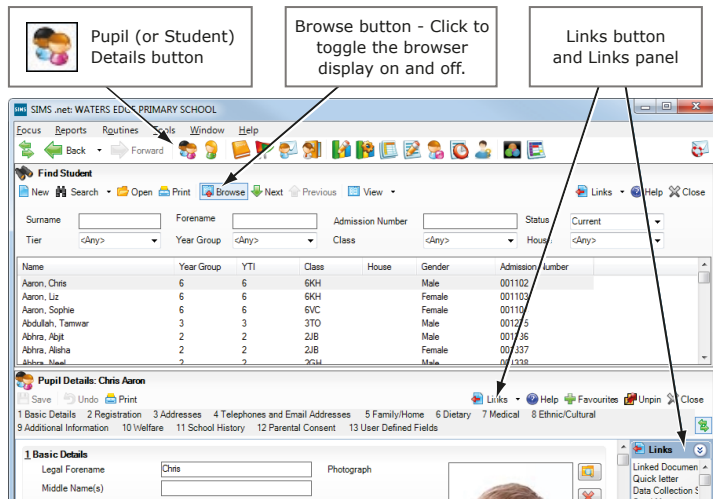# Pupil/Student Details

## Understanding the Pupil (or Student) Details Page

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## Viewing a Pupil/Student Record

Generally, data is entered into SIMS by members of staff who have a range of roles at the school. For example, assessment data might be entered by class teachers, whereas the majority of pupil/student data will be recorded by administration staff. Much of the pupil/student record is collected, and can be viewed, using the **Pupil** (or **Student**) **Details** page.

### Opening a Pupil/Student Record

Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** to display the **Find Student** browser. Alternatively, click the **Pupil** (or **Student**) **Details** button on the toolbar.

| | | |
|---|---|---|
| Pupil (or Student) Details button | Browse button - Click to toggle the browser display on and off. | Links button and Links panel |



A range of search criteria can be entered or selected to find the required pupil/student. Any known details should be entered, such as part or all of a **Surname**, **Forename**, etc. The pupil/student's **Status** can also be selected (e.g. **Current**, **On-Roll**, **Leavers**, etc.).

A combination of search criteria can be used to refine the search further. Alternatively, the search criteria can be left blank to display all the pupil/students in your school. When the required search criteria has been entered or selected, click the **Search** button to display in the browser all the matching pupil/students.

Double-click the required pupil/student's name or highlight their name then click the **Open** button to display their record on the **Pupil** (or **Student**) **Details** page. For more information on searching for a pupil/student, please refer to the *Getting Started with SIMS* Quick Reference Sheet.

### Changing the Browser Viewing Options

By default, the browser view is set to display pupil/student **Details**. Instead, you can select to view **Lists** (only the pupil/student name) or **Photographs** (only available if search criteria has been entered or selected).

The display of the browser can be toggled on or off by clicking the **Browse** button on the toolbar. By default, the browser is hidden automatically once a pupil/student record is selected but this functionality can be changed via **Tools | Setups | User Options**.

### Using the Pupil (or Student) Details Page

The *Viewing a Pupil/Student Record* section provides information on the panels available on the **Pupil** (or **Student**) **Details** page.

Some of the items in drop-down lists can be edited by your System Manager or Local Authority, to make the choices more relevant for your school.

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## Viewing a Pupil/Student Record

### Basic Details

The majority of the information displayed in the **Basic Details** panel is recorded at the time the pupil/student record is created. A **Quick Note** can be added, a **Photograph** can be attached and a **History** of pupil/student name changes can be recorded.

### Registration

The **Registration** panel enables you to record information relating to a pupil/student's admission to your school, e.g their **Class/Registration Group**, **Year Group**, **House** and **Enrolment Status**. Primary school users can record **Early Years Attendance Patterns** and Secondary schools can record the **Unique Learner Number**.

### Addresses

The most efficient method of recording a pupil/student's address is to search for an existing, matching address in SIMS then use these details for the selected pupil/student. For example, a new arrival might have an older sibling who once attended your school so their address details can be used, rather than entering the address again manually. Additionally, it is possible to search for an address using the Internet, if the Address Validation Service has been activated.

### Telephones and Email Addresses

The **Telephone and Email Addresses** panel enables you to record pupil/student telephone numbers and email addresses independently of their contacts (e.g. parent/guardians).

### Family/Home

The **Family/Home** panel enables schools to record details of a pupil/student's family members, guardians or emergency contacts. Details of how to contact these people in the event of an emergency can also be recorded.

### Dietary

The **Dietary** panel enables you to add or edit a pupil/student's meal pattern, their dietary preferences and their eligibility for free school meals.

### Medical

Medical information (such as medical notes, conditions and events) can be added to the pupil/student record, enabling a record to be kept of any known conditions/ailments, medical practice contact details and any prescribed medication or past immunisations.

### Ethnic/Cultural

The **Ethnic/Cultural** panel is used to record a pupil/student's ethnicity, home language, traveller status, etc. Some fields must be recorded to prevent validation errors when producing statutory returns, such as the School Census.

*NOTE: Schools in Wales and Northern Ireland see some additional fields.*

### Additional Information

The **Additional** panel is used to record information on modes of transport, Connexions Assent (Secondary schools only), etc.

### Welfare

The **Welfare** panel is used to record any in care and/or child protection details. A pupil/student is considered **In Care** or **Looked After** if he or she is in the care of the Local Authority, or is provided with accommodation for more than 24 hours by the authority.

### School History

The **School History** panel is used to record any historical school information, such as any previous school that the selected pupil/student has attended. It is also used to record when a pupil/student leaves your school.

### Parental Consent

Pupil/students can participate in various school activities, some of which may require access to the Internet, leaving the school premises on a supervised visit or receiving sex education. To ensure that schools have sought, and have been given, permission from parent/guardians for their children to participate in some or all of these activities, it is possible to indicate the activities for which the pupil/student is sanctioned to take part.

### User Defined Fields

A range of User Defined Fields (UDFs), which enable the recording of information not ordinarily stored in the SIMS database and the need to store the information is specific to your school, can be set up by your System Manager. Examples of UDFs may include **Parish**, **Single Parent Family**, **Locker Numbers**, etc. These can be recorded as fields, check boxes, radio buttons, etc. Any such fields will be made available in the **User Defined Fields** panel of the **Pupil** (or **Student**) **Details** page.

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## Using the Links Panel

Other related areas of SIMS can be accessed by clicking the down arrow adjacent to the **Links** button then selecting the required option from the drop-down list. The options available from the **Links** button vary according to your location in SIMS.

The following information can be accessed from the **Links** button on the **Pupil** (or **Student**) **Details** page.

### Linked Documents

View any documents that have been associated with the selected pupil/student. Examples of linked documents include pupil/student medical notes, SEN statements and letters.

Linked documents can also be added through various panels on the **Pupil** (or **Student**) **Details** page, e.g. medical notes can be added via the **Medical** panel.



### Quick Letter

Opens Microsoft® Word, where a predefined letter template is displayed, complete with the appropriate salutation and address information of the parent/guardian(s) of the selected pupil/student.

Enter the required text in the body of the letter before printing.

### Data Collection Sheet

Produces the Data Collection Sheet report for the selected pupil/student. For more information on this report, please refer to the *SIMS Pre-Defined Reports Catalogue*.

### Send Message

Enables a message to be sent to one or more teachers, about the selected pupil/student. Once sent, the recipient can view messages in the **My Messages** panel of their **Home Page**.

### Student Teacher View

Enables class teachers to quickly view a summary of the key information relating to any pupil/student in their registration group or class in the current academic year.

### History

Enables you to view an additional page of information relating to details of the pupil/student's previous school(s). The information displayed on this page is dependent on the **Effective Date** specified on the **Student History** page.

### Reports

Opens the **Select Report for Student** dialog, using which you can run a report that produces results for the selected pupil/student only.

### SEN

Displays the **Pupil** (or **Student**) **SEN details** page, where SEN information including **Linked Adults/Agencies**, **Reviews**, **Events**, **Statements**, **Provisions**, etc. can be added, edited or deleted. Ensure the new/edited record(s) are saved before closing the page.

### Exclusions

Displays the **Exclusions Details** page, where new exclusions can be created. Existing exclusions information can be edited or deleted. Ensure the new/edited record(s) are saved before closing the page.

### Behaviour Management

Displays the pupil/student **Behaviour Management** page. Add the details of either an **Achievement** or a **Behaviour Event** before saving.

### Timetable

Enables you to view information relating to the pupil/student's timetable. The information displayed is dependent on the **Effective Date** specified at the top of the page.

### Classes

Enables you to view an additional page of information that relates to the pupil/student's registration group/class information. The information displayed is dependent on the **Effective Date** specified at the top of the page.

### Attendance

Enables you to view information relating to the pupil/student's attendance marks entered in SIMS Attendance or Lesson Monitor.
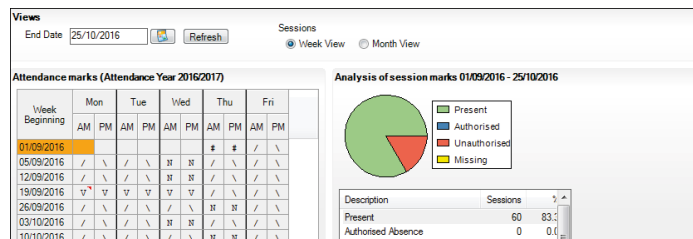


### Dinner Money Financials (Primary only)

Enables Dinner Money payments that have been recorded and received to be corrected. Additionally, money can be transferred between pupils and/or staff. Additional transactions can be recorded against payments made in the previous academic year as well as the current academic year.

### Assessment

Enables you to view pupil/student assessment information entered using SIMS Assessment, if it is in use at your school.

### Examinations (Secondary only)

Displays examination results, together with any outstanding examination entries and forecasts and coursework marks. Any examination **Results**, **Endorsements and Equivalents** are displayed, together with details of any outstanding **Entries and Forecasts**, as well as any **Coursework Marks**.

### Courses (Secondary only)

Displays all courses for which the selected pupil/student is a member. All of the classifications for the courses, the codeset description, its code, code description and the percentage are also displayed.

### Communication Log

Displays details of messages that have been sent from and received by SIMS regarding the selected pupil/student. Only messages that have been saved to the log are displayed.

### Pupil/Student Curriculum

Enables you to view all group memberships for the selected pupil/student and to view their timetable. After selecting the effective date range, the **Schemes** panel is displayed. To view the timetable, click the **Timetable** hyperlink at the top of the page.

### Tier 4 Details

Schools that record Tier 4 information can record Visa, Confirmation of Acceptance for Studies (CAS) and Home Office reporting information for the selected pupil/student.

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