



How to Add a Pre-Admission Group

Applicable to version

7.20 onwards.

Permissions required

You will need to be a member of the *Admissions Officer* User Group in System Manager to run this function:

Introduction

In order to manage the annual admissions to your school, it is essential that you set up pre-admission groups for the forthcoming academic year. It is also possible to set up groups for future academic years.

NOTE: Individual pupil/students (joining as a result of moving house, for example) can be manually added to SIMS .net at any time during the academic year without adding them to pre-admission groups.

Once set up, you can then add pupil/students to the pre-admission group or import them via CTF, ADT or ATF files. Once added to a pre-admission group, you can change the application status of each child (or a group of children) according to the stage of admission, i.e. **Offered**, **Accepted** and **Admitted**.

Independent schools and Own Admission Authority Maintained Schools using selection criteria should set up an Admissions Policy before setting up pre-admission groups. For more information, please see the *SIMS .net Admissions Code of Practice Own Admissions Authority Full Licence 7.60 handbook* (OwnAA .pdf).

Adding a pre-admission group

1. Select **Routines | Admission | Pre-Admission Groups** to display the **Pre-Admission Group** browser.

Description	Admission Date	Year Group	Admission Season	Year	Quota
2005 - Autumn - Reception	01/09/2005	Year R	Autumn	2005	0
2005 - Autumn - Nursery	01/09/2005	Year N2	Autumn	2005	0
Nursery AM	03/09/2004	Year N2	Integrated Season 2...	2004	0
Nursery PM	01/09/2004	Year N2	Integrated season	2004	0
Reception - Aut...	01/09/2004	Year R	Integrated season	2004	0

2. Carry out a search to ensure that the pre-admission group does not already exist.
3. Click the **New** button to display the **Pre-Admission Group Details** page.
4. In the **Intake Group** panel, select the **Year Group** and the **Admission Season** to which the pre-admission group relates from the respective drop-down lists.

NOTE: The **Admission Season** enables you to select a specific term if required. It is possible to add more than one pre-admission group to an Intake Group if required (such as having a staggered start).

5. If you have previously defined **Admission Policies** for this pre-admission group (Independent and Own Admission Authority Maintained schools), select the correct one from the drop-down list.
6. Select the **Admission Year** during which the pre-admission group will be used.
7. Enter the number of children you expect to admit to this intake group in the **Planned Admission** field.
8. In the **Pre-Admission Group** panel, enter a **Description** for the new pre-admission group (which must be unique to your school).
9. Enter the **Date of Admission** or click the **Calendar** button to select the required date.



Calendar button

IMPORTANT NOTE: Please ensure that the **Date of Admission** lies within the new academic year. We recommend that the date of admission is the day that the children will actually arrive in school, i.e. not a teacher training day. However, please check with your Local Authority for advice on the correct date to be used if you are unsure.

10. Enter the maximum number of children allowed into this pre-admission group in the **Group Quota** field to help monitor intake numbers. SIMS .net will display a warning message if the number of children selected for the pre-admission group exceeds the value in the **Group Quota** field.
11. Click the **Save** button on the toolbar to add the pre-admission group.

The **Pre-Admission Pupils** (or **Students**) panel is then activated allowing you to move pupil/students from one pre-admission group to another (from the same intake group) if required.

For more information, please refer to:

- *Managing Pupil/Students in SIMS .net handbook* (double-click **Managing Pupils** on the **SIMS Help** shortcuts panel in SIMS .net).

Training courses

For information on training courses, please contact your SIMS Support Provider.

Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email helpsheets@capita.co.uk.

Help sheet revision history

Doc. Version	Change Description	Date
1003-001	Initial Release	27/09/2005
1003-002	Updated to include a note on data of admission – recommendation that the date is the first day that children will arrive in school. Please check with your Local Authority for advice if required.	15/03/2006