End of Year 2023 06

Dealing with New Registration Groups

For Secondary School Administrative Staff

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Allocating Admission Students to Registration Groups

There are two ways to allocate **pre-admission students** to Registration Groups, either:

- Individually through the **Pre-Admission Student Details** page, or;
- In bulk using the following instructions:

1. Select **Focus / School / Pastoral Structure / Next Academic Year Structure.**

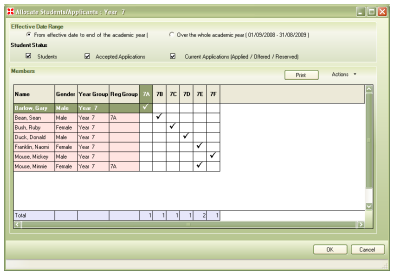
2. The Effective Date defaults to the start date of the next academic year. Change this to the proposed Date of Admission for your **Accepted Pre-Admission Students**

3. Click **Go**.

4. Expand the Pastoral Structure by click on the **+**.

5. Right-click the required Registration Group folder and select Members from the pop-up menu to open the **Allocate Students/Applicants** dialog.

6. Click in the cell for the required **Registration Group** to place a tick in the box.



- The student's **Name**, **Gender**, current **Year Group** and current **Registration Group** will be displayed together with the total number of students allocated to each class at the bottom of the grid. Right-click on any column heading to change the order. Clicking an individual Registration Group heading can be useful to identify whether there are any blanks.

- Additional columns can be displayed by clicking the **Actions** button and selecting an item from the drop-down menu such as House, Ethnicity, Previous School, Admission No. and Date of Birth, etc.

Printing Registration Group Lists for Next Year

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

2. Expand the **Student focus** and double-click the pre-defined report entitled **Registration Groups**.

3. Select the required Start Date using a date on or after the proposed date of admission to include any new students.

4. Click **OK**.