

Nursery Provisions

Defining and Maintaining Early Years Provisions

Applicable to English Primary Schools Only (including Independent Multiphase schools)

To add or edit an early years provision, you must be a member of one or more of the following SIMS System Manager user groups: Administration Assistant, Attendance Manager, Attendance Operator and School Administrator.

Schools with a dedicated nursery unit, that offer early years care, must present parents of three to four year olds with the choice of varying nursery hours on any day of the week. Parents are entitled to receive 15 hours of free nursery provision per week, which can be taken over a minimum of three days. They can choose to take as much or as little of the 15 hours as they want and use their entitlement at more than one nursery provider, if required.

Routine	Menu Route	Purpose
Define Provision Types	Tools Setups Attendance Setup Early Years Provisions Setup	This routine sets up the start and end times of each available nursery session.
Set up early years attendance patterns for applicants	Focus Pupil Admission Application	This routine enables you to define the daily attendance pattern for each nursery applicant.
Set up early years attendance patterns for nursery pupils	Focus Pupil Pupil Details	This routine enables you to define the daily attendance pattern for each nursery pupil.
Update hours at setting for 2, 3 and 4 year olds	Tools Statutory Return Tools Update Hours at Setting for 2 (or 3 or 4) year olds	This tool enables hours at setting for nursery age pupils to be either updated automatically based on each pupil's attendance pattern, or input manually if attendance patterns are not recorded.

Maintaining Provision Type Lookups

To maintain a provision type lookup, you must be a member of the System Manager and/or School Administrator SIMS System Manager user groups.

Four predefined **Nursery Care Provision Type** lookups (Provision 1, Provision 2, Provision 3 and No Provision) can be edited or deleted via **Tools | Lookups | Maintain**. For example, you might want to change Provision 1 to Provision 9-12am.

If provision times overlap sessions, a decision as to which session the provision should be map to must be made, e.g. should a 9.00am to 2.00pm provision be mapped to **AM** or **All Day**.

Additional **Nursery Care Provision Type** lookups can also be defined. Ensure that the **Data Area** is specified as **Attendance** and that the appropriate **Category** (i.e. **AM**, **PM** or **AllDay**) is defined.

Defining a New Early Years Provision

A pupil can only have one provision type per day. Four predefined **Nursery Care Provision Types** are available for selection. Additional provision type might also have been defined.

1. Select **Tools | Setups | Attendance Setup | Early Years Provisions Setup** to display the **Find Early Years Provisions** browser.

2. Click the **New** button to display the **Early Years Provision Details:** page, then select the required **Provision Type** from the drop-down list.
3. The selected **Provision Type** is displayed in the **Description** field but can be edited to clearly describe the nursery care provision, e.g. Afternoon attendance only, if required.
4. The **Start Date** is displayed as today's date. If necessary, edit the date to indicate when the nursery care provision is to start or click the **Calendar** button and select the required date.
5. Enter an **End Date** for the provision (if known) or click the **Calendar** button and select the required date. This date can be entered later.
6. Enter a **Start Time** and an **End Time** for the provision in hh:mm (24 hour) format.
7. Click the **Save** button.

Maintaining Early Years Provisions

Editing Early Years Provisions

All aspects of a nursery care provision can be edited regardless of whether it is currently in used.

1. Select **Tools | Setups | Attendance Setup | Early Years Provisions Setup** to display the **Find Early Years Provisions** browser.
2. Use the search criteria to locate the early years provision you want to edit.

*NOTE: **Provision Type** inactive items can be viewed or hidden by clicking the **Inactive Items** toggle button (adjacent to the **Provision Type** field). Red text assists in the identification of inactive items.*

3. Double-click the required provision to display the **Early Years Provision Details** page, then edit the details, as required:

- Select a different **Provision Type** from the drop-down list.
- Edit the **Description**.
- Edit the **Start Date** and/or **End Date**. Alternatively, click the **Calendar** button and select the required date.
- Edit the **Start Time** and/or **End Time**.

4. Click the **Save** button.
5. If a paper copy of the provision details is required, click the **Print** button to display the **Print** dialog. Check that the printer setting are correct, then click the **OK** button.

It is advisable to use the part-time pupils routine (via **Tools | Setups | Attendance Setups | Part-time Pupils**) to set up the sessions that the pupil is or is expected to attend nursery, so that the register reflects the expected attendance. For more information, please see the *Setting up Part-Time Pupils* section overleaf.

Deleting an Early Years Provisions

Provisions that are not currently in use can be deleted. Provisions that have been used to set up an Early Years Attendance Pattern (via **Focus | Admission | Application** or **Focus | Pupil | Pupil Details**) cannot be deleted.

In the **Find Early Years Provisions** browser, highlight the provision to be deleted, then click the **Delete** button. Confirm that you want to delete the selected provision by clicking the **Yes** button.

Printing a List of Early Years Provisions

To print the information displayed in the **Find Early Years Provisions** browser, click the **Print** button, located at the top of the browser, to display the **Print** dialog. Check that the printer setting are correct for your printer, then click the **OK** button.

Nursery Provisions

Defining and Maintaining Early Years Provisions

To be able to define a new early years provision, you must be a member of one or more of the following System Manager user groups: Registration Tutor, Returns Manager, Returns Operator, School Administrator, SEN Co-ordinator or Senior Management Team.

This routine enables you to set up an early years attendance pattern for any pupil but typically two, three or four year olds. The periods of nursery care provision that are available to parents, e.g. Provision 1 (Morning Nursery Care), must have previously been defined.

It is advisable to use the part-time pupils routine to provide an indication in the register of the sessions that the pupil is or is not expected to attend.

Setting up a New Early Years Attendance Pattern

1. Select **Focus | Pupil | Pupil Details** to display the **Find Student** browser.
2. Use the search criteria to locate the pupil for whom you want to set up an Early Years Attendance Pattern.
3. Double-click the name of the required pupil to display the **Pupil Details** page, then click the **Registration** hyperlink to display the **Registration** panel.
4. Click the **New** button adjacent to the **Early Years Attendance Patterns** section to display the **Add/Edit Early Years Attendance Patterns** dialog.

By default, the **Start Date** is displayed as today's date.

If necessary, edit the date to indicate when the Early Years Attendance Pattern is to start or click the **Calendar** button and select the required date.

Click the **Refresh Week** button to ensure that the correct weekly pattern of days is displayed based on the **Start Date**.

For example: If the **Start Date** falls in the current academic year for which your school's week pattern is 5 days (Monday to Friday), Monday to Friday is displayed. However, if the **Start Date** falls in the next academic year and the week pattern is 6 days (Monday to Saturday), Monday to Saturday is displayed.

6. Enter an **End Date** for the **Early Years Attendance Pattern** (if known) or click the **Calendar** button and select the required date. This date can be entered later.
7. Select each day's **Provision Type** from the associated drop-down list.

NOTE: For clarity, the provision type descriptions might have been changed or additional ones added by, for example, your System Manager.
8. Click the **OK** button to return to the **Registration** panel, where the new attendance patterns are displayed.

Early Years Attendance Patterns	Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	21/11/2018		PROV1	PROV2	PROV3	PROV2	PROV1			New Open Delete

9. Click the **Save** button.

Editing an Early Years Attendance Pattern

1. Select **Focus | Pupil | Pupil Details** to display the **Find Student** browser.
2. Use the search criteria to locate the pupil for whom you want to set up an early years attendance pattern.
3. Double-click the name of the required pupil to display the **Pupil Details** page.
4. Click the **Registration** hyperlink to display the **Registration** panel.

5. Highlight the **Early Years Attendance Patterns** provision record that you want to edit.
6. Click the **Open** button adjacent to the **Early Years Attendance Patterns** section to display the **Add/Edit Early Years Attendance Patterns** dialog. All data fields can be edited.
7. Edit the details, as required, click the **OK** button to return to the **Registration** panel, then click the **Save** button.

Deleting an Early Years Attendance Pattern

To delete an Early Years Attendance Pattern, highlight the provision record, then click the **Delete** button.

IMPORTANT NOTE: The record is deleted immediately.

Setting up Part-Time Pupils

To set up part-time pupils, you must be a member of the Attendance Manager and/or School Administrator SIMS System Manager user groups.

Specifying the sessions when a part-time pupil is not expected to attend nursery ensures that the register reflects this information.

1. Select **Tools | Setups | Attendance Setup | Part Time Pupils** to display the **Part Time Pupils** page.
2. If the required date range is different from that displayed, enter the **From w/b** and **to w/b** dates or select from the Calendars.
3. If the **Group Type** is different from that displayed, select as required from the drop-down list, then click the **Search** button to refresh the display.
4. Highlight one or more pupils to whom the part-time setting is to apply. The **Select All** and **Deselect All** buttons (located at the bottom left-hand side of the browser) can be used to assist with the selection.
5. Based on the provisions selected as part of the pupil's attendance pattern, specify when their attendance is required by selecting one of the four radio buttons in the **Enter 'Not Required' codes** panel.

If the provision is a mixture of AM and PM sessions, select the **Apply a weekly pattern of Not Required** codes radio button, then select the check boxes that represent the sessions when the pupils are not required to attend.

Existing marks can be protected or overwritten by clicking the **Preserve/Overwrite** toggle button.

6. Click the **Apply** button.

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