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Secondary School End of Year Procedures for the

academic year 2017/18
for the academic year 2017/18

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Overview

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 pupil/students from one year into the next.

It is applicable 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 the My Account website (<https://myaccount.capita-cs.co.uk>).

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 pupil/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.*

IMPORTANT NOTE: *The processes described in this document remain the same each year; they are not specific to a single academic year. The only changes made to this document each year relate to the graphical examples and the sample dates provided in the body of the text.*

In future years, if you wish to start your preparations for the next academic year before an updated End of Year Procedures document is made available, you can use the document prepared for the previous year as a guide, remembering to change the sample dates to those in the forthcoming academic year.

Setting Permissions

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

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

- The search results can be refined further by using the advanced filters, e.g. **Sort by relevance** or **Sort by last modified**.
- The following rules can be applied to your search terms:
 - Surround a word or phrase with "double quotes" to return results containing that exact phrase.
 - Prefix a words or phrases with **+** to make them essential.

For example: "end of year procedures" +primary +detailed

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.

Complete	Description/Task
<input type="checkbox"/>	Record changes to teaching staff in Personnel (please see <i>Recording Changes to Teaching Staff in Personnel</i> on page 4).
<input type="checkbox"/>	Create the new academic year (please see <i>Creating the New Academic Year</i> on page 5).
<input type="checkbox"/>	Set up the pastoral structure for the new academic year (please see <i>Setting up the New Academic Year's Pastoral Structure</i> on page 7).
<input type="checkbox"/>	Add intake and admission groups (please see <i>Adding Intake/Admission Groups</i> on page 9).
<input type="checkbox"/>	Import Admissions and Transfer Files (please see <i>Importing Admissions and Transfer Files (ATF)</i> on page 13).
<input type="checkbox"/>	Import Common Transfer Files (please see <i>Importing Common Transfer Files (CTFs)</i> on page 13).
<input type="checkbox"/>	Record leavers and update course memberships (please see <i>Recording Leavers and Updating Course Memberships</i> on page 13).
<input type="checkbox"/>	Export Common Transfer Files (please see <i>Exporting Common Transfer Files (CTFs)</i> on page 15).
<input type="checkbox"/>	Set up the promotion mapping for the new academic year (please see <i>Setting up the Promotion Mapping for the New Academic Year</i> on page 15).
<input type="checkbox"/>	Change the status of applications (please see <i>Changing the Status of Applications to Offered or Accepted</i> on page 17).
<input type="checkbox"/>	Transfer the curriculum and timetable to SQL (please see <i>Transferring the Curriculum and Timetable to SQL</i> on page 17).
<input type="checkbox"/>	Perform academic promotion (please see <i>Performing Academic Promotion</i> on page 19).
<input type="checkbox"/>	Export and import pupil/student group memberships (please see <i>Exporting and Importing Pupil/Student Group Memberships</i> on page 20).
<input type="checkbox"/>	Allocate applicants to registration group/classes (please see <i>Allocating Applicants to Registration Groups/Classes</i> on page 20).
<input type="checkbox"/>	Print class/registration group lists for the new academic year (please see <i>Printing Class (Registration Group) Lists for the New Academic Year</i> on page 21).
<input type="checkbox"/>	Print OMR registration sheets for the first week of term (please see <i>In SIMS Attendance - Printing OMR Registration Sheets for the First Week of Term</i> on page 24).

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Complete	Description/Task
<input type="checkbox"/>	Enter reasons for absence last year (please see <i>In SIMS Attendance - Entering Reasons for Absence Last Year</i> on page 23).
<input type="checkbox"/>	Apply the timetable to the new academic year (please see <i>Applying the Timetable to the New Academic Year</i> on page 24).
<input type="checkbox"/>	Other SIMS module processes (please see <i>Other SIMS Module Processes</i> on page 24).

Routines for After the New Academic Year has Started

Complete	Description/Task
<input type="checkbox"/>	Admit applicants (please see <i>Admitting Applicants</i> on page 27).
<input type="checkbox"/>	Re-admit applicants (please see <i>Re-Admitting Pupil/Students</i> on page 28).
<input type="checkbox"/>	Print the official register for July (please see <i>In SIMS Attendance - Printing the Official Register for July</i> on page 29).
<input type="checkbox"/>	Set up pattern of registration and periods (please see <i>Setting up a Pattern of Registration and Periods</i> on page 29).
<input type="checkbox"/>	Run housekeeping routines (please see <i>Running Housekeeping Routines in SIMS</i> on page 30).
<input type="checkbox"/>	SIMS Learning Gateway (please see <i>SIMS Learning Gateway</i> on page 31).

Recording Changes to Teaching Staff in Personnel

This section applies only to schools using Personnel, 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 (please see Adding Staff Codes and Roles for Timetabled and Cover Staff on page 9). 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 to Personnel

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* 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** (e.g. **Qualified Teacher**) is selected from the drop-down list.
3. Click the **Save** button to add the member of staff. Repeat for any members of staff joining the school.

Completed

Adding Leaving Dates for Existing Staff Members in Personnel

1. Select **Focus | Person | Staff** to display the **Find Employee** browser.
2. Search for and then select the required member of staff.
3. Click the **Employment Details** tab.
4. In the **Employment Dates** table, highlight the required record then click the **Open** button.
5. Enter the **Date of Leaving** in dd/mm/yyyy format in the **Employment Details** panel.
6. 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 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 pupil/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 because 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 pupil/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 04/09/2017 then an end date of 03/09/2018 is supplied automatically.

The first day of term should be specified even if pupil/students are not in attendance.

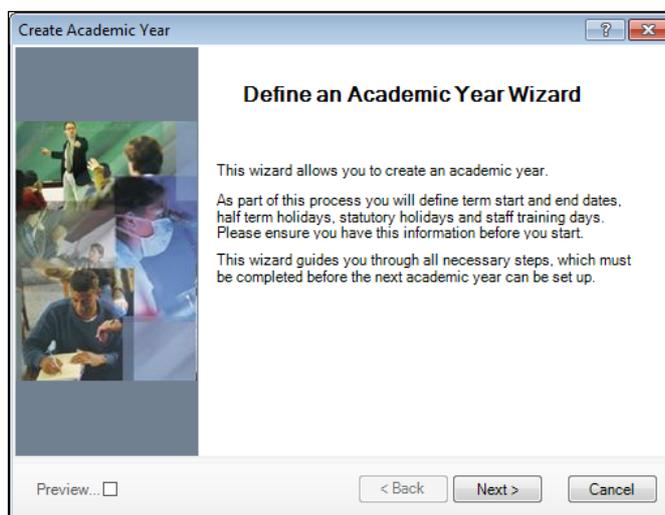
Any dates within the start and end dates of the academic year that are not term dates or training days, are considered to be holidays. This prevents the need to manually enter holidays (apart from half-terms and bank holidays).

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. Click the **Next** button to display the **Define the school working week** 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 pupil/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 set up automatically 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 pastoral structure of the new academic year needs to be different from the current structure. For example, you may wish to:

- add additional registration group/classes, where pupil/student numbers have increased.
- merge registration group/classes, where pupil/student numbers have decreased.
- add a new year group, e.g. where a Sixth Form has been introduced in your school.
- change class names.

NOTES: It is not essential to assign teachers to registration group/classes 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.

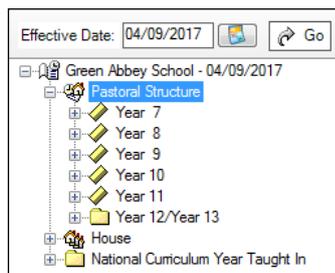
If you want teachers to be promoted with their pupil/students in the next academic year, this can be achieved as part of the pastoral promotion process (please see Setting up the Promotion Mapping for the New Academic Year on page 15).

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 (please see Adding Intake/Admission Groups on page 9). It is essential that the short name of each year group matches exactly the name of the corresponding year in Nova-T, so that the transfer of the curriculum plan and timetable to SQL operates correctly.

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 **Pastoral Structure** and selecting **New Year Group**. Complete the details in the **Year Group** dialog, then click to **OK** button.
- add any registration groups by right-clicking 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 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 new registration group with the same name. If the required name is not listed, create a new registration group.*



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 NOTE: 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. Detailed instructions on adding and maintaining admission groups can be found in the appropriate *Admissions* handbook.

Add intake/admissions 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-T 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.

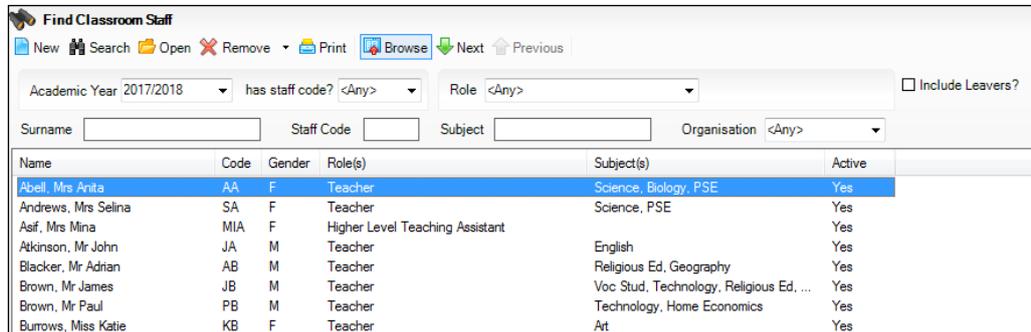
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NOTE: Anyone you may wish to make available to provide class cover in Cover or anyone who you may wish to be assigned as Additional staff must also be set up as classroom staff, i.e. they must be given a **Staff Code** and a staff **Role**.

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

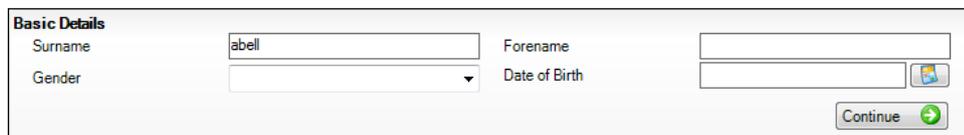
Any staff on the timetable in Nova-T or anyone you wish to make available in Cover who are not displayed in the **Manage Classroom Staff** list must be added.

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 2017/2018 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
Abell, Mrs Anita	AA	F	Teacher	Science, Biology, PSE	Yes
Andrews, Mrs Selina	SA	F	Teacher	Science, PSE	Yes
Asif, Mrs Mina	MIA	F	Higher Level Teaching Assistant		Yes
Atkinson, Mr John	JA	M	Teacher	English	Yes
Blackler, Mr Adrian	AB	M	Teacher	Religious Ed, Geography	Yes
Brown, Mr James	JB	M	Teacher	Voc Stud, Technology, Religious Ed, ...	Yes
Brown, Mr Paul	PB	M	Teacher	Technology, Home Economics	Yes
Burrows, Miss Katie	KB	F	Teacher	Art	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: Forename:

Gender: Date of Birth:

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
Abell, Mrs Anita	Female	Employee, User, Teacher, ...	10 Dudmore Road Swindo...
Abell, Mr J		Contact	10 Dudmore Road Swindo...

New
Open

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.

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

Classroom Staff Details: Abell, Mrs A - 2017/2018

Save Undo Print

1 Basic Details 2 Classroom Information 3 Organisations

1 Basic Details

Surname: Abell
Forename: Anita
Midname:
Title: Mrs
Gender: Female

2 Classroom Information

Staff Code (17/18): AA
Generate Staff Code

Existing code assignments: AA: Abell, Mrs Anita

Subject(s): Science, Biology, PSE
Edit, Remove, Up, Down

Cover Option: Provides cover

Role(s) as at 01/09/2017:
 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, Edit, Delete

- The **Staff Code (17/18)** field displays the **Staff Code** assigned to the selected person for 2017/2018. 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 2017/2018 academic year) has been entered.
- Select the staff member's **Role(s)** in the **Role(s)** panel.
- 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. 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 *Admissions* handbook. Any additional pupil/students can be imported via CTF, as described in the following section.

Importing Common Transfer Files (CTFs)

Import any CTFs that have not yet been imported. Pupil/Students with CTFs can be imported into an admission group or directly on-roll.

CTFs are imported via **Routines | Data In | CTF | Import CTF**, which displays 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* 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 information, please refer to the *Managing Pupil/Students* handbook.

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

Completed

Exporting Common Transfer Files (CTFs)

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* 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**.

Please ensure that the relevant pupil/students are given 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 pupil/students move from their current year group and class into the correct year group in the new academic year. This process is used to set the path for year groups and classes, but it is also possible to specify a promotion path for individual pupil/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 pupil/students have been mapped to the appropriate classes.

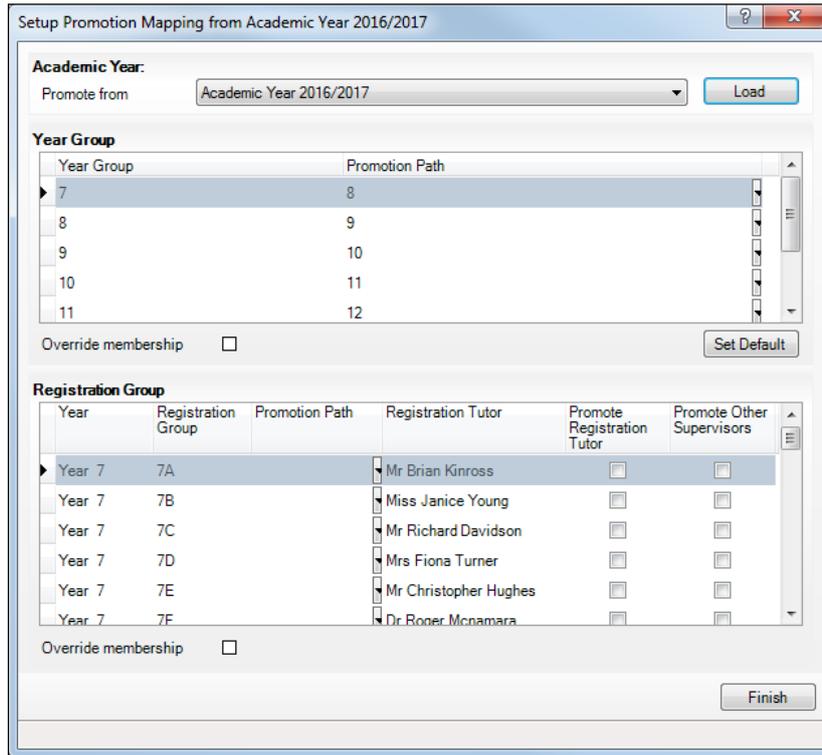
BEFORE PROCEEDING: Please check that you have carried out the following:

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

1. Select **Routines | School | Promotion** to display the **Promotion Data Check** dialog. Click the **Ok** button to start the process.

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2. Click the **Load** button on the **Setup Promotion Mapping** dialog.



3. Review the promotion path for each registration group. The **Registration Group** panel displays a list of registration groups for the current academic year. Select the registration group to which the pupil/student will be promoted from the **Promotion Path** column drop-down list. Repeat this process for all the registration groups in the **Registration Group** panel.
4. If you want the tutor of the registration group to be promoted into the next academic year with the class, 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 class, select the **Promote Other Supervisors** check box.
6. Select the **Override Membership** check box in both the **Year Group** and **Registration Group** 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 settings.

7. Click the **Finish** button and then **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 | Admissions | Accept Applications**. For more information, please refer to the *Managing Applications to Your School* chapter in the *Managing Pupil/Students* 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 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 2017/2018 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* 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 18).

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 *Curriculum Matching* in the *Nova-T Links* chapter of the *Maintaining Nova* 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 (containing pupil/students from one or more years) must be associated with one of the National Curriculum Years concerned (e.g. NC Year 12 and 13). Classes that contain students from both Yr 12 and 13 can then be included in the export to SQL. In Academic Management, Year 12 and 13 pupil/students will be eligible for the classes in the derived year.

Completed

Arranging Pupil/Student Memberships

Pupil/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.
- Importing memberships arranged using Options.
- Manual entry, by placing ticks on the tick grids, or using the **Student Curriculum Summary** page.
- Exporting and Importing pupil/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:

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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* 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* 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 pupil/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.



Exporting and Importing Pupil/Student Group Memberships

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

*NOTE: When you have finished assigning pupil/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 classes, you must have:

- added the applicants by clicking the **Application** icon on the toolbar or selecting **Focus | Admission | Application**, or imported via ATF or CTF. For more information, please refer to the appropriate *Admissions* handbook.



Application icon

- given each applicant an application status of **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.

Effective Date Range
 From effective date to end of the academic year () Over the whole academic year (01/09/2017 - 31/08/2018)

Student Status
 Students Accepted Applications Current Applications (Applied / Offered / Reserved)

Members

Name	Gender	Year Group	Reg Group	G	H	J	K	L	M	N	P	Q
Abbey, Grenetta	Female	Year 13	G	✓								
Abbot, Andrew	Male	Year 12										
Able, Cameron	Male	Year 12										
Ackrington, Robert	Male	Year 12										
Ackton, Bill	Male	Year 13	K				✓					
Adedeji, Payal	Male	Year 12										
Agathocleous, Joe	Male	Year 12										
Ahmad, Carina	Female	Year 12										
Ahmed, Ackmar	Male	Year 13	L					✓				
Albion, Frederick	Male	Year 12										
Aldridge, Courtney	Female	Year 12										
Total				11	7	15	9	9	13	10	9	7

OK Cancel

4. Select the required class 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 classes for each the applicants, 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)

01 | Setting Up the New Academic Year

- 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 need to import the latest pre-defined reports. For more information, please refer to the *Designing and Running Reports* handbook.

Use the **Effective Date** to enter a date in the new academic year, e.g. 04/09/2017, to produce lists for the new academic year.

Registration Groups (Dated) Report

Registration Group: 10A		
Tutor:	Mr J Brown	
Room:	Humanities Room 2	
Effective date:	04/09/2017	
Name	Gender	Date of Birth
Abbess Graham	M	29-09-2002
Acton Samantha	F	25-03-2003
Amoso Silv	F	25-05-2003
Amoso Stephanie	F	25-05-2003
Angler Harry	M	24-05-2003
Bailey Gloria	F	18-04-2003
Bradbury Christina	F	24-12-2002
Brown Jeremy	M	18-12-2002
Bukolt Krystal	F	05-09-2002
Byron Matthew	M	03-02-2003
Call Brian	M	07-03-2003
Cardy Carly	F	11-11-2002
Cerveira Pedro	M	06-06-2003
Crosby Kerry	F	06-10-2002
Dallary Hannah	F	24-05-2003
Ebben Andrew	M	18-08-2003
Gorman Michael	M	02-03-2003
Goulden Joseph	M	24-01-2003
Grants Louise	F	29-03-2003
Jake Paula	F	15-01-2003
James Jonny	M	21-02-2003
Karlos John	M	15-05-2003
Manderville Hannah	F	14-03-2003
Pocket Polly	F	09-09-2002
Pocket Preety	F	09-09-2002
Radford Richard	M	04-02-2003
Wright Scott	M	12-01-2003

Total: Males 13
Total: Females 14

Group Total: 27

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.

Applying 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.

IMPORTANT NOTE: Lesson Monitor and Cover will not work for the new academic year until this process has been completed successfully.

Select **Tools | Academic Management | 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* handbook), which is available from the My Account website (<https://myaccount.capita-cs.co.uk>).

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

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

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

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

Other SIMS Module Processes

Assessment Housekeeping

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

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

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.

01 | *Setting Up the New Academic Year*

02 | Routines to be Carried Out After the Academic Year has Started

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Introduction

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

- In SIMS, admit applicants (please see *Admitting Applicants* on page 27).
- In SIMS, record any re-admission pupil/students (please see *Re-Admitting Pupil/Students* on page 28).
- In Attendance, print the official register for July (please see *In SIMS Attendance - Printing the Official Register for July* on page 29).

Admitting Applicants

Applicants should be admitted on the first day that 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 pupil/students will be admitted and a pupil/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 from the **Student** browser by selecting **Guest** from the **Status** drop-down list.*

For more detailed instructions, please refer to the appropriate *Admissions* handbook.

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

Completed

Re-Admitting Pupil/Students

This section contains a summary of the required steps. For detailed instructions, please refer to the appropriate *Admissions* handbook.

Any pupil/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 pupil/student's educational **History** is maintained.

IMPORTANT NOTES: *It is essential that you follow this process for re-admissions (i.e. for pupil/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 pupil/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 pupil/student leaves in July but returns in September). If you do not want any gaps in the associated class memberships, then you will need to edit the history via **Focus | Pupil (or Student) | Pupil (or Student) Details** page by clicking the **History** button in the **Registration** panel.*

1. Select **Focus | Pupil (or Student) | Pupil (or Student) Details** to display the **Pupil (or Student) Details** page.
2. Click the **New** button to display the **Add Student** page.
3. Enter the pupil/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 pupil/student and click the **Open** button to display a warning message **The selected pupil/student is a Leaver, do you want to re-admit the Pupil/student?**
5. If you are certain that this is the pupil/student who should be re-admitted, click the **Yes** button to display the pupil/student's details.
6. Add/edit further details as required, then click the **Save** button. All mandatory fields are highlighted in red and must be completed before you are able to finally save the pupil/student's details.
7. 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 Report** to display the **Official Register Report** page.

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

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.

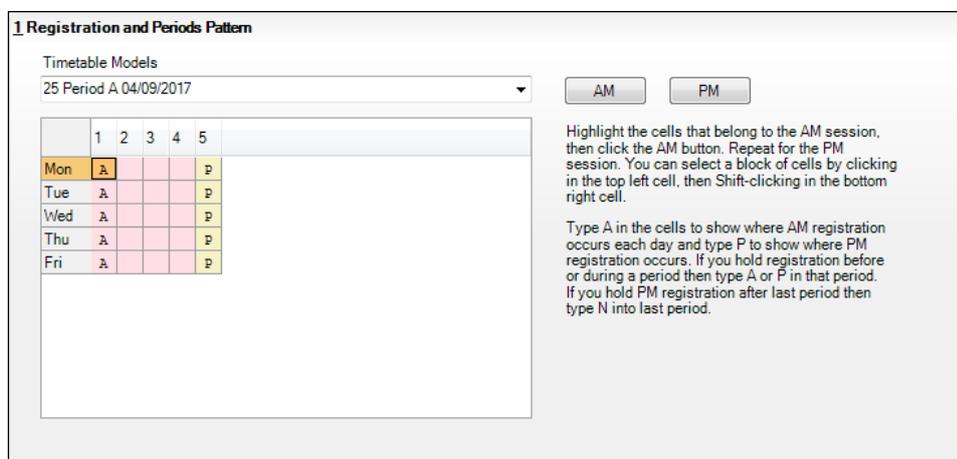
Any changes to the timetable will require the setup routine to be edited, e.g. if an extra period is included in the timetable or if a period is taken out. The start of a new academic year is an example of when this may occur.

When pupil/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 pupil/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.

02| Routines to be Carried Out After the Academic Year has Started

- 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.
- 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.
- Highlight the cells that belong to the PM session then click the **PM** button. The selected PM cells are coloured yellow.
- 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.
- 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
25 Period A 04/09/2017

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

Running Housekeeping Routines in SIMS

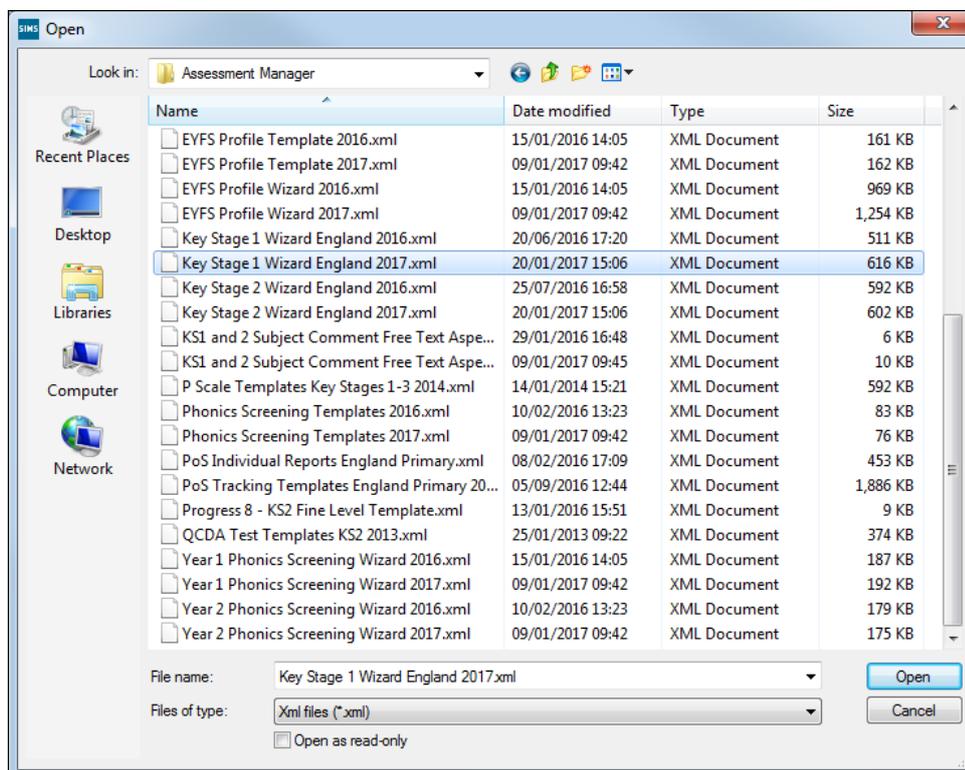
Now is a good time to carry out some general housekeeping routines in SIMS. For more information, please refer to the *Setting Up and Administering SIMS* handbook.

Importing the Key Stage Wizard

If you would like to import the assessment components of your new pupil/students via CTF, you will need to import the relevant Key Stage wizard(s) into SIMS Assessment before importing the CTF.

- In SIMS, select **Routines | Data In | Assessment | Import** to display the **Import** wizard.

2. Click the **Field Browser** button adjacent to the **Select the file to import from** field. Navigate to C:\Program Files\SIMS\SIMS .net\AMPA. Double-click the folder relevant to your school, then double-click the Assessment Manager folder.



3. Highlight the relevant wizard XML file, e.g. Key Stage 2 Wizard England 2017.XML, then click the **Open** button.
4. The name of the selected file is displayed in the **Select the file to import from** field. Any header comments that were added to the file when it was created for export are displayed.
5. Select the **Overwrite with default values** check box if you want to update the column headings.
6. Click the **Finish** button then the **Yes** button to start the import process. This may take several minutes. An Activity Log is displayed when the import is complete. Click the **Close** button.

SIMS Learning Gateway

This section applies only to SIMS Learning Gateway users

1. Create and distribute SIMS Learning Gateway accounts for new staff, pupil/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 *Active Directory Provisioning Service for Administrators* handbook.

Archiving Attendance Marks

To improve the performance of SIMS when viewing and editing attendance marks, session marks can be archived via **Tools | Housekeeping | Archive Attendance Marks | Archive**. All marks, with the exception of those recorded in the current academic year and the preceding academic year, can be archived.

NOTE: Attendance marks cannot be edited once archived.

For further information on archiving attendance marks, please refer to *Archiving Attendance Marks* in the *Housekeeping Routines* chapter of the *Managing Pupil/Student Attendance* handbook. For Lesson Monitor users, further information can be found in the *Archiving Attendance Marks* in the *Housekeeping Routines* chapter of the *Monitoring Session and Lesson Attendance* handbook.