End of Year Procedures in SIMS – Summer 2019

Author(s): The ICT Service Helpline
Reviewed by: Helpline
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Please note: SIMS is continually developing, and routes and means of carrying out routines are constantly changing. There are some procedures which can be performed in more than one way. These notes reflect our recommendations for Year End Procedures for SIMS on the Spring 2019 release (version 7.186). Updated versions will be posted if and when these become necessary.

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1. Updating staff details using Personnel 7

1.1 Adding New Staff in SIMS

Initially, only Basic Details and an Employment Start Date need to be entered. This date should be the same as the Contract Start Date (which may not necessarily be the date they first come into school). Please note: All statutory data fields including address, ethnicity, employment details, etc., must be completed before the School Workforce Census in the Autumn.

![Select Focus | Person | Staff then click the New button on the toolbar.](image)

Alternatively click on the Staff Details icon.

![Enter the Surname only and click on Continue](image)

If the Matched People screen opens, carefully check the matches found in case this person has been entered into SIMS previously.

If there is an existing record, highlight the name, click Open and continue.

If there is no previous record, click New and continue.

![Enter the required information.](image)

For teaching staff ensure the Teaching Staff check box is selected and the applicable Teacher Category is chosen from the drop-down list, e.g. Qualified Teacher.

Click the Save button then repeat as required for all new staff members.

1.2 Adding Leaving Dates for Existing Staff Members in SIMS

1. Select Focus | Person | Staff and choose the required member of staff.
2. Open the active contract on the Employment Details panel.
3. Add a destination and a contract end date.
4. When prompted confirm that the contract end date is also the date of leaving.
5. Click the Save button. Repeat as required for all staff leavers.
2. Setting up the next academic year in SIMS

Before commencing, check that the Selected Academic Year at the top of the SIMS Home Page shows as the current year 2018/2019.

Locally hosted schools should create a backup in System Manager before creating the New Academic Year (name it Pre – new year setup). (Centrally Hosted schools do not need to make this backup.)

2.1 Creating a new academic year in SIMS

Important notes:

It is advisable that all other users are logged out of SIMS before commencing this process because of the amount of processing resources required to create an academic year. Continuing to work whilst an academic year is being created may result in error messages.

Please be aware that the process can take a considerable amount of time while the system creates attendance marks for the new academic year.

When creating an academic year, the start date of the first term is deemed to be the first day of the academic year, with an end date 364 days later. For example, if the academic year starts on 01/09/19 then an end date of 31/08/19 will be automatically supplied.

The first day of term should be specified even if pupils are not in attendance (e.g. if it is a staff training day).

Any dates within the start and end dates of the academic year, that are not term dates or training days, are considered to be holidays. This prevents the need to manually enter holidays (apart from half-terms and bank holidays).

Promotion into new year groups, etc., occurs automatically on the first day of the first term of the new academic year, providing that the promotion process has been carried out.

BEFORE PROCEEDING: Please check that you have carried out the following:

- Recorded any changes to teaching staff (adding new teachers & any leaving dates).
- Ensured that you have all the new academic year term and holiday dates.

Click **Routines | School | Academic Year**

From the Define an Academic Year Screen - Click **Next**
Work your way through the Wizard entering the dates as given below. Check that no errors are reported in the bottom box of each screen before moving on to the next.

Dates for Cambridgeshire schools for 2018/2019 are:

**Term Dates**

<table>
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<tr>
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<th>Dates</th>
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<tbody>
<tr>
<td>Autumn Term Start</td>
<td>04/09/2019</td>
</tr>
<tr>
<td>Autumn Term End</td>
<td>18/12/2019</td>
</tr>
<tr>
<td>Spring Term Start</td>
<td>06/01/2020</td>
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<tr>
<td>Spring Term End</td>
<td>01/04/2020</td>
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<tr>
<td>Summer Term Start</td>
<td>20/04/2020</td>
</tr>
<tr>
<td>Summer Term End</td>
<td>22/07/2020</td>
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**Half Term Dates**

<table>
<thead>
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<th>Half Term</th>
<th>Dates</th>
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<tr>
<td>Autumn Half Term</td>
<td>21/10/2019 to 25/10/2019</td>
</tr>
<tr>
<td>Spring Half Term</td>
<td>17/02/2020 to 21/02/2020</td>
</tr>
<tr>
<td>Summer Half Term</td>
<td>25/05/2020 to 29/05/2020</td>
</tr>
</tbody>
</table>

**Staff Training Days**

Schools have five staff training days available to take at their discretion from within term time. These can be added now, if known, or at a later date by using the School Diary in SIMS (see section 12.7).

**Bank Holiday**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>May Day</td>
<td>04/05/2020</td>
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</table>

Please be aware that the new year can take quite a while to save and this process should not be stopped once started. When the creation process is complete you will see the message: Academic Year was successfully created. It is very important that term and half term dates are recorded correctly, editing the academic year once it has begun can take a VERY long time, can lock SIMS for all users and cause other problems.
3. Next academic year structure

Once the New Academic Year has been created the Pastoral Structure for the Next Academic Year should be checked to ensure that it reflects next year’s structure.

Go to Focus | School | Pastoral Structure | Next Academic Year Structure

3.1 Classes In Primary Schools

The names given to classes can have a great impact on the smooth running of SIMS. There are certain choices that we recommend and others that we strongly advise against.

- **DO NOT** name your classes with your teachers’ names
- **DO NOT** name your classes with your teachers’ initials
- **DO NOT** name your classes according to the years they contain e.g. Year 3

- **Do** give your classes names that can continue year after year, e.g. Class 1, Class 2, Class 3, etc. / Oak, Ash, Elm, etc. / Red, Blue, Green, etc.
- Carrying forward class names from year to year makes it possible to run historical reports
- Class teachers’ names are attached to classes in the pastoral structure – therefore any reports or class lists will have the teachers’ names on

If your class names **DO NOT CONFORM** to the above criteria, or if you just wish to change any class names, **DO NOT EDIT THE EXISTING CLASSES – THEY MUST BE REMOVED AND NEW CLASSES CREATED.**

If your class names conform to the criteria above and no classes need to be added or removed, you can move on to section 3.7 Changing Class Teachers.

*Set up your classes in next year’s pastoral structure well before 1 September 2019*

3.2 Setting up next year’s classes in pastoral structure

Once you have decided how your classes are to be named, you can set up your new classes in Next Year’s Pastoral Structure. The Next Academic Year must have been created and the Next Year’s Pastoral structure must be correct.

Select Focus | School | Pastoral Structure | Next Academic Year Structure

Click on Go
3.3 Checking existing classes – vertically structured schools

With a **Horizontal Structure** each Year Group’s classes can be seen in the Registration Group folder contained in that Year Group’s folder.

If your classes are already appropriately named, the only change you may need to make is to amend teacher details (see section 3.7).

3.4 Checking existing classes – horizontally structured schools.

With a **Vertical Structure** all the classes can be seen under the Registration Group Folder contained in the Year Group Folder.
3.5 Adding new classes - **Do not rename old classes**

Right click on the words *Registration Group.* Schools with a *Horizontal Structure* will need to click on *Registration Group* under the particular *Year Group* whose classes are to be amended. Left click on *New Registration Group.*

Type in the **Short** (maximum 10 characters) and **Full** names of the new class. **Click** on the **Browser** next to **Registration Tutor**  
**Click** on **Search**  
Locate and highlight the **teacher** and **click** on **OK**

A **second class teacher** can be added via the **Supervisors** section – **click** on the **Add new supervisor** icon – select **Joint Main Supervisor** as the **Role** – locate and highlight the **teacher** – **click** **OK** – **click** **OK** again

Check all class details are correct and **click** on **OK**  
If you receive a message saying ‘this class name already exists do you wish to re-use?’, **click** on **NO**

3.6 Removing classes

**Right click** on the **Class** to be removed  
**Left Click** on **Remove**

‘Selected Group will be deleted. Do you want to continue?’  
**Click** **Yes**
3.7 Changing class teachers

Class Teachers can be changed at any time of the year. Enter details of any new teaching staff in Personnel/Staff in SIMS. Ensure a tick is placed in the Teacher box.

In Pastoral Structure open up the structure by clicking on the + sign next to the folder for the relevant Year Group(s).

Click on the + sign next to the Registration Group folder

Right click on the class that requires a change of teacher.

Left click on Properties.

Click on the browser alongside the Registration Tutor box.

Click on Search

Locate and highlight the new teacher

Click on OK

Click on OK again

Note: only staff with a tick in the teacher box in Personnel/Staff details will appear on this list.

If two teachers share the class, the second teacher should be added as Joint Main Supervisor – see procedure in section 3.5.

Click on Save.
4. Add Intake/Admission Groups

Intake and admission groups are used to maintain lists of applicants who have registered an interest in being taught at your school. It is possible to create an intake group which contains more than one admission group, e.g. a Nursery Year Intake Group with separate termly admission groups – please contact the Helpline if you require assistance with this setup.

**IMPORTANT NOTE:** Please ensure that the Date of Admission lies within the new academic year, i.e. on or after 4th September 2018. We recommend that the Date of Admission is the day that the children will actually arrive in school, i.e. not a staff training day.

4.1 Adding an Intake Group

1. Select Routines | Admission | Admission Groups | Setup to display the Find Intake Group browser.
2. Click on Search to ensure that the intake group does not already exist.
3. Click the New button to display the Intake Group Details page. Mandatory fields are highlighted in red.
4. On the Intake Group panel, select the Admission Year to which the intake group relates (e.g. 2018/2019) from the drop-down list (this defaults to the next academic year).
5. Select the required Admission Season (Autumn, Spring or Summer).
6. Select the required Year Group from the drop-down.
7. Enter the number of applicants that you expect to admit to this intake group in the Planned Admission field.
8. Click into the Name box and it will populate automatically.

4.2 Adding an Admission Group

1. Click into the Name box and an appropriate name should appear.
2. Enter the Date of Admission for the group.
3. Click the Save button on the toolbar to create the intake and admission group.

It is necessary to close completely out of SIMS and log back in again before this group will become available for adding pre-admission pupils.

4.3 Housekeeping Intake/Admission Groups

Over the years the number of Intake/Admission Groups can become very long and make it difficult to identify the specific group you wish to work on. Old Intake/Admission groups should be de-activated, so they are no longer visible in the default Active list.

1. Select Routines | Admission | Admission Groups | Setup to display the Find Intake Group browser.
2. Click on Search.
3. Double click on the old Intake/Admission Group – remove the tick from Active – click Save.

4. **Note:** if you are unable to de-activate a group, it will be because active applications still exist – check these via Focus | Admission | Application to delete the application or change the status to Withdrawn as appropriate.

5. De-activated Intake/Admission Groups can still be accessed in Routines | Admission | Admission Groups | Setup – change Status to Inactive – click Search.

### 4.4 Adding Pre-admission Students

ATFs (Admission Transfer Files) with Y7 intake students are supplied to secondary schools. Primary schools can request an ATF file from the IT & Digital Service (previously the IMS team). Importing an ATF will bring in **basic** information on pre-admission students – names, dates of birth, UPNs, addresses, etc. Additional information will still need to be manually added. Guidance notes for importing an ATF file are available for download from the Learn Together Hub.

**To Add Students Manually:**

1. Select Focus | Admission | Application - Click on New to display the Add Applicant page.
2. Enter the child’s **Surname only** and Click on Continue.
3. If a Matched People screen appears, **check this carefully** to ensure the Pupil has not been added previously. (Check the name and role carefully.) If they do not already exist Click on New. If they do already exist, highlight the name and click on Open.
4. Complete the information on the pupil Basic Details panel.
5. Enter their **Date of Birth** or click the Calendar button and select the required date.
6. The Birth Certificate or Passport should be seen as proof of Legal Names and Date of Birth. Tick the appropriate box when one of these documents has been seen.
7. On the Registration Details panel select the Intake Group from the drop-down list:
   - If only one Admission Group exists, this will automatically populate the Admission Group, Year Group, Year Taught In and Date of Admission;
   - If more than one Admission Group exists, select the appropriate group from the drop-down list – this will automatically complete the Year Group, Year Taught In and Date of Admission.
8. Click on Save.

### 4.5 Adding a Home Address

1. Enter the **Post Code** and **House Number** and Click on Continue. (If the applicant has or has had a sibling at your school, use the toggle switch to limit the search to Basic as the address should already be in your system.)
2. If a Matched Address Screen opens, click on the **House Number** or **House Name** heading (on the grey bar immediately above the addresses) – this will sort the addresses.
3. If you can see the correct address, highlight it and click on Open. (If there is more than one version of the same address and you are unsure how to proceed, please contact the Helpline for guidance.)
4. If this is a new address (i.e. a Matched Address Screen does not open) enter New Address Details as appropriate.
5. Click on the drop-down next to **Address Type** and select Home.
6. Click on Save.
4.6 Telephone and Emails

1. Please Note: this section relates to pupil/student details (not parents/contacts), so Primary Schools are not likely to use this panel.

4.7 Adding Family and Home Information

Adding a First Parental Contact

1. It is essential that you have saved the Pupil’s address before adding parental contacts who live at the same address.
2. On the Family / Home panel, add a contact by clicking the New button adjacent to the Contacts field to open the Contact Details screen.
3. Enter the contact’s Surname and Click on Continue.
4. You may receive a warning that “The contact has been given the same address as the student. If this is incorrect, please edit or delete.” (This will only apply to the FIRST contact to be added.) Click OK.
5. If a Matched People screen appears, check this carefully to ensure the Contact has not been added previously. (Check the name and role carefully.) If they do not already exist Click on New. (If they do already exist, highlight the name, click Open & enter appropriate details.)
6. Type in the contact’s Forename (always enter contacts’ forenames as this helps to avoid duplicates being entered) and select the contact’s Title and Gender from the drop-down lists.
7. If the contact is a parent or guardian who is entitled to vote in a ballot for a new governor to be elected, select the Parental Ballot check box.
8. In the Relationship Details screen, specify the Contact Type to identify the relationship of the contact with the child.
9. Put a tick in the Parental Responsibility check box ONLY if applicable.
10. If the contact has Parental Responsibility but does not live at the same address as the child and they wish to receive Reports, put a tick in the relevant check box.
11. If a court order is in place restricting this contact’s access to the child, select the Court Order check box.
12. Enter the Priority for this contact. The highest priority is 1. The higher the priority, the more urgently the contact will be informed in the case of an emergency.
13. On the Telephones and Email Addresses screen, click on the New button and enter the appropriate information. Schools using InTouch should set Primary phone number and email addresses to be used for receipt of text or email messages from the school. (Set Main is for first contact numbers to be used in the event of an emergency.)
14. Click on the Save Button. Click on OK.
15. If the Save button on the pupil details is ‘live’, click on Save.
16. A little house icon should appear next to the contact; this symbol means the contact has the same home address as the pupil. (N.B. If it does not appear and you are unsure how to correct this, please contact the Helpline.)
Adding a Second Parental Contact at the Same Address

1. Enter contact information as for the first parent (points 1-13 as for Adding A First Parental Contact above).
2. It is also necessary to enter address information for the second parent. Enter the Post Code and House Number in the appropriate boxes on the Address panel, click on the Toggle switch to set the search to Basic. Click on Continue.
3. A Matched Address Screen should open – click on the House Number or House Name heading (on the grey bar immediately above the addresses) – this will sort the addresses.
4. If you can see the correct address, highlight it and click on Open. (If there is more than one version of the same address, please contact the Helpline for guidance.)
5. Click on the drop-down next to Address Type and select Home.
6. Click on Save. Click OK.
7. If the Save button on the Pupil Details is ‘live’, click on Save. Click OK.
8. A little house icon should appear next to the contact to indicate that the contact has the same home address as the pupil.

Adding Other Contacts

1. Other contacts can be added in Family/Home Details, e.g. parents living at a different address and other family/friend contacts if required.
2. Always enter Surname and click Continue to check for matched people before continuing.
3. Ensure that all relevant fields are fully and correctly completed.

4.8 Update Parental Salutation/Addressee, Check Family Links

Click on the Cogs to automatically generate the Parental Salutation and Addressee. Only contacts with the Parental Responsibility box ticked who live at the same address as the student will be picked up.

Check that any siblings appear in the Family Links box. Only other students with a mutual contact with Parental Responsibility ticked will be picked up. (If Family Links haven’t populated, try closing and re-opening the pupil record.)

4.9 Meal Patterns

If the intake will only be attending part time for the first few days/weeks, enter the default meal pattern of packed lunch to avoid building up meal charges.
5. Dealing with pupil leavers in SIMS

Important note:

It is essential that you do NOT record leavers by removing their date of admission as this will affect all historical data relating to that pupil. If someone who was a leaver subsequently returns, please ensure that you re-admit them (see full procedure guidance in section 11.2) – do not simply remove the date of leaving as this will also affect the history. To ensure that information required for statutory returns (e.g. School Census) is accurate and up to date, check that Ethnicity and First Language have been recorded BEFORE making the pupil a leaver.

The facility to record leavers allows accurate records to be kept of pupils after they have left the school. During the Summer Term mark pupils as leavers, if you are sure they are leaving, e.g. Year 6 pupils moving onto secondary school. Secondary schools in Cambridgeshire that have signed up for support from the IT & Digital Service will receive a file containing data on their new intake. However, some schools have not signed up for this support, or for other reasons may wish to obtain data on their next intake direct from the primary schools. If the destination schools of your Year 6 leavers request a CTF from you it could be very helpful to them if you are prepared to create a CTF containing the students that are moving to their school. Please do be aware that lots of schools have now become academies, and some of these have changed their DfE number. If this is the case, you will need to check/edit their DfE number in SIMS (Tools | Other Schools | Search) so that any CTF will be created for the correct destination.

Dealing with Year 6 Leavers can be done in bulk through the following routine:

Click on Routines | Pupil | Leavers

Select the Year Group to be worked on and click on Search

From the drop-down menu next to Select click on All

Add the Date of Leaving and Reason for Leaving. Type the Destination School name in Destination after Leaving. Highlight the pupils going to that school and click on Assign to Selected.

Pupils can be cherry-picked by holding down the Control key and left clicking on the pupils moving to that school. A block of pupils can be selected by highlighting the first pupil, holding down the Shift key and left clicking on the last pupil. If all pupils are moving to the same secondary school, simply click on Assign to All.
**TIP:** if you deal with the destination schools that have just a few pupils moving to them first, these pupils can then be removed from the list. Finally, you will be left with the bulk of students who are going to the main destination school and you can use the **Assign to All** option.

When the appropriate pupils have been selected, Click on **Save**.

**Individual leavers** can also be allocated leaving dates and destinations via the above route – alternatively this can be done by inputting a leaving date in the **School History** section of a pupil’s details.

**Note:** if the School History method is used, it is necessary to first enter an end date in their **Meal Pattern** on the **Dietary** Panel of **Pupil Details**.
6. Creating CTF files

Common Transfer Files (CTF) are generated by SIMS to pass on the statutory information you hold about students to their next school or the LA. Please note, if possible a Date of Leaving should be assigned before a CTF file is generated. It is not a requirement to create CTF files for Year 6 leavers who are going to Secondary schools in Cambridgeshire; however, if destination schools request a CTF it can be very helpful to them if you are willing to provide one.

Use the path Routines | Data Out | CTF | Export CTF – select General as the Export Type

Data to be included/excluded in the CTF can be selected by ticking/unticking the boxes on the Data to be Exported panel. For export all boxes should be ticked.

If the pupils to be exported have already been allocated a leaving date, the View may need to be changed to Leavers this year and the Refresh Students button clicked for those pupils to be visible. If they still cannot be seen place a tick in Include students already exported and again Refresh Students.

The number of pupils in the list can be restricted by using the drop-down list for Year Grp and selecting the Year Group that is leaving.
The CTF is then ready to upload to the S2S website.

**DfE Sign In**

If you are unsure where to find the file, the location of your CTFOUT directory can be checked as follows:

Pupils going to a particular destination school can be **cherry-picked** by holding down the **Control key** while clicking in to the destination box for each pupil going to that school. When the last pupil is selected, use the drop-down list to select the Destination School for this group.

A **block** of pupils can be chosen by selecting the first pupil on the list, then, while holding down the **Shift key**, clicking on the last pupil. The Destination School can then be selected from the drop-down list in the Destination School box for the last child.

All the pupils can be selected by right clicking in the Destination School column and clicking **Select All**.

The name of the school should appear in the Destination School box for all the selected pupils.

Click **Export CTF**

When the export is complete, check that the **Number of students processed** agrees with the number of students selected.

Details of any incorrect or missing data will be recorded in the Exception Log box.

Any students with missing ethnic information will not be exported.

The CTF is then ready to upload to the S2S website.

**DfE Sign In**
For centrally hosted schools the location of the file should be Central Share | SIMS Share | Statutory Returns | CTFout.

For locally hosted schools it should be s:\statutory returns\CTFout
7. The promotion process in SIMS

The promotion process is the means by which each Year group in your school is promoted into the next year automatically on the first day of the next academic year. This process also enables you to allocate pupils to classes for the next year.

Use the route Routines | School | Promotion

Click on OK to run the Promotion Data Check
Note: This can take a long time

On the Setup Promotion Mapping screen, ensure the Promote from box says Academic Year 2018/2019
Click on Load

Put a tick in both override membership boxes. (Note: these boxes should only be ticked the first time this process is run or class allocations you have previously made will be overwritten.)

Ensure your year group promotion paths are correct, i.e. R to 1, 1 to 2, etc.

If new year groups have been added eg. the school now have a Nursery and therefore have YN2 and perhaps YN1, these will need to have their promotion paths added.

This process must be done to ensure your year groups are promoted at the start of the next academic year, and to enable allocation of pupils to next year's classes.
Schools with a **Horizontal Structure** (NOT those with a Vertical Structure) – if a whole class from one year group is being promoted to another class in the next year group, click on the drop-down under Promotion Path next to the current class name and select next year’s class. (The example in the diagram opposite shows the 4SL Class moving up to the 5DT Class.)

**Click on Finish** (you can return to this screen if required).

On the **Promote Pastoral Groups** screen, pupils can be allocated to their classes for next year.

The customise option can be used to filter the pupils to make it easier for you to allocate them to their next classes.

Pupils can be **highlighted** and then allocated to their next class by selecting it from the **drop-down** list.

A **selection of pupils** can be **cherry-picked** by holding down the **Control key** - then click on the class they are moving up to.

A **block of pupils** can be **highlighted** by **clicking** on the first child, then holding down the **Shift key** and **clicking** on the last pupil – then click on their new class.

When you have finished allocating next year’s classes click on **Save**.
Remember to Save before closing out of the Promote Pastoral Groups Screen.

You may get a message like this one (particularly schools with a Vertical Structure). If you are sure your pupils have been mapped to the correct class – click Yes.

Pupils can also be allocated to their classes for next year in Next Academic Year's Pastoral Structure. (Focus | School | Pastoral Structure | Next Academic Year Structure)

Right Click on the words Registration Group for the relevant group.

Left click on Members.

This table can be sorted by right clicking on any of the column headings.

Places are allocated by putting a tick in the relevant column for each child.

When you have finished click on OK.

Don’t forget to Save.

Please note: Allocating New Intake to classes is covered in Section 9.
8. Changing Pre-admission Students’ Status to Accepted

When a pre-admission is entered into SIMS, they will automatically be allocated a status of **Applied**. To be able to run off any reports for your pre-admissions their status needs to be **Accepted** (this status means they have been offered and have accepted a place at your school; this is **not** the same as **Admitted**).

The status of pre-admissions can be changed from within a pre-admission pupil’s details or in bulk.

**Either:**

Use the path: **Focus | Admission | Application** – click **Search** – highlight and open the pupil’s details – in Tab 2 change the **Application Status** using the drop-down options:

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Application Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offered</td>
<td>2016/2017 - Autumn Year 5 (A)</td>
</tr>
<tr>
<td>Accepted</td>
<td>Curriculum Year 5</td>
</tr>
<tr>
<td>Rejected</td>
<td>Year Taught In</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Home</td>
</tr>
<tr>
<td>Offered</td>
<td>Age On Entry</td>
</tr>
<tr>
<td>Offered</td>
<td>Enrolment Status</td>
</tr>
<tr>
<td>Accepted</td>
<td>Late Application</td>
</tr>
</tbody>
</table>

**Or:**

Use the path: **Routines | Admission | Accept Applications**

Click **Search** – select and open the required Intake Group – locate the group of pre-admissions by selecting the relevant **Current Application Status** from the drop-down options (they will currently be either **Applied** or **Offered**):

Pre-admissions, added manually or imported into SIMS in either a CTF or ATF file, will automatically be assigned a status of **Applied**. **Offered** means the student has been offered the place applied for (this category is not necessary for many primary schools, particularly if they are not responsible for their own Admissions). The status **Accepted** (i.e. the student has accepted the place offered) can be assigned to students with a current status of **Applied**.

It is necessary for pre-admissions to have a status of **Accepted** to enable reports to be run for them.
9. Allocating Applicants to Classes

There are two ways to allocate applicants to classes (registration groups), either individually through the Application Details page or in bulk in the next academic year’s pastoral structure, using the following instructions.

Before being able to allocate applicants to classes/registration groups, you must have:

- Added the applicants via Focus | Admission | Application
- Given each applicant an application status of Accepted.

1. Select Focus | School | Pastoral Structure | Next Academic Year Structure to display the Next Academic Year Pastoral Structure page.
2. Change the date to the date of admission of this Pre-admission Group and Click Go. If this date is left as the first day of the next academic year and the actual Admission date is some days later, the pre-admission pupils will not show.
3. Right-click the relevant folder named Registration Group and left click on Members from the pop-up menu to open the Allocate Students/Applicants dialog.
4. Select the required class (registration group) for each applicant/pupil in the grid by clicking in the appropriate cell to display a tick. Clicking again will remove the tick if required.
5. Once you have identified classes (registration groups) for all the required applicants/pupils, click the OK button to save the changes.
10. Printing Class (Registration Group) Lists for the New Academic Year

Class (registration group) lists can easily be produced using any of the following pre-defined reports.

Either click on the Run Report icon or use route: Reports | Run Report – then click on the + next to Focus, then Student

Registration Groups (Dated) is the basic report

Registration Groups (Dated DOB Sort)
As per the Registration Groups (Dated) report, but in Date of Birth order.

Registration Groups (Dated Gender Sort)
As per the Registration Groups (Dated) report, but in Gender order.

Registration Groups (Dated with Columns)
As per the Registration Groups (Dated) report, but with five additional blank columns.

Please note: The reports only show new applicants who have a status of Accepted.

To produce lists for the new academic year, use the Effective Date to enter a date in the new academic year which is on or after the date of admission for these pupils, e.g. 09/09/2018.

Please note: Schools that use either Academic Management or SIMS Learning Gateway - Year End procedures for these applications can be found in Section 13.
11. After the New Academic Year has started

The following routines should be undertaken once the new academic year has started.

- In SIMS, admit applicants
- In SIMS, record any re-admission pupils
- In Attendance, print the Official Register for July – Reports | Attendance | Whole Group Pupil Reports | Official Register Report
- In Attendance, for Nursery pupils who will have a set pattern of part-time attendance over a long period, you may wish to use the following routine to enter codes in advance – Focus | Attendance | Enter a Weekly Pattern

11.1 Admit Applicants

Applicants should be admitted when you are certain that they will be attending your school. This is usually done when the applicants actually arrive in school.

1. Select Routines | Admission | Admit Applications to display the Find Intake Group browser.
2. Search for and then double-click the required intake group to display the Admit Applicant Detail page.
3. If you wish to admit applicants with a different application status, such as Offered, select it from the Application Status drop-down list then follow the remainder of this process.
4. If you wish to assign permanent UPNs to the applicants, click the Assign Permanent UPN button. Permanent UPNs are issued to new applicants only when it is believed that they have never previously been allocated a UPN, or to replace a temporary UPN.

The Assign UPN column will then be populated with Assign Permanent UPN as shown in the following graphic:

![Assign UPN column](image)

**Important note:** UPN information is required for School Census. This is the only opportunity to bulk allocate UPNs. If you do not generate them here, you will need to allocate UPNs on an individual basis via the Pupil Details page.

5. To edit individual applicants, select the required value from the drop-down list in the Assign UPN column, e.g. No Change (if the applicant already has a UPN) or Assign Temporary UPN.
- Permanent UPNs are issued to new applicants only when it is believed that they have never previously been allocated a UPN, or to replace a temporary UPN.
- Temporary UPNs are issued to an applicant only when a school does not know their permanent UPN (e.g. awaiting transfer file/applicant’s information).

6. If you intend to admit all the applicants in the selected intake group, click the Admit All button. Alternatively, click in the Admitted column adjacent to each applicant you wish to admit. The most effective method is to click the Admit All button and edit any exceptions.

7. Once complete, click the Save button to admit the applicants. The Applications panel will refresh its display and show only those applicants with an application status matching that selected in the Application Status drop-down list. In most cases, the list will be empty.

11.2 Re-Admit any Pupils/Students

Any pupils who left your school to be educated elsewhere, and who subsequently return, must be re-admitted rather than added to the system again. This ensures that the pupil’s educational History is maintained.

Important notes:

- It is essential that you follow the re-admit process for re-admissions (see below: To re-admit a pupil). Do NOT remove the Date of Leaving as a method of re-admitting.
- However, if you were told a pupil was leaving and you recorded the appropriate leaving information in the summer term, but then the pupil returns to your school in the autumn without having attended elsewhere, in this particular circumstance you should simply remove the leaving date and reason for leaving. SIMS then correctly indicates that the pupil didn’t actually leave the school.

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 if it is the case. If you do not want any gaps in the associated class (registration group) memberships, then you will need to edit the history via Focus | Pupil | Pupil Details by clicking the History button on the Registration panel.

To re-admit a pupil:

1. Select Focus | Pupil | Pupil Details to display the Pupil Details page.
2. Click the New button to display the Add Pupil/Student page.
3. Enter the pupil’s Surname only into the Basic Details panel then click the Continue button. A list of Matched People matching the search criteria entered will be displayed.
4. Highlight the required pupil and click on the Open button to display a warning message ‘The selected pupil is a Leaver, do you want to re-admit the pupil?’
5. If you are certain that this is the pupil who should be re-admitted, click the Yes button. The pupil’s details will be displayed.
6. Add/Edit further details as required, then click the **Save** button on the toolbar. All mandatory fields will be highlighted in red and must be completed before you will be able to finally save the pupil’s details.

7. Click the **Save** button again if any additional data has been added.

12. **Housekeeping Routines**

12.1 **Deleting Historical Data**

To comply with GDPR it is important to consider what historical data you hold in your MIS system. To comply with your school’s policies on how long different categories of data are retained, the bulk delete functionality in SIMS should be used to delete data. Data Protection Officer rights are required to be able to access the Bulk Delete area. Any students with SEN or child welfare issues etc. should be protected before using the application to ensure data is not deleted by mistake. The Bulk Delete functionality is accessed from Routines | Pupil | Bulk Delete Pupil data. Detailed guidance can be obtained from the Documentation Centre on the SIMS Homepage.

12.2 **Updating Parental Salutation and Addressee**

Go to **Routines | Pupil | Update Salutation/Addressee | Parental**

- Bring up the group you wish to work with, e.g. a particular Year group.
- Click on **Search**.
- From the drop-down next to the **Select** button click on **All**.
- Put a tick in **Update Parental Salutation | Update Parental Addressee | Overwrite any existing information**
- Click on **Generate**
- Don’t forget to **Save**.

This screen can, in fact, be a very helpful one. For example, if there is a pupil who lives with both parents but the Addressee generated only contains one or is blank, this suggests that duplicate addresses exist in the system and need resolving. Alternatively, the contact has not been ticked as having parental responsibility.
12.3 Update Mailing Points

Use the route **Tools | Housekeeping | General | Tab 3: Update Mailing Point**

![Image](image_url)

Ensure **Effective Date** is on or after the date of arrival for your new admissions. Select oldest or youngest child as appropriate, and click **Apply**.

Note: name formats can also be updated from this page to ensure consistency.

12.4 Update FSM Information

Use the Free School Meal eligibility list, supplied by Education Welfare at the start of term, to update this information in SIMS. In **Pupil Details** select the relevant pupil(s) and go to **Panel 6: Dietary**. Add any new Start and End Dates in the **Eligible for Free Meals** area. (N.B. **Do not remove** details of previous periods of eligibility, as this will result in the pupils showing debts in Dinner Money.)

12.5 Update Pupil Premium Information

This is a simple tick box found on the **Additional Details** panel of **Pupil Details**. This indicator is NOT picked up by the census but can be very useful to schools or reporting on just these pupils (attendance, assessment reports etc.) Where a pupil attracts pupil premium funding this box requires ticking each year. Importing the DfE report downloaded from the Key to Success, which shows which pupils the school is currently receiving funding for, can be used to populate the PPI tick box. However this will not contain pupils who have joined the school since the January census or have become eligible for Pupil Premium more recently. The Bulk Update routine in SIMS (**routines | pupil | bulk update**) can be used to manually edit pupil premium indicator for the current year.

12.6 Update Part-time Details

Check that Pupils who have moved to Full Time now have **All Day** in the Attendance Mode box on the **Registration Panel of Pupil Details** (particularly pupils moving from Nursery to Reception). Also check that there is an appropriate **End Date** in the **Part-time Details** box, as not doing so will result in these pupils being counted as part-time by the School Census and this will have implications for the school’s budget.
12.7 Send Out Data Collection Sheets

As soon as possible after the start of the new year, send out Data Collection Sheets to all your students, asking parents to check these carefully so that contact information you hold can be as accurate as possible. Whenever a pupil moves house, enter the new information as soon as possible. Please ensure that start and end dates are accurate. If necessary, these can be edited from the History button on the Addresses Panel of Pupil Details. This information is shared with Social Services, Education Welfare, School Admissions and other Local Authority Departments. Accurate information can be vital in highlighting possible warning signs for child protection issues, etc.

12.8 Update Staff Training Days in School Diary

N.B editing an academic year once it has started can take a VERY long time, can lock SIMS for all users and cause other problems. Adding or removing Staff Training Days should be done in the SCHOOL DIARY area of SIMS, it is not necessary to edit the Academic year.

Schools have five staff training days available to take at their discretion from within term time. If not already added during the Academic Year setup process, these can be added at any time in the School Diary via Focus | School | School Diary.

To add a staff training day via the School Diary and ensure that the correct code is written into Attendance: right click in the relevant date – left click on New Staff Training... – enter a relevant Description – select Staff Training Day from the drop-down Category options – ensure all other details in the dialog box are correct – click OK.