



How to Re-Admit a Pupil/Student

Applicable to version

7.35 onwards.

Permissions required

You will need to be a member of any of the following System Manager User Groups to run this function: *Administration Assistant, Admissions Officer, Returns Manager, Returns Operator, School Administrator, SEN Coordinator.*

Introduction

It may sometimes be necessary to re-admit pupil/students for any of the following reasons:

- They have left and subsequently decide to return.
- They have been recorded as a leaver, but did not actually leave the school.

NOTE: It is not possible for a pupil/student to change from single registration to a guest or vice versa. If you need to re-admit a guest pupil/student to be on-roll they will need to be added as a new pupil/student. Equally, if they were on-roll and you want to re-admit them as a guest pupil/student, you must add them as a new pupil/student with a status of guest. This functionality will be improved in the Autumn 2005 release of STAR 7.

Re-admitting a pupil/student

1. Select **Focus | Pupil (or Student) | Pupil (or Student) Details** to display the **Pupil (or Student) Details** page.
2. Click the **New** button to display the **Basic Details** panel.

Basic Details			
Surname	<input type="text" value="abb"/>	Forename	<input type="text"/>
Gender	<input type="text" value="Male"/>	Date of Birth	<input type="text"/>
			<input type="button" value="Continue"/>

It is only necessary to enter limited information in this panel as you know that the person already exists. It is advisable not to be too specific with the search criteria (e.g. just enter the first few letters of the **Surname** and the gender) to ensure that the existing pupil/student is found.

NOTE: If the pupil/student name has changed since leaving, ensure that you search on their previous name.

- Click the **Continue** button to display a list of **Matched People** based on the search criteria entered.

Matched People

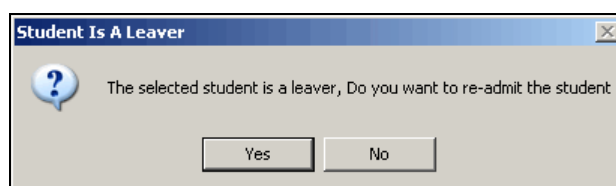
The following people known to the SIMS database have similar details.
To add a new Student with the details entered above, select New.
To add an existing person or edit a known Student, select Open.

Full name	Gender	Roles	Address
Abbot, Ben	Male	Student	22 Brick Hill Drive Rainham...
Abbot, Mr Francis	Male	Contact, Parent	22 Brick Hill Drive Rainham...
Abbott, Mr F	Male	Contact, Parent	25 Round Hill Green East ...
Abbott, Mr J	Male	Contact	24 TANDY PLACE Abbey ...
Abbott, Mark	Male	Student	25 Round Hill Green East ...

New
Open

*NOTE: Check the role is **Student** in case a parent or other contact has the same name.*

- Highlight the required pupil/student and click the **Open** button. The following warning message will be displayed:



- Click the **Yes** button if you are certain that this is the pupil/student who is to be re-admitted. Their details will be displayed in the **Pupil** (or **Student**) details page.
- Complete the mandatory fields (**Registration Group**, **Year Group**, **Year Taught In**, **Enrolment Status** and **Admission Date**) and check any other details which may have changed since they were last on-roll (such as their address). Ensure that the UPN is recovered or a new UPN generated.
- Click the **Save** button on the toolbar to re-admit the pupil/student.

For more information, please refer to:

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

Help sheet revision history

Doc. Version	Change Description	Date
1004-001	Initial Release	17/08/05