

# Summer Term Tasks Admission Transfer Files

For School Administrative Staff

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# Overview

There are three main steps to importing an ATF into SIMS.

1. Download the ATF from Synergy / SAM (School Admissions Module) website
2. Save ATF in a folder outside of SIMS.
3. Import the saved ATF into an Admission Group in SIMS.

## Before you Start

You must have created an Admission Group for your new intake before you commence with the Admission Transfer File process. Please see Document 04 for instructions on how to do this.

## Downloading the ATF

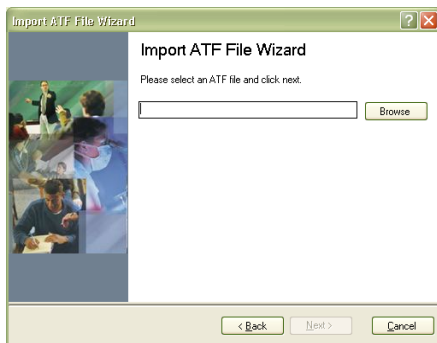
The ATF is available to download through the Synergy / Schools Admissions Module (SAM). For further details please use the Synergy / SAM guidance manual.

# Importing the ATF

1. Follow route **Routines / Admissions / Import ATF**.

This will open the **Import ATF File Wizard**.

2. Click **Next**.
3. Click **Browse**.
4. Navigate to where you have saved the downloaded ATF.



The **Admissions Transfer File** will be in the format:

**937LLLL\_ATF\_9371234.19002.XML**

If the downloaded file has **CTF** in place of the **ATF** then the correct file needs to be downloaded.

5. Highlight the **ATF**.
6. Click **Open**.

You will be returned to the **Import ATF File wizard**.

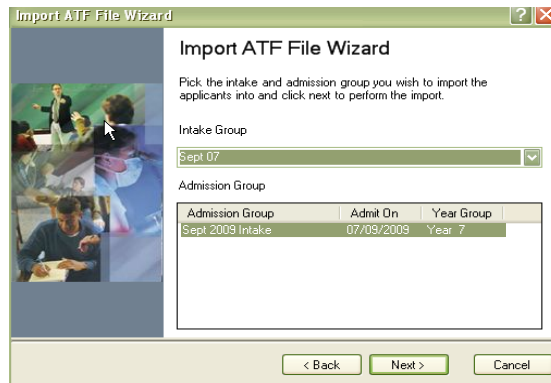
You will notice that the file name has appeared in the panel. **Ensure** that this is the correct file before you continue.

7. Click **Next**.
8. From the Intake Group drop down box, select the **Admission group** that you have previously created.



Ensure you select the correct Admission group to match the intake year as this must match details contained in the ATF file.

The **Admission Group** panel will be populated.



9. Click **Next**.

# Dealing with Duplicate Applicants

The system may find duplicate records and these records appear if you have previously added pupils into admission groups manually. These records may be matched before you import the ATF.

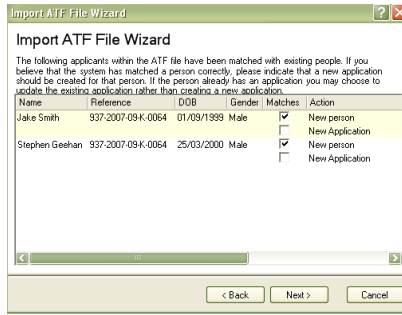
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**Note:** Any incorrect matches will also appear in this section where the applicant may have the same name as a contact or it may match with a child who shares the same name.

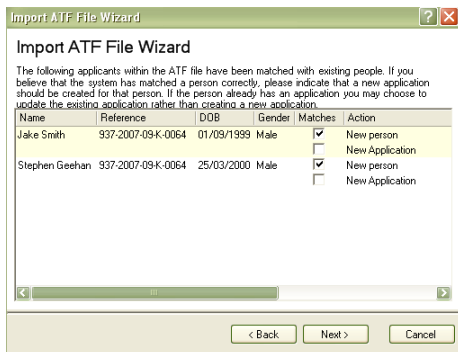
You will need to determine that the match is true to treat them accordingly.

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If you do have any duplicate applicant queries the following screen will display, giving all the available details for you to choose an option.



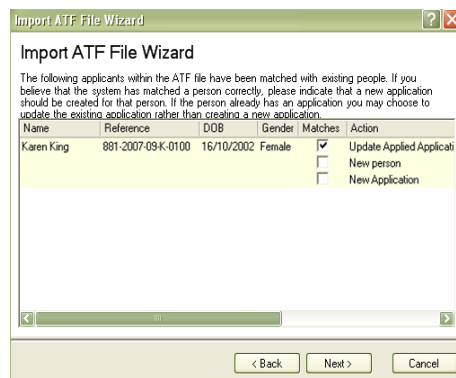
1. Scroll across the screen to see the “Duplicate” record and a possible match held in SIMS .net.



**Note:** The ATF file is sequenced alphabetically by **Forename** whereas the display in SIMS it is sequenced alphabetically by **Surname**. For this reason, you may wish to run a SIMS .net report for applicants in forename order

The system will make an informed choice but you have the option to overwrite this choice.

**Note:** If you have entered a different date of birth select **Update Applied Application** and the admission record will be updated with the information in the ATF file.



The Selection Options are as follows:

<b>Update Applied Application</b>	If you have already added an applicant manually before you receive the ATF file and the record is a match. <b>Note:</b> Any additional data will be added and existing data updated.
<b>New Person</b>	If an applicant is completely new and not already in SIMS .net. E.g. the matched person on the right hand side of the screen is completely different (possibly a contact or a different date of birth.)
<b>New Application</b>	If an applicant in the ATF file (showing on the left hand side of the screen) is or has been in an intake group for a <b>different</b> year.

2. When you have resolved all the possible duplicates / matches by placing your tick in the correct box, click **Next**.

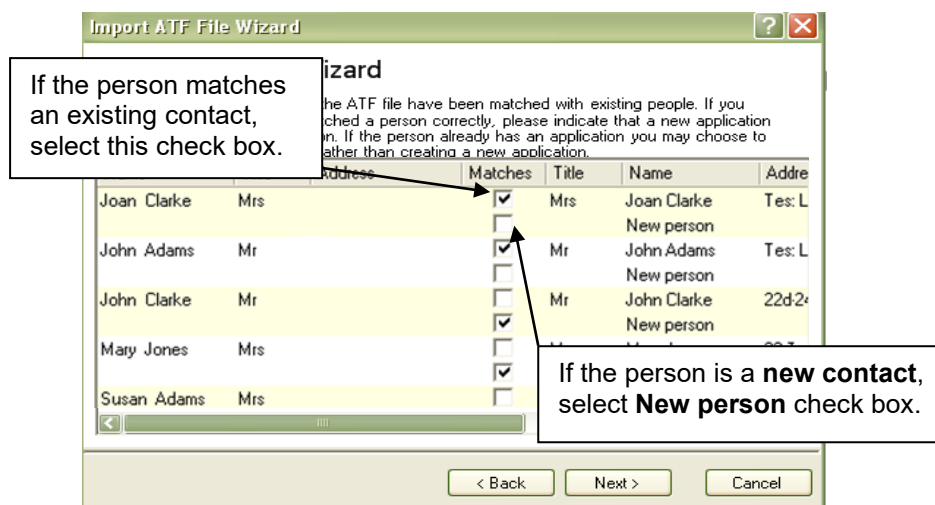
This will take you to the contacts screen. The system attempts to match contacts held within the ATF file with contacts already held within your **SIMS** system. You can choose to match these to avoid duplicate contacts or create a new contact record as follows:

Check the entries carefully. If you choose to match persons, the contact details in SIMS .net will be updated with address details contained in the admissions file.

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**Note:** It is possible to delete duplicate, unlinked contacts in SIMS .net following the route **Tools / Housekeeping / Delete Unlinked Contacts**.

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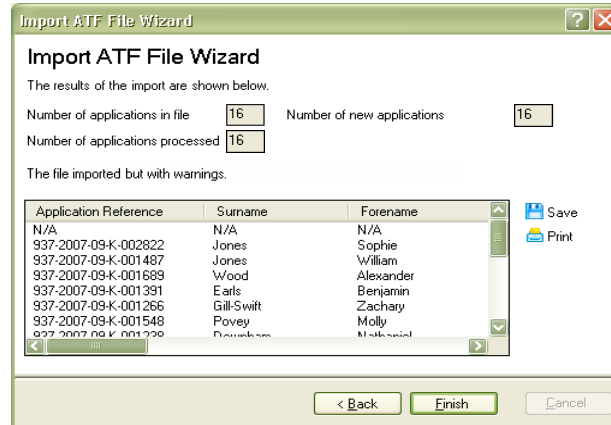


3. Click **Next** when you have resolved all the possible duplicate contacts.

Your ATF file will be imported.

A screen will appear showing the results of the import.

There may be a message: **The file imported but with warnings.**



4. To view the results of the warnings, select the **Print** button.

5. Accept the default options and click **OK** to print.

6. Use your printed copy of warnings to update any pupil data if necessary. Ignore SEN errors as no SEN data is imported via the ATF.

### Import Error Log

#### Applications

Error ID	Application Ref Number	Pupil Forename	Pupil Surname	Description	Is Critical
61253	881-2007-09-K-010002	Karen	King	The review date of the free school meal information in the file has been given but the applicant has not been marked eligible for free school meals. No free school meal information will be imported.	F
61255	881-2007-09-K-010001	Will	Adams	The start date of the applicant's free school meal eligibility has been inferred from their proposed admission date.	F
61346	881-2007-09-K-010001	Will	Adams	The number 070123 for Contact John Adams has been set as the main telephone number	F
61347	881-2007-09-K-010001	Will	Adams	The number 666555 for Contact Mary Jones has been set as the main telephone number	F
61347	881-2007-09-K-010002	Karen	King	The number 01823 999444 for Contact John Clarke has been set as the main telephone number	F
61347	881-2007-09-K-010002	Karen	King	The number 01222-999555 for Contact Joan Clarke has been set as the main telephone number	F
61348	881-2007-09-K-010001	Will	Adams	The number 787878 for Contact Susan Adams has been set as the main telephone number	F

7. Click **Yes**.

# View Imported Applicants

You will now be able to view the applicants in SIMS .net.

1. In SIMS .net follow the route **Focus / Admission / Application**.
2. Search for your intake group.
3. All your applicants will have the status of **Offered**.

You can proceed in the usual way with your admission process.

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## 🔴 PRIMARY SCHOOLS 🔴

Pupils on roll in your Nursery who have been added to a Reception Admission group from your ATF import will need to be deleted from this Admission group.

In SIMS .net follow the route **Focus / Admission / Application**. Search for the Reception Admission group and delete the Applicant(s) in question from the browse display.

The End of Year procedure will promote your Nursery pupils into Reception.

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