

Modules<Admissions<Finalise Admissions. I'll select group 9-2022. There are 3 students appearing under the 'Withdraw confirmation' dropdown.

Students List

Routines - Finalise Admissions

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Finalise Admissions

Admission Group*9-2022

Maximum intake for this Year Group	100	Number of students in the Admissions Group	3
Number of students already admitted in planned Year Group	191	Number of students confirmed for Admission	3

ActionWithdraw confirmationAdmission Date*19/06/2025

Enrolment Status*Current (Single RegistrAttendance Mode*All Day

No. of Sessions per week*10

Grid actionsCopyExcelCSVPDFPrint

Last Name	First Name	Admission Number	Date of Birth	Place Offered	Place Accepted	Place Declined

09:34

19/06/2025

I will highlight the top student. Do I need to change the admission date to the first day of the relevant AY? For the purposes of the example I will do this:

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Finalise Admissions

Admission Group* 9-2022

Maximum intake for this Year Group	100	Number of students in the Admissions Group	3
Number of students already admitted in planned Year Group	191	Number of students confirmed for Admission	3

Action Withdraw confirmation Admission Date* 01/09/2022

Enrolment Status* Current (Single Registr Attendance Mode* All Day

No. of Sessions per week* 10

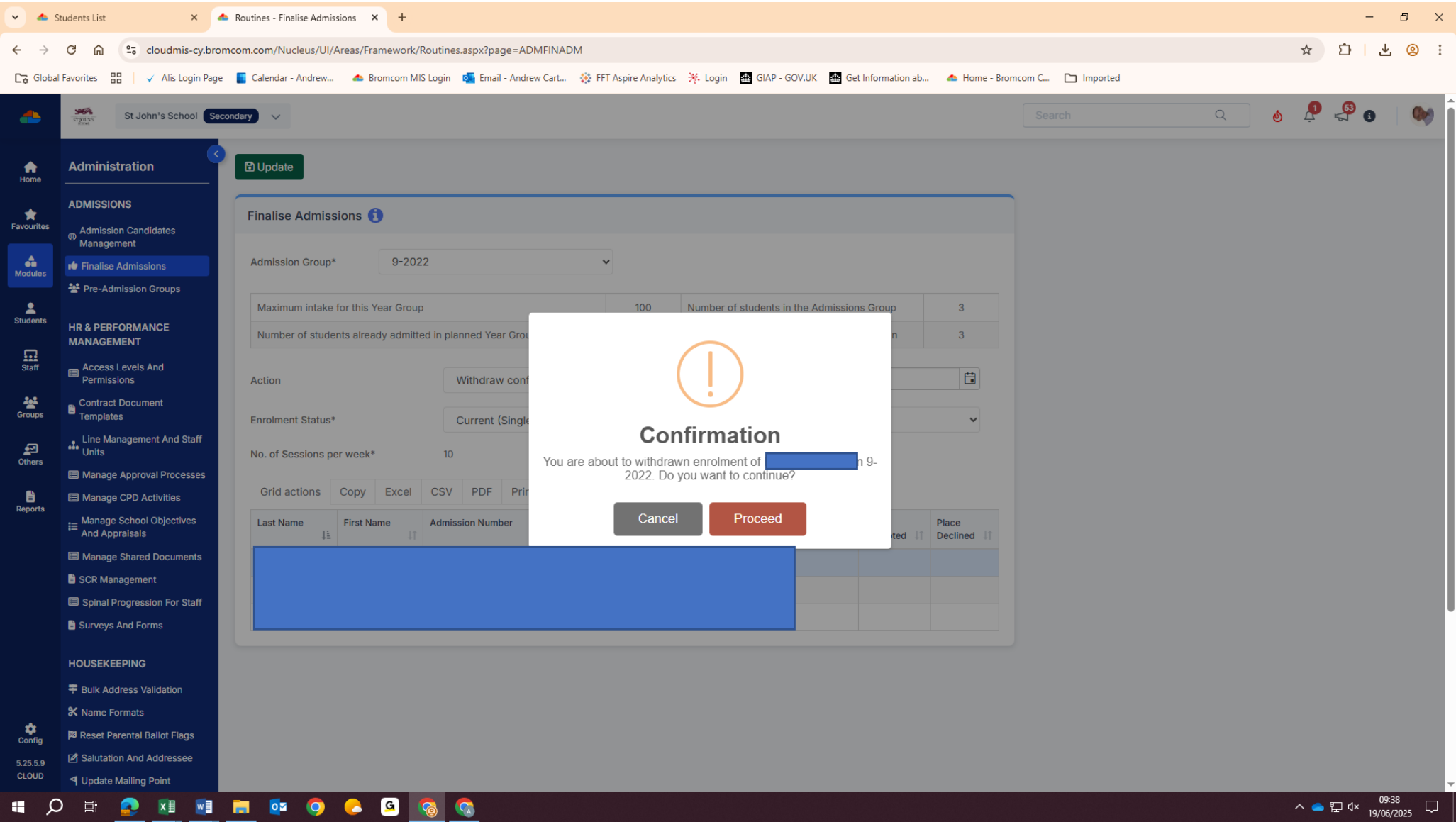
Grid actions Copy Excel CSV PDF Print

Last Name	First Name	Admission Number	Date of Birth	Place Offered	Place Accepted	Place Declined

09:36

19/06/2025

I'll now click on 'Update'; the following message appears:



I will now click on Proceed. The student has now disappeared from the 'Withdraw confirmation' list, and now appears on the 'Confirm Individuals' dropdown:

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Admit

Finalise Admissions

Admission Group*
9-2022

Maximum intake for this Year Group	100	Number of students in the Admissions Group	3
Number of students already admitted in planned Year Group	191	Number of students confirmed for Admission	2

Action
Confirm Individuals

Enrolment Status*
Current (Single Registrat

Admission Date*
19/06/2025

Attendance Mode*
All Day

No. of Sessions per week*
10

Grid actions
Copy Excel CSV PDF Print

Last Name	First Name	Admission Number	Date of Birth	Place Offered	Place Accepted	Place Declined

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5.25.5.9 CLOUD

Windows Taskbar

System Tray

Again, I assume I'll need to change the admission date before clicking on 'Admit':

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Admit

Finalise Admissions

Admission Group*9-2022

Maximum intake for this Year Group	100	Number of students in the Admissions Group	3
Number of students already admitted in planned Year Group	191	Number of students confirmed for Admission	2

ActionConfirm IndividualsAdmission Date*01/09/2022

Enrolment Status*Current (Single RegistrAttendance Mode*All Day

No. of Sessions per week*10

Grid actionsCopyExcelCSVPDFPrint

Last Name	First Name	Admission Number	Date of Birth	Place Offered	Place Accepted	Place Declined

09:42

19/06/2025

This is what happens:

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Admit

Finalise Admissions

Admission Group*9-2022

Maximum intake for this Year Group3

Number of students already admitted in planned Year Group2

ActionConfirm Individual

Enrolment Status*Current (Single)

No. of Sessions per week*10

Grid actionsCopyExcelCSVPDFPrint

Last Name	First Name	Admission Number	Enrolment Date	Place Declined
Hunter	Ellie-Mai	006107	06/09/2008	

!

Confirmation

This will admit more students than the stated maximum intake. Click 'Proceed' to amend confirmed students or 'Cancel' to ignore this.

CancelProceed

09:43

19/06/2025