Summer Term Tasks Admission Transfer Files

For School Administrative Staff

Contents

Overview	2
Before you Start	2
Downloading the ATF	2
Importing the ATF	3
Dealing with Duplicate Applicants	4
View Imported Applicants	8



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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.

Import ATF File Wizar	d	? 🗙
	Import ATF File Wizard Pick the intake and admission group you with to import the applicants into and click neet to perform the import. Intake Broup Admission Group 2005 - Autumn - 7 Admission Group 2009/2010 - Autumn Year 3	7
	< Back Next > C	ancel

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.

Import ATF File Wizard]	? ×		
	Import ATF File Wizard			
	Pick the intake and admission group you wish to import the applicants into and click next to perform the import.			
	Intake Group			
	Sept 07	\sim		
States and	Admission Group			
	Admission Group Admit On Year Group			
	Sept 2009 Intake 07/09/2009 Year 7			
	L.			
	< Back Next > C	ancel		

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.

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.

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

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The following appl believe that the sy should be created update the existing	licants within the ATF I ystem has matched a p for that person. If the p application rather that	ile have been person correct person alread n creating a r	matched ly, please y has an lew applic	I with existin indicate th application cation.	ng people. If you at a new application you may choose to
Name	Reference	DOB	Gender	Matches	Action
Jake Smith	937-2007-09-K-0064	01/09/1999	Male	2	New person New Application
Stephen Geehan	937-2007-09-K-0064	25/03/2000	Male		New person New Application
<]	Ш				2
			Back	Next	> Cancel

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

nport ATF Fil	e Wizard				? 🛛
Import AT	F File Wizard				
The following app believe that the s should be created update the existin	vicants within the ATF I system has matched a p d for that person. If the or application rather that	file have beer person correct person alread in creating a r	i matcheo ly, please y has an iew applic	with existin indicate th application cation.	ng people. If you at a new application you may choose to
Name	Reference	DOB	Gender	Matches	Action
Jake Smith Stephen Geehan	937-2007-09-K-0064 937-2007-09-K-0064	25/03/2000	Male Male		New Application New Application New person New Application
	Ш				Þ
			Back	Next	> Cancel

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.

Import A ⁻ The following a believe that the should be creat	TF File Wizard pplicants within the ATF system has matched a j ed for that person. If the	file have been person correct	matched y, please v has an	with existi indicate th application	ng people. I at a new a vou mav ci	lf you pplication hoose to
update the exis Name	ting application rather the Reference	an creating a r DOB	ew applic Gender	ation. Matches	Action	
Karen King	881-2007-09-K-0100	16/10/2002	Female		Update Ap New perso New Appli	oplied Applica on cation
<]	Ш					Þ

The Selection Options are as follows:

Update Applied Application	If you have already added an applicant manually before you receive the ATF file and the record is a match. Note: Any additional data will be added and existing data updated.
New Person	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.)
New Application	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 different 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.

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

	Import ATF Fi	le Wizard					?×	
If the an ex selec	e person ma xisting cont ct this checl	atches act, < box.	izard he ATF file have b ched a person corr m. If the person alr ather than creating	een matche rectly, pleas eady has an <u>a new appl</u>	d with ex e indicate i applicat ication.	isting people. If you that a new application you may choose	J ation e to	
			Address	Matches	Title	Name	Addre	
	Joan Clarke	Mrs			Mrs	Joan Clarke New person	Tes: L	
	John Adams	Mr			Mr	John Adams New person	Tes: L	
	John Clarke	Mr			Mr	John Clarke New person	22d-24	
	Mary Jones	Mrs					00.7	
				~	lf th	e person is	a new	contact,
	Susan Adams	Mrs			sele	ect New per	son ch	eck box.
	< Back Next > Cancel							

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.

Import ATF File Wizard			? 🔀
Import ATF File A The results of the import are a Number of applications in file Number of applications proces The file imported but with war	Wizard hown below. 16 ssed 16 hings.	Number of new applications	8
Application Reference N/A 937-2007-09K-002822 937-2007-09K-001487 937-2007-09K-001589 937-2007-09K-001589 937-2007-09K-001266 937-2007-09K-001288	Surname N/A Jones Jones Wood Earls Gill-Swift Povey Downborn	Forename N/A Sophie William Alexander Benjamin Zachary Molly Natharial	Print
		< <u>B</u> ack <u>F</u> ini	sh <u>C</u> ancel

- 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 eligable 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	Ådams	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.

• 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.