End of Year 2023 03

Creating the New Academic Year 2023/2024

For School Administrative Staff

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SIMS helping schools inspire Accredited Support

Warwickshire County Council

Working for Warwickshire

PLEASE NOTE THAT THE PICTURES IN THIS HANDOUT DEPICT A PRIMARY SCHOOL STRUCTURE. IF YOU ARE A SECONDARY, SPECIAL OR NURSERY SCHOOL THEY WILL/MAY BE DIFFERENT FROM YOUR SCHOOL SETUP BUT THE PROCESS IS EXACTLY THE SAME.

ALSO PICTURES DEPICTED MAY NOT NECESSARILY BE IN CORRILATION TO THE ACADEMIC YEAR YOU ARE CREATING. THEY ARE FOR INFORMATION ONLY

Create 2023/2024 Academic Year

Creating the academic year in SIMS is the routine where you define all your Term dates for the coming year. It will create Attendance records for every pupil due to be on roll in the following year. The process may take a while whilst all the attendance marks are created for the next academic year.

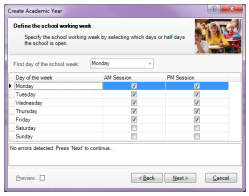
NOTE: *We strongly recommend that all other users log out of SIMS because of the amount of processing resource required when creating an academic year.*

When creating an academic year, the start and end dates of the year are based on the term dates that you supply during the process. It is therefore, <u>not</u> necessary for the year to run from the 1st September to the 31st August.

1. Select **Routines / School / Academic Year** to open the Define an Academic Year Wizard.

2. Click **Next** to display the **Define the school working week** screen.

   Your system should look like the diagram. If not, please contact the Service Desk.



   First Day of the Week should show **Monday**.

   There should be ticks in all the **AM** and **PM** sessions for each of the days **Monday** through to **Friday**.

3. Click **Next** to display the **Define the terms and term holidays for the academic year** page.

   At the warning message click **Yes**.

4. **Enter the dates for all three terms** by clicking in the appropriate fields. (See **Appendix A2** for Warwickshire School Term Dates).

School Terms and Holidays

School Term	Term Start Date	Term End Date	Term Holiday
Autumn Term	01/09/2023	22/12/2023	Christmas Holiday
Spring Term	08/01/2024	22/03/2024	Easter Holiday
Summer Term	08/04/2024	19/07/2024	Summer Holiday

5. Choose the **Term Holiday** from the drop-down menu.

   Errors displayed here have to be resolved before clicking the Next button.

6. Click **Next** to display the **Define half term holidays** screen

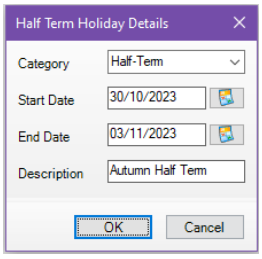
Category	Start Date	End Date	Description
Half-Term	30/10/2023	03/11/2023	Autumn Half Term
Half-Term	12/02/2024	16/02/2024	Spring Half Term
Half-Term	27/05/2024	31/05/2024	Summer Half Term

7. Click the **Add Holiday** button

8. Select **Half-Term** from the **Category** drop-down list.

9. Enter the **Start Date** and **End Date** for the half-term holiday.

   Description such as **Autumn Half Term** is optional.

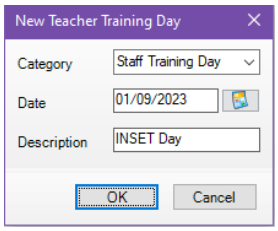


10. Click **OK**.

11. Repeat this process for all 3 half terms.

12. Click **Next** to display the **Define Teacher Training Days** screen.

13. Click **Add** to open the **New Teacher Training Day** screen.



14. Select **Staff Training Day** from the Category drop-down list.

15. Enter the **Date** of the training.

    Description such as **INSET Day** is optional.

16. Click **OK**.

17. Repeat for all the required teacher training days.

Note: Any INSET days to be added after the creation of the Academic Year will need to be added via the School Diary.

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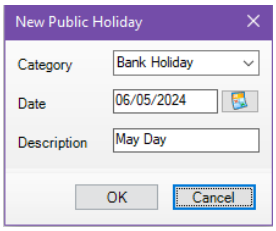
18. Click **Next** to display the **Define Public Holidays** screen.

19. Click the **Add Holiday** button.



20. Select **Bank Holiday** from the **Category** drop-down list

21. Enter the **Date** of the public holiday.

    Description such as **May Day** is optional.

22. Click **OK**.

23. Click **Next** to display the **Ready to Update the Academic Year** screen.

24. Check the summary of the data displayed.

    Click **Back** to make any changes.

25. Click **Create** when you are satisfied that all the dates are correct.

NOTE: Please be aware that the **Create the New Academic Year** routine can take some time while the system creates attendance marks for next year.

A message will appear advising you of this.

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26. Click **Yes** to continue

    A progress bar displays to indicate activity on your system.

    Once complete, the wizard will display a page stating that the **Academic Year was successfully updated**.

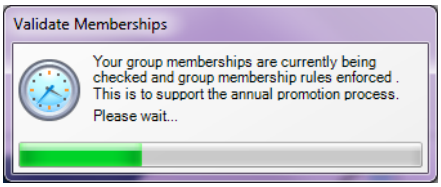
27. Click **Close** to close the wizard and complete the creation of the **New Academic Year.**

Check Group Memberships

You will now need to ensure group memberships are correct.

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.

How to change the Pastoral Structure

If you need to make any changes to the pastoral structure in preparation for next year, please contact the ICTDS Service Desk for further guidance. This includes changing from or to a mixed age structure and adding in new, never previously used, Year Groups.

Amending Registration Group Details

It is not essential to assign teachers to classes at this stage, if the information is not yet known.

If you want teachers to move up with their students in the next academic year, this can be achieved as part of the pastoral promotion process.

The next academic year **must** have been created before the next year's pastoral structure can be set up (creating next years' classes).

1. Follow route **Focus / School / Pastoral Structure / Next Academic Year Structure**

   This will display the **Next Academic Year Pastoral Structure** page.

✹ **WARNING** ✹

Do not edit the names of existing classes in the newly created academic year's structure. Any changes to the current class name will be reflected in the historical data and therefore, changing the current name will mean every current and historical instance of the name will be changed.

e.g. If a class is called 4FGT and is changed to 4ASW, ALL instances of 4FGT will be replaced with 4ASW including all historical and current data.

We recommend a generic class naming convention that does not include the teachers' initials so that from year to year the class names remain the same and all that is necessary is to change the teacher if required and allocated to that class name.

If class names are by teacher's initials and that teacher moves to teach a different year group, then the old class would need to be deleted and a new one set up.

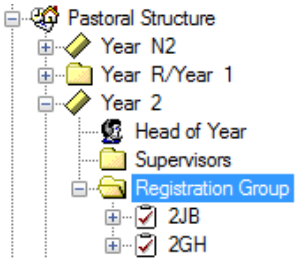
Adding / Editing Registration Groups

To change the names of particular registration groups, you must delete the incorrect ones and add new ones with the correct names. This will commonly be the case where teacher's initials are used as the registration group name.

For example, a teacher has registration group 8ATM this year and will be taking 9ATM next year. There will be a new year 8 Registration Group next year called 8RJC. To deal with this situation, in next year's Pastoral Structure, you must delete registration group 8ATM and add two more registration groups of 9ATM and 8RJC.

Deleting a Registration Group

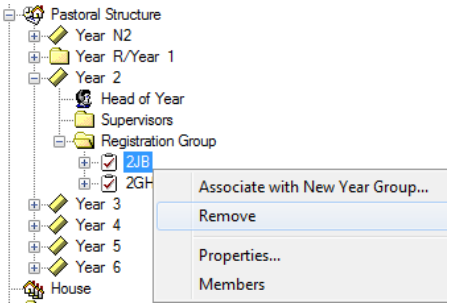
1. Follow route **Focus / School / Pastoral Structure / Next Academic Year Structure**.



2. Click the **+** buttons to expand the pastoral structure to see the class you wish to delete.

3. Right click on the class name and select **Remove.**

4. Click **Yes** when asked to continue.



Adding a New Registration Group

Before Adding a New Registration Group

1. Navigate to the year group in which you wish to add the new group.

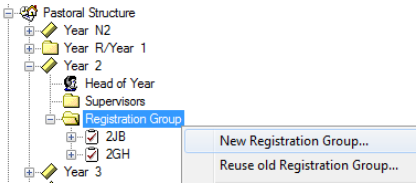
2. Right click on the word **Registration Group** and select **Reuse Old Registration Group**.

Check the list to see if the class name already exists and if it does you will need to use this one as apposed to creating a new one.

Adding a New Registration Group

1. Navigate to the year group in which you wish to add the new group.

2. Right click on the word **Registration group** and select **New Registration group**



3. Complete the Registration Group details screen accordingly.

Note: For the initial set up you will need to include **Short Name** and **Full Name.**

You can add the **Registration Tutor** at any stage in the process up until the first day of term.

Note: If the registration group name that you are trying to use already exists in the system then you will get a message asking if you wish to use this group. Confirm **Yes**.

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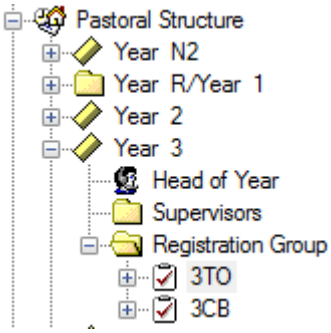
4. Click **Save**.

Adding a Joint Main Supervisor

1. Navigate to **Focus / School / Pastoral Structure / Next Academic Year Structure**.

2. Navigate to the Registration Group that requires the Joint Main Supervisor adding to it:



3. Right-click and select **Properties**

4. In the **Class** dialog box that appears, click on the **Add New Supervisor** icon that is located to the right of the Supervisors panel

   A new window will appear labelled **Supervisor Properties**.

5. In the **Role** drop-down list, select **Joint Main Supervisor**.

6. In the **Person** field, click **Search** (a magnifying glass icon) and search for the member of staff that would like to add to the class.

7. Once you have completed these steps, double-check that the member of staff has been added to the class by clicking on the '+' symbol next to the **Registration Group**. Next to **Registration Tutor**, both teachers should appear.

Set up the Promotion Mapping for the Next Academic Year

Setting up the promotion paths for the pastoral structure is a main part of the end of year procedures. It ensures that student / pupils move from their current year and class into the correct year and class for the next academic year.

This process can be carried out any point as the promotion itself occurs at the beginning of the next academic year (September). You can also repeat the process a number of times until you are happy that all the student / pupils have been allocated to the correct classes.

Note: To promote year groups and classes, the next academic year must have already been set up and the Registration Groups need to be set up for the next year.

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1. Follow route **Routines / School / Promotion**.

   A **Promotion Data Check** message screen will appear advising that pupil data needs to be prepared.

2. Click **OK** and the **Validate Memberships** process will commence.

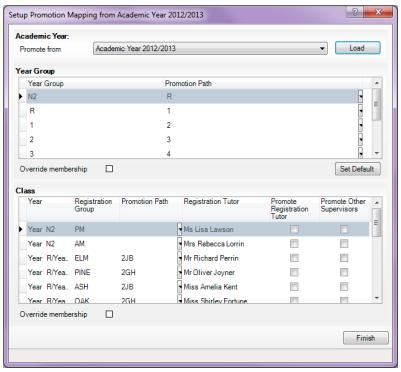
Note: This process may take some time to complete.

Once complete, the **Setup Promotion Mapping** screen will be opened.

3. In the **Promote from** box select the current **Academic Year** from the drop-down list. It is **important** to select the correct academic year otherwise any changes made will be very difficult to rectify.

4. Click the **Load** button to populate the **Year Group** and **Class** panels with information from your pastoral structure.

5. Select both the **Override Memberships** check boxes the **first** time you carry out the promotion mapping process. If you do this any other time than the first time, then it will lose any information you have already set and the system will revert back to how it appeared at the beginning of the process.



Note: The **Promotion Path** is populated with a default set of promotion paths (where one year is promoted to the next, i.e. Year 1 is promoted to Year 2 and so on). If you have made changes and wish to return to this path setting at any point, click the **Set Default** button.

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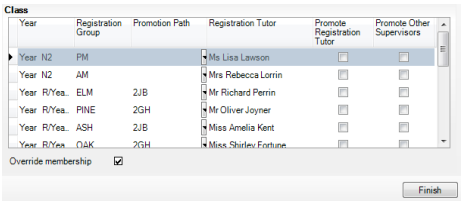
6. In the Year Group panel, it is unlikely that you will need to change the promotion path from the default, but you can do so if required. Click on the year group in the **Promotion Path** column and select the required year from the drop-down list.

7. In the **Classes** panel set the promotion path for each class. Using the **Promotion Path** column select the class the student / pupils will be in next academic year from the drop-down list.

8. Repeat for all the classes in the grid.



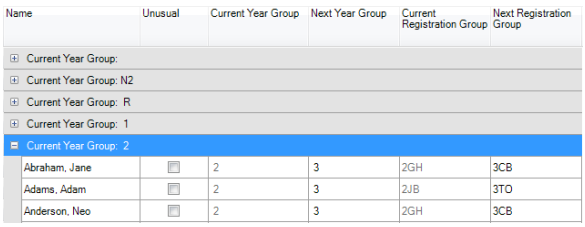
Note: It is possible to leave the promotion path blank if the pupils are being promoted into different classes. If a mixed year group is promoting to different classes, leave the Promotion Path blank, and assign pupils individually to the correct class as described in step 11-14.

9. The **Registration Tutor** column displays the name of the current Registration Group Tutor. If you want the current registration tutor to be promoted with the class, select the **Promote Registration Tutor** check box.

10. If you wish to repeat this 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 student / pupils in the **2A** registration group were to be promoted to **3A** and subsequently wanted to go from **2A** to **3B**, you would need to select the **Override Memberships** check box. Selecting **Override Memeberships** will reset the system back to how it appeared at the start of the process, removing any changes previously made. You can do this as many times as necessary during the Summer Term as promotion does not take place until September.

11. Click **Finish** to save the settings.

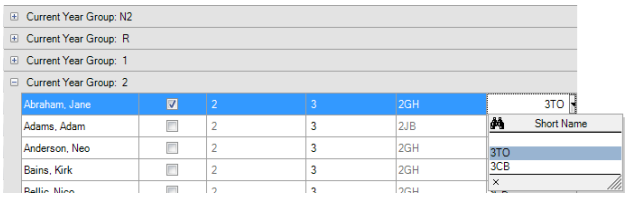
    The system will display the **Promote Pastoral Groups** page, which lists the current year groups.



12. Click the **+** icon adjacent to the required current year to view the promotion path for each student / pupil. (If you cannot see the + button then double click on the appropriate row)

You can choose to group the student / pupils differently by clicking on the drop down beside **Customise**

13. You can click the **Map** button on the toolbar at any point to return to the **Setup Promotion Mapping** dialog.



14. Once expanded, you can change the year or class for any individual pupils by clicking in the appropriate column and selecting a different year or class from the drop-down list. The change will appear in red and the **Unusual** check box will be selected. Repeat as required.

In addition, you can highlight multiple pupils using any of the following methods:

- To select non-sequential student / pupils, hold down the **Ctrl** key and single click each student / pupil to be selected.

- To select sequentially listed student / pupils, single click the first student / pupil in the list, hold down the **Shift** key, then single click the last student / pupil in the list.

Name	Unusual	Current Year Group	Next Year Group	Current Registration Group	Next Registration Group
⊞ Current Year Group:					
⊞ Current Year Group: N2					
⊞ Current Year Group: R					
⊞ Current Year Group: 1					
⊟ Current Year Group: 2					
Abraham, Jane	☑	2	3	2GH	3TO
Adams, Adam	☐	2	3	2JB	3TO
Anderson, Neo	☐	2	3	2GH	3CB
Bains, Kirk	☐	2	3	2GH	3CB
Bellic, Nico	☐	2	3	2GH	3CB
Bellic, Roman	☐	2	3	2GH	3CB
Cadilia, Celia	☑	2	3	2GH	3TO
Carlsen, Neville	☐	2	3	2GH	3CB
Charles, Harry	☑	2	3	2JB	3CB
Danny, Abbey	☐	2	3	2GH	3CB

15. Click **Save** once you have assigned the necessary pupils.

    A warning dialog will be displayed if there are any unusual promotions selected. Click the **Yes** button to accept the warning.

Note: This may take some time to save.

The class memberships will automatically change at the beginning of the next academic year.