



SIMS

helping
schools
inspire



Changing the Enrolment Status of pupils/students

Changing the enrolment status of pupils/students

There are several scenarios where it might be necessary to change the enrolment status for a pupil/student who is already on your system.

Full guidance regarding individual cases must be sought from the Education Welfare Service before any changes are made to pupil/student records.

The way changes are carried out depends on what the enrolment status is changing from/to.

If a pupil/student is merely changing from Single to Dual (main or subsidiary), from Dual Main to Dual Subsidiary or vice versa there is no need to take the pupil off roll, readmit them and then change the enrolment status. Their enrolment status can be changed on their Registration Panel (page 3).

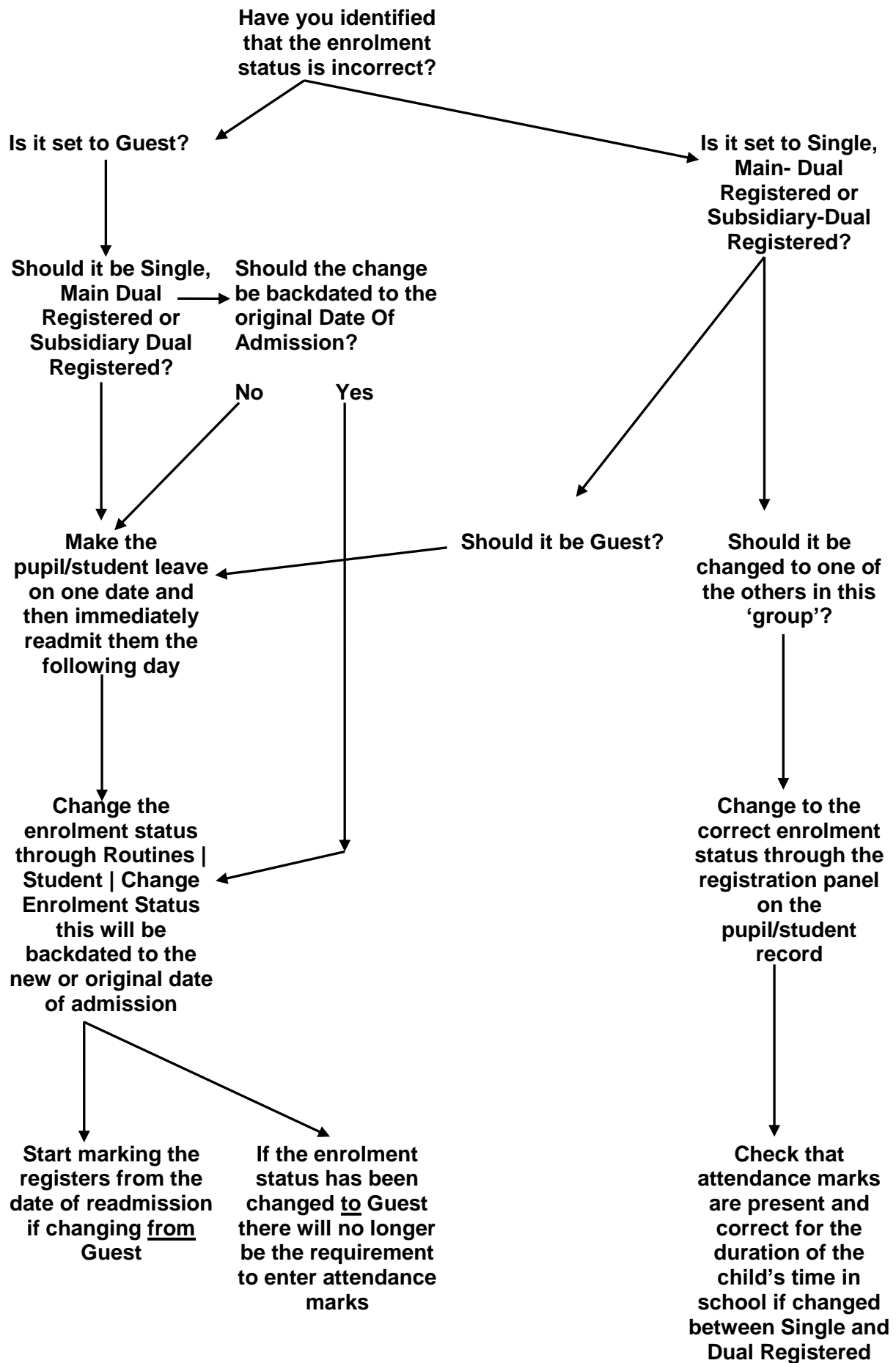
Changing this type of enrolment status will affect the whole of the pupil/student record back to the date of admission shown on the registration panel. It will be necessary to back track and check that their attendance record is correct for the whole of their time on roll in school.

There is no requirement from the DfE to record attendance for pupils/students with an enrolment status of 'Guest' consequently they do not appear on the statutory am/pm registers and are not included on School Census Returns.

If you change an enrolment status to Guest any attendance marks that have been entered since the latest date of admission will be wiped from the system. This is why it is necessary to flag the pupil/student as a leaver and then readmit them to preserve any attendance marks that may have been entered.

If the enrolment status has been entered incorrectly and you do actually need to backdate the status of Guest back to the original Date of Admission then do not make the pupil/student a leaver but use the routine detailed on Page 6, this will back date the enrolment status to the Date Of Admission shown on the Registration Panel of the pupil/student.

If you change an enrolment status from Guest to any 'on roll' status, appropriate attendance marks will be required from the latest date of admission for the statutory am/pm registers and lesson registers where Lesson monitor is in use.



The enrolment status can be changed from within the pupil record **but only if you are not changing it to or from Guest.**

Student Details: Sean Abbey

Save Undo Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural 9 13 User Defined Fields

1 Basic Details

Legal Forename: Sean Photograph:

Middle Name(s):

Legal Surname: Abbey

Preferred Surname: Abbey

Preferred Forename: Sean

Date of birth: 19/09/2002

Age: 13 years, 1 month

Gender: Male

Birth Certificate Seen:

[Quick Note](#)

2 Registration

Registration Group: 8B House: Boyle

Year Group: Year 8 Year Taught In: Curriculum Year 8

Enrolment Status: Single Registration Boarder Status: Not a Boarder

2 Registration

Registration Group: 8B House: Boyle

Year Group: Year 8 Year Taught In: Curriculum Year 8

Enrolment Status: Main - Dual Registration Boarder Status: Not a Boarder

Admission Date: 03/09/2014 Admission Number: 004505

Once you have changed the enrolment status you should check that all the attendance marks (back to the date of admission) are present and correct. This can easily be checked by using the Attendance link at the right hand side of the record

Student Details: Sean Abbey

Save Undo Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural 9 Additional Information 10 Welfare 11 School History 12 Parental Consent

1 Basic Details

Legal Forename: Sean Photograph:

Middle Name(s):

Legal Surname: Abbey

Preferred Surname: Abbey

Preferred Forename: Sean

Date of birth: 19/09/2002

Age: 13 years, 1 month

Gender: Male

Birth Certificate Seen:

[Quick Note](#)

Links

- Linked Documents
- Quick letter
- Data Collection Sheet
- Send Message
- Student Teacher View
- History
- Reports
- SEN
- Exclusions
- Behaviour Management
- Timetable
- Classes
- Attendance
- Assessment
- Examinations
- Courses
- Communication Log
- Student Curriculum

The view defaults to the current year:

Student Marks: SeanAbbey - 8B

Print

Views
 End Date: Refresh

Sessions: Week View Month View Day View Week View

Sessions and Lessons: Day View Week View

Attendance marks (Attendance Year 2015/2016)

Week Beginning	Mon		Tue		Wed		Thu		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
01/09/2015			#	#	#	#	/	\	/	\
07/09/2015	I		/	\	/	\	/	\	/	\
14/09/2015	/	\	/	\	/	\	/	\	/	\
21/09/2015	/	\	/	\	/	\	/	\	/	\
28/09/2015	/	\	/	\	/	\	/	\	/	\
05/10/2015	/	\	/	\	/	\	/	\	/	\
12/10/2015	/	\	/	\	/	\	/	\	/	\
19/10/2015	/	\	/	\	/	\	/	\	/	\
26/10/2015	#	#	#	#	#	#	#	#	#	#
02/11/2015	-	-	-	-	-	-	-	-	-	-

Analysis of session marks 01/09/2015 - 01/11/2015

Description	Sessions	%
Present	74	100.0
Authorised Absence	0	0.0
Unauthorised Absence	0	0.0
Possible Attendances Including	74	
Approved Educational Activity	0	0.0

By changing the date at the top of the screen and clicking on Refresh, you can view the attendance marks for previous academic years:

Student Marks: SeanAbbey - 7B

Print

Views
 End Date: Refresh

Sessions: Week View Month View Day View Week View

Sessions and Lessons: Day View Week View

Attendance marks (Attendance Year 2014/2015)

Week Beginning	Mon		Tue		Wed		Thu		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
03/09/2014					#	#	/	\	/	\
08/09/2014	/	\	/	\	/	\	/	\	/	\
15/09/2014	/	\	/	\	/	\	/	\	/	\
22/09/2014	/	\	/	\	/	\	/	\	/	\
29/09/2014	/	\	/	\	/	\	/	\	/	\
06/10/2014	/	\	/	\	/	\	/	\	/	\
13/10/2014	/	\	/	\	/	\	/	\	/	\

Analysis of session marks 03/09/2014 - 31/08/2015

Description	Sessions	%
Present	385	99.2
Authorised Absence	3	0.8
Unauthorised Absence	0	0.0

If you have changed the registration status for a pupil it may be necessary to back-track and edit the attendance marks if the pupil/student was educated at another site to **D Dual Registration**. You will need to check with the 'other' school about when the pupil did actually attend. To edit the marks to the appropriate code(s) use Route: **Focus | Attendance | Edit Marks**. Select the beginning of the first week for which the marks need to be amended, change the Group Type to **Individual Students** and then click on Search to populate the list. Highlight the pupil whose marks you wish to edit and click on the preserve button at the top of the list of marks to enable the editing of the marks, the preserve button becomes the overwrite button at this point.

Edit Session Marks - W/b 12/10/2015 - Aaron, Liz

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

Previous Week Next Week Select All Show only students with Unexplained Absences today

Attendance Dinner Register

Name	Reg	Mon 12/10		Tue 13/10		Wed 14/10		Thu 15/10		Fri 16/10	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Aaron, Liz	5DT	/	\	/	\	/	\	N	N	/	\

Repeat this process until all the correct marks have been added/amended for the selected pupil.

If you are changing the enrolment status to or from Guest it may be necessary to preserve the Attendance History by making the pupil leave and then readmitting them immediately. The only exception to this is where the original enrolment status has been entered incorrectly and needs backdating to the original date of admission. You cannot change the enrolment status for a Guest pupil from their record as the enrolment status is greyed out. This type of change can only be carried out through the following route: **Routines | Pupil | Change Enrolment Status**.

BEFORE CARRYING OUT THIS PROCESS YOU MUST TAKE THE PUPIL OFF ROLL AND THEN IMMEDIATELY READMIT THEM.

Take route: **Routines | Student | Change Enrolment Status**

Type in all or part of the student's surname and click on Search

Find Student

Search Open Print Browse Next Previous

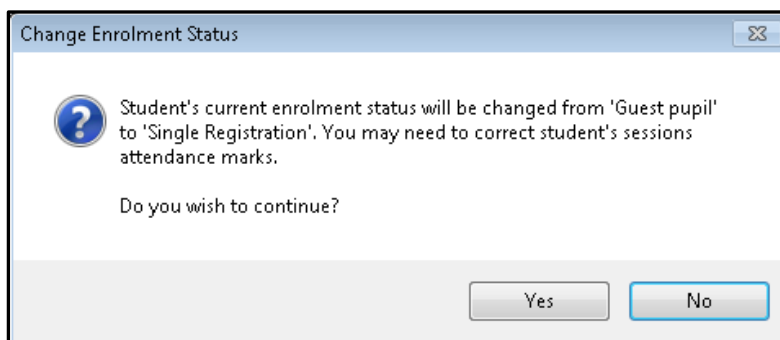
Surname Forenames Gender Enrolment Status

Name	Year Group	Reg Group	House	Gender	Admission Number	Status
Abbey, Grenetta	11	11F	Hooke	Female	003979	Single Registration
Abbey, Jimmy	13	G	Curie	Male	003599	Single Registration
Abbey, Sean	8	8B	Boyle	Male	004505	Single Registration

From the list of students double click on the student whose enrolment status needs changing.

Select the appropriate enrolment status for this pupil/student

If you change the status of a pupil from Guest, the following message will be displayed. The marks, in this instance, will only be needed from the most recent date of admission.



If you change the status of a pupil to Guest, the following message will be displayed. The marks, in this instance, will only be deleted back to the most recent date of admission.

