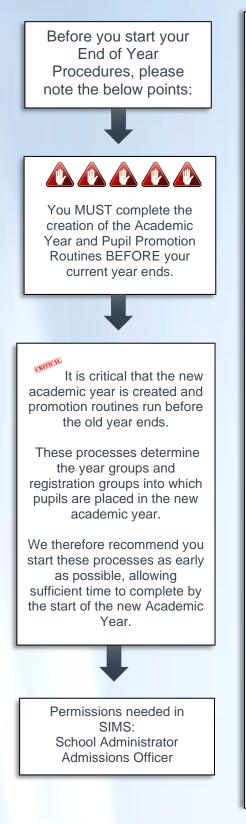


## SIMS PRIMARY EOY ROUTINES & PROCEDURES QUICK REFERENCE SHEET

End of Year Procedure Check List Please see Pennine Primary SIMS EOY document for further guidance:



Complete	Description/Task
	Record changes to teaching staff in Personnel > Focus>Person>Staff - Page 4
	Create the new academic year Routines>School>Academic Year – Page 7
	<ul> <li>Set up the pastoral structure for the new academic year</li> <li>Focus&gt;School&gt;Pastoral Structure&gt;Next Academic Year Structure – Page 20</li> </ul>
	Add intake and admission groups > Routines>Admission>Admission Groups>Setup- Page 34
	Import Admissions and Transfer Files (i.e. ATF) > Routines>Admission>Import ATF File – Page 38
	Import Common Transfer Files <ul> <li>Routines&gt;Data In&gt;CTF&gt;Import CTF – Page 43</li> </ul>
	<ul> <li>Check dates for part-time pupil</li> <li>Focus&gt;Pupil&gt;Pupil Details&gt;Registration Panel – Page 45</li> </ul>
	Record leavers > Routines>Pupil>Leavers – Page 47
	Export Common Transfer Files <ul> <li>Routines&gt;Data Out&gt;CTF&gt;Export CTF – Page 49</li> </ul>
	Set up the promotion mapping for the new academic year > Routines>School>Promotion – Page 52
	<ul> <li>Change the status of applications</li> <li>Routines&gt;Admission&gt;Accept Applicants – Page 61</li> </ul>
	<ul> <li>Allocate applicants to registration group/classes</li> <li>➢ Focus&gt;School&gt;Pastoral structure&gt;Next Academic Year Structure – Page 65</li> </ul>
	<ul> <li>Print class/registration group lists for the new academic year</li> <li>➢ Reports&gt;Run Report&gt;Select Students&gt;Registration Groups (Dated)&gt;select date first day in new Academic Year</li> <li>– Page 67</li> </ul>
	Enter reasons for absence last year <ul> <li>Focus&gt;Attenance&gt;Edit Marks – Page 70</li> </ul>
	Map meal charges > Tools>Dinner Money>Pupil Meal Definitions – Page 72



## SIMS PRIMARY EOY ROUTINES & PROCEDURES QUICK REFERENCE SHEET

## Routines for After the New Academic Year Has Started:

Complete	Description/Task
	Admit applicants
	Re-admit pupils > Focus>Pupil>Pupil Details>Click New – Page 76
	Print the official register for September > Reports>Attendance>Whole Group Pupil Reports>Official Register Report>enter dates in the New Academic Year – Page 77
	Add 'Not Required' codes (If required for Nursery) > Tools>Setups>Attendance Setup>Part Time Pupils – Page 77
	Run housekeeping routines <ul> <li>See <u>SIMS Housekeeping - PENNINE EDUCATION LTD</u></li> </ul>

Please visit our Website:

SIMS End of Year - PENNINE EDUCATION LTD

For all guidance on EOY procedures

We would like to remind you of the services we are offering to help complete your new school year setup:

## Details of the services on offer -

- New School Year Overview 2-hour session costing £60.00.
- Managed service where Pennine Education will complete the New School Year Setup for you with the information provided by yourself at a cost of £160.00.

For further assistance please log a ticket with us via

support@pennineeducation.co.uk Or call us on 0161 509 2900