

Secondary School Summary End of Year Procedures (and Promotion to the Academic Year 2011/2012)

Version 1.0

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 students 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	31/05/11

Introduction

This document describes 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 students from one year into the next.

It is applicable only to Secondary school SIMS users and includes sections for schools using any curriculum modules such as Nova-T and Options. Primary school users should refer to the *Primary 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 students 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.

Where to Find More Information

Release notes for previous releases can be obtained by clicking the appropriate menu link on the Home page of our SOLUS website (<http://www.capitaes.co.uk/solus>).

All handbooks referred to throughout this release note can be obtained from any of the following locations:

- The **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category then click the required handbook on the **Handbooks** page.
- SupportNet – copies of all handbooks are posted to SupportNet (<http://support.capitaes.co.uk>) and can be obtained by clicking the **Documentation** button on the **Home Page**, then selecting **SIMS Handbooks** from the **Category** drop-down list and clicking the **Search** button.

If you are unable to obtain the required handbook using any of these methods, please email publications@capita.co.uk and we will be pleased to email a copy to you.

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"/>	Creating the new academic year on page 3.
<input type="checkbox"/>	Setting up the new academic year's pastoral structure on page 4.
<input type="checkbox"/>	Adding intake/admission groups on page 5.
<input type="checkbox"/>	Adding Staff Codes and Roles for Timetabled and Cover Staff on page 6.
<input type="checkbox"/>	Importing Admissions and Transfer Files (ATF) on page 7 if applicable.
<input type="checkbox"/>	Importing Common Transfer Files (CTF) on page 8.
<input type="checkbox"/>	Recording leavers and Update Course Memberships on page 8.
<input type="checkbox"/>	Exporting Common Transfer Files (CTF) on page 8.
<input type="checkbox"/>	Setting up the promotion mapping for the new academic year on page 9.
<input type="checkbox"/>	Changing the Status of Applications to Offered or Accepted on page 11.
<input type="checkbox"/>	Transferring the Curriculum and Timetable to SQL on page 11.
<input type="checkbox"/>	Performing Academic Promotion on page 12.
<input type="checkbox"/>	Exporting and importing student group memberships on page 13.
<input type="checkbox"/>	Allocating applicants to Registration Groups/Classes on page 13.
<input type="checkbox"/>	Printing class (registration group) lists for the new academic year on page 14.
<input type="checkbox"/>	In SIMS Attendance - print OMR registration sheets for the first week of term on page 16.
<input type="checkbox"/>	In SIMS Attendance - enter reasons for absence last year (if required) on page 17.
<input type="checkbox"/>	Applying the timetable to the new academic year on page 17.
<input type="checkbox"/>	Other SIMS Module Processes on page 17.

Routines for after the new academic year has started

<input type="checkbox"/>	Admitting applicants on page 18.
<input type="checkbox"/>	Re-admitting students on page 18.
<input type="checkbox"/>	In SIMS Attendance - Print the Official Register for July on page 19.
<input type="checkbox"/>	Setting up a Pattern of Registration and Periods on page 20.
<input type="checkbox"/>	SIMS Learning Gateway on page 20.
<input type="checkbox"/>	Running housekeeping routines in SIMS on page 21.

Recording Changes to Teaching Staff in Personnel 7

This section applies only to schools using Personnel 7, i.e. you are recording all staff details, including contracts, training events and absences in SIMS.

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 a leaving date.

*NOTES: Staff codes for anyone appearing in a timetable must be set via **Focus | Person | Manage Classroom Staff**. Please see Adding Staff Codes and Roles for Timetabled and Cover Staff on page 6. Nova-T users must make sure that the **Staff Code** for anyone to be imported into a timetable is the same in both Nova-T6 and SIMS.*

*When adding new rooms, the **Room Code** must be the same in both Nova-T6 and SIMS.*

Adding New Teachers in Personnel 7

Initially, only **Basic Details** and **Employment Details** need to be entered. Further details can be added as they are known. For full instructions, please refer to the *Managing Staff in SIMS* handbook.

1. Select **Focus | Person | Staff** to display the **Find Employee** browser. Click the **New** button to display the **Add Employee** page.
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 to add the member of staff. Repeat for any other members of staff joining the school.

Completed

Adding Leaving Dates for Existing Staff Members in Personnel 7

1. Select **Focus | Person | Staff** to display the **Find Employee** browser.
2. Enter the **Date of Leaving** in dd/mm/yyyy format in the **Employment Details** panel.
3. Click the **Save** button to save the changes. Repeat for any other leavers.

NOTE: Check that staff who will no longer be on the timetable or used for Cover, have been removed from Manage Classroom Staff for the new academic year. For more information, please refer to the Academic Management in SIMS handbook.

Completed

Creating the New Academic Year

*NOTE: Options users may have already created a new academic year. This can be checked by selecting **Focus | School | School Diary** to display the School Diary. If already created, the new academic year appears in the list adjacent to the diary and does therefore not need to be recreated.*

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 student 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 may take a long time 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 students 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 02/09/11 then an end date of 01/09/12 is automatically supplied.*
 - *The first day of term should be specified even if students 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.
1. Select **Routines | School | Academic Year** to display the **Create Academic Year** wizard.
 2. Follow the instructions 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 students are in school, as this can sometimes be a teacher training day).
 - define the half term holidays.
 - define teacher training days (this can be done at a later date via the School Diary, if preferred).
 - define public holidays such as Bank Holidays.

Setting 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 ensure that a new academic year has been created 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 student numbers have increased.
 - merge registration groups where student numbers have decreased.
 - add a new year group, such as the introduction of a Sixth Form to your school.
 - change class names.
-

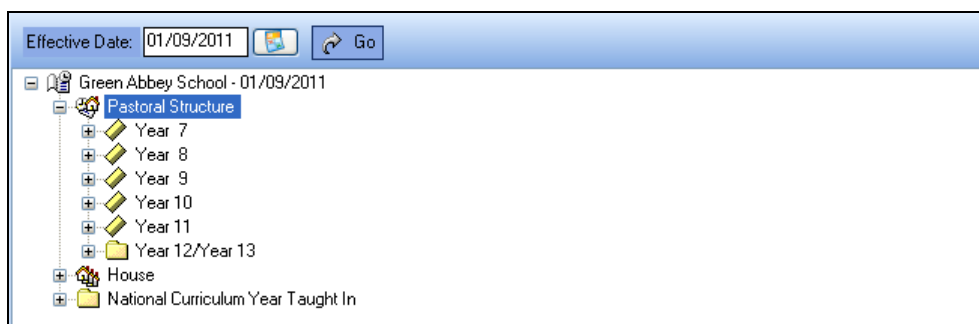
NOTES:

- *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 so that Attendance records are not affected.*
 - *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. For more information, please see *Set up the Promotion Mapping* for the New Academic Year on page 9.*
 - *If an additional year group is required, e.g. a Sixth Form has been introduced to the school, this should be added before admission groups are created to ensure that the new year group is available for selection. For more information, please see *Adding Intake/Admission Groups* on page 5.*
-

Opening the Structure of the New Academic Year

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: To ensure that changes are being made for the next academic year, rather than the current academic year, ensure that the start date of the next academic year is displayed in the **Effective Date** field.



- 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 the **OK** button.
- 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 been previously used. This is achieved by right-clicking the required Registration Group folder in the pastoral structure and selecting **Reuse Old Registration Group**. A dialog is displayed listing any registration groups that have been previously 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

Adding 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 containing one or more admission groups. In a Secondary school, an intake group could be created for Year 7 with admission groups for either Feeder Schools or 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 on which 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 use if you are unsure.

*If you have previously created admission groups with an incorrect **Date of Admission**, amending the date also amends 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(s).

This is also a good time to delete or make inactive any unwanted admission groups or make them inactive. For more information, please refer to the appropriate SIMS Admissions Code of Practice handbook.

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

Adding Staff Codes and Roles for Timetabled and Cover Staff

To ensure that staff are available for timetabling, their staff codes must be the same in both Nova-T6 and SIMS.

In addition, timetabled staff must be assigned a staff role. Staff can be given one or more roles according to the duties they perform. Generally, a person will have a single Staff Role.

NOTE: Anyone you may wish to make available to provide class cover in Cover 7 or anyone who you may wish to be assign as Additional staff must also be set up as classroom staff, i.e. they must be given a **Staff Code** and a **staff Role**.

For more detailed information, please refer to the *Managing Classroom Staff* chapter in the *Academic Management in SIMS* handbook.

Any staff on the timetable in Nova-T or anyone you wish to make available in Cover 7 who are not displayed in the **Manage Classroom Staff** list must be added.

1. Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.
2. Check that the member of staff has not already been allocated a **Staff Code** by selecting the new 2011/2012 academic year from the **Academic Year** drop-down list. By default, the browser displays all staff who have been assigned a **Staff Code** via the Manage Classroom Staff area.

Name	Code	Gender	Role(s)	Subject(s)	Active
Bates, Miss Belinda	BEB	F	Teacher		Yes
Boswell, Mrs Jennifer	JAB	F	Teacher		Yes
Brown, Mrs Charmaine	CTB	F	Teacher		Yes
Chard, Mrs Vicky	VC	F	Teacher		Yes
Fortune, Miss Shirley	SF	F	Teacher		Yes
Grosvenor, Mrs Gillian	GG	F	Teacher		Yes
Holyoake, Mr Gerald	GIH	M	Teacher		Yes
Joyner, Mr Oliver	OJ	M	Teacher		Yes
Kent, Miss Amelia	AK	F	Teacher		Yes
Lawson, Ms Lisa	LL	F	Teacher		Yes

3. If the required member of staff is not listed they will need to be added. Click the **New** button. If the required staff member is listed, double-click their record then proceed to step 5.

Basic Details

Surname: Bates Forename: Belinda

Gender: [Dropdown] Date of Birth: [Text Box]

Continue [Green Arrow]

4. Search for the required member of staff by entering the appropriate search criteria in the **Basic Details** panel, then click the **Continue** button. All people recorded in SIMS who match the search criteria entered are displayed in the **Matched People** list.

Matched People

The following people known to the SIMS database have similar details.
To add a new person with the details entered above, select New.
To add an existing person or edit a known person, select Open.

Full name	Gender	Roles	Address
Bates, Miss Belinda	Female	Employee, User, Teacher	15 Oxford Road Reading B...

New [Blue Plus] Open [Orange Plus]

5. If the required person is listed, highlight their name and then click the **Open** button to display the **Manage Classroom Staff** page.

IMPORTANT NOTE: Create a new record by clicking the **New** button only if you are sure that the person has not already been recorded in SIMS (e.g. as an employee, contact, etc). If they have already been recorded in SIMS, you must select them from the **Matched People** panel.

The **Classroom Staff Details** page displays any existing **Staff Code** and/or **Role(s)**.

Classroom Staff Details: Bates, Miss B E - 2011/2012

Save | Undo | Print

1 Basic Details 2 Classroom Information 3 Organisations

Title: MISS
Gender: Female

2 Classroom Information

Staff Code (11/12): BEB
Generate Staff Code

Existing code assignments: BEB: Bates, Miss Belinda
Edit | Remove | Up | Down

Subject(s):
Cover Option:

Role(s) as at 01/09/2011

Teacher
 Higher Level Teaching Assistant
 Teaching Assistant
 Learning Support Assistant
 Classroom Assistant
 Technician
 Other Supervisor
 Other Assistant
 Examination Invigilator

Edit | Terminate All

3 Organisations

Organisation	Working Pattern	Active
WATERS EDGE PRIMARY SC...	Mo,Tu,We,Th,Fr All Day	True

Add | Edit | Delete

6. The **Staff Code (11/12)** field displays the **Staff Code** assigned to the selected person for 2011/2012. The code can be edited, if required. This updates the **Existing code assignments** list with the name of any staff member whose code matches that which is entered. If the code entered matches a code already assigned to another person, the background colour of the field changes to red and a message is displayed on the Status Bar. It is not possible to save the record until a unique code (across the 2011/2012 academic year) has been entered.
7. Select the staff member's **Role(s)** in the **Role(s)** panel.
8. Click the **Save** button to save the changes.

IMPORTANT NOTE: Once a person has been made a member of Classroom Staff, their Staff Code can be maintained in Academic Management only. It will no longer be possible to edit the code in Personnel 7. In addition, any staff added to SIMS via Manage Classroom Staff are not given an **Employment Start** date. To record the start date, edit their record via **Focus | Person | Staff** ensuring that a **Status** of **All** is selected when searching in the browser.

☐ **Completed**

Importing Admissions and Transfer Files (ATF)

If your Local Authority has provided you with an ATF file, this should have been imported around March time, as described in the appropriate SIMS Admission Code of Practice handbook. Any additional students can be imported via CTF, as described in the following section.

Importing Common Transfer Files (CTF)

This section provides a summary of the steps required to import a CTF.

Import any CTFs that have not yet been imported via **Routines | Data In | CTF | Import CTF** to display the **Import CTF** page.

For more information on Importing a CTF, please refer to the *Importing and Exporting CTFs* chapter in the *Managing Pupil/Students in SIMS* handbook.

For information on changing the status of the application from **Applied** to **Offered**, please refer to the appropriate SIMS Admissions Code of Practice handbook.

Completed

Recording Leavers and Updating Course Memberships

This section provides a summary of the steps required to record leaver information in SIMS. For more detailed instructions, please refer to the *Managing Pupil/Students in SIMS* handbook.

The facility to record leavers enables accurate records to be kept of students after they have left the school. During the Summer term you will need to mark most or all of the students as leaving on the same day. You should only mark students as leavers if you are sure they are leaving, e.g. Year 11 are leaving school.

IMPORTANT NOTES: *It is essential that you do not record leavers by removing their date of admission as this affects all historical data relating to that student.*

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not simply remove their date of leaving as this also affects the history (unless they had a date of leaving, but did not actually leave, i.e. they change their mind).

*To allow the automatic procedures to help you with course completion information for Post-16 students, it is necessary to consider when to make use of the Leavers routine. Some schools will have left the course completion date as the default date when all classes finish. Such a date is not correct for many Post-16 students who will finish the course and leave the school some weeks before the rest of the school finishes for the year. If you make use of the Leavers routine in advance of the students actually leaving, SIMS deals with this problem for you. The end date for the course will be set in line with this 'expected' leaving date and when the School Census is run, the courses will be interpreted as having been completed. If the Leavers routine is run after the students have actually left, and the course end date was in the future, SIMS can only interpret this as a withdrawal or transfer before the course was completed. Obviously, Maintain Course can be run (via **Tools | Academic Management | Course Manager | Maintain Course**) to rectify this for each student, but it is much easier if the Leavers routine is run at the appropriate time.*

*Update Course Memberships should be run (via **Tools | Academic Management | Course Manager | Update Course Memberships**) before moving the system to the new academic year and should be run again after moving to the new academic year, once class information is in place. Update Course Membership is an Academic Management routine and like other routines in this area, it is academic year based. If you forget to run Update Course Memberships before moving to the new year, you can easily solve the problem by going back to the old year and running Update Course Membership.*

Similarly, if you forget to run Update Course Memberships, as soon as class information is in place, you can run it in the new academic year. However, you should be aware that course membership is much like other group membership, and courses are set active or inactive at the start of the day, depending on what membership they have at the start of the day.

So, if you do not run Update Course Memberships until the actual day of the census, the courses will remain set to inactive until the next day. Active and inactive is only a display parameter, but it could cause unnecessary confusion on census day.

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not simply remove their date of leaving as this will also affect the history (unless they had a date of leaving, but did not actually leave, i.e. they change their mind).

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 | Student | Leavers**. For more information, please refer to the *Recording Leavers and Deleting Pupil/Student Records* chapter in the *Managing Pupil/Students in SIMS* handbook.

Exporting 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**.

For more information on Exporting a CTF, please refer to the *Importing and Exporting CTFs* chapter in the *Managing Pupil/Students in SIMS* handbook.

*NOTE: Before proceeding, you must have previously added any required **Feeder** and **Destination Schools** via **Tools | Other Schools** and specified the directory into which the CTF export will be saved via **Tools | Setups | CTF**. For more information, please refer to *Managing Pupil/Students in SIMS handbook*.*

*Please ensure that the relevant students are give a **Date of Leaving** before exporting the CTF.*

Completed

Setting 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 students move from their current year group and registration group into the correct year group in the new academic year. This process is used to set the path for year groups and registration groups, but it is also possible to specify a promotion path for individual students 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 students have been allocated to the appropriate registration groups.

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 registration groups.*
-

1. Select **Routines | School | Promotion** to display the **Promotion Data Check** dialog. Click the **Ok** button to start the process.
2. Click the **Load** button on the **Setup Promotion Mapping** dialog.

3. Review the promotion path for each registration group. The **Registration Groups** panel displays a list of the registration groups for the current academic year. Select the registration group to which the student will be promoted from the **Promotion Path** column drop-down list. Repeat this process for all the registration groups in the **Registration Groups** panel.
4. If you want the tutor of the registration group to be promoted into the next academic year with the registration group, select the **Promote Registration Tutor** check box.
5. If any existing Classroom Assistants or Learning Support Assistants should be promoted into the next academic year with the registration group, select the **Promote Other Supervisors** check box.
6. Select the **Override Membership** check box in both the **Year Group** and **Registration Groups** panels the first time you carry out the promotion mapping process.

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

7. Click the **Finish** button to save the settings.
8. Click the **Map** button on the toolbar at any point to return to the **Setup Promotion Mapping** dialog.

Completed

Checking the Registration Tutors Assigned

Once the promotion mapping process is complete, you are strongly advised 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 you select the **Role** of **Joint Main Supervisor**.

Completed

Changing 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 | Admissions | Finalise Offers** or **Routines | Admissions | Accept Applications**. For more information, please refer to the *Managing Applications to Your School* chapter in the *Managing Pupil/Students in SIMS* handbook.

*NOTE: Applicants who you wish to allocate to curriculum classes must have an application status of **Accepted** before they can be assigned to curriculum classes and their timetable can be produced. If Options is in use, their application status will already have been changed to **Accepted** so that they could be assigned to bands and be imported into Options.*

Transferring the Curriculum and Timetable to SQL

NOTE: If you use Cover 7 and you use non-teaching registration periods to provide registration cover, ensure that you have set up these registration periods as non-teaching in your cycle. There is no need to make changes to your period type settings.

Preparing for Export to SQL Using Curriculum Matching

Before you carry out a transfer of curriculum and timetable data to SQL, you should carry out these steps:

1. Make sure that the Document Management Server is active (in SIMS, check **Tools | Setups | Document Management Server**).
2. If you have not done so recently, run **Tools | System Diagnostics | Database Diagnostics** in SIMS.

Manage Classroom Staff

When the timetable is imported, the wizard attempts to match the staff codes mentioned in the import file with the staff codes in Manage Classroom Staff for the relevant academic year. When the 'next' academic year was created, Classroom Staff will have been carried forward into it, i.e. Classroom Staff with a staff code in the current academic year *and* a staff role on or after the last day of the *current* academic year, will have been given a staff code in the *next* academic year.

Classroom Staff added subsequently to the current academic year will also have been carried forward to the next. However before attempting to transfer the new timetable, it is worth checking the classroom staff list for the next academic year.

1. Select **Focus | Person | Manage Classroom Staff** to display the **Find Classroom Staff** browser.
2. Check that the member of staff has not already been allocated a **Staff Code** by selecting the new 2011/2012 academic year from the **Academic Year** drop-down list. Select **Yes** from the **has staff code?** drop-down list.
3. Click the **Search** button then inspect the list of classroom staff returned. If any staff to be imported on the timetable are not present, you will need to add them, as described in the *Academic Management in SIMS* handbook.

Starting the Export from Nova-T6

Before the export can be completed, the Timetabler needs to assign levels to classes in Nova-T6 via **Tools | Assign Levels** (where Nova-T6 has been used to construct the new timetable).

1. Ensure that you have loaded the relevant SPL file for the new academic year then select **Data | Export Curriculum and Timetable to SQL**.

As the academic data stored in the SQL database is historical, a date range for the exported data must be provided so that the records transferred have start and end dates. In this case, as you are setting up the timetable for the coming year you should pick a date range corresponding to the whole of the working academic year (typically a date early in September to a date in June or July).

2. If prompted, you should log into the SQL database with a suitable user name and password.

The Curriculum Matching Wizard

When performing the first transfer of a timetable to the new academic year, all items on the left of the Merge Curriculum page will be highlighted in orange because they are unlinked, and on the right, a message is displayed explaining that there is no curriculum data in the database (except bands if these have previously been exported). This is to be expected.

Unmatched Teachers and Rooms

After the wizard has closed, Nova-T6 analyses the data returned and if any teachers or rooms were not found or recognized in SQL, these are listed. In such cases, classes associated with teachers or rooms that could not be identified are recorded in SQL, except that the teacher or room assignment will be missing. Please see *Manage Classroom Staff* on page 11.

NOTE: Teachers will be exported to SQL only if they are employed for the whole of the export date range.

Completed

Where Can I Get More Information?

For full instructions on how to run the Curriculum Matching process, please refer to the *Curriculum Matching* section of the *Nova-T6 Links* chapter in the *Nova-T6* handbook.

Completed

Exporting Derived Year Classes to SQL

NOTE: Please ignore this section if your school does not use derived years.

Year groups in Nova-T6 are associated with National Curriculum Years (NC Years). A derived Year (e.g. C6), must be associated with one of the existing National Curriculum Years (e.g. NC Year 12). Classes from Year 12 can then be included in the export to SQL. In Academic Management, Year 12 students will be eligible for the C6 classes, and Year 13 students (although ineligible) can be assigned to these classes by clicking the **Add** button.

Completed

Arranging Student Memberships

Students need to be allocated to bands, curriculum groups and classes. This can be achieved using any of the following four methods:

- Copying memberships from the previous year using Academic Promotion (as described in *Arranging Student Memberships* on page 12).
- Importing memberships arranged using Options.
- Manual entry, by placing ticks on the tick grids, or using the **Student Curriculum Summary** page.
- Exporting and Importing student memberships using a spreadsheet.

Completed

Performing Academic Promotion

The purpose of the Academic Promotion functionality is to generate curriculum memberships in the *next* academic year for all the groups of a scheme in one go, based on equivalent memberships of classes and other curriculum groups in the *current* academic year. There are two steps to the Academic Promotion routine:

1. Setting up the promotion rules via **Routines | School | Academic Promotion Rules**. Please refer to the *Academic Promotion in SIMS* chapter in the *Academic Management in SIMS* handbook for more information.

2. Applying the rules using the **Curriculum Promotion** wizard (from the tick grid on the **Group Memberships in Scheme** page, click the **Allocate** button and select **Curriculum Promotion Wizard**. For more information, please refer to the *Academic Promotion in SIMS* chapter in the *Academic Management in SIMS* handbook).

IMPORTANT NOTE: Before running the Academic Promotion process, you are strongly advised to take a full and verified backup of your SIMS SQL database. This is a powerful process that creates many student group memberships.

The Academic Promotion process must be run for *each* of the Schemes you wish to promote.

The promotion process can be repeated as many times as you want for the same Scheme, until the promotion is performed to your specific needs.

It is strongly recommended that you promote Bands before promoting to any other groups.

Completed

Exporting and Importing Student Group Memberships

The export and import of student memberships function can be used extensively at year end to allocate students to classes. For full instructions, please refer to the *Importing and Exporting Student Group Memberships* chapter in the *Academic Management in SIMS* handbook.

NOTE: When you have finished assigning students to their classes, select **Tools | Academic Management | Course Manager | Update Course Memberships**). This routine should always be run when any changes to class memberships are made.

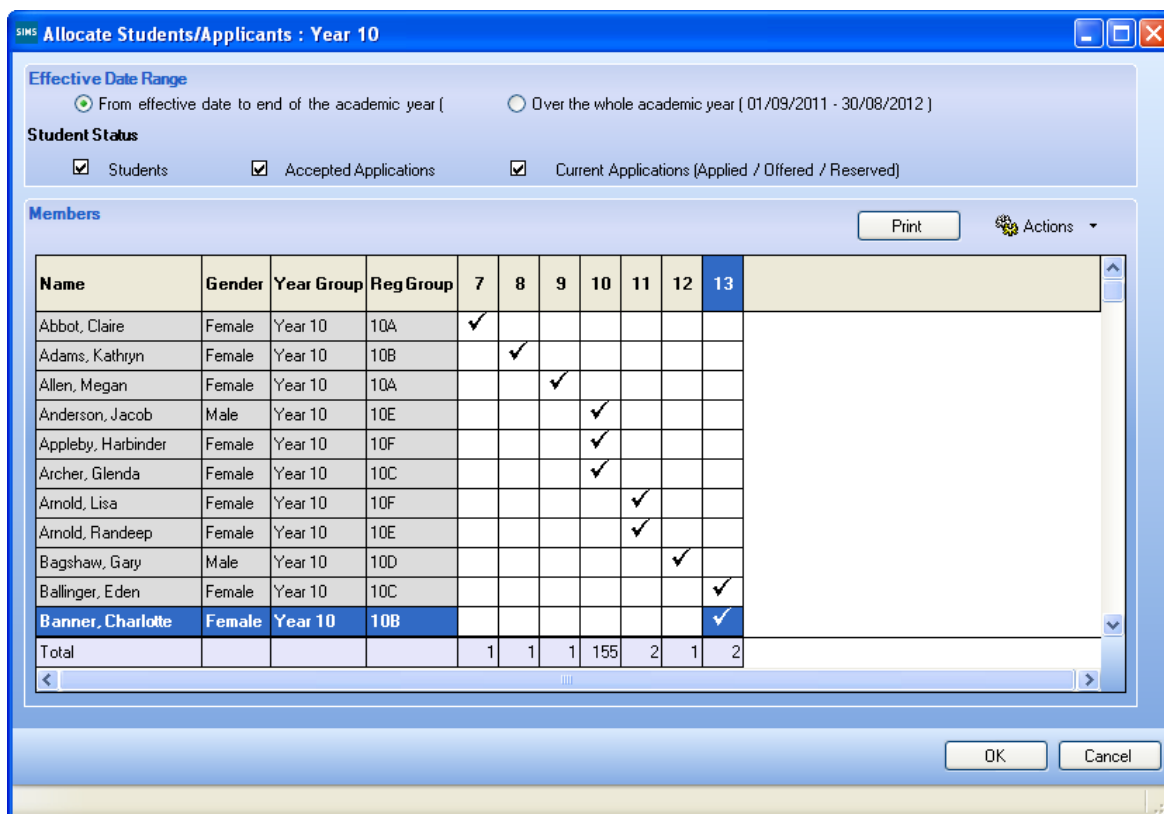
Allocating Applicants to Registration Groups/Classes

Before allocating applicants to registration groups, you must have:

- added the applicants via **Focus | Admission | Application**, or imported via ATF or CTF. For more information, please refer to the appropriate SIMS Admissions Code of Practice handbook.
- given each applicant an application status of **Offered** or **Accepted**. For more information, please see *Change the Status of Applications to Offered or Accepted*.

NOTE: Applicants who are to be allocated to curriculum classes must have an application status of **Accepted** before they can be assigned their timetable/to their curriculum classes. Schools that have applicants assigned to an admission group should ensure that the appropriate **Enrolment Status** is selected from the 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. Expand the **Pastoral Structure** until the **Registration Group** folder is visible under the required year.
3. Right-click the applicable **Registration Group** folder and select **Members** from the pop-up menu to display the **Allocate Students/Applicants** dialog.



4. Select the required registration group for each applicant in the grid by clicking the appropriate cell to display a tick. Clicking the cell again removes the tick.
5. Once you have selected registration groups for each applicant, click the **OK** button to save the changes.

Completed

Printing 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 *Reporting in SIMS* handbook.

Use the Effective Date to enter a date in the new academic year, e.g. 02/09/2011 to produce lists for the new academic year.

Registration Groups (Dated) Report

Registration Groups (Dated)		
Registration Groups (Dated)		
<i>Year group is Year 9 and Reg group is 9F</i>		
Registration Group: 9F		
Tutor:	Miss A Parker	
Room:	Science Lab 2	
Effective date:	05/09/2011	
Name	Gender	Date of Birth
Atlieri Carmela	F	05-04-1998
Bacon James	M	11-01-1998
Bailey Annalisa	F	23-10-1997
Bardell James	M	04-09-1997
Chaudhry Sindhu	M	05-01-1998
Chisenga Matthew	M	08-07-1998
Cordell Claire	F	26-08-1998
Dincht Zell	M	05-10-1997
Douglas James	M	18-05-1998
Fisher Craig	M	10-02-1998
Flack Sara-Mae	F	03-11-1997
Hart Gina	F	24-05-1998
Total: Males	7	
Total: Females	5	
Group Total:	12	

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)

Registration Groups (Dated with Columns)
Year group is Year 9 and Reg group is 9F

Registration Group: 9F
Tutor: Miss A Parker
Room: Science Lab 2
Effective date: 05/09/2011

Name	Gender	Date of Birth	1	2	3	4	5
Atlieri Carmela	F	05-04-1998					
Bacon James	M	11-01-1998					
Bailey Annalisa	F	23-10-1997					
Bardell James	M	04-09-1997					
Chaudhry Sindhu	M	05-01-1998					
Chisenga Matthew	M	08-07-1998					
Cordell Claire	F	26-08-1998					
Dincht Zell	M	05-10-1997					
Douglas James	M	18-05-1998					
Fisher Craig	M	10-02-1998					
Flack Sara-Mae	F	03-11-1997					
Hart Gina	F	24-05-1998					

Total: Males	7
Total: Females	5
Group Total:	12

Completed

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

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



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

Completed

SIMS Partnership Xchange

This section applies only to Partnership Xchange Users

Partnership Xchange users need to set up their partnership links for the next academic year. This is achieved by adding a new Partnership Instance for the new academic year linked to the same zone as their current active Partnership Instance. A school can only have one active Partnership Instance per academic year.

For instructions on creating the Partnership Instance, please refer to the *Joining/Managing a Partnership* chapter in the *Partnership Xchange for School Administrators* 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 18.
- In SIMS, record any re-admission students – see page 18.
- In Attendance, print the official register for July – see page 19.

Admitting 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 students will be admitted and a student 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 Student browser by selecting **Guest** from the **Status** drop-down list.*

For more detailed instructions, please refer to appropriate SIMS Admissions Code of Practice handbook.

To admit applicants, select **Routines | Admission | Admit Applications**.

Completed

Re-Admitting Students

This section contains a summary of the required steps. For more information, please refer to the appropriate SIMS Admissions Code of Practice handbook.

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

IMPORTANT NOTES:

- *It is essential that you follow this process for re-admissions (i.e. for students who have left your school and subsequently return). Do not remove the **Date of Leaving** as a method of re-admitting. However, if the student 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 will be reflected in SIMS if it is the case (for example, if the student leaves in July but returns in September). If you do not want any gaps in the associated registration group memberships, then you will need to edit the history via **Focus | Student | Student Details** page by clicking the **History** button on the **Registration** panel.*

-
1. Select **Focus | Focus | Student | Student Details** to display the **Student Details** page.
 2. Click the **New** button to display the **Basic Details** panel. Enter the required **Surname** then click the **Continue** button. A list of **Matched People** matching the search criteria entered is displayed.
 3. Highlight the required student and click on the **Open** button to display a warning message `The selected student is a Leaver, do you want to re-admit the Student?`

4. If you are certain that this is the student who should be re-admitted, click the **Yes** button to display the student's details.
5. Add/edit further details as required, then click the **Save** button. All mandatory fields are highlighted in red and must be completed before the student's details can be saved.
6. Click the **Save** button again if any additional data has been added.

Completed

In SIMS Attendance - Printing the Official Register for July

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 Student Reports | Official Register** to display the **Official Register Report** page form.

The screenshot shows the 'Official Register Report' window in SIMS .net. The window title is 'SIMS .net: Green Abbey School'. The menu bar includes Focus, Reports, Routines, Tools, Window, and Help. The toolbar contains navigation and utility icons. The main area has a search bar and a 'Print' button. The date range is set from '01/09/2011' to '20/07/2012'. The 'Group Type' is set to 'Reg Group'. There are three checked checkboxes: 'Show Totals', 'Show Key to Codes', and 'Show History of Changes'. Below these is a table with two columns: 'Short Name' and 'Description'. The table lists groups from 7A to 10B. At the bottom of the table are 'Select All' and 'Deselect All' buttons.

Short Name	Description
7A	7A
7B	7B
7C	7C
7D	7D
7E	7E
7F	7F
8A	8A
8B	8B
8C	8C
8D	8D
8E	8E
8F	8F
9A	9A
9B	9B
9C	9C
9D	9D
9E	9E
9F	9F
10A	10A
10B	10B

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

Completed

Setting up a Pattern of Registration and Periods

This section applies only to Lesson Monitor users.

If you use Lesson Monitor, you will need to set up a new pattern of registration against periods at the beginning of the academic year, so that the new pattern is aligned with the current timetable. It is possible to associate a pattern with a timetable in the future, not just the current timetable, if required.

The current timetable structure, plus current AM and PM registrations, are displayed in the form of a grid. In some schools, PM registration takes place after the last period of the school day.

Any changes to the timetable will require the setup routine to be edited, e.g. if an extra period is included in the timetable or if a period is taken out. The start of a new academic year is an example of when this may occur.

When students have less than a full timetable, it is possible that they will not attend lessons that have been designated for registration. If this is the case, lesson marks for a student's earliest timetabled period can be counted as registration marks.

1. Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the **Lesson Monitor Setup** page.
2. In the **Registration and Periods Pattern** panel, select the required option from the **Timetable Models** drop-down list. The current (and any future) timetable models that have been applied to SIMS are available for selection. The selected timetable model (either one week or two weeks) is displayed in the grid.
3. Highlight the cells that belong to the AM session then click the **AM** button. A block of cells can be selected by clicking the cell located at the top left-hand side then, while holding down the **Shift** key, click the cell located at the bottom right-hand side. The selected AM cells are coloured pink.
4. Highlight the cells that belong to the PM session then click the **PM** button. The selected PM cells are coloured yellow.
5. To indicate the period when registration takes place each day, enter **A** (AM registration) and **P** (PM registration) in the appropriate cells.

If registration takes place before a period, enter **A** or **P** in that period.

If PM registration takes place after the last period, enter **N** in the last period.

6. Click the **Save** button. The registration and period pattern is saved for the date range of the selected timetable model.

1 Registration and Periods Pattern

Timetable Models

	1	2	3	4	5
Mon	A				P
Tue	A				P
Wed	A				P
Thu	A				P
Fri	A				P

Highlight the cells that belong to the AM session, then click the AM button. Repeat for the PM session. You can select a block of cells by clicking in the top left cell, then Shift-clicking in the bottom right cell.

Type A in the cells to show where AM registration occurs each day and type P to show where PM registration occurs. If you hold registration before or during a period then type A or P in that period. If you hold PM registration after last period then type N into last period.

Completed

SIMS Learning Gateway

This section applies only to SIMS Learning Gateway users.

1. Create and distribute SIMS Learning Gateway accounts for new staff, students and parents.
2. Remove access to SIMS Learning Gateway from leavers, the parents of leavers (where they have no other children at the school) and staff who have left.

For full instructions, please refer to the *Removing Provisioned Users* chapter in the *SIMS Active Directory Provisioning Service* handbook.

Running Housekeeping Routines in SIMS

Now is a good time to carry out some general housekeeping routines in SIMS. For more information, please refer to the *Housekeeping Routines* chapter in the *Setting Up and Administering SIMS* handbook.