

# **Pupil/Student Details**

### Adding a New Pupil/Student to SIMS

This routine is usually required only when a pupil/student joins the school mid-term. At all other times, the admissions process should be used. Details can be saved at any time, as long as the mandatory fields (highlighted in red) have been completed. For more detailed information, please refer to the *Managing Pupil/Students* handbook, which is available from the SIMS **Documentation Centre** on the SIMS **Home Page**.

#### **Adding Basic Details**

- Select Focus | Pupil (or Student) | Pupil (or Student) Details or click the Pupil (or Student) Details button to display the Find Student browser.
- Click the New button, enter the Surname, Forename and/or Date of Birth, select the Gender from the drop-down list then click the Continue button.

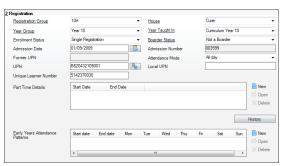


 If matching pupil/students exist in SIMS, their details are displayed in the Matched People panel. Highlight the required person then click the Open button to edit their details or click the New button to record a new pupil/student.

If there are no matching pupil/students, the **Pupil** (or **Student**) **Details** page is displayed automatically.

#### **Adding Registration Information**

 In the Registration panel, select the required Registration Group (or Class) and Year Group from the drop-down lists.



- Select the Enrolment Status and Boarder Status from the respective drop-down list then enter an Admission Date.
- Select a House, if applicable. The Year Taught In field usually correlates with the selected year group and is populated automatically. This can be amended if the pupil/student is going to be taught above or below their expected year.
- 4. Enter the UPN, if known. A new UPN can be allocated (once the record is saved) by clicking the Generate UPN button. This should be done only if you are sure that the pupil/student does not already have a UPN.
- The facility to enter the **Unique Learner Number** is available for Secondary schools.
- For part-time pupil/students (usually nursery age children), specify the session they will be attending by selecting AM only, PM only or All day from the Attendance Mode drop-down list.

Specify the period(s) during which the arrangement applies by clicking the **New** button in the **Part Time Details** list then entering the **Start Date** and **End Date** (if known).

- Primary schools can add Early Years Attendance Patterns. For more information, please refer to the Managing Pupil/Students handbook.
- Click the Save button to save the record. A new UPN (if requested) and an Admission Number are generated when the record is saved.

#### **Adding a Home Address**

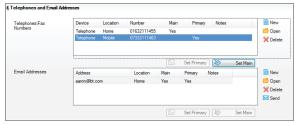
 In the Addresses panel, enter the home Post Code and House Number/Name then click the Continue button.



- If the same or similar address exists in SIMS, the details are displayed in the Find Matching Addresses dialog. Highlight the required adresss then click the Open or Copy button to display an extended Addresses panel. Alternatively, click the New button to record a new address.
  - If a similar address does not exist in SIMS, the extended **Addresses** panel is displayed automatically.
- 3. Complete all the address fields. Multiple addresses can be entered if required, e.g. a term-time address, etc.

### **Adding Telephone Numbers and Email Addresses**

 In the Telephones and Email Addresses panel, add a telephone and/or fax number by clicking the New button to display the Add Telephone\Fax dialog.



- Select the **Device** and **Location** from the drop-down lists and enter the **Number**.
- 3. Indicate whether this is the Main (the most likey number on which the person can be contacted) and Primary (the number that should be used in the first instance) number for the pupil/student by selecting from the respective drop-down lists, enter any additional Notes then click the OK button to return to the Pupil (or Student) Details page.
- In the Email Addresses section, click the New button to display the Add Email dialog.
- Enter a valid email Address, complete the remaining fields then click the OK button.
- If more than one telephone number, fax number or email address is entered, the Main and Primary one can be specified by highlighting it then clicking the Set Primary and Set Main button in the respective section of the Telephones and Email Addresses panel.
- 7. Click the **Save** button.

### **Adding Family and Home Information**

NOTE: The new pupil/student's record must be saved at least once before adding family and home information.

- In the Family/Home panel, add a new contact by clicking the New button to display the Add Contact for dialog.
- Enter the Surname and/or Forename, select their Gender from the drop-down list then click the Continue button. Any matching contacts are displayed in the Matched People panel.
- Either highlight an existing contact then click the Open button or click the New button to add a new contact using the Add Contact for dialog.
- Complete the remaining fields, click the Save button then click the OK button to return to the Family/Home panel.



NOTE: For instructions on copying and cloning contacts, please refer to the Managing Pupil/Students handbook.

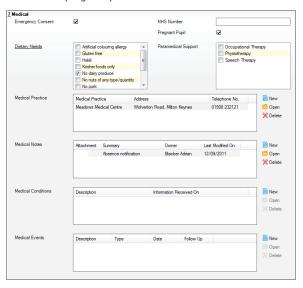


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#### **Adding Medical Information**

- In the Medical panel, select the Emergency Consent check box if consent has been obtained from the parent/guardian(s) to act in an emergency then enter the pupil/student's NHS Number, if known.
- Specify any **Dietary Needs** by selecting the applicable check boxes. Additional **Dietary** information can be recorded in the previous panel.
- For all female pupil/students in Year 7 and above, a Pregnant Pupil check box is displayed. Select this check box if the school has been notified of a pregnancy.



- Indicate whether the pupil/student receives Paramedical Support by selecting the appropriate check box(es).
- The Student Assessed Disabled check box is available to schools in Northern Ireland only. Select the check box, if applicable.
- Select a Medical Practice by clicking the New button to display the Add Medical Practice for dialog. Select the required medical practice then click the OK button to return to the Medical panel.
- To add any Medical Notes (e.g. doctor's recommendations, etc.), Medical Conditions (e.g. is diabetic, has asthma, etc.) or Medical Events (e.g. immunisations, accidents, etc.), click the applicable New button. Enter the required information then click the OK button to return to the Medical panel.

#### Adding Ethnic/Cultural Information

In the **Ethnic/Cultural** panel, select the required information from the drop-down lists, noting that **Ethnicity**, **Ethnic Data Source** and **First Language** are required for School Census purposes.

NOTE: Additional fields are available to schools in Wales and Northern Ireland

For any traveller children, click the **Open** button adjacent to the **Traveller Status** field to display the **Traveller details** dialog then record the details. Add **Nationality and Passport Details** by clicking the **New** button to display the **Add Student Nationality** dialog.

#### **Adding Welfare Details**

Pupil/students In Care and/or those with a Child Protection Plan, Young Carer details and any pupil/student Disabilities can all be recorded in the **Welfare** panel by clicking the applicable **New** button.

NOTE: If a pupil/student is recorded as being in care, the **Start Date** and **Care Authority** must be recorded for the School Census Return purposes.

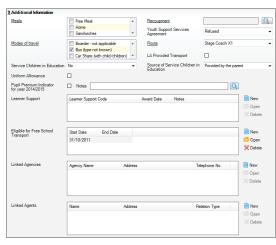
#### **Adding Parental Consent**

Some school activities might require the consent of a parent/guardian, e.g. sex education, Internet access, etc.

In the **Parental Consent** panel, select the appropriate **Consent Type** check box(es) then enter any applicable **Comments**.

#### **Adding Additional Information**

- In the Additional Information panel, specify the required meal type by selecting one check box from the Meals list.
- If the school claims reimbursement from another LA, click the Browser button adjacent to the Recoupment field, select the required LA then click the OK button.
  - Secondary schools can select the Youth Support Services **Agreement** from the drop-down list and enter Learner Support details (required for School Census Return purposes).



- 4. Select the most appropriate check box from the **Modes of travel** list.
- For pupil/students travelling by school bus, select the required Route from the drop-down list.
- 6. Select the LA Provided Transport check box, if applicable.
- Select the required values from the Service Children in Education and Source of Service Children in Education drop-down lists, if applicable.
- 8. If the pupil/student receives a contribution from the LA towards the cost of their school uniform, select the **Uniform Allowance** check box.
- If the pupil/student is eligible for Pupil Premium payments, select the Pupil Premium Indicator for year <Academic Year> check box and enter any applicable Notes. A history of their eligibility can be viewed by clicking the adjacent Field Browser button.
- 10. If the pupil/student is Eligible for Free School Transport, click the New button then enter an appropriate Start Date and End Date.
- 11. Any Linked Agencies and Linked Agents involved in the child's education (e.g. SEN Coordinators, speech therapists, etc.) can be recorded by clicking the appropriate New button to display either the Add Agency for dialog or the Add/Edit Linked Agents dialog.

#### Adding School History

Any **Previous Schools** attended by the pupil/student can be recorded by clicking the **New** button in the **School History** panel to display the **Add School History** dialog. Select or enter the required information (**School** name, **Date of Arrival**, **Date of Leaving**, etc.) then click the **OK** button to return to the **Pupil** (or **Student**) **Details** page.

#### **Adding User Defined Fields**

Additional information that cannot be recorded elsewhere in SIMS can be recorded in the **User Defined Fields** panel, e.g. locker number, parish, etc. For more information on creating user defined fields, please refer to the *Setting Up and Administering SIMS* handbook.

# **CAPITA**

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