

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

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	07/04/09

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 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 or 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.

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
☐	Record changes to teaching staff on page 3.
☐	Create the new academic year on page 3.
☐	Set up the new academic year's pastoral structure on page 4.
☐	Add intake/admission groups on page 5.
☐	Adding Staff Codes and Roles for Timetabled and Cover Staff on page 6
☐	Import Admissions and Transfer Files (ATF) on page 8 if applicable.
☐	Import Common Transfer Files (CTF) on page 8.
☐	Record leavers and update course memberships on page 8.
☐	Export Common Transfer Files (CTF) on page 9.
☐	Set up the promotion mapping for the new academic year on page 9.
☐	Change the Status of Applications to Offered or Accepted on page 11.
☐	Transfer the Curriculum and Timetable to SQL on page 11.
☐	Perform Academic Promotion on page 14.
☐	Export and import student group memberships on page 15.
☐	Allocate applicants to Registration Groups/Classes on page 15.
☐	Print class (registration group) lists for the new academic year on page 16.
☐	In SIMS Attendance - print OMR registration sheets for the first week of term on page 18.
☐	In SIMS Attendance - enter reasons for absence last year (if required) on page 18.
☐	Apply the timetable to the new academic year on page 19.
☐	Other SIMS Module Processes on page 19.

Routines for after the new academic year has started

☐	Admit applicants on page 21.
☐	Re-admit any pupil/students on page 21.
☐	In SIMS Attendance - Print the Official Register for July on page 22.
☐	Run housekeeping routines in SIMS on page 24.

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.

*NOTES for Nova-T users: All staff to be timetabled must be identified via **Focus | Person | Manage Classroom Staff** (or by clicking **Classroom Staff Details** in the **Links** panel once the staff record has been saved). In addition, you must make sure that the **Staff Code** is the same in Nova-T and in SIMS via the same route and that all new classroom staff are given a staff **Role**. For more information, please see Adding Staff Codes and Roles for Timetabled and Cover Staff on page 6.*

*A similar rule applies when adding new rooms - the **Room Code** must be the same in Nova-T and SIMS.*

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

NOTE for Nova-T6 users: When the timetable is exported from Nova-T6 to SQL, a teacher's assignment to a class will only be transferred if the teacher is on-roll for the whole period between the start date and end date of the export. If the end date of the export is the end of the Summer term, a class whose teacher has a leaving date before then, will be transferred without a teacher, for the entire date range of the export.

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.

Create 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 will 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 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 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 02/09/09 then an end date of 01/09/10 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.

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 students 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:

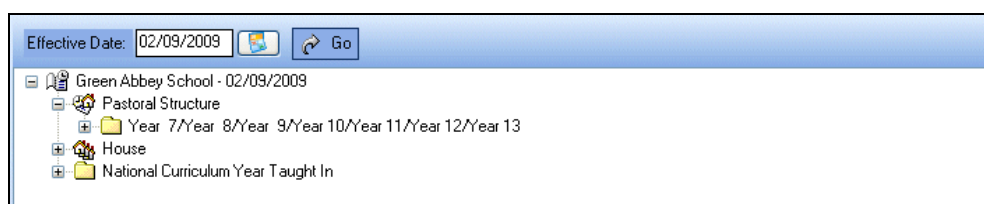
- add additional registration groups where numbers have increased.
- merge registration groups where numbers have decreased.
- add a new year, such as the introduction of a Sixth Form to your school.
- change the names of your registration groups.

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 9 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 *Add Intake/Admission Groups* on page 5 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.

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 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 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**

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-T4/Nova-T6 and SIMS.

In addition, timetabled staff must also have a role recorded in this area. Staff can be given one or more roles according to the duties they perform. Most often a person will have a single Staff Role.

NOTE: All people who will be used in the Cover 7 module to cover classes (or who may be assigned as Additional staff) must also be set up as classroom staff, i.e. must be given a **Staff Code** and **staff Role**.

For more detailed information, please refer to *Chapter 10: Managing Classroom Staff* in the *Academic Management in SIMS* handbook. This can be found by clicking the **Other Handbooks** link in the **Documentation** panel in SIMS.

Any staff on the timetable in Nova-T, or who will be used in the Cover 7 module, who do not appear in the **Manage Classroom Staff** list must be added. Check as follows:

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 2009/2010 academic year from the **Academic Year** drop-down list. By default, the browser displays all staff who have a **Staff Code** added via the **Manage Classroom Staff** area.
3. If the required member is listed, double-click their record to select them and go to step 8.

Name	Code	Gender	Role(s)	Subject(s)	Active
Abell, Mrs Anita	AA	F	Teacher	Science, Biology, PSE	Yes
Andrews, Mrs Selina	SA	F	Teacher	Science, PSE	Yes
Asif, Mrs Mina	MIA	F	Teaching Assistant		Yes
Atkinson, Mr John	JA	M	Teacher	English	Yes
Blacker, Mr Adrian	AB	M	Teacher	Religious Ed, Geography	Yes
Brown, Mr James	JB	M	Teacher	Gnvq, Technology, Religious Ed, PSE	Yes
Burrows, Miss Katie	KB	F	Teacher	Art	Yes
Burton, Miss Fiona	FB	F	Teacher	Mathematics, PSE	Yes
Chase, Mrs Lynn	LC	F	Teacher	Science, PSE	Yes

4. If the required member of staff is not listed, click the **New** button to add them/search for them.
5. The member of staff exists elsewhere in SIMS e.g. member of staff, contact, etc. therefore, enter their **Surname** and **Forename** in the **Basic Details** panel to search for matching records.

Basic Details

Surname: Forename:

Gender: Date of Birth:

6. Click the **Continue** button. Any people with a matching surname are displayed in the **Matched People** panel.

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
Brown, Mr Paul	Male	Employee, User, Teacher	45 HIGHFIELD ROAD Unit...

New
Open

7. If the required person is listed, highlight their name and click the **Open** button.

IMPORTANT NOTE: Only click the **New** button on the right to create a new record if you are sure that the person has not already been added to SIMS (e.g. as an employee, contact, etc). If they already exist, you must select them from the **Matched People** panel.

8. The **Classroom Staff Details** page is displayed showing any existing **Staff Code** and/or **Role(s)**.

Classroom Staff Details: Brown, Mr P – 2008/2009

Save | Undo | Print | Links | Help | Unpin | Close

1 Basic Details | 2 Classroom Information | 3 Organisations

1 Basic Details

Surname: Brown
 Forename: Paul
 Midname: Simon
 Title: Mr
 Gender: Male

2 Classroom Information

Staff Code (09/10): PB
 Generate Staff Code

Existing code assignments
 PB: Brown, Mr Paul

Subject(s)
 Technology
 Home Economics

Cover Option
 Provides cover

Role(s) as at 02/09/2009

☒ **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
Green Abbey School	Mo, Tu, We, Th, Fr All Day	True

Add

9. The **Staff Code (09/010)** field displays the **Staff Code** assigned to the selected person for 2009/2010. 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 in the Status Bar. It is not possible to save the record until a unique code (across the 2009/2010 academic year) has been entered.
10. Select the appropriate Staff Role(s) in the **Role(s)** panel.
11. 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 the record via **Focus | Person | Staff** ensuring the **All** is selected when searching in the browser.

☐ 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

Record Leavers and Update Course Memberships

The facility to record leavers allows 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 students who are leaving on the same day. You should only mark students as leavers if you are sure they are leaving, e.g. Year 11 leaving 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 student.

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 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 software will deal 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 before the course was completed. Obviously, Maintain Course can be run 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 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 Membership 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 don't run Update Course Membership 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 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 | Student | 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 students 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 students move from their current year group and registration group into the correct new 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**. 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.

- 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.

Year	Registration Group	Promotion Path	Registration Tutor	Promote Registration Tutor	Promote Other Supervisors
Year 7/Year...	7A	8A	▼ Mr Brian Kinross	☐	☐
Year 7/Year...	7B	8B	▼ Miss Janice Young	☐	☐
Year 7/Year...	7C	8C	▼ Mr Richard Davidson	☐	☐
Year 7/Year...	7D	8D	▼ Mrs Fiona Turner	☐	☐
Year 7/Year...	7E	8E	▼ Mr Christopher Hughes	☐	☐
Year 7/Year...	7F	8F	▼ Dr Roger McNamara	☐	☐
Year 7/Year...	8A	9A	▼ Miss Jill Foster	☐	☐

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

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.

- 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 next 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: 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. If Options is in use, students will already have been changed to 'Accepted' so that they could be assigned to bands and imported into the Options module.

*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.*

Nova-T6 and Partnership Xchange

Capita launched a new product in the Summer of 2008 called *Partnership XChange*. It connects together the SIMS systems of schools that share students in a partnership or consortium, ensuring that student core data is kept up-to-date and enabling the exchange of class memberships, lesson attendance marks and assessment data.

Chapter 19 of the latest Nova-T6 manual describes functionality in Nova-T6, that has been designed to support Partnership Xchange. In particular, it describes the steps that a partnership management should undertake to ensure that the schools within the partnership are all operating matching timetables, and moreover to enable future communications between these schools, specifically those regarding student class memberships.

Ideally, the shared aspects of the consortium timetable (for example the Option blocks in years 12 and 13) should be designed centrally, and then distributed to each of the schools for inclusion in their own systems at an early stage in the timetabling process. However, it would also be possible to patch in a set of common block definitions later on, even after the beginning of the academic year, although the lessons taught locally might then have to be re-staffed and re-roomed.

Transfer the Curriculum and Timetable to SQL

NOTES: 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.

Preparation for Export to SQL using Curriculum Matching

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

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

Manage Classroom Staff

Before attempting to transfer the new timetable, check next academic year's classroom staff list. All staff to be imported on the timetable must be recorded in Manage Classroom Staff, with the same Staff Code as in Nova-T 4/6, and with a Staff Role. Classroom Staff must also have an employment staff date at least as early as the start of the transfer.

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 2009/2010 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* Chapter 10: Managing Classroom Staff.

Employment Dates

Teachers will not be exported to SQL if the export date range is not within their Employment Start and Date of Leaving (if any).

*NOTE: When searching for Classroom Staff in the **Employee** browser, select **All** from the **Status** drop-down list to ensure that people who don't yet have an Employment Start date are found.*

Rooms

Any rooms to be imported in the timetable must be recorded in SIMS with a matching Room Code.

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 on to the SQL database with a suitable username and password.

The Curriculum Matching Wizard

When performing the first transfer of a the 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 as expected.

Unmatched Teachers and Rooms

After the wizard has closed, Nova-T6 will analyse the data returned and if any teachers or rooms were not found or recognized in SQL these will be listed. In such cases classes associated with teachers or rooms that could not be identified will have been recorded in SQL successfully, except that the teacher or room assignment will be missing. Please also see *Manage Classroom Staff* on page 12.

NOTE: Teachers will not be exported to SQL if they are not employed for the whole of the export date range.

☐ **Completed**

Using Nova-T4 to View the Timetable Constructed in Nova-T6

The purpose of Nova-T6 is to plan, construct and maintain a timetable. The timetable can be exported to SQL so that SIMS can be used to place students in classes and where necessary to edit their timetables. However, schools may wish to continue to use Nova-T4 to print student lists including class lists

To use Nova-T4 for these tasks, the following steps must be carried out:

1. Create a new timetable directory (unless one has already been created) to hold the timetable data for the next academic year.
2. Make sure that Nova-T4 is correctly linked to the SQL database.
3. Whenever the timetable changes, read in the updated timetable from SIMS.

IMPORTANT NOTE: *Nova-T is no longer supported for timetable construction and maintenance, which should be done in Nova-T6. Nova-T4 is supported for loading the curriculum and timetable from SQL as described in this section in order to use the Reports facilities in Nova-T4.*

Creating a Nova-T4 Timetable Directory for the Next Academic Year

1. Run Nova-T4 with the data directory for the current academic year.
2. Select **File | Directory** and click on the **Create new timetable directory** button.
3. Enter a suitable name for the new directory – e.g. **2009_10** (maximum of eight characters) then click the **OK** button.
4. Click on the **Copy timetable data from the active directory** button.
5. In answer to the question **Should 2009_10 also be the default directory on startup**, click **Yes** if you want this directory to be the default on startup (remembering to change back to this year's directory when you need to) or click **No** to retain your current default startup directory.

After these steps, Nova-T4 will be running with data in the new directory.

Checking the Link Between Nova-T4 and the SQL Database

1. Select **Settings | Parameters** and click on the **SIMS Link and Auto Export** button.
2. Make sure that the SqlLink Directory is set to the location of CommandPulsar.exe. This is most likely to be C:\SIMS\SIMS.net or C:\Program Files\SIMS\SIMS.net.
3. Run SIMS and check that the Document Management Server (DMS) is running correctly by selecting **Tools | Setups | Document Management Server** and then clicking the **Test Server Connection** button. A **Server OK** message is displayed if the DMS is working correctly.

Reading Data from SQL into Nova-T4

Nova-T4 can read from SPL files placed in the document server by Nova-T6 together with data exported directly from Nova-T6. Therefore, there are two routes by which data can be transferred from Nova-T6 to Nova-T4 - directly, or via the SQL Document Management Server. It is recommended that:

- If you are in the process of constructing the curriculum plan and timetable in Nova-T6 and want to examine it using Nova-T4, then you can send it directly to Nova-T4. Please see the Nova-T6 handbook for details of how to do this.
- If you have already exported the curriculum plan and timetable from Nova-T6 to SQL and want to print timetables and class lists using Nova-T4, then do not export from Nova-T6 to Nova-T4 directly. Read data into Nova-T4 from SQL so that the data you see and print accurately represents what is recorded in SQL for the specified reference date.
- This second procedure should be used throughout the academic year when timetable changes take place to keep Nova-T4 up to date. To do this, in Nova-T4 click the SQL link Nova Icon, make sure that in the **NOVA/SQL Transfer** dialog, the **Load Curriculum and Timetable from SQL** radio button is selected, and click **OK**. You will then need to specify a reference date – most commonly today's date – if you are doing this before the academic year has started, use a reference date of the first day of term.

Where Can I Get More Information?

For full instructions on how to run the Curriculum Matching process, please refer to the *Curriculum Matching* section in Chapter 18 of the Nova-T6 manual.

☐ Completed

Export Derived Year Classes to SQL

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

Year groups in Nova-T4/Nova-T6 are identified 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 using the **Add** button.

☐ Completed

Arranging Student Memberships

Students need to be allocated into 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.

- Importing memberships arranged with Options (please see Advice for Nova-T6 users re. starting Academic Year 2009-10 – SupportNet Resource No. 12200 for more information).
- Manually entering by placing ticks in the Tick Grids, or using the **Student Curriculum Summary** screen.
- Exporting and Importing Student Memberships with a (SLK) spreadsheet.

☐ Completed

Perform 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 at once*, 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 see Chapter 7 of the *Academic Management in SIMS* handbook for more information.
2. Applying the rules using the Curriculum Promotion wizard (from the **Curriculum Scheme** tick grid, click the **Allocate** button and select **Curriculum Promotion Wizard**. See Chapter 8 of 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 which 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 any other groups.

Export and Import Student Group Memberships

The export/import of Student Memberships function can be used extensively at year end to allocate students to classes. For full instructions, please refer to *Chapter 9 of the Academic Management 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.

Allocate Applicants to Registration Groups/Classes

Before being able to allocate applicants to registration groups, 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:
 - o *How to Record Basic and Registration Information* (SupportNet Resource Number 12040)
 - o *How to Import a Common Transfer Files (CTF)* (SupportNet Resource Number 9169).
 - o *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 11*.

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. For more information, please see *Change the Status of Applications to Offered or Accepted on page 11*.

Schools that have 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.

Name	Gender	Year Group	Reg Group	7A	7B	7C	7D	7E	7F
Addison, Mille	Female	Year 7							
Bentler, Fran	Female	Year 7							
Blackmore, Tyson	Male	Year 7							
Brocklehurst, Clint	Male	Year 7							
Brown, Jenny	Female	Year 7							
Chan, Yuri	Male	Year 7	7A	✓					
Clarkson, Anna	Female	Year 7							
Fletcher, Tristan	Male	Year 7							
Jackson, Freya	Female	Year 7	7A	✓					
Lewton, Katherine	Female	Year 7							
Malik, Saima	Female	Year 7							
Total				2	0	0	0	0	0

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

Completed

New Style GCE Courses for School Census Autumn 2009

The DCSF want schools to use the new QANs for the new style GCE courses that are being introduced. In October 2008, this meant that the School Census had to report on old QANs for GCE AS Level in 2007/8, and the new QANs for GCE AS Level in 2008/9. This problem is no longer relevant for GCE AS Level courses, as the new QANs will be used for 2008/9 and 2009/10. However, the same situation will be relevant for GCE A2 in October 2009. The DCSF want schools to report on the old QANs for GCE A2 in 2008/9 and the new QANs for GCE A2 in 2009/10

Some schools had to undertake manual editing to take account of the new style GCE courses at AS level for 2008/9. Some manual editing was inevitable to cope with such a large change in courses, but the majority of the effort was needed because the issue was not dealt with before the start of the new academic year. This year we have plenty of notice of the change, which means that schools can avoid much of the manual intervention by preparing in advance.

We need to achieve the position where the old style GCE A2 courses have their membership and QAN information left intact, but the new style GCE A2 courses get the new members and the new QAN information for 2009/10. This is achieved by the following actions at the end of 2008/9 academic year, i.e. when no further exports from Nova-T are expected, and before the start of the 2009/10 academic year.

IMPORTANT NOTE: *This process must be completed before the start of the new academic year 2009/10. If this method is used after the start of the 2009/10 academic year, there will be apparent discontinuities in students' course memberships and considerably more manual editing will be needed.*

- In Course Manager, use the **Maintain Course** routine to edit the existing old-style GCE A2 course for each subject affected. **Deselect Auto-Update Class Links – Auto-Update Membership** can remain selected. Amend the title of the existing course to indicate that the course is being superseded by inserting **Old**, for example.
- Create new courses using the same subject/level as was used for the courses they replace.
- Confirm that a duplicate is required for the affected subject/level combination.
- Ensure that both auto-update check boxes have been selected. The Nova Export to SQL must link to the new courses with the 2009/10 classes, and can be automatically populated from those classes.
- Once the amendments have been made, run the **Curriculum Matching** Wizard. Everything should now be linked correctly.
- If the basedata for the new QANs is available, then once this has been imported in Exams, and the new courses are linked to the right Awards in exams, the mechanism for adding QANs to courses will be automatic. If the basedata is not available before the Autumn School Census, the new QANs will need to be linked manually to the course.
- There are a few possible issues that might need to be taken into account.
- After you have set things up for the new academic year, if for any reason, an additional GCE A2 class has to be added for the old academic year, all you need do is remove the link that has been added in the new course, and add it to the old course instead.
- If you have already sent data from Nova for the next academic year and haven't yet added the new courses in Course Manager, then you can carry out the required actions in Course Manager as previously described and send again. This can be repeated as many times as required, provided that the dates of the send are the same (as long as they do so before the start of the new year).
- SIMS Assessment can make use of course information. If schools have used SIMS Assessment in this way, they should look into the impact of these changes and take action as necessary.

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 Aswar Jared	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)								
Registration Groups (Dated with Columns)								
<i>Year group is Year 8 and Reg group is 8A</i>								
Registration Group: 8A								
Tutor:	Miss J Foster							
Room:								
Effective date:	02/09/2009							
Name	Gender	Date of Birth	1	2	3	4	5	
Archer Patrik	M	05-05-1994						
Ashman Lucy	F	15-11-1993						
Bainbridge Olivia	F	09-09-1993						
Basan Selma	F	30-08-1994						
Bendall Nathan	M	02-04-1994						
Blaber Jacob	M	19-09-1993						
Bloom Alexander	M	14-12-1993						
Bratt Tyler	M	19-03-1994						
Carvett	M	25-04-1994						
Total Males 30								
Total Females 13								
Group Total: 43								

☐ 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.

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**

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 registration group 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	/	\	/	\	/	\	/	\	/	\
Jones, Margaid	Daisy	/	\	/	\	/	\	/	\	/	\
Jones, Ros	Crocus	/	\	/	\	/	\	/	\	/	\
Lennox, Melissa	Daisy	/	\	/	\	/	\	/	\	/	\
Llewelyn, Melanie	Daisy	/	\	/	\	/	\	/	\	/	\
Lucas, Iola	Daisy	/	\	/	\	/	\	/	\	/	\
Williams, Rhianwen	Bluebell	/	\	/	\	/	\	/	\	/	\

Edit marks as required.

☐ Completed

Apply the Timetable to the New Academic Year

The purpose of this routine is to take each day in the specified date range and map it to a day in the timetable cycle.

*NOTE: It is recommended that you only apply the timetable as far in advance as you can be sure of the calendar, but bear in mind that **Lesson Monitor and Cover 7 will only work for days which have been applied.***

Select **Tools | Academic Structure | Apply Timetable** to display the **Map calendar dates to timetable days** dialog. For full instructions on using this routine, please see the full version of this guide (Secondary School End of Year Procedures 2009/2010) which is available on our SupportNet website (enter **EOY** in the **Site Search** field then click the **Go** button).

Other SIMS Module Processes

Assessment Manager Housekeeping

It is recommended that the following tasks are carried out during the Summer holidays or the first week of the new term:

- Delete unused aspects
- Delete marksheets for old registration groups
- Set up new marksheets for new groups for the new academic year

EMA End of Year Processes

Set up a new EMA year with its associated study patterns via **Tools | Setups | EMA Setups**.

For existing EMA students who are staying for a further year in your school and have applied for a new EMA Year, set up a new entitlement for the 2009/2010 EMA Year. This will then be sent with your next Enrolment export to the APB.

Curriculum and Lesson Planner

This section applies only to SIMS Curriculum and Lesson Planner users.

This section provides a brief description of the activities that should be considered in readiness for the next academic year. For full instructions on how to carry out each task, please refer to the *Curriculum and Lesson Planner handbook* which is available from the **Documentation Centre** (accessed by clicking on the **Documentation** button on the **SIMS Home Page**).

- **Copy School Plans** - After the new academic year has been created, copy the existing School Plan and save it with a new name (e.g. Main Plan 2009-2010) via **Focus | School | Curriculum & Lesson Planner | School Plans**.
- **Check Cohorts** - Check that the number of Cohorts per year group is the same as last year – make adjustments as necessary via **Tools | Curriculum & Lesson Planner | Cohorts**.
- **Review Teaching Plans** - Departments can review their teaching plans and make changes as necessary.
- As new academic classes are developed (in Nova), make sure they are assigned to the new School Plan:
 - o Select **Focus | School | Curriculum & Lesson Planner | School Plans** then select the required plan.
 - o Hover over the grey, left-hand cells to see the classes linked to courses.
 - o Double-click the left-hand grey cells to gain edit control and select the correct classes.
- After the SIMS roll-over date, change the status of the old plan to **Draft** and the new plan to **Actual** status via **| School | Curriculum & Lesson Planner | School Plans**.

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. This should only be carried out after installing the SIMS 2009 March Main Update release. A school can only have one active Partnership Instance per academic year.

For instructions on creating the Partnership Instance, please refer to the *Creating a Partnership Instance* section in Chapter 2 of the *Partnership Xchange for School Administrators* handbook.

Learnwise

This section is applicable only to Learnwise users and provides information on the recommended processes that should be carried out before the new academic year.

1. Check The Learnwise Help web site for information about Service Pack 12 improvements. This can be found in the **Documents** section of <http://help.simslearning.co.uk>.
- Save any important Learning Log results to SIMS Assessment Manager via **PIM | Admin | Course Management | Import/Export** then select the **Export Learning for Assessment** hyperlink.
 - Break links between students and last year's courses via **PIM | Admin | Course Management | Edit**. When prompted **Making a course Live?**, select **No**.
 - Unsubscribe students as appropriate via **PIM | Admin | User Management | Student Admin | Manager Subscription | Unsubscribe**.
 - Wait until the first student data upload after the SIMS roll-over. Your SIMS System Manager will tell you when this is happening, usually some time in August.

- Check name lists for new academic classes to make sure you have the newest Y7 students and that other lists look accurate via **PIM | Admin | User Management | Student Admin | Manage Subscription**.
- Subscribe new groups to appropriate courses via **PIM | Admin | User Management | Student Admin | Manage Subscription**.
- Retrieve IDs and passwords (for new staff students only) and distribute to new students and teachers via **Reports | Run | Focus | Learnwise User** in SIMS .net.

Administrators should never click the link to Purge Classes/Years. This link is irrelevant to the majority of schools which have now moved to the automatic transfer of pupil data (IMS). If your school is still completing a manual transfer of this data (from the file `LWEUFu11 Sec LW2 .bat`), you should visit SupportNet and download Resource **12783 Learning Platform GUID Patch 9267** from the **Files** section for information on transferring to the automatic system.

☐ **Completed**

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 21.
- In SIMS, record any re-admission pupil/students – see page 21.
- In Attendance, print the official register for July – see page 22.

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 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.*

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 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 is 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 | Pupil (or Students) | Pupil (or Students) Details** page by clicking the **History** button on the **Registration** panel.*
-

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 student'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 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?**'
5. If you are certain that this is the student who should be re-admitted, click the **Yes** button. The student'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 student'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**

Setting up a Pattern of Registration and Periods

This section applies only to Lesson Monitor users.

If you are a school that uses Lesson Monitor, you will need to set up a new Pattern of Registration against Periods at the beginning of the academic year. This is 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. Registration can take place during a period or just before a period. 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 a period is taken out. The start of a new academic year is a prime 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 **Timetable Model** from the 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 and then click the **AM** button. A block of cells can be selected by clicking in the top left cell and then while holding down the **Shift** key, clicking in the bottom right cell. The selected AM cells are coloured pink.
4. Highlight the cells that belong to the PM session and then click the **PM** button. The selected PM cells are coloured yellow.

1 Registration and Periods Pattern

	1	2	3	4	5	6	7	8
1Mon		A				P		
1Tue		A				P		
1Wed	A				P			
1Thu	A				P			
1Fri	A							N
2Mon		A				P		
2Tue		A				P		
2Wed	A				P			
2Thu	A				P			
2Fri	A				P			

AM PM

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.

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
05/09/2006

	1	2	3	4	5	6	7	8
1Mon	A				P			
1Tue	A				P			
1Wed	A				P			
1Thu	A				P			
1Fri	A							N
2Mon	A				P			
2Tue	A				P			
2Wed	A				P			
2Thu	A				P			
2Fri	A				P			

AM PM

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 for leavers (new staff, students and parents - by disabling their Active Directory accounts).
3. Create and distribute SIMS Learning Gateway accounts for new staff, students 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.

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.