

Primary School Summary End of Year Procedures (and Promotion to the Academic Year 2009/2010)

Version 1.1

WARNING: You must complete these procedures before the start of the new academic year.

It is critical that the new academic year is created and promotion routines run before the old year ends. These processes determine the year groups and registration groups into which pupils are placed in the new academic year. We therefore suggest you start these processes as early as possible, allowing sufficient time to complete by the start of the new academic year.

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Revision history

Doc. Version	Change Description	Date
1.0	Initial Release	07/04/09
1.1	Added two missing sections on Setting up the New Pastoral Structure and Adding Intake/Admission Groups.	07/05/09

Introduction

This document provides a summary of the steps that should be followed to enable a successful transition from one academic year to another. It includes the creation of a new academic year, setting up next year's registration groups and year groups, etc. together with the promotion of pupils from one year into the next.

It is applicable to SIMS users. Secondary school users should refer to the *Secondary School End of Year Procedures* available from SupportNet (<http://support.capitaes.co.uk>) – enter **EOY** in the **Site Search** field.

WARNING: You must complete these procedures before the start of the new academic year. It is critical that the new academic year is created and promotion routines run before the old year ends. These processes determine the year groups and registration groups into which pupils are placed in the new academic year. We therefore suggest you start these processes as early as possible, allowing sufficient time to complete by the start of the new academic year.

Permissions Required

The permissions required to carry out the various end of year processes vary. However, users who are members of the School Administrator and Admissions Officer user groups in System Manager can carry out all the functions in this document. Please consult your System Administrator if you are unsure whether you have the required permissions.

End of Year Procedure Check List

This section provides a check list of all the actions that form part of the end of year process.

✓	Description/Task
<input type="checkbox"/>	Record changes to teaching staff on page 3.
<input type="checkbox"/>	Create the new academic year on page 3.
<input type="checkbox"/>	Set up the new academic year's pastoral structure on page 4.
<input type="checkbox"/>	Add Intake/Admission Groups on page 5.
<input type="checkbox"/>	Import Admissions and Transfer Files (ATF) on page 4 if applicable.
<input type="checkbox"/>	Import Common Transfer Files (CTF) on page 5.
<input type="checkbox"/>	Check Dates for Part-Time Pupils on page 6.
<input type="checkbox"/>	Record leavers on page 6.
<input type="checkbox"/>	Export Common Transfer Files (CTF) on page 6.
<input type="checkbox"/>	Set up the promotion mapping for the new academic year.7
<input type="checkbox"/>	Change the Status of Applications to Offered or Accepted on page 8.
<input type="checkbox"/>	Allocate applicants to Registration Groups/Classes on page 8.
<input type="checkbox"/>	Print class (registration group) lists for the new academic year on page 9.
<input type="checkbox"/>	In SIMS Attendance - print OMR registration sheets for the first week of term on page 10.
<input type="checkbox"/>	In SIMS Attendance - enter reasons for absence last year (if required) on page 11.
<input type="checkbox"/>	Other SIMS Module Processes on page 12.

Routines for after the new academic year has started

<input type="checkbox"/>	Admit applicants on page 13.
<input type="checkbox"/>	Re-admit any pupil/students on page 13.
<input type="checkbox"/>	In SIMS Attendance - Print the Official Register for July on page 14.
<input type="checkbox"/>	In SIMS Attendance - Use the Part-Time Pupils Routine to Add Not Required Codes on page 14.
<input type="checkbox"/>	Run housekeeping routines in SIMS on page 16.

Record Changes to Teaching Staff

The details of new teachers joining the school should be recorded as soon as the information is available (non teacher information can be added when known, but is not required for the end of year process). Any existing teachers who are leaving the school should be allocated leaving dates.

Adding New Teachers

1. Select **Focus | Person | Staff** then click the **New** button on the toolbar.
2. Enter the required information ensuring the **Teaching Staff** check box is selected and the applicable **Teacher Category** is chosen from the drop-down list such as **Qualified Teachers**.
3. Click the **Save** button on the toolbar then repeat for any other new staff.

Adding Leaving Dates for Existing Staff Members

1. Select **Focus | Person | Staff** and choose the required member of staff.
2. Enter the **Date of Leaving** in the **Employment Details** panel.
3. Click the **Save** button on the toolbar to save the changes. Repeat for any other leavers.

Completed

Create the New Academic Year

This process defines the start and end dates for each of the school terms and half-term holidays, together with dates for public holidays and staff training days. If SIMS Attendance is in use, appropriate attendance records are created for each pupil on the dates entered.

IMPORTANT NOTES:

- *Due to the amount of processing resource required to create an academic year, whilst not essential, it is strongly recommended that all other users log out of SIMS before commencing this process. Continuing to work whilst an academic year is being created is likely to result in error messages.*
- *Please be aware that the process can take anything up to 20 minutes while the system creates attendance records 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. This may not necessarily be the day that pupils arrive in school, it could be an INSET day, for example. An end date is calculated for 365 days later. For example, if the academic year starts on 02/09/09 then an end date of 01/09/10 is automatically supplied.*
- *The first day of term should be specified even if pupils are not in attendance.*
- *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 any new teachers and dates of leaving for any leavers).
- Ensured that you have the new academic year term dates, training days, etc. to hand.

The following instructions are also available in a separate help sheet entitled *How to Create a New Academic Year* (SupportNet Resource Number 10284).

1. Select **Routines | School | Academic Year** to display the **Define an Academic Year** Wizard.
2. Follow the instructions provided in the wizard, clicking the **Next** button as you complete each page.

You will need to:

- Define the school working week (which in most cases will be Monday to Friday).
- Define the school terms by entering the term dates (the date the term starts does not necessarily have to be the date the pupils are in school as this can sometimes be a teacher training day).
- Define half term holidays.
- Define teacher training days (these do not have to be entered if not known as this stage. This can be done at a later date via the School Diary).
- Define public holidays such as Bank Holidays.

Completed

Set up the New Academic Year's Pastoral Structure

The new academic year's pastoral structure is automatically set up when the new academic year is created and is based on the current academic year's structure. Therefore, you must have created a new academic year before proceeding with the instructions in this section.

There may be occasions when the new academic year's pastoral structure needs to be different from the current structure. For example, you may wish to:

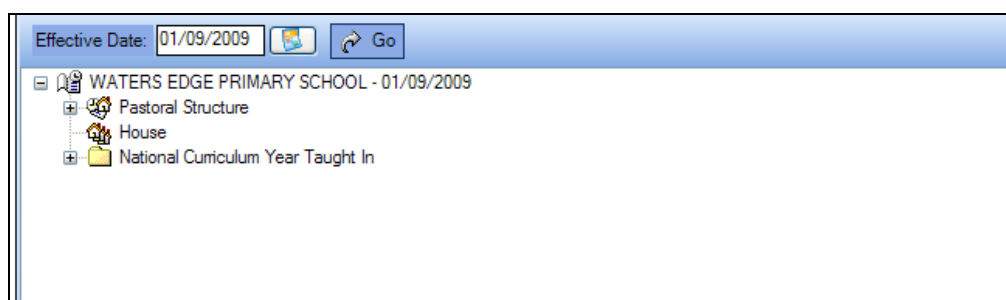
- add additional registration groups where numbers have increased.
- merge registration groups where numbers have decreased.
- add a new year, such as the introduction of a Nursery to your school.
- change the names of your registration groups.

NOTES:

- *It is not essential to assign teachers to registration groups at this stage. This can be done when the information is known, but must be done before the start of the academic year in order not to affect Attendance records.*
- *If you want teachers to move up with their students in the next academic year, this can be achieved as part of the pastoral promotion process. Please see *Set up the Promotion Mapping for the New Academic Year* on page 6 for more information.*
- *If an additional year group is required, such as the introduction of a Nursery, this should be added before admission groups are created to ensure that the new year group is available for selection. Please see **Error! Reference source not found.** on page **Error! Bookmark not defined.** for more information.*

The next year's structure can be edited via **Focus | School | Pastoral Structure | Next Academic Year Structure** to display the **Next Academic Year Pastoral Structure** page.

IMPORTANT NOTE: Please ensure that the next academic year is displayed in the **Effective Date** field to ensure that changes are being made for the next, rather than the current academic year.



- Add any new year groups by right-clicking on **Pastoral Structure** and selecting **New Year Group**. Complete the details in the **Year Group** dialog, then click **OK**.

- Add any registration groups by right-clicking on the **Registration Group** folder and selecting **New Registration Group**. Complete the details in the registration group dialog.

*NOTE: It is strongly recommended that you check to see if the name you intend to use for a new registration group has not previously been used. This is achieved by right-clicking on the required **Registration Group** folder in the pastoral structure and selecting **Reuse Old Registration Groups**. A dialog is displayed listing any registration groups that have previously been deleted.*

*If the required name is listed, highlight the name and click the **OK** button to re-use the registration group rather than creating a new registration group with the same name. If the required name is not listed, create a new registration group.*

Completed

Add Intake/Admission Groups

Intake and admission groups are used to maintain lists of the applicants who have registered an interest in being taught at your school. It is now possible to create an intake group which contains one or more admission groups. In a Primary school, an intake group could be created for Year R with admission groups for Registration Groups.

IMPORTANT NOTES: Please ensure that the **Date of Admission** lies within the new academic year. We recommend that the date of admission is the day that the applicants will actually arrive in school, i.e. not a teacher training day. However, please check with your Local Authority for advice on the correct date to be used if you are unsure.

*If you have previously created admission groups with an incorrect **Date of Admission**, amending the date will amend the **Date of Admission** for every applicant who is a member of the group, preventing the need to edit them individually.*

If you need to add a new year group, but have already created intake/admission groups, you will need to create new intake/admission groups after the additional year group has been added and then move any existing members to the new intake/admission group.

This is also a good time to delete unwanted admission groups or make them inactive. Detailed instructions on adding and maintaining admission groups can be found in the *How to Create Intake and Admission Groups* help sheet (SupportNet Resource Number 10407).

Add the intake/admission groups via **Routines | Admission | Admission Groups | Setup** ensure that you search to see if the intake/admission group already exists before creating a new one.

Completed

Import Admissions and Transfer Files (ATF)

If your Local Authority issued you with an ATF file, this should have been imported in approximately March time as described in the *How to Import ATF Files* help sheet (SupportNet Resource Number 10438). Any other children can be imported via CTF as described in the next section.

Import Common Transfer Files (CTF)

Import any CTF files that have not yet been imported via **Routines | Data In | CTF | Import CTF**. For more detailed instructions, please see the *How to Import a Common Transfer Files (CTF)* help sheet (SupportNet Resource Number 9169).

Please refer to the *How to Change the Status of an Individual Application* help sheet (SupportNet Resource number 11960) for information on changing the status of the application from Applied, to Offered, etc.

Completed

Check Dates for Part-Time Pupils

To ensure that pupils who are no longer part-time are showing correctly in Attendance, it is necessary to enter an end date in their part-time details in SIMS and change their attendance mode to all day. This is mostly relevant to Nursery schools (or schools with nursery age children). However, any pupil can be marked as part-time if their attendance is anything less than 10 sessions per week. Check details via **Focus | Pupil | Pupil Details**, select the **Registration** panel then check or amend the **End Date** in the **Part Time Details** section.

Once you have determined which pupils are part-time (i.e. which pupils are AM only or PM only), you need to define the part-time sessions and dates for the AM/PM groups for all or part of the coming year. Running this routine also ensures that pupils who are no longer part-time have their attendance records amended accordingly. Please see *In SIMS Attendance - Use the Part-Time Pupils Routine to Add Not Required Codes* on page 14 for more information.

Completed

Record Leavers

The facility to record leavers allows accurate records to be kept of pupils after they have left the school. During the **Summer** term you will need to mark most, or all pupils who are leaving on the same day. You should only mark pupils as leavers if you are sure they are leaving, e.g. Year 6 pupils moving onto Secondary school.

IMPORTANT NOTES: *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 – do not simply remove the date of leaving as this will also affect the history (unless they had a date of leaving, but did not actually leave, i.e. changed their minds). For more information, please see the How to Re-Admit a Pupil/Student help sheet (SupportNet Resource Number 9057).

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not simply remove the date of leaving as this will also affect the history (unless they had a date of leaving, but did not actually leave, i.e. changed their minds). For more information, please see the How to Re-Admit a Pupil/Student help sheet (SupportNet Resource Number 9057).

To ensure that information required for statutory returns, such as the School Census, is accurate and up to date, it is recommended that you check that all leavers have at least the minimum statutory information recorded before making them a leaver, e.g. Ethnicity.

This is achieved via **Routines | Pupil | Leavers**. For detailed instructions, please see the *How to Record Leavers* help sheet (SupportNet Resource Number 11162).

Completed

Export Common Transfer Files (CTF)

Common Transfer Files can be created and sent to other schools or Local Authorities via **Routines | Data Out | CTF | Export CTF**.

NOTE: *Before proceeding, you must have previously added any required **Feeder** and **Destination Schools** through the **Tools | Other Schools** menu route and specified the directory into which the CTF export will be saved by selecting **Tools | Setups | CTF**. For more information, please see the *How to Add Other Schools help sheet* (SupportNet Resource Number 11150) and/or the *How to Set CTF Configuration Defaults help sheet* (SupportNet Resource Number 9159).*

*Please ensure that pupils are given a **Date of Leaving** before exporting the CTF.*

For detailed instructions, please see the *How to Export Common Transfer Files (CTFs)* help sheet (SupportNet Resource Number 9168).

Completed

Set up the Promotion Mapping for the New Academic Year

Setting up the promotion paths for the pastoral structure plays a key part in the end of year procedures and ensures that pupils move from their current year group and class into the correct new year group in the new academic year. This process is used to set the path for year groups and classes, but it is also possible to specify a promotion path for individual pupils in case there are any exceptions.

Setting the promotion mapping can be carried out at any point, as the promotion itself occurs at the beginning of the next academic year. However, it must be done before the start of the academic year.

You can repeat the process a number of times until you are happy that all pupils have been allocated to the appropriate classes.

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

- Recorded any changes to teaching staff (added new teachers, added dates of leaving for any leavers).
- Created the new academic year.
- Amended your pastoral structure as required, such as adding new classes.

1. Select **Routines | School | Promotion**. A **Promotion Data Check** message dialog is displayed. Click the **OK** button to start the process.
2. Click the **Load** button on the **Setup Promotion Mapping** dialog.

WARNING: It is imperative that you select the correct academic year otherwise any changes made will affect the wrong year and will be very difficult to rectify.

3. Change the promotion path if required, by clicking on the year group in the **Promotion Path** column and selecting the required year from the drop-down list.

NOTE: Schools who have a year group N1 need to ensure that this is mapped to N2).

Year	Registration Group	Promotion Path	Registration Tutor	Promote Registration Tutor	Promote Other Supervisors
Year N2/Ye...	PM	ASH	Ms Lisa Lawson	<input type="checkbox"/>	<input type="checkbox"/>
Year N2/Ye...	AM	OAK	Mr Richard Perrin	<input type="checkbox"/>	<input type="checkbox"/>
Year N2/Ye...	ELM	ASH	Mr Oliver Joyner	<input type="checkbox"/>	<input type="checkbox"/>
Year N2/Ye...	PINE	OAK	Miss Amelia Kent	<input type="checkbox"/>	<input type="checkbox"/>
Year N2/Ye...	ASH	2JB	Miss Shirley Fortune	<input type="checkbox"/>	<input type="checkbox"/>
▶ Year N2/Ye...	OAK	2GH	Mrs Jennifer Arlene Bosw...	<input type="checkbox"/>	<input type="checkbox"/>
Year N2/Ye...	2JB	3TO		<input type="checkbox"/>	<input type="checkbox"/>

Select the registration group to promote to in the new academic year. In this example, children in 7D will move up into 8D in the new academic year.

4. Review the promotion path for each class. The classes grid displays a list of the classes for the current academic year. Highlight one class at a time in the **Registration Group** column then select the class the pupil will be promoted to, from the **Promotion Path** column drop-down list. Repeat for all the classes in the grid.
5. If you want the tutor of the class to be promoted with the class into the next academic year, select the **Promote Registration Tutor** check box.
6. If any existing Classroom Assistants and Learning Support Assistants should be promoted with the class into the next academic year, select the **Promote Other Supervisors** check box.
7. Select both the **Override Membership** check boxes the first time you carry out the promotion mapping process. Click the **Finish** button.

IMPORTANT NOTE: If you already carried out this process and set up your mappings and wish to edit them, please ensure that the **Override Membership** check box is not selected if you wish to retain your previous settings.

8. Click the **Save** button on the toolbar to save the promotion mappings. The promotion occurs at the beginning of the next academic year. A warning dialog is displayed if any unusual promotions have been selected. Accept the warning by clicking the **Yes** button.

Completed

Check the Registration Tutors Assigned

Once the promotion mapping process is complete, it is advisable to check the registration group assignments in the pastoral structure via **Focus | School | Pastoral Structure | Next Academic Year Structure**.

Expand the structure and check each registration group by right-clicking and selecting **Properties**. If necessary, add/amend the registration tutor. If you have two registration tutors sharing the group, add the other registration tutor as a Supervisor, ensuring that select the **Role of Joint Main Supervisor**.

Completed

Change the Status of Applications to Offered or Accepted

Once applicants have been added to SIMS (manually or by importing CTFs/ATFs) you will need to change the applications status to either **Offered** or **Accepted**. This is done via **Routines | Admission | Finalise Offers** or **Routines | Admission | Accept Applications**. For detailed instructions, please see *Chapter 9 – Managing Applications to Your School* of the *Managing Pupil Information* handbook.

*NOTE: Schools that have guest applicants assigned to an admission group should ensure that **Guest** is selected from the **Enrolment Status** drop-down list on the applicant record. This ensures that they are admitted without an admission number and are therefore not on-roll.*

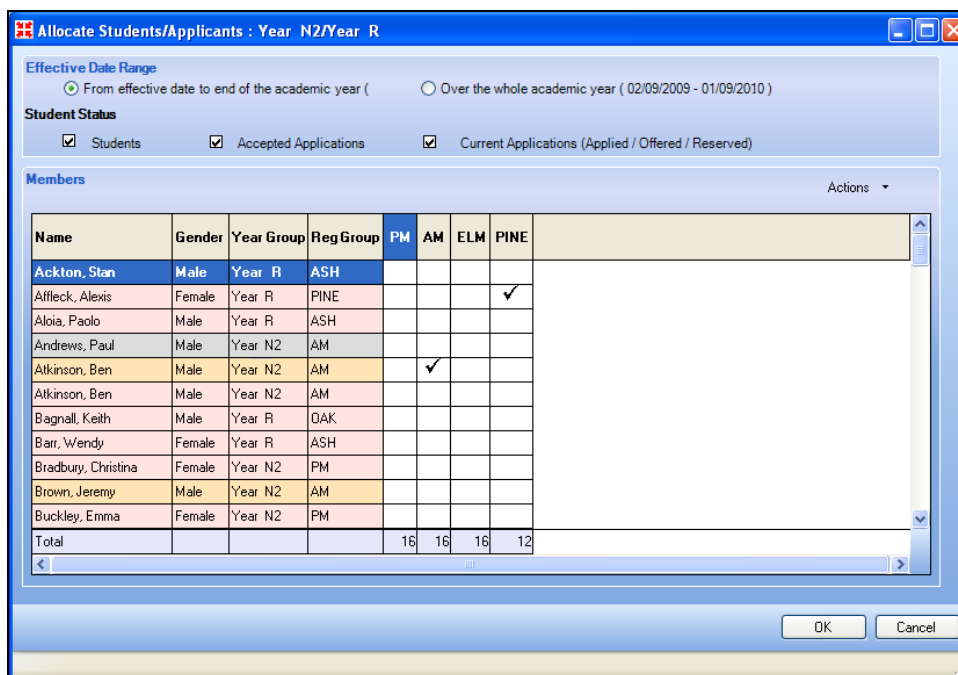
Allocate Applicants to Registration Groups/Classes

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

- added the applicants via **Focus | Admission | Application**, or imported via ATF or CTF. For more information, please see any of the following help sheets:
 - *How to Record Basic and Registration Information* (SupportNet Resource Number 12040).
 - *How to Import a Common Transfer Files (CTF)* (SupportNet Resource Number 9169).
 - *How to Import ATF Files* (SupportNet Resource Number 10438).
- given each applicant an application status of **Offered** or **Accepted**. For more information, please see *Change the Status of Applications to Offered or Accepted* on page 8.

*NOTE: Schools that have guest applicants assigned to an admission group should ensure that **Guest** is selected from the **Enrolment Status** drop-down list on the applicant record. This ensures that they are admitted without an admission number and are therefore not on-roll.*

1. Select **Focus | School | Pastoral Structure | Next Academic Year Structure** to display the **Next Academic Year Pastoral Structure** page.
2. Right-click the applicable **Registration Group** folder and select **Members** from the pop-up menu to display the **Allocate Students/Applicants** dialog.



3. Select the required class for each applicant in the grid by clicking in the appropriate cell to display a tick. Clicking again removes the tick if required.
4. Once you have identified classes for all the required applicants, click the **OK** button to save the changes.

Completed

Print Class (Registration Group) Lists for the New Academic Year

Class (Registration Group) lists can be easily produced using any of the following pre-defined reports:

- Registration Groups (Dated)
- Registration Groups (Dated – DOB Sort)
- Registration Groups (Dated – Gender Sort)
- Registration Groups (Dated with Columns)

If these reports do not exist on your system, you will need to import the latest pre-defined reports as described in the *How to Import SIMS Pre-Defined Report Definitions* help sheet (SupportNet Resource Number 11095).

Use the **Effective Date** to enter a date in the new academic year, e.g. **02/09/2009** to produce lists for the new academic year.

Registration Groups (Dated) Report

Registration Groups (Dated)		
<i>Year group is Year 1 and Reg group is ASH</i>		
Registration Group: ASH		
Tutor:	Miss A Kent	
Room:		
Effective date:	02/09/2009	
Name	Gender	Date of Birth
Agathocleous Stelios	M	18-06-2002
Aldridge Courtney	F	27-06-2001
Allim Farah	F	27-12-2001
Chapman Seth	M	06-06-2001
Dalli Thabie	F	18-09-2001
Desai Tina	F	02-11-2001
Douglas Christopher	M	28-05-2002
El Aswad Lared	M	01-08-2002
Total Males 17		
Total Females 12		
Group Total: 29		

Registration Group (Dated – DOB Sort)

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

Registration Group (Dated – Gender Sort)

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

Registration Group (Dated – With Columns)

As per the Registration Group (Dated) report but with five additional blank columns.

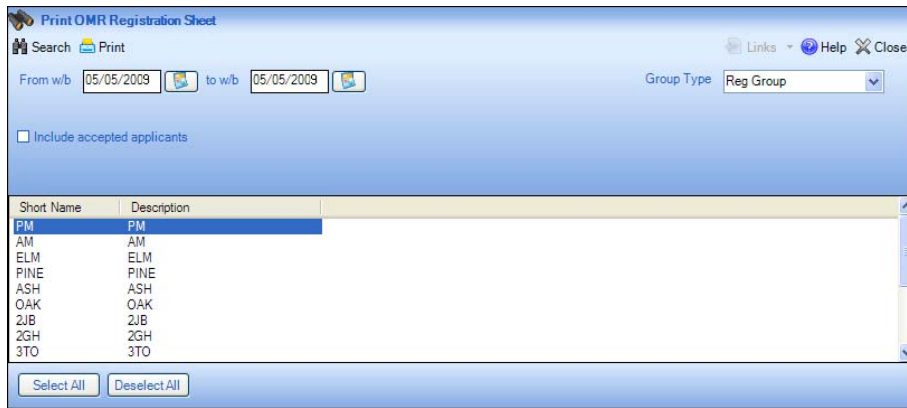
Registration Groups (Dated with Columns)							
<i>Year group is Year 1 and Reg group is ASH</i>							
Registration Group: ASH							
Tutor:	Miss A Kent						
Room:							
Effective date:	02/09/2009						
Name	Gender	Date of Birth	1	2	3	4	5
Agathocleous Stelios	M	18-06-2002					
Aldridge Courtney	F	27-06-2001					
Allim Farah	F	27-12-2001					
Chapman Seth	M	06-06-2001					
Dalli Thabie	F	18-09-2001					
Desai Tina	F	02-11-2001					
Douglas Christopher	M	28-05-2002					
Total Males 17							
Total Females 12							
Group Total: 29							

Completed

In SIMS Attendance - Print OMR Registration Sheets for the First Week of Term

NOTE: This process can now be carried out in SIMS using Attendance 7.

1. Select **Routines | Attendance | OMR Entry | Print OMR Registration Sheets** to display the **Print OMR Registration Sheet** page.



- Highlight the required group(s) using **Ctrl** or **Shift** to highlight multiple groups. Click the **Print** button to produce the required registration sheets.

Completed

In SIMS Attendance - Enter Reasons for Absence Last Year (if Required)

NOTE: This process can now be carried out in SIMS using Attendance 7.

If you are using OMR Absence sheets, read the sheets in via **Routines | Attendance | OMR Entry | Print OMR Absence Sheets**.

If you are using Edit Marks (via **Focus | Attendance | Edit Marks**), put the date back in the **Week Beginning** field to the required date, then click the **Search** button.

Double-click the required class to display marks for the chosen group(s).

Name	Reg	Mon 16/04		Tue 17/04		Wed 18/04		Thu 19/04		Fri 20/04	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Ashe, Wendy	Crocus	/	\	/	\	/	\	/	\	/	\
Austin, Meredith	Daisy	/	\	/	\	/	\	/	\	/	\
Austin, Nerys	Crocus	/	\	/	\	/	\	/	\	/	\
Bachelor, Cat	Crocus	/	\	/	\	/	\	/	\	/	\
Blayney, Owena	Bluebell	/	\	/	\	/	\	/	\	/	\
Castle, Rhia	Crocus	/	\	/	\	/	\	/	\	/	\
Connor, Ariana	Crocus	/	\	/	\	/	\	/	\	/	\
Eiddyl, Saffir	Bluebell	/	\	/	\	/	\	/	\	/	\
Ellis, Francis	Bluebell	/	\	/	\	/	\	/	\	/	\
Elphin, Yenna	Bluebell	0	0	0	0	0	0	0	0	0	0
Evans, Margaret	Daisy	/	\	/	\	/	\	/	\	/	\
Evans, Milly	Bluebell	/	\	/	\	/	\	/	\	/	\
Evans, Miriam	Crocus	/	\	/	\	/	\	/	\	/	\
Evans, Morgan	Crocus	/	\	/	\	/	\	/	\	/	\
Garnock, Rhan	Bluebell	/	\	/	\	/	\	/	\	/	\
Gruffen, Olwen	Bluebell	/	\	/	\	/	\	/	\	/	\
Howard, Idelle	Daisy	/	\	/	\	/	\	/	\	/	\
Howell, Melanie	Daisy	/	\	/	\	/	\	/	\	/	\
Husband, Ethel	Daisy	/	\	/	\	/	\	/	\	/	\
Jones, Cerys	Bluebell	/	\	/	\	/	\	/	\	/	\
Jones, Linette	Daisy	/	\	/	\	M	\	/	\	/	\
Jones, Margaid	Daisy	/	\	/	\	/	\	/	\	/	\
Jones, Ros	Crocus	/	\	/	\	/	\	/	\	/	\
Lennox, Melissa	Daisy	/	\	/	\	/	\	/	\	/	\
Llewelyn, Melanie	Daisy	/	\	/	\	/	\	/	\	/	\
Lucas, Iola	Daisy	/	\	/	\	/	\	/	\	/	\
Williams, Rhianwen	Bluebell	/	\	/	\	/	\	/	\	/	\

Edit marks as required.

Completed

Other SIMS Module Processes

Academic Management (Primary Curriculum) End of Year Processes

The Primary Curriculum module is a tool that allows schools in the Primary sector to create teaching groups by combining and re-allocating pupils from different classes or years, or by dividing up the pupils of a single class. If you have created teaching groups for the current academic year using the Primary Curriculum module and wish to use a similar system next year, you will need to recreate these groups for the new academic year. Unlike the Pastoral Structure, academic structures are bound to specific Academic Years. So even if next year's Literacy sets look exactly like the ones in use this year, they must in fact be a different set of teaching groups, and defined within a new 'scheme'. This can be done at any point either before or after the new academic year begins, but after the promotion path has been created. The groups created within previous academic years can still be accessed, by changing the academic year selected via **Tools | Academic Management | Set Academic Year**.

1. In order to create or edit teaching groups for an academic year other than the current one, first select the desired academic year, under **Tools | Academic Management | Set Academic Year**.
2. Create new curriculum schemes and within them the required teaching groups, via **Focus | School | Academic Structure | Edit Curriculum Structure**.
3. Allocate pupils to their teaching groups via **Focus | School | Academic Structure | Curriculum Assignment by Scheme**. This needs to be done after pupils have been allocated to their new registration groups, using the promotion path.

The process of creating teaching groups is described in detail in the *Academic Management for Primary Schools in SIMS* handbook. A Quick Start Guide is also provided as an appendix within the same handbook.

SIMS Learning Gateway

This section applies only to SIMS Learning Gateway users.

1. Create and distribute SIMS Learning Gateway accounts for new staff, pupils and parents.
2. Remove access to SIMS Learning Gateway for leavers (new staff, pupils and parents - by disabling their Active Directory accounts).
3. Create and distribute SIMS Learning Gateway accounts for new staff, pupils and parents.
4. Remove access to SIMS Learning Gateway for leavers, the parents of leavers (where they have no other children at the school), and staff who have left.

For full instructions, please see the *Managing Users* chapter in the *SIMS Learning Gateway for System Administrators (Hosting Organisations)* handbook or the *SIMS Learning Gateway for System Administrators (Schools)* handbook.

After the New Academic Year has Started

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

- In SIMS, admit applicants – see page 13.
- In SIMS, record any re-admission pupil/students – see page 13.
- In Attendance, print the official register for July – see page 14.
- In Attendance, use the Part Time Pupils routine to add Not Required codes – see page 14.

Admit Applicants

Applicants should be admitted on the first day that you expect them to attend at your school and not, when they actually arrive at the school. If however, you have been contacted by a parent who explains why their child will not be able to start on the specified date, you can agree a new start date for that applicant.

*NOTE: Guest pupils will be admitted and a pupil record created. They will not have an admission number (because they are a guest) and therefore, will not appear on-roll. They can be selected in the Pupil browser by selecting **Guest** from the **Status** drop-down list.*

To admit applicants, select **Routines | Admission | Admit Applications**. For more detailed instructions, please refer to the *How to Admit Applicants* help sheet (SupportNet Resource Number 9292).

Completed

Re-Admit any Pupil/Students

This section contains a summary of the required steps. For detailed instructions, please see the *How to Re-admit a Pupil/Student* help sheet (SupportNet Resource Number 9057).

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

IMPORTANT NOTES:

- *It is essential that you follow this process for re-admissions (i.e. for pupils who have left your school and subsequently return). Do not remove the **Date of Leaving** as a method of re-admitting. However, if the pupil was originally leaving and changes their mind, i.e. they do not actually leave, then you should remove their **Date of Leaving**.*
- *It is perfectly acceptable for there to be a gap between the date of leaving and the date of return and this is reflected in SIMS if it is the case (for example, if the pupil leaves in July but returns in September). If you do not want any gaps in the associated class memberships, then you will need to edit the history via **Focus | Pupil (or Students) | Pupil (or Students) Details** page by clicking the **History** button on the **Registration** panel.*

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1. Select **Focus | Focus | Pupil (or Students) | Pupil (or Students) Details |** to display the **Pupil (or Students) Details** page.
 2. Click the **New** button to display the **Add ^Pupil/Students** page.
 3. Enter the pupil's known details into the **Basic Details** panel then click the **Continue** button. A list of **Matched People** matching the search criteria entered is 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 are displayed.
 6. Add/edit further details as required, then click the **Save** button on the toolbar. All mandatory fields are highlighted in red and must be completed before you are able to finally save the pupil's details.
 7. Click the **Save** button again if any additional data has been added.

Completed

In SIMS Attendance - Print the Official Register for July

NOTE: This process can now be carried out in SIMS using Attendance 7.

Before printing the official register for July, you should deal with missing marks and add reasons for absence for the month you are going to print.

1. Select **Reports | Attendance | Whole Group Pupil Reports | Official Register** to display the **Official Register Report** page form.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. Highlight the required group(s) using **Ctrl** or **Shift** to highlight multiple groups. Click the **Print** button to produce the required reports.

Completed

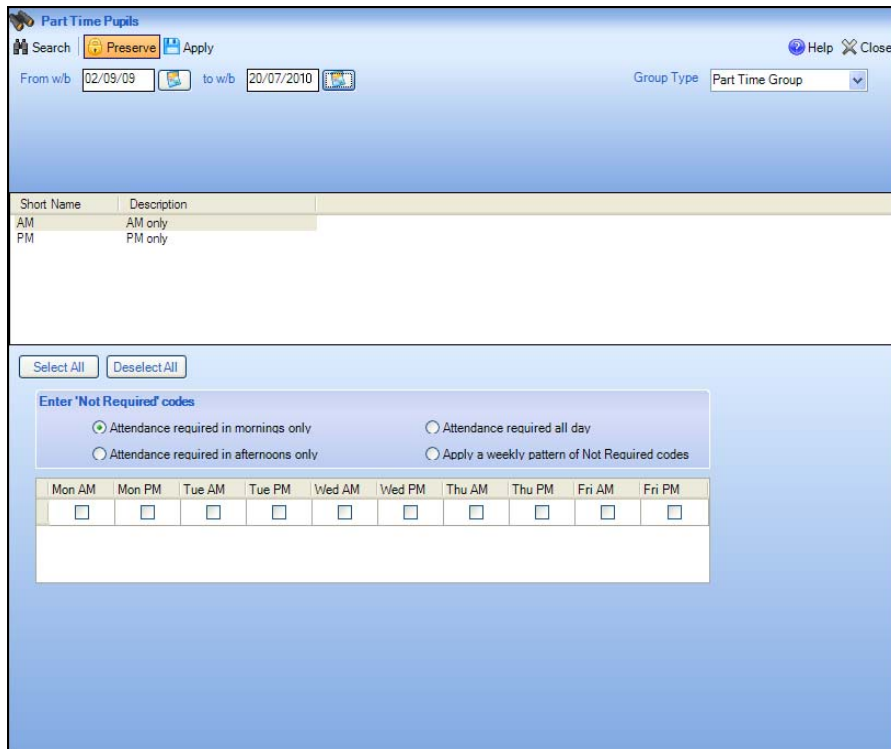
In SIMS Attendance - Use the Part-Time Pupils Routine to Add Not Required Codes

The sessions when part-time pupils, i.e. pupils of non statutory school age, are not required to attend school can be specified using this routine. SIMS then applies the **No Attendance Required** code (!) to the sessions that occur during the specified date range. The **Week Range** dates must lie within the new academic year and we would advise that you use the whole academic year dates as shown in the following example.

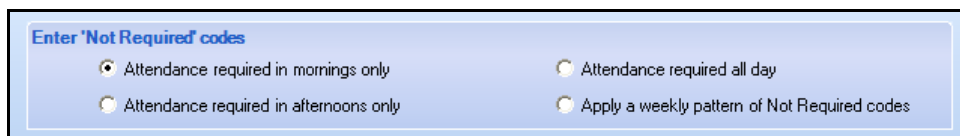
*NOTE: The code X is recorded as **Non Compulsory School Age Absence**.*

The part-time pupil functionality is available via a dedicated menu route (**Tools | Setups | Attendance Setup | Part Time Pupils**). To ensure that the dedicated menu route is available, select the **Show Part-time Pupils** check box in the **Visibility Switches** panel (accessed via **Tools | Setups | Attendance Setup | Module Setup**).

1. Select **Tools | Setups | Attendance Setup | Part Time Pupils** to display the **Part Time Pupils** page.



2. Specify the date range appropriate to the period for which your chosen group will be part-time. The dates must lie within the academic year.
3. Highlight the required groups (using **Ctrl** or **Shift** to highlight multiple groups). The **Select All** and **Deselect All** button can also be used if required.
4. Specify when attendance is required by selecting one of the four radio buttons.



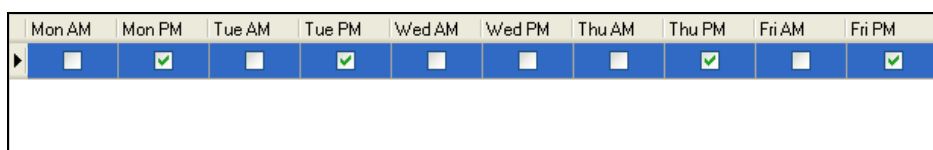
- **Attendance required in mornings only**
- **Attendance required in afternoons only**
- **Attendance required all day**

Select this option when a part-time pupil starts full-time school. All 'Not Required' codes for the pupil are removed from the system.

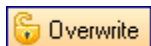
- **Apply a weekly pattern of Not Required codes**

Select this option if a mixture of AM and PM sessions is required. The associated grid is then enabled. Select the check boxes that represent the sessions when the pupils are not required to attend school.

In the following example, the pupils are expected to attend Monday, Tuesday, Thursday and Friday morning, and all day on Wednesday.



5. Existing marks can be protected or overwritten. This is achieved by clicking the **Preserve/Overwrite** toggle button.



Preserve/Overwrite toggle button

*NOTE: If **Overwrite** is selected, SIMS saves the specified pattern of marks (overwriting any existing marks), for all sessions in the selected range of weeks.*

6. Click the **Apply** button to apply the codes to the selected part-time pupils.

Run Housekeeping Routines in SIMS

Now is a good time to carry out some general housekeeping routines in SIMS. Please see the *How to Run Housekeeping Routines* help sheet (SupportNet Resource Number 10564) for full instructions.

Importing the Key Stage 1 Wizard (Junior Schools Only)

If you have imported your new pupils via CTF, in order to see the Key Stage 1 results from your Infants school, you will need to import the Key Stage 1 wizard into SIMS Assessment. This can be achieved via **Routines | Data In | Assessment Manager | Import** as follows:

1. From SIMS, select **Routines | Data In | Assessment | Import** to display the **Import** wizard.
2. Click on the **Field Browser** button adjacent to the **Select file to import from** field and navigate to `C:\Program Files\SIMS\SIMS .net\AMPA\Assessment Manager\English Primary (and Middle Deemed)\Assessment Manager`.
3. Highlight the filename `Key Stage 1 Wizard England 2009.XML` then click the **Open** button.
4. The name of the selected file is displayed in the **Select the file to import from** field. Any Header comments that were added to the file when it was created for export are displayed.
5. Select the **Overwrite defaults** check box if you want to update the Column Headings.
6. Click the **Finish** button then click the **Yes** button to start the import process. This may take several minutes. An Activity Log is displayed when the import is complete. Click the **Close** button.