Leavers from Nursery
and
Year 11

May 2011
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Guidance for Nursery and 6th Form Students leaving dates

These guidance notes are to ensure compliance with the DfE Pupil Registration Regulations. Pupils progressing directly within the same school from Nursery to Reception and from Year 11 to 12 are not given a new entry date unless they are a genuine re-admission.

Note:
The following instructions must be executed within SIMS in the current Academic Year as part of the End of Year Procedures in order to prevent a new error code 1882 appearing in the January 2012 School Census.

Secondaries with 6th Form

DO NOT enter a leaving date for those students in Year 11 who will be returning to the schools 6th Form for Year 12 in September of the following academic year. This will ensure that they remain ‘On Roll’.

The correct Attendance codes will need to be entered according to the start date of the student. Weekly patterns can be entered in advance.

Once the New Academic Year has started.

Non Arrival
If the student in Year 11 who accepted the place in the 6th form decides not to take the place once the new Academic Year has started and never attends one session you will need to enter a leaving date as the last day of attendance in Year 11 in the previous Academic Year. E.g. 01/07/11

Arrives but then leaves
If the pupil attends one session or more in the 6th form the leaving date will be the last day of attendance in the new Academic Year. Eg. 7/09/11.
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Infants \ Primaries with a Nursery.

**DO NOT** enter a leaving date for those pupils in Nursery who have been offered a place in Reception and will be returning to the school in the September of the following academic year. This will ensure that they remain ‘On Roll’.

There are 3 scenarios for the new intake in Reception:

1**nd Scenario – Manual entry of new intake**

If you are manually entering the details of the new Reception pupils into an Intake Group (Pre-admission Group) **DO NOT** re-enter the details of those pupils already ‘On Roll’ in the Nursery. The will be moved from Nursery to Reception during the promotion process which is part of the End of Academic Year Procedures.

2**nd Scenario – Importing the ATF**

If you are using the ATF (Admissions Transfer File) to populate an Intake Group (Pre-admission Group) you must ensure that those pupils in the file that have been offered a place and are also already ‘On Roll’ in the Nursery are matched correctly to avoid duplication of the pupil.

**Note:** There may be instances where some of the details in the file differ from the information held within SIMS. You must still match up the pupil. Any adjustments can be made within SIMS after the file has been imported.

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**Details in the ATF of Pupil being offered a place**

<table>
<thead>
<tr>
<th>Name</th>
<th>Reference</th>
<th>DOB</th>
<th>Gender</th>
<th>Matches</th>
<th>Action</th>
<th>Name</th>
<th>DOB</th>
<th>Gender</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oscar Bond</td>
<td></td>
<td>22/08/2007</td>
<td>Male</td>
<td></td>
<td></td>
<td>Oscar Bond</td>
<td>22/05/2007</td>
<td>Male</td>
<td>Student</td>
</tr>
</tbody>
</table>

**Details in SIMS of Pupil already On Roll**

**Match up the pupil in the ATF and the pupil on roll by selecting New Application**
Offer Report

Before removing the duplicate Offered\On roll pupils save\print a report for your records of those pupils that have been offered a place.

1. Select the **Run Report** Button from the Toolbar.
2. Expand the Focus Folder. Scroll down and highlight the **Application** folder.
3. **Double click** on the report **List – Applicants Alphabetical Order**
4. Select the required **Intake Group** and the Status of **Offered**.
5. Click **OK**.
6. The report will open in Excel. Enable the Macros.
7. Close the Preview.
8. Print the report and/or ‘**Save as**’ in a folder of your choice.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>Gender</td>
<td>Date of Birth</td>
<td>Intake Group Name</td>
<td>Admission Group Name</td>
<td>Application Status</td>
</tr>
<tr>
<td>Bond, Oscar</td>
<td>M</td>
<td>02 May 2007</td>
<td>2011/2012 - Autumn Year R</td>
<td>Reception Autumn 2011</td>
<td>Offered</td>
</tr>
<tr>
<td>Fajar, Niniola</td>
<td>F</td>
<td>01 April 2007</td>
<td>2011/2012 - Autumn Year R</td>
<td>Reception Autumn 2011</td>
<td>Offered</td>
</tr>
<tr>
<td>Nearly, Allison</td>
<td>F</td>
<td>08 July 2007</td>
<td>2011/2012 - Autumn Year R</td>
<td>Reception Autumn 2011</td>
<td>Offered</td>
</tr>
<tr>
<td>Price, James</td>
<td>M</td>
<td>02 September 2006</td>
<td>2011/2012 - Autumn Year R</td>
<td>Reception Autumn 2011</td>
<td>Offered</td>
</tr>
<tr>
<td>Taylor, Paige</td>
<td>F</td>
<td>07 February 2007</td>
<td>2011/2012 - Autumn Year R</td>
<td>Reception Autumn 2011</td>
<td>Offered</td>
</tr>
</tbody>
</table>

Remove the Duplications

You will now need to delete the applicants from the Intake Group, who are already On Roll in the Nursery.

1. Select **Focus | Admission | Application**.
2. Change the **Application Status** filter to Offered then click on Search.
3. Highlight the Applicant and select the **Delete** button from the toolbar.
4. Click **Yes** to the warning message.

The above steps will need to be repeated for each applicant that has been offered a place and is already On Roll in the Nursery.
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3rd Scenario - VA and Foundation Schools
These schools will already have imported all the applicants into an Intake Group (Pre-admission Group) during the Admissions process.

Using the ATF File
If you are using the ATF (Admissions Transfer File) to update the status of the pupils that have been offered a place, ensure that they are matched with the applicant already in the Intake Group (Pre-Admission Group).
1. Select the Update Applied Application tick box.
2. Follow the steps on the previous page.
   Offer Report.
   Remove the duplications.

Not using the ATF File
If you choose not to use the ATF (Admissions Transfer File) but prefer to update the status of the applicants manually do the following:
1. Select Routines | Admission | Accept Applications.
2. Click Search and double-click on the required Intake group.
3. In the Applications Panel change the Current Application Status to Applied.
4. Put a tick in the Offered column for the required applicants.
5. Save.
6. Follow the steps on the previous page.
   Offer Report.
   Remove the duplications.
Guidance for Leavers

Note: For more information on creating the New Academic Year please refer to the End of Year Procedure Notes.

Once the New Academic Year has started.

Non-Arrival
If the pupil in Nursery who accepted the place in Reception decides not to take the place once the new Academic Year has started and never attends one session you will need to enter a leaving date as the last day of attendance in the previous Academic Year. E.g. 23/07/11

Arrives but then leaves
If the pupil attends one session or more the leaving date will be the last day of attendance in the new Academic Year. Eg. 7/09/11. The Attendance marks will also need to be entered correctly.

Staggered Intake and Attendance.
If you stagger the intake of the new reception pupils over a period of days/weeks you will need to ensure that the correct attendance mark is entered for the period for those pupils moving from Nursery to Reception where they are not required too attend. E.g. X code
This can be entered in advance.

1. Select Focus | Attendance | Enter a weekly pattern.
2. Enter the required Week Beginning date.
3. Change the Group Type to Individual Students.
4. Select the Overwrite button on the Toolbar.
5. Click Search.
Guidance for Leavers

Hold down the **Ctrl button** and **left mouse click** on the required pupils. This will highlight all the required pupils simultaneously.

6. In the bottom panel click into the grid and enter the **X code** in the AM and PM for each day that the selected pupil will not be attending.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>PM</td>
<td>AM</td>
<td>PM</td>
<td>AM</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

7. Click on the **Apply** button on the toolbar.

Repeat the above process for all required dates.