SIMS

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

1. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** or click the **Pupil** (or **Student**) **Details** button to display the **Find Student** browser.

2. 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.
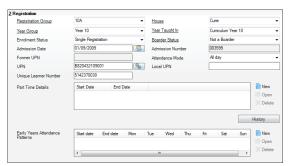

3. If matching pupil/students exist in SIMS their details are displayed in the **Matched People** panel. Highlight the required person then click the **Open** button to edit their details or click the **New** button to record a new pupil/student.

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

Adding Registration Information

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

2. Select the **Enrolment Status** and **Boarder Status** from the respective drop-down list then enter an **Admission Date**.

3. 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.

4. The facility to enter the **Unique Learner Number** is available for Secondary schools.

5. 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).

6. Primary schools can add **Early Years Attendance Patterns**. For more information, please refer to the *Managing Pupil/Students* handbook.

7. 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.

8. Click the **Save** button to save the record. A new **UPN** (if requested) and an **Admission Number** are generated when the record is saved.
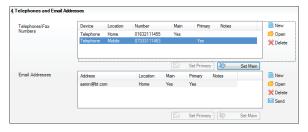
Adding a Home Address

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

2. If the same or similar address exist 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

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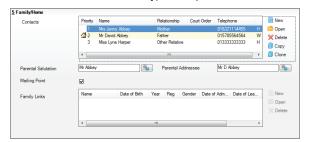

2. Select the **Device** and **Location** from the drop-down lists.

3. Indicate whether this is the **Main** (the most likey number on which the person can be contacted) or **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.

4. In the **Email Addresses** section, click the **New** button to display the **Add Email** dialog.

5. Enter a valid email **Address**, complete the remaining fields then click the **OK** button.

6. 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** or **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.

1. In the **Family/Home** panel, add a new contact by clicking the **New** button to display the **Add Contact for** dialog.

2. 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.

3. 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.

4. 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.*
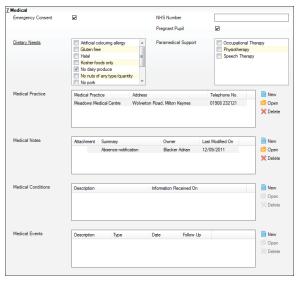
Adding Medical Information

1. 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.

2. Specify any **Dietary Needs** by selecting the applicable check boxes.

3. 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.

4. Indicate whether the pupil/student receives **Paramedical Support** by selecting the appropriate check box(es).

5. The **Student Assessed Disabled** check box is available to schools in Northern Ireland only. Select the check box, if applicable.

6. 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.

7. 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** can be recorded by clicking the applicable **New** button in the **Welfare** panel. Any pupil/student **Disabilities** can also be recorded by clicking the **New** button to display the **Add Student Disability details** dialog.

*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.*
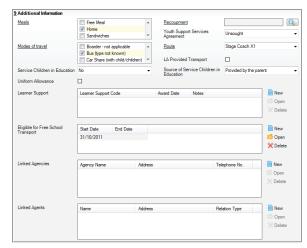
Adding Parental Consent

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

1. In the **Additional Information** panel, specify the required meal type by selecting one check box from the **Meals** list.

2. 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.

3. 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.

5. 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.

7. 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.

9. If the pupil/student is **Eligible for Free School Transport**, click the **New** button then enter an appropriate **Start Date** and **End Date**.

10. Any **Linked Agencies** and **Linked Agents** involved in the child's education (e.g. SEN Coordinators, speech therapists, etc.) can be added 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

This guide is based on the version of the software (7.148) in use at the time of publication.