End of Year 2023 10

September Tasks

For School Administrative Staff

Contents

Admitting Applicants 2
Deleting Applicants 3
Admission Reporting 4
Re-Admitting Pupils 4
Add one off New Arrivals 6
Change the Attendance Mode and Part Time Status 6
Print Roll Book 7
Discover Dynamic Groups 8
Running Validate Memberships 9

SIMS helping schools inspire Accredited Support

Warwickshire County Council

Working for Warwickshire

Admitting Applicants

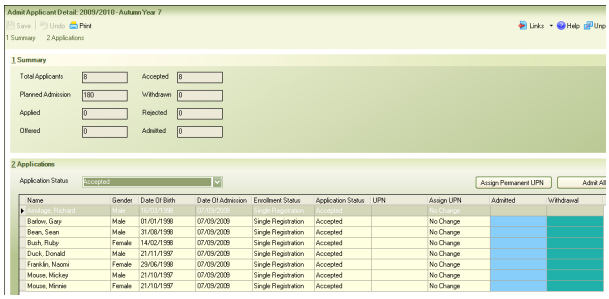
The admittance of applicants is the final stage in the admission process. It is only possible to admit applicants who have a current application status of **Accepted**.

Admitting an applicant will give them an admission number, and from the date selected, they will be included on the school roll. You should only admit those applicants who actually arrive at your school.

1. Follow route **Routines / Admission / Admit Applications**.

2. Select your intake group by using the browse facility.

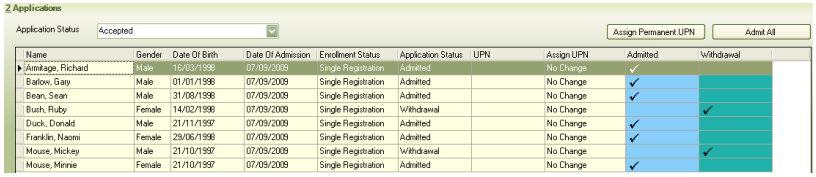
At the top of the screen is a summary of your Admission group and the section below will list all those students that have been assigned to it.



It is possible at this stage to issue a **UPN** for applicants. The **Assign UPN** box will have **No Change** as default.

3. Click on the **Assign Permanent UPN** button Assign Permanent UPN above the box. The **Assign UPN** box will then change to **Assign Permanent UPN on Save**.

4. Click the appropriate box to change the status of an applicant i.e. **Admitted** (unfortunately you cannot select more than one at a time).



5. To admit all of your applicants click **Admit All** Admit All at the top of the box.
6.

This will put a tick in every box. If you include any students who are not to be admitted, click on the tick and it will be removed from the box.

7. Click **Save**.

You will need to repeat this process for all the admission groups that you have set up.

Deleting Applicants

If an applicant has been entered in error or has been offered a place but never arrived in school they can be deleted from SIMS.

Note: Please be very sure that you wish to delete the records before doing so. All deletions are irreversible so if performed in error all details will need to be re-entered.

---

1. Follow route **Focus / Admission / Application**.

2. Search for and select the required **Applicant**.

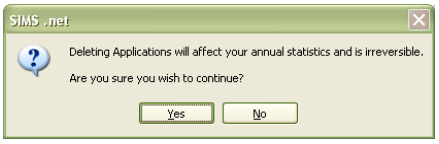
3. **Open** the record to ensure you are deleting the correct applicant.

4. Once you are sure the correct record has been found, click **Browse** at the top of the screen.

5. In the list of applicants **highlight** the appropriate applicant again.

6. Click **Delete**.

   A warning message will appear



7. Click **Yes** if you are sure that you wish to delete the record

   Once the system has deleted the record a message will appear stating **The application has successfully been deleted**.

8. Click **Ok**.

   Repeat the process for any other applicants that you wish to delete.

Admission Reporting

There are some pre-defined reports set up in the **Run Report** route.

1. Follow route **Reports / Run Report**.

2. Under the **Focus** browse there are three areas that specifically concentrate on the Applicant and Admission process. These are **Application, Admission Groups** and **Admission Enquiry**.

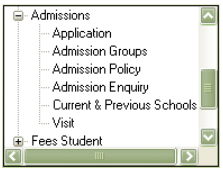
If the report that you require does not appear in the appropriate folder under the Focus area, then it is possible to create your own report.

1. Follow route **Reports / Design Reports**.

2. Select **Create a New Report**.

3. In the **Select Data Area** section of the design process, go to **Admissions**.

   A list of the areas that you can design your report on will be listed.



4. Continue to design your report using the usual SIMS report design functions.

Re-Admitting Pupils

Any students / 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 student's / pupil's educational History is maintained.

IMPORTANT NOTES:

- It is essential that you follow this process for re-admissions and **DO NOT** remove the Date of Leaving as a method of re-admitting. However, if a Year 11 student has been issued with a leaving date and then returns immediately to Year 12, you may then delete the leaving date. If it is not an immediate return you must re-admit the student.
- 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 in the School History section of the student record.

1. Follow route **Focus / Student / Student Details**.

2. Click **New**.

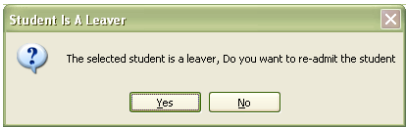
3. Enter the student's / pupil's known details into the **Basic Details panel**.

4. Click **Continue**.

   A list of **Matched People** matching the search criteria entered will be displayed.

5. Highlight the required student and click **Open**.

   A warning message will appear.



6. Ensure you have the correct student / pupil and then click **Yes**.

The student's details will be displayed.

7. Complete the mandatory fields (will be highlighted in red)

8. Click **Save**.

Add one off New Arrivals

Add new arrivals that have not been in a pre-admission group as you would throughout the year. You will need to do this through the **Student Details** screen and by clicking on the **New** button.

Change the Attendance Mode and Part Time Status

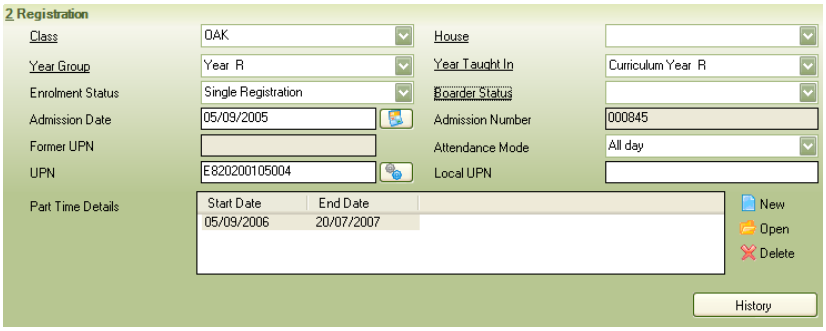
You may need to change the Attendance Mode for any of last year's Part Time students / pupils.

1. Follow route **Focus / Student / Student Details**

2. Browse for the relevant student.

3. Click **Search**

4. Double click to open the student record.



5. Select **All Day** for the **Attendance Mode** (all students over 5 must have this status)

6. Ensure that you have the correct **End date** for **Part time** details.

Repeat this process for all relevant students.

Print Roll Book

There is an **Admissions Register (Roll Book)** within the library of reports. It needs amending to suit your requirements.

Please check your SIMS Reporting list to see if this report was created last year, if it was then you can just run the report without making the amendments below. If this report was not created last year, please follow the instructions below.

1. Follow route **Reports** / **Design**.

2. Select **Open an Existing Report**.

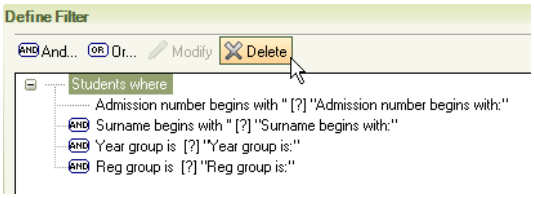
3. Click on the **+** button next to the **Focus** folder and click on **Student.**

4. Find the report **Admissions Register (Roll Book)** in the list and double click on this to open it in design view.

5. At the **Refine Data Area** screen select **All Students**.

6. Go to the **Define Filter** screen.

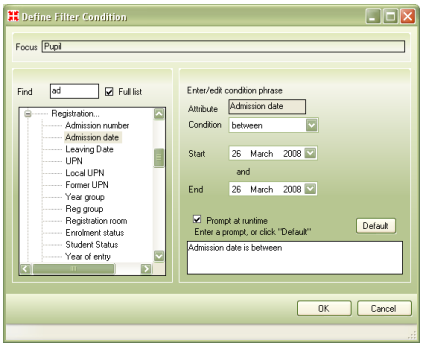
7. Select **Students Where** and click the **Delete** button to delete all existing filters.



8. Add a new filter for **Admission Date 'between'**

9. Add a new OR filter for **Leaving Date 'between'**

10. Tick **Prompt at run time**.



11. Click **Save As** and enter your initials before the report name.

12. Click **OK**.

When you run the report choose:

Value 1: **05/09/22**
Value 2: **31/07/23**

Admission Register (Roll Book)

Location:	Focus | Student.
Description:	A register of those pupil/students who have been admitted to the school. This report replaces the old Roll Books that schools used to maintain.
Run Time Parameters:	Admission number begins with, Surname begins with, Year Group, Reg Group.
Sort Order:	Admission number, Surname, Forename.
Output Type:	Word Mailmerge.
Sample:	

Admno	Forename	Middlename	Surname	M/F	DOB	Boarder Status	DOA	DOL	School	Parent	Title	Initials	Surname	Address line	Main Home Telephone
002915	Mohamed		Abdelkader	M	15 March 1994	Not a Boarder	05 September 2005		Waters Edge Primary School	T	Mr	JA	Abdelkader	122 The Fault, Clapham, Bedford, Bedfordshire, United Kingdom, MK41 6AA	01533 423421

IMPORTANT NOTES:
This is an Admissions Register (Roll Book) only and has been designed <u>only</u> to show any <u>new</u> starters and <u>leavers</u> in an academic year. Therefore, this report <u>does not</u> contain existing pupils that are on-roll and is a different report to the requirements of the ACE Team.

Discover Dynamic Groups

If you use the SIMS Discover package and make use of the Dynamic Groups area, then it is important that you create any new annual Dynamic Groups in the September of a new Academic Year. Dynamic Groups will only work from the date in which they have been created onwards so if they are required to produce full year analysis then will need to be created within the first couple of days of the new year.

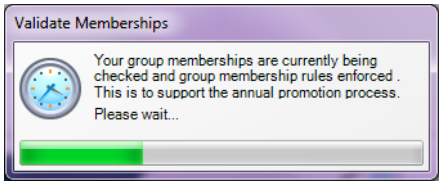
For more information on how to do this please contact the Service Desk on 01926 414100.

Running Validate Memberships

Once all your students / pupils have been admitted and all the September term tasks have been completed, it is recommended that you run the Validate Memberships routine. Running this routine at the beginning of the year will ensure that group memberships are refreshed and up to date.

1. Follow route **Tools / Validate Memberships**.

2. Click **Ok** on the Information box.



This process may take a few minutes.

The screen closes automatically on completion.