

# Teacher Centre

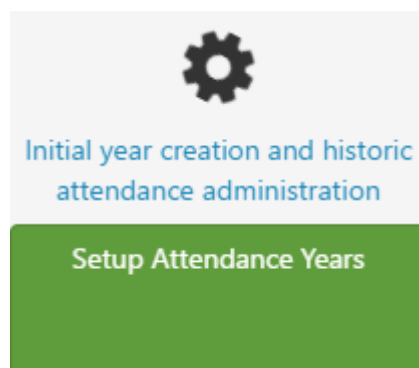
## *Academic Year and Yearly Progression*

## Overview

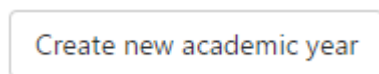
To create a new attendance year and include full or partial school closure days. To manually or automatically move pupils to their new registration whilst promoting them to the next year. This guide also provides details of 'removing' year 6.

### [Attendance year creation](#) (Note: These have been done in Ceredigion go to page 5)

Registration > Administration >



Create a new academic year using the button at the bottom of the page.



This will take you to a new page where you can define the academic year:

## Define New Attendance Year

Repeat Steps 2-5 for each term

Academic year  1

### Term 1

Autumn  2

3

Half term  4

5

### Term 2

Spring  2

3

Half term  4

5

### Term 3

Summer  2

3

Half term  4

5

School Days  Calculate Days 6

Please carefully check dates and ensure that the number of days makes sense. When you are completely satisfied, click the button below to generate the sessions for the year. On the next screen you will be able to record Inset days etc. If an Inset occurs before the first day or after the last, please include it in the term dates.

Save and Generate Year 7

1. Select the correct Academic Year from the drop down (This will automatically insert dates, please check)
2. Start Date for beginning of term
3. Date of the Friday before half term
4. Last day of Half Term
5. Term End date
6. Calculate days (Must be between 180 & 200 usually 196)
7. Save and Generate Academic Year

This will create the academic year in Administration.

Academic year	School ID	Autumn	Spring	Summer	Total days	Status	
2017		04/09/2017	08/01/2018	16/04/2018	199	Created	1
2016		01/09/2016	03/01/2017	24/04/2017	196	Active	2
2015		28/08/2015	04/01/2016	11/04/2016	198	Complete	3

On the right, you can see various statuses.

1. Created
2. Active (Current year)
3. Complete
4. This allows you to edit the attendance year details where you can add INSET Days and Bank Holidays

## Attendance Year Details *(Registration > Administration > Setup Attendance Years > Spy Glass on Academic year)*

### Term Dates

Academic year	School ID	Autumn Term		Autumn Half Term		Spring Term		Spring Half Term		Summer Term		Summer Half Term		Total days
		Start date	End date	Start date	End date	Start date	End date	Start date	End date	Start date	End date	Start date	End date	
2017	2320	04/09/2017	27/10/2017	04/11/2017	22/12/2017	08/01/2018	16/02/2018	24/02/2018	29/03/2018	16/04/2018	25/05/2018	02/06/2018	24/07/2018	196

### Calendar

Jul	August 2017						Sep
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
# / #	- / -	- / -	- / -	- / -			

### Special Sessions

Date	Session	Type	Note
No records to display.			
Deactivate	Reactivate	Generate Attendance Summaries	Completion Override code <input type="text"/>
		Complete	Uncomplete

To add a school closure day select the date on the calendar by going through the year using the Months (1 & 2), then select the day of closure (3), or click on any date and that will take you to the bulk mark screen. **NOTE: # = School closure day**

## Bulk Mark

Use this screen to bulk mark the entire school. Use for Inset days and school closures. To use just select the data and required mark, then click Update.

### When?

Date   1

### Created / 2017

	Mark
AM	-
PM	-

Mark  2

Session  3

Notes  4

5

1. Date Picker - where you can select or type a date
2. Mark for closure closed, partial closed or mark required
3. Select the session all day, AM, or PM
4. Add any notes e.g. INSET
5. When all details have been inputted select Update

## Year Progression

From the school home page use the navigation and select **Tasks > Year Progression**

Year Progression

Progress into 2017/18 register

Pupils in your school **35** 1 Pupils missing from new register **35** 2

3

See new registration group  4

Name	Currently		on new register		Delete
	Year	Reg	Year	Reg	
No records to display.					

6  7

**Complete & Activate**

8

Completing will activate the new registration year, close progression and update all pupils **current** records to reflect their new registration and nc year.

1. Number of pupils in your school
2. Displays the number of pupils still to move to a new register
3. Remove leavers – Here you can move the 6<sup>th</sup> form that will be going up to Secondary
4. Exports the data to display the new registration groups, years and names
5. Provides you a list of the Current Registration details and the New registration details
6. This allows you to move pupils manually
7. Auto generates the registration from current (Will keep the reg name and move all pupils up 1 year)
8. Complete – once (2) is 0 then complete can be used and the new progressions will be finalised.

### (3) Remove Leavers

## Remove pupils from school

To quickly select more than one pupil: hold CTRL and click, tick the checkbox or left click in the grid and drag to highlight.

✓	Name	Year
<input type="checkbox"/>	1	6
<input type="checkbox"/>		6
<input type="checkbox"/>		6
<input type="checkbox"/>		5
<input type="checkbox"/>		5
<input type="checkbox"/>		5

Leaving reason

2

Last day on roll **21/07/2017**

3

Override last day on roll

4



✕ Remove selected pupils

← Back

5

1. Select the pupils from the list using the tick box available
2. Select the leaving reason (Junior/Secondary Transfer)
3. Last day on roll that will be used

4. This is where you can override the last day on roll
5. Remove selected pupils from the registration



## (6) Add Manual Records

Here you can manually move the pupils to their new registration.

### Manual additions

#### Select pupils

Search  1 NC Year  2 Filter

Tip: click and hold inside the table to select multiple pupils.

<input type="checkbox"/>	Name	Year	Reg	Enrol	Tenure
<input type="checkbox"/>	Morgan, Des	-1	class 2	C	F
<input type="checkbox"/>	Price, Michelle	-1	class 2	C	F
<input type="checkbox"/>	Woods, Shelley	-1	class 2	C	P
<input type="checkbox"/>	Mamer, Tina	0	class 2	C	F
<input type="checkbox"/>	Pluto, Andy	0	class 2	C	F
<input type="checkbox"/>	Test, Robert (Charlie)	0	class 2	C	P

#### Update Selected Pupils

NC Year

N1 4

Reg

5

#### Promoted pupils

class 2 (10)

Year 4 (4) 7

Year 5 (6)

Year 6 (7)

1. Search for pupil
2. Filter by year (e.g. 5)
3. Select individual pupils
4. Select the year that the pupil will be studying in
5. Create new registration name
6. Add to new register
7. Promoted Pupils – Name of reg and number of pupil

The year progression page displays the names, year of the current registration (2) and the new registration (3)

Search 1 Apply Add Autogenerated Records Add manual records

Name	Currently <span>2</span>		on new register <span>3</span>		Delete
	Year	Reg	Year	Reg	
	1	class 2	2	class 2	<span>4</span>
	1	class 2	2	class 2	
	1	class 2	2	class 2	
	2	class 2	3	class 2	
	2	class 2	3	class 2	
	2	class 2	3	class 2	
	2	class 2	3	class 2	
	2	class 2	3	class 2	
	2	class 2	3	class 2	

Page size: 10 27 items in 3 pages 5 Deleted all searched

If a pupil has been added to the incorrect register they can be removed used the delete button (4).

There is also a search for (1) this is used to search for registrations e.g. a misspelled a registration, this can be searched for and then delete all searched to reset the pupils.

**Delete will not delete the pupil from the school just puts them back into Pupils in year school.**

## (7) Auto Generate

### Progress into 2017/18 register

#### Automatic Promotions

Attempts to automatically populate the new register by finding 1 distinct Reg/Year group for each year + 1.

Automatically populate register

← Back

Select the 'Automatically populate register' and it will auto generate the registers adding 1 year to each pupil. **Please note this only works where there is one year to one reg group.**

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