

# Notes for the admission of your new intake, September 2021 – Year R and Year 7

- Summary            This guidance document describes the admission process for the year 2021 and how to administer the process at your setting.
- Audience            The process is most likely to be carried out by the main SIMS user at a primary school, or else the admissions office at a secondary school.
- Resources
  - The process is managed in SIMS .net and the Admissions processor will need to be a member of the Admission Officer group in Systems Manager
- Documentation
  - For complete and detailed guidance on the arrangements for the admissions process, please see this document:
  - [Admissions Code of Practice 2021](#)
  - For summary guidance, please see two Quick Reference sheets
    - [Admissions Processes Quick Reference Sheet](#)
    - [Admissions Transfer Files Quick Reference Sheet](#)

## Introduction

From the end of March depending on the LA, schools will be provided with information electronically about their new intake for 2021. Any information you receive should be treated as confidential as letters to parents / carers will take a few days to arrive. Online applicants can see outcomes on the afternoon of the day that letters are posted to them by the authority.

Information about all your applicants will be made available using a file called an **Admissions Transfer File** (ATF) which is provided by your Local Authority's Admissions team.

In line with data security requirements, schools must not exchange lists of students in spreadsheets via e-mail attachments especially to private or external addresses. Any data should be handled securely using encrypted technology such as password-protected drives or memory sticks.

## Additional notes for junior schools

Junior schools do not receive ATFs but instead should contact infant feeders to ask for Common Transfer Files (CTFs) for their Year 3 intake. Junior schools should create admission groups following the guidance below.

## Step-by-step notes for the important stages




NB: the folders and paths described in these notes may be different at your setting.

The steps are described in the order they should be completed. They do not have to be completed all at the same time. The whole process takes several months, ending in early September when pupils are finally admitted.

## Setting up intake and admission groups

- Before you can import this year's ATF, you'll need to set up new **intake** and **admission groups** for this year. Go to **Routines | Admission | Admission Groups | Setup** and check your existing groups by clicking **Search**. If there's no group yet for 2021/22, click **New**.
- Complete the fields as shown in the screenshot adjusting for the schools planned admission numbers (this should reflect your maximum intake).
- Make sure your date of admission is 1 September 2021 even where the autumn terms starts later.

**Intake Group Details: New**

 Save
  Undo
  Print


1 Intake Group   2 Admission Group

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**1 Intake Group**

Admission Year	<input type="text" value="2021/2022"/>	Name	<input type="text" value="2021/2022 - Autumn Year R"/>
Admission Season	<input type="text" value="Autumn"/>	Active	<input checked="" type="checkbox"/>
Year Group	<input type="text" value="Year R"/>		
Planned Admission	<input type="text" value="60"/>		

**2 Admission Group**

Name	<input type="text" value="2021/2022 - Autumn Year R (A)"/>
Date Of Admission	<input type="text" value="01/09/2021"/> 

## Importing your ATF into SIMS .net

Importing your ATF has several major consequences – refer to the guidance found on our website, by following the links to go to each document.

- The Capita handbook [Admissions Code of Practice - 2020](#). This document is the complete reference to the non-own admissions policy of maintained schools, i.e. the process in place for maintained primary and secondary schools. Secondary Academies may have additional steps as arranged with their local authority that precede the import of the ATF.
- [Admissions Transfer Files Quick Reference Sheet](#)
- [Admissions Processes Quick Reference Sheet](#)

## Importing your ATF

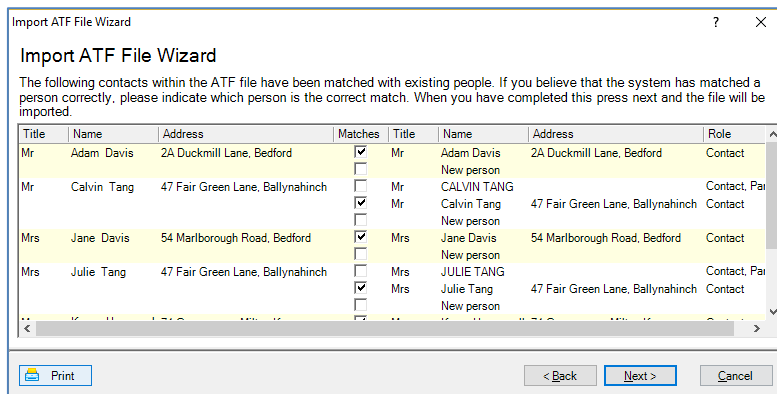
- The ATF is imported through **Routines | Admissions | Import ATF File**. Locate the ATF file you downloaded, from the folder where it was saved. For most maintained primary schools this could be in: `x:\sims\star\ctfin`. Other schools may have saved the file elsewhere on the network when receiving it from their own admissions teams.
- When importing your ATF, make sure you import the file into the new **2021-2022 Admission Group** you created earlier.

Admission Group	Admit On	Year Group
2021/2022 - Autumn Year R (A)	01/09/2021	Year R

- When using the **import wizard**, you may be prompted to indicate if an applicant is a **New Person**, i.e. a child that is as yet unknown to SIMS .net. This may be the case if you have manually added Students to the Application area before receiving the ATF or if your setting has a nursery. If you are unsure, there's a **Print** button to allow you to review the names before you continue through the wizard. You can cancel and come back to the Wizard at this stage. If the wizard finds no matches it will skip this screen.

### IMPORTANT NOTE: re Importing Contacts

Please ensure you want to continue before you click on **Next**. The process is irreversible. We recommend clicking **Print** first so that you can review the contacts that have been linked to the new applicants. You can then decide if you wish to make adjustments to the recommendations. Taking time here will avoid problems and save time later on with contacts and duplicates as this will have an impact on other areas of SIMS.



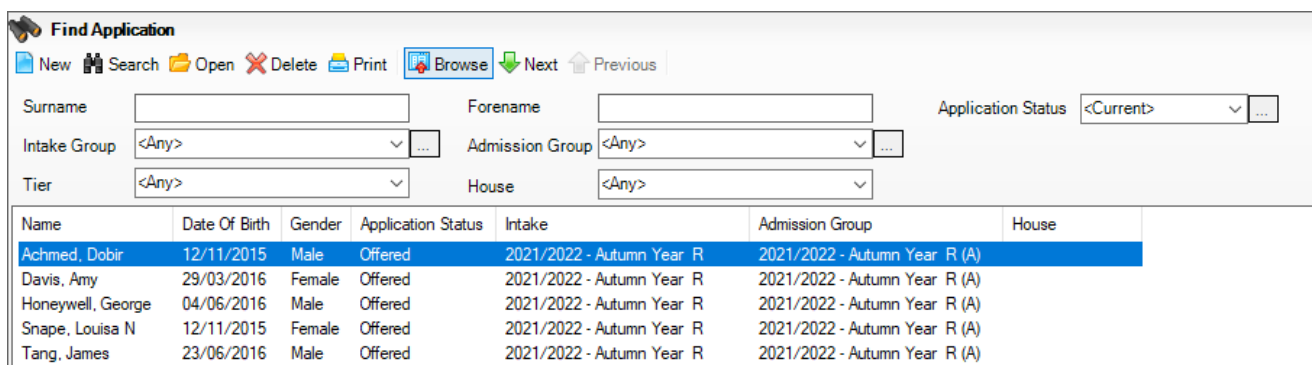
- The system will automatically look for contacts that match *existing* contacts on the system. This will be the case if the applicant has siblings in the school. Ensure that the wizard is linking the matched records rather than unnecessarily creating a new record which will cause a duplicate record and cause issues with sibling linking as well as issues for parents using online products such as SIMS Pay, SIMS Parent (Lite) App, or SIMS InTouch.
- We strongly recommend clicking on **Print** or **Save** at the end of the ATF **Import Wizard** so that you have a record of any issues encountered. This is vital if we need to trouble-shoot issues.

## Advice for all-through schools or schools with a Nursery

In order to maintain a continuous history, schools with nursery age pupils going into the Reception year or, in all through schools, Year 6 students going into Year 7, should promote these pupils up a year as a normal part of the **End of Year Procedures**.

Importing the ATF file will add duplicates for these pupils in the Application / Pre-admissions area, and so it is imperative that pupils already on roll in your system are removed from the Application area. This can be done by navigating to **Focus | Admission | Application**, identifying the record which can be highlighted and then selecting **Delete**.

This is the one time when deleting a student applicant record is appropriate.



This process will prevent duplicate records on the system when the rest of the new intake is finally admitted in September.

### NOTE:

It is also possible to give all Nursery pupils leaving dates and then import all of the Reception class through the ATF routine, effectively readmitting the student although this will break the continuous history at the school.

If you are unsure which process is best for your school please don't hesitate to contact the IMS Service Desk on 01454 86 **5300** to discuss.

## Managing pupil information

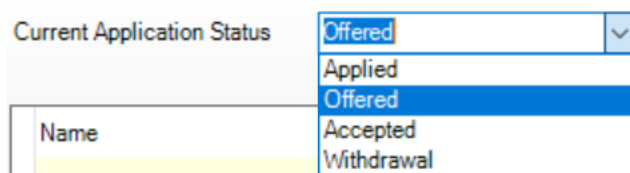
- Any changes to addresses, contact information, telephone numbers, DOB, Ethnicity, and In Care status provided by any applicant should also be communicated to the Local Authority so that both central and SIMS systems match.
- If you receive any communication from a parent with a change of details before August, then you should contact your Local Authority Admissions team to enable them to update central systems.
- In cases where information is added by the school such as additional contacts, free school meals entitlement, medical conditions and any unpopulated fields in the applicant screen then any further imports using CTF will **not** change this additional information.

## Accepting Applicants

When a pupil's place has been accepted you can change the application status within SIMS from **Offered** to **Accepted** to reflect this. Go to **Routines | Admission | Accept Applications** for this process.

Select the Intake group for 2021-22 to bring up the current applicants. This will display a summary screen showing the current status of the applicants.

You can switch the view between applicants showing as **Applied/Offered/Accepted/Withdrawal** using the drop down box.



When the applicants are showing in the list, you can tick the box to **Accepted** to change the status for each pupil. Remember to save your changes.

Name	Gender	DOB	Application Status	Offered	Accepted	Withdraw
Achmed, Dobir	Male	12/11/2013	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Davis, Amy	Female	29/03/2014	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honeywell, George	Male	04/06/2014	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Snape, Louisa N	Female	12/11/2013	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tang, James	Male	23/06/2014	Offered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Withdrawing applicants

During the process, you may receive information relating to pupils that have withdrawn. These pupils will then need to be withdrawn manually.

You should withdraw pupils by going to **Routines | Admission | Accept Applications** then change the status to from **Offered/Accepted** to **Withdrawal**.

**2 Applications**

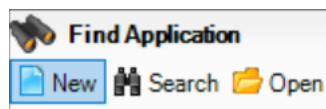
Current Application Status:

Name	Gender	DOB	Application Status	Offered	Accepted	Withdrawal
Achmed, Dobir	Male	12/11/2013	Withdrawal			✓
Davis, Amy	Female	29/03/2014	Offered	✓		
Honeywell, George	Male	04/06/2014	Offered	✓		
Snape, Louisa N	Female	12/11/2013	Offered	✓		
Tann, James	Male	22/06/2014	Offered	✓		

You can also change the status of any individual applicant by going to **Focus | Admission | Application**, searching and opening the record for the individual child, then in panel 2, changing their application status to **Withdrawal**.

## Adding pupils manually

- If you learn of an applicant whose details have not been included in your ATF, you may need to add the child to your admission group manually. Simply go to **Focus | Admission | Application**, then click **Search** to establish if the child has already made an application. If not, click **New**, then complete the four text boxes and click **Continue**.



- If the applicant is completely unknown to SIMS, you will have to add as much detail as you can. Take care to select the appropriate **intake group** in panel 2.

**2 Registration Details**

Application Status	<input type="text" value="Offered"/>	Application Reference Number	<input type="text"/>
Intake Group	<input type="text" value="2021/2022 - Autumn Year R"/>	Admission Group	<input type="text" value="2021/2022 - Autumn Year R (A)"/>
Year Group	<input type="text" value="Year R"/>	Year Taught In	<input type="text" value="Curriculum Year R"/>
Class	<input type="text" value="OAK"/>	House	<input type="text"/>
Date Of Admission	<input type="text" value="01/09/2021"/>	Age On Entry	<input type="text"/>
Admission Number	<input type="text"/>	Enrolment Status	<input type="text" value="Single Registration"/>

## Generating reports in SIMS .net

There are useful reports in your SIMS .net. Go to **Reports | Run Reports**, then select the **Application** folder.

**Report Browse**

Name	Focus	Owner	Supplier	Updated	Category
CES: Withdrawn Status Analysis (2007)	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
Deposit List	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
Letter - Acceptance Received	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
Letter - Application Received	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
Letter - Application Rejected	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
Letter - Offer of a place	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
List - Applicants Addresses by Intake	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
List - Applicants Alphabetical Order	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
List - Family Links (Siblings)	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
List - Tier 4 Applicants by Intake group	Applicat...	Imported	CES Reporting Services	04/12/2017	Public
Supporting Info for Applicant Ranking	Applicat...	Imported	CES Reporting Services	04/12/2017	Public

Additional reports can be generated on request including labels reports if required. SIMS can create mail merge letters for parents – if you need help, ring the IMS Service Desk on 01454 86 **5300**.

## Admitting applicants on roll

- Never change the status of applicants to **Admitted** until **1 September** – this is also described in Integra's **End of Year Procedure Notes**.
- Remember to tick **Assign a Permanent UPN** to all applicants that haven't been in education before.
- Admit all children allocated to your school by the authority even if they are not present at the start of term. Each school should then work with their Local Authority Admissions team to identify the true location of every child, this helps to mitigate the risk of children becoming lost in education and supports safeguarding.