licensed to use the Multiple Timetables functionality, the following process must be carried out for all of your school tiers. To achieve this, select the required tier (please see Selecting the Current Tier using Multiple Timetables on page 60), carry out the following process then repeat this process until each school tier has been processed.*

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.

When pupils 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 pupil'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 Registration and Periods Pattern**

Timetable Models  
Cycle 05/09/2022

AM
PM

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

Highlight the cells that belong to the AM session, then click the AM button. Repeat for the PM session. You can select a block of cells by clicking in the top left cell, then Shift-clicking in the bottom right cell.

Type A in the cells to show where AM registration occurs each day and type P to show where PM registration occurs. If you hold registration before or during a period then type A or P in that period. If you hold PM registration after last period then type N into last period.

 Completed



# 16 | Frequently Asked Questions (FAQs)

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## Creating the Next Academic Year

### When should I create the next academic year?

The next academic year can be created soon as the current academic year has begun. It can be edited once more information has been discovered. If the pastoral structure is not known for the next academic year, it is possible to edit it at a later date.

### Does the new year have to start on 1 September?

It is possible to start the new year on any day after the end of the previous Summer term. It is advisable to ensure that the Assessment and Profile reports of all current years have been run prior to the first day of the new academic year.

### What happens if I don't know all of the information yet (e.g. next year's form tutors, form names, leavers, holidays, etc.)?

You can set up the academic year without this information and then edit it at a later date via the **Edit Academic Year** wizard, the **School Diary** and the **Next Academic Year Pastoral Structure**. The only critical date is the first day of the new academic year. Leaving dates can be added at any time after the setup of the new academic year.

## Academic Promotion

### What is the easiest way of promoting my academic classes from one year to the next?

For groups that will stay the same from one year to the next (e.g. Year 10 to Year 11), you can apply the **Academic Promotion Rules** by navigating to **Routines | School | Academic Promotion Rules**, then promote pupils from the curriculum assignment page. For subject sets, the curriculum assignment 'tick grid' can be exported. Heads of Department can then identify in which class each pupil will be allocated and have the information re-imported. All other classes can be created from the same area.

**What do I do if some Nursery pupils are not being promoted to the next year group?**

You can use the **Pastoral Promotion** process or the **Pastoral Structure** to identify that these pupils will remain in the same year group for the following year.

**Can I make changes once I have done the initial promotion?**

Yes. It is possible to run the promotion as many times as is necessary.

**If I run pastoral structure early, will pupils starting afterwards still be included?**

No. You will need to re-run the promotion to include the new starters.

## Forms and Timetables

**When can I import the new timetable?**

It is possible to import the new timetable as soon as the new academic year has been set up. It is advisable for all classes to exist and be named appropriately but they do not have to be scheduled.

**Can I print timetables for all pupils who are at the school before the start of the new academic year?**

Yes. On the **Timetable** screen, you have an effective date. Move this format to the start of the next academic year. The timetables can be printed or emailed if you are using InTouch.

**If the pupils are mixed up for next year's forms, what is the easiest way to assign them to their new form group?**

You are advised to use the **Next Academic Year Pastoral Structure**. This provides a grid where all pupils can be viewed and added to form groups without the need to go into each individual record.

**Can I print new form lists before the new year starts?**

Yes, by navigating to **Reports | Student List | Class List** and editing the **Effective Date** field in the **Select classes** dialog to a date in the next academic year. pupils will be listed in the new forms and all accepted applicants will then be included.

**I need to change the form group name because a teacher is leaving. Can I overwrite the name?**

No, because this affects the history of the group. You should create a new registration group to replace the old one.

## Dealing with Applicants

### **Can I allocate my Accepted Applicants to their classes before they are admitted to the school?**

Yes. The current pupils and accepted applicants can be allocated to classes before the start of the next academic year.

## Dealing with Leavers

### **Should Year 13 'leave' on the last day of the Summer term or after the GCSE/GCE results are in?**

This is optional. If you choose the last day of the Summer term, it is still possible to view marksheets and run reports by changing the membership date. The leaving date has no effect on the reporting of GCSE/AS/A2 results.

### **Can I add leaving dates for pupils early and will it affect their current record?**

It is possible to add leaving dates as soon as you are provided with the information. This does not affect their record in any way. If a pupil does not actually leave, or withdraws their notice to leave, the leaving date can be deleted.

## Billing

### **Can I bill my Accepted Applicants for the Autumn term before they are admitted to the school?**

Yes. Applicants can be billed as soon as they have accepted their place.

### **Can I print the registration group for the next academic year on the bill?**

Yes, provided that the applicants have been allocated a registration group and your current pupils have been promoted, then it is possible to specify the membership date when printing or emailing bills.