End of Year Flow Chart - Primary

SOLUS Perform SIMS Spring Release Upgrade Book 01		SIMS .NET Check Current Academic Pastoral Structure Book 01		SIMS .NET - SYSTEM Take a Back Up 🖫 Book 01	-	PERSONNEL Staff details add, edit, leavers Book 02		SIMS .NET Create new Academic Y Book 03	Year
SIMS .NET Check group memberships Book 03	-	SIMS .NET Prepare classes Amend class details Book 03		SIMS .NET Set up promotion mapping Allocate pupils to new classes Book 03	-	SIMS .NET Create Admission Groups Book 04		SIMS .NET Add Applicants Book 04	
SIMS .NET Import CTFs Book 04	—	SIMS .NET Change status of Applicants Book 04		SIMS .NET Allocate Applicants to classes Book 04	-	SIMS .NET Deal with Leavers and Export CTFs Book 04		SIMS .NET Print Class Lists Book 04	
SIMS .NET ATTENDANCE Print register for next year. Deal with absences until end of term Book 07	-	SIMS .NET - SYSTEM Take a Back Up Book 01	ightharpoonup	SIMS .NET Admit Applicants Book 10		SIMS .NET Deal with one off arrivals/ leavers Book 10	-	SIMS .NET Attendance mode / Part til status of Nursery and Rece Book 10	
SIMS NET Print Roll book. Book 10		SIMS .NET ATTENDANC Set new Year, Print Official Register, Set part time flags Setting the Academic Year, Book 11	al s,	SIMS NET (PLEASE COMPLETE) Housekeeping, Bulk Delete, Pupil Premium Import Books 13, 14 & 15		END OF YEAR COMPLETE Take a Back Up 🖫		SCHOOL WORKFOR CENSUS Checking Staff Data Book 09	