Guidance for Schools responsible for Own Admissions 2018-2019 Using the Basic License
KEY DATES

Secondary Schools

to receive ADT files via S2S website from 24th November 2017.

to create ASL files and send back to NCC via S2S by 5pm 11th January 2018.

to receive list of potential students on 23rd February 2018

ATF file will be available via S2S by 2nd March 2018

Primary Schools

to receive ADT files via S2S website from 6th February 2018

to create ASL files and send back to NCC via S2S by 5pm 27th February 2018

to receive list of potential pupils on 13th April 2018

ATF file will be available via S2S in the week ending 20th April 2018

IMPORTANT NOTE

If you discover any possible errors in data (for example incorrect names), you must email admissions@northamptonshire.gov.uk

After importing the ADT file it is important that you do not amend the data until after the ASL file has been created and returned to NCC via S2S.

You must take care on importing any other file after you have manually amended the data on your system. For example, importing an ATF file after data has been manually amended would result in any manual adjustments being overwritten.
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</table>
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to receive list of potential pupils on 13\textsuperscript{th} April 2018
ATF file will be available via S2S by 20\textsuperscript{th} April 2018

IMPORTANT NOTE

After Importing the ADT file it is important that you do not amend the data until after the ASL file has been created and returned to NCC via S2S.
You must take care on importing any other file i.e. ATF file as data manually amended after the import of the ADT file will be overwritten.
Permissions in SIMS
When running SIMS you should use the Login Name and Password assigned to you by the System Manager. This will have been set up using the System Manager for Windows module, together with the Group(s) to which specific users have been assigned in order for them to have permission to access the required functionality.

To complete the processes described in this document, users should ensure that they have been granted access as a member of the Admission Officer Permission group as defined in System Manager.

To add a member of staff to the Admissions Officer permissions Group in System Manager

1. Select Focus | System Manager | Manage Users to display the Find User browser and select the required SIMS user.

2. Click the Groups hyperlink on the User Details page to display the Groups panel.

3. Click the Add button to display the Select Group(s) dialog.
4. Highlight the Admission Officer group.

5. Click the OK button to add the group to the list in the Groups panel of the User Details page.

6. Click the Save button to record the group membership changes.

**NOTE:** The Start Date for a group membership defaults to the Effective Date selected when the Add button is clicked.

This is useful if you are setting up permissions for the next academic year, but you do not want the user to be a member of the group until the year starts.
Introduction

The Admissions Code of Practice applies to the admissions process for Primary and Secondary schools.

Under this system, parents submit an application form on line (the School Application Form) to Northamptonshire County Council (NCC) Local Authority (LA), listing their preferred schools for their child’s education. Supporting reasons can be given to indicate why they feel their child’s attendance at a particular school would be more beneficial than their attendance elsewhere.

In co-operation with other Admission Authorities, the LA is responsible for processing all the submitted preferences and for ensuring that each applicant is issued with a single offer of a school place. Parents are then advised of this offer.

Schools that act as their own Admissions Authority will receive an Admissions Data Transfer (ADT) file from the LA for import into SIMS. This file contains details of all the applicants who have specified a preference to attend the school.

Each school is then responsible for sorting the applicants (or ranking them) in order of acceptance, so that the number of free places available for an intake can be filled by the applicants who score most highly when ranked against the school’s Admission Criteria. Once the school has selected their preferred applicants, a ranked list or Admissions School List (ASL) file must be sent back to the LA so that they can process the applications along with those for all other schools. This file contains a list of all the applicants to the school, sorted or ranked into order of the school’s preference.

The LA then makes the appropriate offers and sends an Admission Transfer File (ATF) to every school, listing the names and details of the applicants who have been offered a place at each school. Once the ATF file has been imported into SIMS, schools will have a clear idea of who they expect to attend.

The ADT, ASL and ATF files are compiled in XML format in accordance with the published requirements from the DfE.

IMPORTANT NOTES: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

You should be mindful of your school’s responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a Server. The DfE recommends ISO27001 as the standard for information security (http://www.itgovernance.co.uk/bs7799.aspx). If you are in any doubt, consult with your IT Security Officer before proceeding.

Please ensure that you use either CTF or ATF files to import pupil/students into SIMS. Using both methods may produce duplicate entries.

Note for Primary Schools with Nursery Classes

Schools that receive an ATF file may encounter applicants in the file who are already members of the school, e.g. they are enrolled in a Nursery class. These applicants can be imported as new applicants (See page 46) but prior to admitting them, the Admissions Officer is required to record these children as leavers from the Nursery class.
Note for Schools with Sixth Form Intakes

Sixth Form intakes are not covered by the Codes of Practice in the same way as years Reception – Year 11. As a result, there are no Admissions Data Transfer (ADT) files available from the LA for these intakes.

Schools must first create intake and admission group combinations then enter applicants manually from any application forms that may have been received for these intakes. The Finalise Offers page can be used to offer places to these applicants.

When the applicants have accepted the offer of a place, they can be accepted and admitted in the usual way.

Licensing Admissions

If your school has acted as its own Admissions Authority in the past you should be able to see the additional routes in SIMS e.g. Tools | Admissions | Criterion

If, however, your school is

• new to acting as its own Admissions Authority
• receiving an ADT file from Northamptonshire County Council
• not purchasing the Admissions process from Northamptonshire County Council you need to obtain the Basic Admissions Licence Activator, named 3.61.313 to 3.61.999 9306 Patch.zip, from the Capita helpdesk on 0844 8922406. (Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company’s access charge.)

SIMS Version

This documentation is applicable to Version 7.176 onwards. To check your version of SIMS Select Help | About SIMS.net

Setting up Admissions

Before starting the Admissions process in SIMS, it is important to set up the system defaults. This process is not required unless your school is making changes or is new to acting as its own Admissions Authority.

1. Select Tools | Admissions | Defaults to display the Setup Details page.

The prefix can be either a letter or a number between 0-9 that enables you to identify a year’s admission intake easily.
2. Amend the Admission No. Prefix and Admission No. Suffix values, if required. The prefix defaults to zero.

Selecting the Multiple Admission Groups check box enables you to organise admissions by splitting the intake groups across the terms of the academic year. Additional admission groups can be set up only if this check box is selected. If this check box is deselected, SIMS creates a single admission group and associates it with the newly created intake group. This is generally what you require.

3. Specify whether or not you use multiple admission groups by selecting the Multiple Admission Groups check box, if required.

4. The Next Enquiry Reference field is not relevant for Own Admission Authority Basic Licence users and should be ignored.

5. Select the Record Withdrawal Information check box if you want to record when pupil/students, who have previously applied to attend your school but have subsequently gone elsewhere, withdraw their application.

6. The Enter Defaults On Admit check box enables schools to save data on an applicant’s record without entering dates, e.g. Free School Meal period. When the applicant is finally admitted, SIMS generates the dates providing the Enter Defaults On Admit check box is selected.

7. Select the Tier 4 Applications check box if you wish to record this information. Once this has been selected, a Tier 4 Application record can be created and the CAS Reference (Confirmation of Acceptance for Studies) can be recorded via the Application page (Focus | Admission | Application).

Only schools that accept foreign nationals (requiring a VISA) as pupil/students need to manage these applications. This functionality assists schools in tracking this type of application. Schools can now decide whether or not the fields associated with Tier 4 applications are displayed.

9. Click the Save button to save the details.

**Defining Oversubscription Criteria**

**Introduction**

Oversubscription criteria should be defined if you have an agreed academic selection process or if you regularly reject applicants because of over subscription.

The criteria specified can be a collection of requirements that a pupil/student must meet or achieve.

Schools should only set up criteria that have been agreed and published locally, as defined in the DfE Admissions Code of Practice.

If your school has no academic requirements but gives priority, for example, to applicants who already have a sibling in the school and who live within walking distance, then sibling(s) in school and walking distance could be specified as two of your oversubscription criteria.

When your individual oversubscription criteria have been defined, they should be combined into one or more admissions policy(ies). The same admissions policies can be used from one year to the next or new policies can be defined for each academic year, as required.
It is possible to have different admissions policies running at the same time, attached to different intake groups. All applicants in a particular intake group are ranked using the same set of oversubscription criteria so that a fair and impartial system is maintained.

**Searching for an Existing Criterion**

1. Select **Tools | Admissions | Criterion** to display the Find Criterion browser.

2. Search for the required criterion by entering all or part of the **Name** or select an option from the **Type** drop-down list. Alternatively, select the **Active** status from the drop-down list.

3. Click the **Search** button to display a list of existing **Criterion** that match the search criteria entered. Criteria that are no longer current can be viewed by selecting **Inactive** from the **Active** drop-down list.

4. Double-click the required **Criterion** or highlight the criterion then click the **Open** button to view the **Criterion Detail** page.

**Adding Oversubscription Criteria**

The oversubscription criteria defined must reflect your school’s externally published criteria. For example, you may have five or six criteria including sibling at school, lives within walking distance, etc.

Each of these criteria must be set up with a clearly recognisable description. As the criteria is applied to the applicants in the order of their stated priority, the first criteria of sibling at school would be considered as priority group 1, etc. Defining criteria in this way enables the creation of clear priority groups within the ASL file so they can be identified easily as representing specific criteria. For most applicants who meet the first criteria, the offer of a place at your school may be almost certain, regardless of whether they meet any of the subsequent, lower rated criteria.

**NOTE:** It is important to note that only the main aspects of your school’s oversubscription criteria should be defined. Any criteria that would be used only in a tie-break situation should not be defined.

1. Select **Tools | Admissions | Criterion** to display the Find Criterion browser.
2. After searching for the criterion to ensure that it does not already exist, click the **New** button to display the **Criterion Detail** page.

![Criterion Detail Page](image)

3. Select the criterion **Type** from the drop-down list. Only the **True/False** criterion should be selected. The remaining fields displayed vary according to the criterion type selected.

4. Select **True/False** if the answer is either a positive or negative value. Specify a **Value for True** and a **Value for False**, which indicate the score that values of true and false represent.

5. Enter a unique **Name** for the criterion. This is a mandatory field and allows up to 25 characters to be entered.

6. Enter a meaningful **Description** for the criterion.

7. If this criterion can be used immediately, select the **Active** check box.

8. Click the **Save** button to save the details.

### De-Activating a Criterion

Previously active criterion can be made inactive if they are no longer required, to hide them from general use although this is not a necessity, you may wish to do this for neatness.

1. Select **Tools | Admissions | Criterion** to display the Find Criterion browser.

![Find Criterion Browser](image)

2. Search for then select an existing criterion.
3. Deselect the **Active** check box

4. Click the **Save** button.

### Re-Activating a Criterion

Previously de-activated criterion can be re-activated, if required.

1. Select **Tools | Admissions | Criterion** to display the Find Criterion browser. Ensure that the **Active** search criteria is set to **Any**

2. Search for then select an existing criterion.

3. Select the **Active** check box to re-activate the criterion.

4. Click the **Save** button.
Defining Admissions Policies

Introduction

Throughout the Codes of Practice system, an admissions policy represents a complete set of criteria and banding that a school uses to define their admission requirements for each academic level.

Admissions policies enable a school to deal with multiple admissions that take place at the same time. For example, schools may run admissions processes for both their lower and upper schools during the same time period and this is possible only because each school level has a separate admissions policy in place. Admissions policies also enable you to deal efficiently with staggered admissions. All schools who run their own admissions must have created at least one policy which may cover all admissions in their school. If this is the case only one policy is required.

It is not necessary to create a new policy every year, just when the policy of the school has changed.

Schools must be licensed to use the basic Codes of Practice routines before creating admissions policies.

Searching for an Existing Admissions Policy

1. Select Tools | Admissions | Policies to display the Find Admissions Policy browser.

2. Enter all or part of the Name of the required admissions policy, if known, or select an option from the Active drop-down list. Admissions policies that are no longer current can be viewed by selecting Inactive from the drop-down list.

3. Click the Search button to display existing admissions policies that match the search criteria entered.

4. Double-click the required admissions policy or highlight an admissions policy then click the Open button to display the Admissions Policy Details page.

Adding/Editing an Admissions Policy

1. Select Tools | Admissions | Policies to display the Find Admissions Policy browser.

2. After searching for the required existing admissions policy, either highlight an existing policy then click the Open button or click the New button to display the Admissions Policy Details page.

3. Enter a unique Name for the policy.
4. The **Active** check box is selected by default. This indicates that the new admissions policy is available for use immediately.

![Image of the Admissions Policy Details page with Basic Details and Oversubscription Criteria panels]

5. In the Oversubscription Criteria panel, click the New button to display the Associate Criterion with Policy dialog.

For a new admissions policy, at least one oversubscription criterion must be selected. If you are amending an existing admissions policy, only criteria that are not already associated with the policy are available for selection.

![Image of the Associate Criterion with Policy dialog]

6. Highlight the required criterion then click the **OK** button to return to the Admissions Policy Details page, where the selected criterion is displayed in the Oversubscription Criteria panel.

The **Priority** level of the Oversubscription Criteria can be set to mirror your published admissions policy by highlighting the required criterion then clicking the **Up** or **Down** button. The higher up the list, the higher the priority.
7. Repeat this process for all oversubscription criteria to be used.

8. Users should **not** specify a **Tie-break criterion**, so this panel can be ignored.

9. In the **Bands** panel, click the **New** button to display the **Add Band** dialog.

![Image of the Add Band dialog]

It is possible for users with the Basic License to define multiple bands.

1. In the **Basic Details** panel, enter a unique **Name** for the band or change the name as required. The name of the band **must** be a name that has been agreed with the LA.
2. Specify the **Percentage of Intake Places** available within the band. If more than one band is defined, the combined total of **Percentage of Intake Places** across the bands must add up to 100. If a single band is created, the **Percentage of Intake Places** must be set to 100.

**NOTE:** If schools wish to use Fair Banding or set up aptitude, ability or proportional bands, they must obtain the Full Licence for Admissions. Only schools that use Fair Banding need to create Filter Rules.

3. Select the **Fair Banding Criterion** check box, if applicable. Banding is used by some schools to ensure that their intake is comprehensive. It ensures that the school’s intake includes a proportionate spread of children of all abilities. Banding should operate only when the number of applications exceeds the number of places available.

4. If the Fair Banding Criterion check box is selected, the adjacent drop-down list becomes active. Select the appropriate Fair Banding Criterion from the drop-down list. Only criteria that have not already been associated with this policy are available for selection.

5. Click the OK button to return to the Admissions Policy Details page then click the **Save** button to save the details.

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**De-Activating an Admissions Policy**

Previously active admissions policies can be made inactive if they are no longer required, to hide them from general use.

1. Select **Tools | Admissions | Policies** to display the Find Admissions Policy browser.

2. Search for and select an existing admissions policy to display the **Admissions Policy Details** page.
3. Deselect the Active check box in the Basic Details panel.

4. Click the Save button.

**Re-Activating an Admissions Policy**

Previously de-activated admissions policies can be re-activated, if required.

1. Select Tools | Admissions | Policies to display the Find Admissions Policy browser.

2. Search for and select an existing admissions policy to display the Admissions Policy Details page.
3. Select the **Active** check box in the **Basic Details** panel.

4. Click the **Save** button.

**Deleting an Admissions Policy**

It is not possible to delete or make inactive an admissions policy that is currently assigned to an intake group. If you wish to delete an admissions policy currently assigned to an intake group, you must first replace the policy with another one.

1. Select **Tools | Admissions | Policies** to display the Find Admission Policy browser.

2. Enter the **Name** of the required admissions policy or select an option from the **Active** dropdown list. Admission policies that are no longer current can be viewed by selecting **Inactive** from the **Active** drop-down list.

3. Click the **Search** button to display a list of existing admissions policies that match the search criteria entered.

4. Highlight the required admissions policy then click the **Delete** button.

5. Click the **Save** button.
Making Previous Years’ Admission Groups Inactive

Intake and admission groups are used to maintain lists of the applicants who have registered an interest in being taught at your school.

Intake groups from previous years do not need to be visible when clicking the Search button, instead they should be made Inactive.

1. Select Routines | Admission | Admission Groups | Setup to display the Find Intake Group browser

2. Carry out a Search to see an up-to-date list of Active Admission Groups.

Any groups that should not be visible, should be made inactive. For example, in the list above, all the 2016/17 groups can be made inactive.

To make a Group Inactive

3. Double click on the group.

4. Remove the tick from the Active Tick Box

5. Click on Save

Note: Any Admission Group that contains applicants, must be emptied prior to deactivation. The following error will be seen if an Admission Group contains applicants:
Applicants should be deleted from the group using the route:

6. **Focus | Admission | Application**

7. Use the Admission Group filter to choose the appropriate group.

8. Click **Search**

9. Do **NOT** double click on any Applicant, but instead click on the Applicant to highlight their details and click Delete.

10. Repeat for all Applicants in the Admission Group. Then return to the Admission Groups and continue to Deactivate (**Routines | Admission | Admission Groups | Setup**).
Creating Intake and Admission Groups and Importing ADT Files

Creating Intake Groups

Before importing applicants, it is essential that intake and admission group combinations have been set up for the forthcoming academic year. For schools that will be importing ADT files, the creation of a new admission group or intake group into which these files can be imported is essential. Intake and admission groups can be set up in advance for future academic years.

1. Select Routines | Admission | Admission Groups | Setup to display the Find Intake Group browser.

![Find Intake Group Browser](image)

It is possible to search for the required intake group by selecting the Status from the drop-down list. This enables users to search for inactive intake groups as well as currently available groups. It is also possible to delete intake groups from the browser but it is only possible to delete groups where all the applications have already been dealt with. By setting an intake group as inactive rather than deleting the group, SIMS retains a history of the applications for a particular intake.

2. After searching for an existing intake group to ensure that the details have not already been added, click the New button to display the Intake Group Details page. The screen below shows the set up for next academic year.

![Intake Group Details: 2017/2018 - Autumn Year 7](image)

This Admission Group panel is displayed if multiple admission groups are NOT in use (as defined in Tools | Admissions | defaults – See page 11).
3. In the Intake Group panel, select the Admission Year to which the intake group relates from the drop-down list. The admission year defaults to the current academic year but can be changed, if required.

4. Select the Admission Season from the drop-down list, enabling you to associate a specific term with the intake group.

5. Select the appropriate Year Group from the drop-down list. Many schools maintain several lists of applications for different year groups.

6. Enter a numeric value for the Planned Admission. This represents the maximum number of new pupil/student who can be admitted for this intake group and is generally abbreviated to PAN (Planned Admission Number).

7. If you have previously defined an Admission Policy for this intake groups, select it from the drop-down list.

8. Enter a value in the Number To Rank field. If your admissions policy has only one band, this figure must be 25% more than the Planned Admission Number (PAN). If your policy has more than one band, this figure must be 35% more than the PAN.

If a large number of applicants apply each year for a limited number of places, schools may agree with their LA that they rank only a certain number of the applications received. However, this must be discussed with Admissions first.

   The Name field is created automatically from a combination of the admission year, admission season and the year group specified. The name can be changed by overtyping the default text.

   The Active check box is selected by default, indicating that the intake group is available for use immediately. Once the applications for a particular intake group have been dealt with, schools can mark the intake group as inactive to prevent it from being displayed in the Find Intake Group browser.

In the Admission Group panel for non-multiple (single) admission group schools:

9. Enter a unique name for the admission group and specify a Date of Admission (01/09/18) by clicking the Calendar button then selecting the required date.

Admission groups are generally set up in advance of the expected intake for the forthcoming academic year. It is possible however, to specify the Date of Admission as a date in the
past. The date of admission specified must fall within the admissions year selected when the intake group was defined.

In the Admission Group panel for multiple admissions group schools:

9. Click New then enter a unique name for the admission group and specify a Date of Admission (01/09/18) by clicking the Calendar button then selecting the required date. Repeat this process for each of the admission groups required.

10. Admission groups are generally set up in advance of the expected intake for the forthcoming academic year. It is possible however, to specify the Date of Admission as a date in the past. The date of admission specified must fall within the admissions year selected when the intake group was defined.

11. Click the Save button to save the intake group details.

SIMS validates that the name for the new intake group is unique and that an admission year, admission season, year group and PAN have been specified. Schools are required to set up additional admission groups only if the Multiple Admission Group check box is selected on the Setup Details page (via Tools | Admissions | Defaults). If this check box is not selected, SIMS creates a single admission group and associates it with the newly created intake group.
Importing Admissions Data Transfer (ADT) Files

Downloading files from the S2S website

Secondary Schools will be able to download Admissions Data Transfer (ADT) file on or after 24th November 2017.

Primary Schools will be able to download Admissions Data Transfer (ADT) file on or after 6th February 2018.

You will need to log into the S2S website at:

https://securedatatransfer.teachernet.gov.uk/sdtlive/asp/Login.asp

1. Once logged in, choose **Download** | **Download Admissions file**

2. Highlight the file and then click on the **Download Admissions File** button.

3. Choose **Save As** to download the file to a folder of your choice or open the Downloads folder to see the file and move it as required. (Dependent on your version of Windows). Remember this file contains personal information and should be kept securely. Storing it in your SIMS directory would mean limited access by other people.
An Admissions Data Transfer (ADT) file contains a list of applicants for your school, together with their relevant known information. These applicants are pupils/students who have named your school as a preference on their School Application Form. The applicants in an ADT file should be imported into an applicable admission group and intake combination and then ranked into order of preferred acceptance, by applying your school’s published admissions criteria.

**NOTE:** Before proceeding with the import, please ensure that the selected intake group and admission group combination has been defined for the correct date of admission.

**WARNING:** Schools should not enter applicants for Primary and Secondary intakes manually prior to importing the ADT file, as this would introduce the risk of creating duplicate applicants. During the ADT and ATF import process, SIMS matches applicant details based on their **Surname** and **Forename**. Applicants who have been entered manually will not have been issued with an Application Reference Number (ARN) because these are generated by the LA. ARNs cannot be entered manually by the school. Therefore these applicants cannot be fully processed because an ARN is required for inclusion in the ASL file.

**NOTE:** The second issue concerns the applicant’s current school details, information that is very useful to the receiving school. The ADT file contains only the LA number and Establishment number for the school. It does *not* include the school name. Most schools importing these files will generally know only the school name and may not have recorded its LA number and Establishment number in SIMS. If this is the case, the information contained in the file cannot be matched against the information held in SIMS because the LA number and Establishment number cannot be associated with the school name. Where this occurs, the information from the ADT file cannot be imported and will be lost.

For example, a school may be recorded in the receiving school’s system with the following information:

**School name** = St John’s Middle School

The details in the ADT File are recorded in the following format:

```xml
<CurrentSchool>
  <LA>820</LA>
  <Estab>9012</Estab>
</CurrentSchool>
```

Note that the school name is **not** present in the ADT file, which means that the information that the receiving school already holds cannot be matched against the incoming data held in the ADT file. You are unable to create a new school record from the details held in the ADT file because the school name is not available.

It is suggested that you complete the LA number and Establishment number for all schools that are already recorded in SIMS (via Tools | Other Schools) before importing the ADT file, paying particular attention to known feeder and destination schools.

Before proceeding, ensure that you have received an ADT file from Northamptonshire County Council and stored it in an accessible location.
Importing the ADT file into SIMS

1. Select Routines | Admission | Import ADT File to display the Import ADT File wizard.

2. Click the Next button to continue.

3. Click the Browse button to display the Open dialog.

**NOTE:** The Import ADT File wizard can be resized at any time by clicking and dragging any edge or corner of the wizard, enabling more information to be displayed on-screen.
4. Navigate to the location of the stored ADT file, highlight it then click the Open button to return to the wizard.

5. Click the Next button to import the ADT file. The contents of the file now start being imported.

SIMS begins the import by validating the details of the applicant's addresses that are contained in the ADT file.

The house number and house name of an address are held in a single field of the xml file structure. The combined field is known as the PAON (Primary Addressable Object Name).

The following screen is displayed only if the ADT file contains addresses with incorrectly formatted PAON fields and enables you to correct the address details manually to prevent the system from rejecting the address.
The **Hide Best Guess** check box is selected by default.

Addresses that can be reconciled without user intervention are not displayed. The only addresses displayed in the lower section of the page are those that cannot be resolved automatically. These addresses can be corrected by clicking either the House Number or House Name field then entering the correct information manually. Alternatively, address details can be discarded and therefore not imported by selecting the Discard check box adjacent to the relevant entry.

6. After correcting or discarding incorrect addresses, click the **Next** button to continue.

7. Select the appropriate **Intake Group** from the dropdown.
SIMS checks that the details contained in the ADT file header correspond with the details of the intake group into which the file is being imported. All admission groups associated with this intake group are displayed in the panel at the bottom of the wizard.

8. Highlight the required Admission Group then click the Next button to continue.

**NOTES**: Schools that have started to manually enter details of next year’s applications may encounter some duplicate applicants when importing the ADT file. To reduce the risk of duplicate applicants, SIMS checks the information in the ADT file against existing applicant details. Any details that match on surname and forename are displayed. These details require investigation to determine whether they are new applicants or duplicates of existing, manually entered applicants.

Application Reference Numbers (ARNs) play a key role in the matching of applications. Applicants who have been entered manually in SIMS are not issued with an ARN. ARNs are created as part of the LA process and applicants contained in the ADT file have been given their own unique number, which is imported into SIMS with the rest of their details. These applicants are not displayed on this page.

9. If any of the applicants displayed on this page of the wizard prove to be a match for an existing student or applicant, select the Matches check box adjacent to the correct Name.

10. If any of the applicants displayed on this page of the wizard prove to be a new applicant, select the Matches check box adjacent to the New person record in the Name column.

11. Click the Next button to continue.
SIMS also checks for Contact matches, e.g. any applicant in the incoming ADT file who shares a contact who is already present in the system.

12. If any of the contacts listed in the following page of the wizard prove to be a match for an existing contact, select the Matches check box adjacent to the correct Name.

13. If any of the contacts listed in the following page of the wizard prove to be a new contact, select the Matches check box adjacent to the New person record in the Name column.

14. Click the Print button to print the list of potential matches, if required.

15. Click the Next button to import the ADT file. A progress bar is displayed.

When the import is complete, the Number of applications in file, Number of applications processed and Number of new applications are displayed. The status of the file import is also displayed.
Any applicants who have been imported with warnings or comments can be viewed in the lower panel. Use the scroll bar to view the Comments field, if required.

You are advised to Print and/or Save the warnings/comments report. A printed copy of this report can be returned to the LA with a rejected ADT file to indicate the errors in the file and why a corrected file is required (if this proves to be the case). A saved report can be opened using a text editor, such as Notepad.

16. Click the Finish button to close the wizard.

**Late ADT Files**

Schools may receive additional ADT files after they have imported the prime file.

Late files enable the LA to send to schools details of applicants whose applications to join the school were received after the last closing date for applications (perhaps because of oversubscription at their first preference school). Applications received in a late ADT file will be marked as late in the corresponding application record.

**Transferring Admission Group Members**

All applications received by a school must be associated with an intake and admission group. The intake and admission groups define the intended date of admission and the year group for each individual application.

Occasionally, it may be necessary to associate applications with an alternative intake and/or admission group. This may be because of oversubscription to an intake and/or admission group, or because the application was originally placed in the wrong intake or admission group.

1. Select Routines | Admission | Admission Groups | Transfer Applications to display the Transfer Admission Group Members page.
2. On the left-hand side of the Members panel, select the Intake Group and Admission Group from which you want to transfer members from the drop-down lists. Only admission groups that have been associated with the selected intake group are available for selection.

All the applications that are currently associated with this intake/admission group combination are displayed in the panel on the left-hand side of the grid.

3. On the right-hand side of the Members panel, select the Intake Group and Admission Group to which you want to transfer members from the drop-down lists. Only admission groups that have been associated with the selected intake group are available for selection.

All the applications that are currently associated with this intake/admission group combination are displayed in the panel on the right-hand side of the grid. If you have inadvertently selected the same intake/admission group combination on both sides of the screen, a warning message is displayed in the Status Bar advising that it is not possible to transfer members.

NOTE: If you would like to keep a record of the original allocations, click the Print button before continuing.

4. Highlight the applications you wish to transfer then click the Forward and Backward buttons to move the applications. Applications can be selected individually or in multiples by using the Ctrl & Click or Shift & Click.

5. Click the Save button to save the transferred applications.

Recording and Allocating a Rank Position

Some schools choose to create a number of spreadsheets, enter the applicant’s details into the spreadsheets and rank them manually. When this has been completed, schools should enter the ranking scores against the applicants in SIMS so that the ASL file is created correctly.

NOTE: Only schools that are oversubscribed, i.e. the total number of applications is greater than the Planned Admission Number (PAN) for the intake, need to record application criteria. When the ASL file is created under this circumstance, the applicants are ordered by surname and forename.

The following example is of a basic admissions policy that contains three oversubscription criteria, displayed in priority order:

Statemented

Catholic Faith

Sibling in school

Each of the above criteria are treated as a separate priority group in the ASL file. To ensure that applicants are allocated places in line with the school’s published oversubscription criteria, it is necessary to identify the priority group of which each applicant is a member.

For each applicant, you must record the priority number of the top most criterion that the applicant meets within the published set of oversubscription criteria. For example, if Jon Edwards is Statemented and is also of the Catholic Faith, he meets the topmost criterion and should therefore be recorded in priority group 1. If an applicant meets none of the oversubscription criteria, they do not need to be assigned to a priority group.
The following table demonstrates how to allocate an applicant to an appropriate priority group.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Priority Group</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Edwards</td>
<td>1 Statemented</td>
<td></td>
</tr>
<tr>
<td>Julie Savage</td>
<td>2 Catholic Faith</td>
<td></td>
</tr>
<tr>
<td>Joanne Birch</td>
<td>2 Catholic Faith</td>
<td></td>
</tr>
<tr>
<td>Josh Hopkins</td>
<td>2 Catholic Faith</td>
<td></td>
</tr>
<tr>
<td>Jennifer Williams</td>
<td>3 Sibling in school</td>
<td></td>
</tr>
<tr>
<td>Joseph Jacobs</td>
<td>3 Sibling in school</td>
<td></td>
</tr>
<tr>
<td>Sally Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once priority groups have been recorded for all applications, you should then record a rank position within the groups, where the total number of applications exceeds the Planned Admission Number (PAN). For example, if the PAN is 3, then the following applies:

The applicants who fall into priority group 1 do not need to be ranked because the total number of these applications remains within the PAN. Applicants who fall into priority groups 2 and 3 must be ranked because the total number of these applications in addition to those in priority group 1 collectively exceed the PAN.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Priority Group</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Edwards</td>
<td>1 Statemented</td>
<td></td>
</tr>
<tr>
<td>Julie Savage</td>
<td>2 Catholic Faith</td>
<td>1</td>
</tr>
<tr>
<td>Joanne Birch</td>
<td>2 Catholic Faith</td>
<td>2</td>
</tr>
<tr>
<td>Josh Hopkins</td>
<td>2 Catholic Faith</td>
<td>3</td>
</tr>
<tr>
<td>Jennifer Williams</td>
<td>3 Sibling in school</td>
<td>1</td>
</tr>
<tr>
<td>Joseph Jacobs</td>
<td>3 Sibling in school</td>
<td>2</td>
</tr>
<tr>
<td>Sally Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each priority group needs to be ranked separately to indicate which of the applicants within each group are most likely to be offered a place at your school. To calculate a rank position for each applicant, a tie-break criterion must be applied. For example, if the tie-break criterion is specified as Distance to school, the applicant who lives nearest to your school premises is given a rank position of 1, the second nearest is given a rank position of 2, and so on.

It is necessary to record a rank position only for applicants to a priority group where the total number of applicants has exceeded the PAN for the intake.
ASL Data Entry

1. Select Routines | Admission | ASL Data Entry to display the Find Intake Group browser.

![Find Intake Group browser]

2. Search for then select the required intake group to display the Basic ASL Entry for Intake page.

![Basic ASL Entry for Intake page]

3. To view a summary of an applicant’s application details, highlight their name in the Results panel then select the View Application Details check box to display the Application Details page.

The information displayed for each applicant includes their reason for application, siblings at the school and the distance from their home address to the school.
4. Click into the **Priority Group** column adjacent to the first applicant to display a list of criteria that have been specified in the admissions policy to which the intake group is attached.

5. Select the top most criterion that the applicant meets.

6. Continue to enter values for each applicant until they have all been assigned to a priority group.

**NOTES:** You may find it more convenient to enter the number of the priority group rather than select the priority group from the drop-down list for each applicant.

The details of the applicant’s criteria and priority groups entered so far can be saved at any time by clicking the **Save** button.

7. Click the **Preview ASL** button to order the list of applicants in accordance with the criterion they meet.

8. For applicants who exceed the PAN, enter a **Rank**.
9. When all applicants have been given a value for each criterion, click the **Save** button.

**NOTE:** There must be at least one ranked group in the ASL file for it to be valid.

Any applicants who have been ranked and are outside the PAN are displayed beneath the green line labelled **pan**. Applicants who fall outside the **Number to Rank** threshold are displayed below the blue line labelled **ntr**. These lines identify clearly any applicants who have not been ranked highly enough to attain a place in this intake group.

At any point during this process, the application criteria entered for the applicants can be printed by clicking the **Print** button on the **Basic ASL Entry** for Intake page to display the **Run a Screen Based Report** dialog.
Printing the Application Criteria for Applicants

The Run a Screen Based Report dialog enables you to select the layout and output options for the selected report and is displayed when you click the Print button on the Basic ASL Entry for Intake page.

The Use a predefined layout and Output to a web browser options are selected by default.

1. Specify the preferred layout option by selecting the appropriate radio button.

   • Use a predefined layout

   ![Image of Run a Screen Based Report dialog]

   The ASL Data Entry layout is selected automatically and cannot be edited.

   • Supply your own layout

   This option is available for schools that prefer a report layout that is different to the default layout available in SIMS. Before selecting this option, an .XSL file (recommended for the production of a printed output from .XML) must have been created.

   Click the Browse button to display the Select a layout file dialog, navigate to the required location, highlight the required .XSL file then click the Open button to return to the Run a Screen Based Report dialog. Alternatively, enter the path and filename manually.

   • Output raw XML

   This option outputs raw .XML data, which is stored in the SIMS database. This can then be imported into another application, e.g. Microsoft® Excel, and formatted to your school's requirements.

2. Specify the preferred output option by selecting the appropriate radio button.
- **Output to a web browser**
  The default option produces a report in HTML format and displays it in your default web browser.

![Screenshot of report output options]

- **Output to a file**
  This option produces a report in .HTML format to the location specified.

  Enter the location where you want to save the .HTML file.

  Alternatively, click the **Browser** button to display the **Save As** dialog. Navigate to the required location and enter a **File name**. Click the **Save** button to return to the **Run a Screen Based Report** dialog.

![Screenshot of file save dialog]

3. Click the **OK** button to produce the report.

### Exporting ASL Files

Following the entry of priority group and rank, you must produce an Admissions School List (ASL) export file for return to Northamptonshire County Council (NCC). One file is created for each admissions band and contains a list of ranked applicants. From these lists, NCC can finalise the pupil/student intake.

The file must be returned by:
- **Secondary Schools** – by 5pm on Wednesday 11th January 2018
- **Primary Schools** – by 5pm on Monday 27th February 2018
ASL export files are created in .XML format and should not be confused with CTF export files, although they look very similar. ASL export files can be distinguished by the letters ASL in the middle of the filename string, e.g. 9284321_ASL_928LLLL_17001.XML.

The first seven digits of the filename string represent the source code and are a composite of your LA code and your individual establishment number. The letters identify the file as an ASL export file (a CTF export file would state CTF here instead). The next three digits are a repeat of the LA destination code followed by four Ls, which indicate that the file is intended for use by this LA only. The final five digits incorporate the year of entry and a unique serial number for this file. The serial number of the file increments as subsequent files are created.

**NOTE:** Before commencing the Export ASL File process, you are strongly advised to set up a folder in which to store all the ASL export files. SIMS does not remember the location of previously saved ASL export files. Having a folder specifically for the storage of these files enables them to be located easily before submitting them to your LA Support Team.

1. Select **Routines | Admission | Export ASL File** to display the Export ASL wizard.

2. Click the **Next** button to continue.

3. Select the required intake group from the drop-down list. This determines the intake group and admission group combination that will be used to create the ASL file.

   **NOTE:** If the number of applicants contained in the ADT file is less than the PAN, an ASL file ranked on surname/forename is produced.

   Depending on the intake group selected, a list of associated admission groups may be available.

4. Highlight the required **Admission Group** then click the **Next** button to continue.

5. Click the **Browse** button to display the **Browse For Folder** dialog.
6. Navigate to the location of the folder created for the storage of ASL export files then click the OK button.

7. Click the Next button to continue to create the ASL export file.

8. Once the file has been created, click the Finish button to close the wizard.

The ASL file(s) created can be located in the storage folder specified during the export and sent to Northamptonsire County Council via the S2S website.

9. Log into the S2S website at:

https://sa.education.gov.uk/idp/Authn/UserPassword

10. Click on Upload and then Upload Admissions File. Navigate via the Browse button to where you have stored your ASL file.
Accepting and Admitting Applicants
Importing an Admissions Transfer File (ATF)

In March/April, schools receive an Admissions Transfer File (ATF) from their LA. This file contains the names of applicants who have been offered a place at your school for the following September, together with additional basic applicant information. Once the ATF file has been imported into SIMS and applicants have been accepted, the curriculum planning process can be started.

NOTES: Before proceeding, please ensure that you have downloaded the ATF file from the S2S website and that it is stored in an accessible location.

An intake group and admission group combination must also have been defined, into which applicants can be imported. This would normally have been done when the ADT file was imported.

1. Select Routines | Admission | Import ATF File to display the Import ATF File wizard.

2. Click the Next button to continue.

3. Click the Browse button to display the Open dialog.

4. Navigate to the location of the stored ATF file, highlight the ATF file then click the Open button.
5. Click the **Next** button to validate applicant addresses in the ATF file.

The **House Number** and **House Name** of an address are held in a single field of the XML file structure. This field is called a **PAON** (Primary Addressable Object Name).

This page is displayed only if the ATF file contains addresses with incorrectly formatted PAON fields and enables you to correct the address details to prevent the system from rejecting the address.

The **Hide Best Guess** check box is selected by default.

Addresses that can be reconciled without user intervention are not displayed. The only addresses displayed in the lower section of the page are those that cannot be resolved automatically. These addresses can be corrected by clicking either the **House Number** or **House Name** field then entering the correct information manually. Alternatively, address details can be discarded and therefore not imported by selecting the **Discard** check box adjacent to the relevant entry.

6. After correcting or discarding incorrect addresses, click the **Next** button to continue.

7. Select the required **Intake Group** from the drop-down list.
SIMS checks that the details contained in the ATF file header correspond with the details of the intake group into which the file is being imported. All admission groups associated with this intake group are displayed in the panel at the bottom of the wizard.

8. Highlight the required **Admission Group** then click the **Next** button to import the ATF file. A progress bar is displayed.

**NOTES**: Schools that have started to enter manually the details of next year’s applicants may encounter some duplicate applicants when importing the ATF file. To reduce the risk of duplicate applicants, SIMS checks the information in the ATF file against existing applicant details. Any details that match based on surname and forename are displayed. These details require investigation to determine whether they are new applicants or duplicates of existing, manually entered applications.

Application Reference Numbers (ARNs) play a key role in the matching of applications. Applicants who have been entered manually in SIMS are not issued with an ARN. ARNs are created as part of the LA process and applicants contained in the ATF file have been given their own unique number, which is imported into SIMS with the rest of their details. These applicants are not displayed on this page.

- If an applicant in the ATF file is a match for an existing applicant, select the **Update Application** check box. This updates the existing application and adds the applicant’s ARN to their current record.
- If an applicant in the ATF file is a completely new applicant and is not the same as the individual found by SIMS, select the **New person** check box to create a new person and a new application.
- If an applicant in the ATF file is a match for an existing applicant in SIMS, where their application was originally from another admissions year or they are currently an existing student in the Nursery year select the **New Application** check box. For example, an applicant applied to join the school for the Nursery year in Sept 2016 but their application was unsuccessful, so they have now applied to join the Reception year in Sept 2017. These applicants are created as new applications.

9. View all the fields in the panel using the scroll bar to move backwards and forwards across the page. Click the **Next** button to continue.

SIMS also checks for **Contact** matches, e.g. any applicant in the incoming ATF file who shares a contact who is already present in the system.

- If any of the contacts listed in the following page of the wizard prove to be a match for an existing contact, select the **Matches** check box adjacent to the correct **Name**.
• If any of the contacts listed in the following page of the wizard prove to be a new contact, select the **Matches** check box adjacent to the New person record in the **Name** column.

10. Once you have dealt with each contact, click the **Next** button to continue.

When the import is complete, the **Number of applications in file**, the **Number of applications processed** and the **Number of new applications** are displayed.

Applicants are imported with a status of **Offered** and their details can be viewed and updated via **Focus | Admission | Application**. Warnings or errors in the ATF import are listed, as shown in the previous graphic.
It is possible to **Save** or **Print** these details by clicking the appropriate button on the right-hand side of the page.

- To save the details of the ATF import, click the **Save** button to display the **Save As** dialog.

  ![Save As dialog](image1.png)

  - Navigate to or create a local folder in an appropriate location, enter a **File name** then click the **Save** button.

**IMPORTANT NOTE:** As the log file may contain confidential information about the applicants, give careful consideration to where you store these files.

- To print the details of the ATF import, click the **Print** button to display the **Run a Screen Based Report** dialog.

  ![Run a Screen Based Report](image2.png)

  - Select the **Output to a web browser** check box then click the **OK** button to display the report in your web browser. The report can be printed by clicking the **Print** button.

Additional information about the applicants can be obtained by producing individual Data Collection Sheets and sending them to the applicant’s parent/guardians for completion and return. Data Collection Sheets can be produced via **Reports | Run Report | Focus | Application** or individually by clicking the **Reports** hyperlink in the **Links** panel.

11. Click the **Finish** button to close the wizard.

**Finalising Offers for Sixth Form Intakes**

The **Finalise Offers** page should be used for Sixth Form intakes to make offers to its applicants.

1. Select **Routines | Admission | Finalise Offers** to display the Find Intake Group browser.
2. Search for the required intake group, highlight it then click the **Open** button to display the **Finalise Offers** page.

The **Summary** panel displays the current statistical information relating to the selected intake group.

**Planned Admission** – indicates the original number of applications intended for this group (the PAN).

**Total Applicants** – indicates the number of applications that have already been received and provisionally assigned to this intake group.

**Applied** – indicates the number of applicants who have already applied for a place in this intake group.

**Offered** – indicates the total number of places within this intake group that have already been offered to applicants.

**Accepted** – indicates the number of applicants who have accepted their offered place.

**Withdrawn** – indicates the number of applications that have been withdrawn from this intake group.

**Admitted** – indicates the number of applicants who have already been admitted from this intake group.

**Rejected** – indicates the number of applicants who have been rejected from this intake group.

The **Applications** panel displays the applications, together with the applicant **Name**, **Gender**, **DOB** and their current **Application Status**.

3. Work through the list of applications, offering places and rejecting applicants where appropriate. 
   The figures in the **Offered** and **Rejected** fields in the **Summary** panel are updated each time the information is saved.
The coloured markers on the far left-hand side of the grid signify the following for each application.

**Green** - that the applicant will be offered a place

**Orange** - that the applicant could possibly be offered a place

**Red** - that the applicant will not be offered a place.

Primary and Secondary intakes should be finalised using the **Export ASL File** routine (via **Routines | Admission | Export ASL File**) and then importing an ATF file to set the application status to offered.

4. Click the **Save** button to save the allocations.

5. Click the **Print** button to print the allocations.
Accepting and Declining Applicants

When an acceptance notice is received from an applicant to whom you have offered a place, the application status should be updated. Only applications with a status of Accepted or Admitted are available when planning registers and detailed timetables.

1. Select Routines | Admission | Accept Applications to display the Find Intake Group browser.

![Find Intake Group Browser](image)

2. Search for the required intake group, highlight it then click the Open button to display the Accept/Decline Applications page.

![Accept/Decline Applications Page](image)

The Summary panel displays the current statistical information relating to the selected intake group.

**Planned Admission** – indicates the original number of applications intended for this group (the PAN).

**Total Applicants** – indicates the number of applications that have already been received and provisionally assigned to this intake group.

**Applied** – indicates the number of applicants who have already applied for a place in this intake group.

**Offered** – indicates the total number of places within this intake group that have already been offered to applicants. This is the status allocated by the import of the ATF file.

**Accepted** – indicates the number of applicants who have accepted their offered place.

**Withdrawn** – indicates the number of applications that have been withdrawn from this intake group.

**Rejected** – indicates the number of applicants who have been rejected from this intake group.

**Admitted** – indicates the number of applicants who have already been admitted from this intake group.

Clicking the chevron button minimises the Summary panel, enabling more space on the screen for the Applications grid.
The Applications panel enables you to change the Current Application Status of the applications displayed in the grid. Select the required status from the drop-down list to change the selection of applications displayed.

The grid displays the applications, together with the applicant Name, Gender, DOB and their current Application Status. It is possible to change the order in which the applicants are displayed in the grid by clicking any of the four column headings.

There are five additional columns: Offered, Accepted, Withdrawal, Withdrawal Reason and Destination School. The last two columns are available only if the Record Withdrawal Information check box is selected on the Setup Details page (via Tools | Admissions | Defaults).

3. Work through the list of applications, marking each applicant appropriately by clicking the relevant cell.

Any changes made to an applicant’s Current Application Status are updated only when you click the Save button. The figures in the Summary panel are updated each time the information is saved. SIMS validates that the total number of applicants who have been accepted or admitted from this intake group does not exceed the planned admission number (PAN) for the intake group.

4. Click the Save button to save the changes.

Withdrawing Applications

In addition to the following process, it is also possible to withdraw applicants individually via the application record (Focus | Admission | Application).

1. Select Routines | Admission | Accept Applications to display the Find Intake Group browser.

2. Search for the required intake group, highlight it then click the Open button to display the Accept/Decline Applications page.
All the applicants who have been allocated to this intake group are displayed in the Applications panel.

3. Work through the list of applications, offering places and rejecting applicants where appropriate. The figures in the Summary panel are updated each time the information is saved.

4. For each applicant who is marked as withdrawn, a Withdrawal Reason should be selected from the drop-down list to indicate why the applicant will not be attending your school.

5. Click the Destination School cell then click the Browse button to display the Schools Browse dialog.

   ![Schools Browse screenshot]

   6. Enter the required school Name then click the Search button to display a list of schools that match the search criteria entered.

   7. Highlight the required school then click the OK button to return to the Accept/Decline Applications page.

   8. Click the Save button to save the changes.

**Admitting Applications**

It is possible to admit applicants only when a place has been offered and the place has been accepted. Applicants should be admitted only when you are certain that they will be attending your school.

1. Select Routines | Admission | Admit Applications to display the Find Intake Group browser.

   ![Find Intake Group screenshot]

   2. Enter all or part of the intake group Name or select the appropriate options from the dropdown lists then click the Search button to display all intake groups that match the search criteria entered. Alternatively, click the Search button without entering or selecting search criteria to display all intake groups.
3. Highlight the required intake group then click the **Open** button to display the **Admit Applicant Detail** page.

The **Summary** panel displays the current statistical information relating to the selected intake group.

- **Total Applicants** – indicates the number of applications that have already been received and provisionally assigned to this intake group.
- **Planned Admission** – indicates the original number of applications intended for this group (the PAN).
- **Applied** – indicates the number of applicants who have already applied for a place in this intake group.
- **Offered** – indicates the total number of places within this intake group that have already been offered to applicants.
- **Accepted** – indicates the number of applicants who have accepted their offered place.
- **Withdrawn** – indicates the number of applications that have been withdrawn from this intake group.
- **Rejected** – indicates the number of applicants who have been rejected from this intake group.
- **Admitted** – indicates the number of applicants who have already been admitted from this intake group.

Clicking the chevron button minimises the **Summary** panel, enabling more space on the screen for the Applications grid.

The **Applications** panel enables you to change the **Application Status** of the applications displayed in the grid. Select the required status from the drop-down list to change the selection of applications displayed.

The grid displays the applications, together with the applicant **Name**, **Gender**, **Date Of Birth**, **Date of Admission**, **Enrolment Status**, their current **Application Status** and their **UPN**.

The **Assign UPN** column can be edited. If an applicant does not have an existing UPN, click this cell, select the appropriate action from the drop-down list then click the **Save** button. Alternatively, click the **Assign Permanent UPN** button to assign UPNs to all the applicants in the grid. Permanent UPNs are issued to applicants only when it is believed that they have never been allocated a UPN, or to replace a temporary UPN.

There are several additional columns, including **Admitted**, **Withdrawal**, **Withdrawal Reason** and **Destination School**. The last two columns are available only if the **Record Withdrawal Information** check box is selected on the **Setup Details** page (via **Tools | Admissions | Defaults**).

Work through the list of applications, marking each applicant appropriately by clicking the relevant cell. Clicking the **Admit All** button selects the **Admitted** cell for each applicant in the **Applications** grid.

Any changes to an applicant’s current **Application Status** are updated when the record is saved. The figures in the **Summary** panel are updated each time the information is saved.

4. Click the **Save** button to save the details and update the information in the **Summary** panel.
Re-admitting Pupil/Students

It is sometimes necessary to re-admit pupil/students because they have left, they have joined the school mid-term or they have disappeared from view because their Date of Admission was a date in the future.

1. Select Focus | Pupil (or Student) Details to display the Find Student browser.

2. Click the New button to display the Add Pupil (or Student) page. Enter any known details of the required pupil/student in the Basic Details panel to facilitate the search.

3. Click the Continue button to display the Matched People panel, which displays all the people who match the search criteria entered.

4. Highlight the required pupil/student then click the Open button to display the following warning message:

   The selected pupil/student is a Leaver, do you want to re-admit the pupil/student?

5. Click the Yes button if you are certain that this is the pupil/student who should be readmitted to display the pupil/student’s details on the Pupil (or Student) Details page.

6. Click the Save button to highlight the mandatory fields that must be completed before you can save the details. These include the Registration Group, Year Group, Year Taught In, Enrolment Status and Admission Date fields.

7. Click the Save button when all the required information has been entered.
Deleting an Application
Schools may require the ability to delete one or more applications for a number of reasons.

- An application may have been entered in error.
- Applicants may have been offered a place but decided not to attend your school. Maintained schools may want to delete these applications in late September once it is clear that these applicants are not going to arrive at your school.

An Own Admissions Authority school may find that they have been named on the School Application Form by more parents than there are places available at the school. Application records for these applicants will have been created when an ADT file was imported into SIMS.

Schools will want to delete the applicants who were not offered a place by the LA. This action may be carried out once the possibility of an appeal has passed.

1. Select **Focus | Admission | Application** to display the Find Application browser.

2. Enter the Surname or Forename for the applicant or select the Application Status, Intake Group, Admission Group or Tier from the drop-down lists. Alternatively, leave all the fields blank to search for all applicants.

3. Click the **Search** button to display the applicants who match the search criteria entered.

4. After identifying the correct application to delete, click the **Delete** button to display the following warning message.

5. Click the **Yes** button to delete the application and display the following message.

6. Click the **OK** button to complete the process.
Running the Projected Student Numbers Report
The consolidated Projected Student Numbers report enables schools to plan more effectively for the forthcoming admission intakes. The number of projected pupil/students can be filtered on current Admission Status, Gender and Boarder Status.

**IMPORTANT NOTES:** You are strongly advised to run the School Promotion routine (via Routines | School | Promotion) before generating the Projected Student Numbers report to ensure accurate results in the report output.
You are also advised to ensure that any pupil/student leavers have been recorded.

1. Select **Reports | Admissions | Projected Student Numbers Report** to display the Projected Student Numbers dialog.

![Projected Student Numbers dialog]

2. Select the required **Admission Year** from the drop-down list. Click the **Inactive Items** button to view any inactive admission years. The inactive admission years can be identified by the presence of a yellow exclamation mark symbol in the drop-down list.

3. Select the appropriate **School Tier** from the drop-down list.

4. Highlight the **Year Group** and **Admission Season** you wish to include in the report.

5. Select the **Application Status**, **Gender** and **Boarder Status** and **House** from the dropdown lists.

6. Select the required **Applicant Feeder** from the drop-down list. This enables you to filter the report by **Internal** applicants, **External** applicants or **<Any>**. An internal applicant is somebody who is already at your establishment and is applying to enter the next tier at the establishment. An external applicant is somebody who is applying to enter the next tier of their education from another establishment.

7. To enable the comparison of projected pupil/student numbers on two dates (i.e. a comparison between projected numbers on this date last year and today), as displayed in the **Comparative Analysis by Application Status on <date> for <year>** section of the report output:
   a) Enter a **Comparison Date** or select the date with which you wish to compare figures from the Calendar. The date defaults to exactly one year ago today but can be changed to any date in the past, up to and including yesterday's date.
b) Select the **Comparison Year** from the drop-down list. This is either the current year (by default) or a future year. It is not possible to select a year earlier than the that in which the **Comparison Date** lies.

The number of applications made on the **Comparison Date** (in its corresponding academic year) is compared with the number of applications made so far in the selected **Comparison Year**.

This functionality enables the tracking of progress towards target pupil numbers.

8. Click the **OK** button to display the Run a Screen Based Report dialog.

9. After specifying the **Layout Options** and **Output Options**, click the **OK** button to produce the **Projected Student Numbers** report.

   The report can be output to Excel, an HTML browser or as XML data.

   The report is split into four sections:

   - Projected Student Numbers by Year Group
   - Projected Student Numbers by Promoted Student
   - Projected Student Numbers by Application Status
   - Projected Student Numbers by Application Status (Yearly Comparison).