

SIMS .net 7.40

Contents

Introduction.....	2
New Features in STAR 7.40.....	2
New Features in Registrations and Admissions.....	3
New Features in Reporting.....	4
New Features in CTF.....	5
New Features in ELWa.....	5
New Features in Data Exchange/B2B.....	6
New Features in Key Stage Assessment Results.....	8
Faults Fixed in STAR 7.40.....	8
Lookup Changes in SIMS.net 7.40.....	8
Faults Fixed in Reporting.....	13
Faults Fixed in CTF.....	13
Faults Fixed in ELWA.....	15
Faults Fixed in Data Exchange/B2B.....	15
Faults Fixed in Academic Management.....	15
Known Issues with STAR 7.40.....	16
Known Issues for Welsh Schools.....	17
Known Issues with Registrations and Admissions.....	17
Known Issues with Reporting.....	18
Known Issues with CTF.....	18
Known Issues with ELWa.....	19
Known Issues with Data Exchange.....	20
Known Issues with Key Stage Assessment Results.....	20
System Requirements.....	21
Hardware Considerations.....	21
Installing/Upgrading SIMS .net.....	21
Setting Permissions (Access Rights).....	21
Documentation.....	21

Please read this release note carefully before installing or upgrading your software. Do not attempt any installation or upgrade without first making a fully restorable backup of your SIMS system.

Introduction

This is a full release of SIMS .net 7.40. It can be upgraded from versions 7.25 or 7.30 and is currently compatible with Common Platform 4.0510 only.

New Features in STAR 7.40

Housekeeping Routines

Additional housekeeping routines have been incorporated to enable School Administrators and Administration Assistants to maintain consistency across the data that has already been entered into the system.

- **Resetting Parental Ballot Flags**

This routine enables the School Administrator to reset the Parental Ballot flag for all contacts collectively, in one operation. This routine will update all contacts who are eligible to stand for the position of parent governor on the governing body and all those who are eligible to vote to elect a parent governor, including natural parents and those contacts with parental responsibility.

- **Updating the Mailing Point**

This routine enables the School Administrator to reset in one collective operation, the familial students in the school who are responsible for taking home letters, leaflets, etc, to their parents. The routine can be run at any time during the year, but its main use is likely to be to update each student mailing point as students complete their time at the school.

Bulk Update/Grid Editing of Students

The functionality to Bulk Update Student Information has been incorporated into the system to replace the functionality previously available in the Flood Fill Utility. This routine enables the relevant members of staff, e.g. the School Administrator, to bulk assign or change a specific data value relating to a collection of students, in one operation. The ability to select pupils with invalid or missing data values is also available.

Users will be able to select from the following known student groups: Boarding Status, Class, Course, English Additional Language, Mother Tongue, Ethnicity, Ethnic Data Source, House, Home Language, Meal Type, Registration Group, Home Religion, SEN Status, School Tier, Mode of Travel and Year Group.

Users will be able to bulk assign/edit the following data: Boarding Status, English Additional Language, Mother Tongue, Ethnicity, Ethnic Data Source, Home Language, Home Religion, National Identity, SEN Status, Speaks Welsh, Birth Certificate Seen, Emergency Consent Given, CONNEXIONS Assent (English Secondary).

For Welsh schools: Speaks Welsh with Parent, Speaks Welsh with Sibling, Taught Welsh at School, Speaks Welsh at Home and Welsh Data Source.

Inclusion of Discipline Committee and Appeal Details in Exclusions

The School Administrator is now able to record the exclusion details for a student in the future. The system is now able to calculate the number of school days for Fixed Period and Lunchtime exclusions, including half school days. Validation of exclusion dates has been increased so that it is no longer possible to select dates before a student's date of admission.

The School Administrator can now record additional information, including the outcome of an Appeal made by parents against the permanent exclusion of their child from school.

The School Administrator can now also record details of meetings held by the governing body's Discipline Committee for Fixed Period and Lunchtime exclusions of more than 5 days and permanent exclusions.

Rework of the Contacts area

This area has been redesigned for ease of use and to increase consistency with the rest of the system.

- The School Administrator can now select which contact telephone number should be classed as the main telephone number in case of emergency.
- Telephone numbers are no longer truncated when viewed on screen.
- Salutation and Addressee fields can now be added and updated for contacts.
- Email messages can now be sent directly from the contacts screen, providing a MAPI compliant email package is installed and an email address has been specified.
- The option to specify a contact's Date of Birth has now been removed.
- The panel previously named Contact Information has been renamed to Telephones and Email Addresses, to minimise confusion.
- The student's relationship to the contact has now been incorporated into the student contact screen.
- The contact hyperlink has been removed. When the School Administrator chooses to edit the contact details via the student screen, the new contact screen opens showing all the information recorded, not just the relationship details.
- The name of the selected student is now displayed at the top of the contact screen.

New Features in Registrations and Admissions

The functionality required to complete the processes for the **Admissions Code of Practice** has been included in this release to enable schools to import Admissions Transfer Files (ATF) provided by their LEA.

This file contains details of the students who have been offered a place at your school who can be imported directly into a pre-admission group.

For those Own Admissions Authority schools who have previously imported an Admissions Data Transfer File (ADT), the student's Application Reference Number will be used to match the application records and the student's Application status will be updated from 'Applied' to 'Offered'.

The ability to use **Fair Banding** has also been included with this release. Fair Banding is a means of ensuring that a school's intake of applicants includes a proportionate spread of applicants of all abilities and not a National or LEA average. Banding should only operate when the number of applications exceeds the number of places available.

It is for Admissions Authorities to decide how many ability bands to define. Whatever number of bands is chosen, the applicants placed in each band must be mirrored by the proportion of applicants offered places from each band. For example, if a school defines four bands and places 25% of its applicants into each band, the school must then offer 25% of its places to applicants in each band.

New Features in Reporting

The following additional reports have been included in this release:

Address Labels for Applicants

Eligible for Free School Milk

Family Links – Siblings

List for School Photographers

Medical Conditions

Medical Conditions and Contact Information

Missing UPN

National Curriculum Years

Parental Ballot Address Labels

Parental Ballot Flag Analysis

Parental Electoral Roll

Set to Receive Correspondence (Labels)

Set to Receive Pupil Report (Labels)

Staff Telephone Numbers

Welsh Speaking

New Features in CTF

This release of CTF.net provides the following new/enhanced functionality:

- **Support for the Export of Assessments Recorded on P Scale Aspects (England only)**

These are a new range of Aspects, introduced for assessment year 2005, and are provided for pupil/students whose assessment results are below Key Stage level. They are not to be confused with the previous P Scale Aspects that existed up until 2004. Any P Scale results prior to 2005 are not included in CTF export files.

The P Scale Aspects and Templates can be imported into Assessment Manager from AMPARK (Assessment Manager and Performance Analysis Resource Kit). For further details, please refer to AMPA220.PDF, the AMPARK 2.20 Release Note, which is available from Capita SupportNet (<http://support.capitaes.co.uk/user/home.asp>).

- **Optional Transfer of Key Stage 1 Tasks and Tests (England only)**

From Summer 2005, it is no longer compulsory for pupil/students to sit formal tasks or tests at the end of Key Stage 1. However, schools may still use the tasks/tests if they wish and record the KS1 tasks/tests results in Assessment Manager 6.

Consequently, the option has been provided through the **Tools | Setups | CTF | Configure CTF Defaults** page to choose whether or not to include these results in the CTF Export file.

New Features in ELWa

This release of ELWa .net provides the following new/enhanced functionality:

- **New Description Field**

A new **Description** field has been added to the **Census Details** panel. The description of the ELWa return added here will be displayed in the **ELWa Return** browser. Where you have more than one return, the description will enable you to identify a particular return.

- **Multiple Returns**

ELWa 2004 only supported a single ELWA return. Consequently, if a user created a new return, the details of the existing return were lost. For ELWa 2005, users can now create more than one ELWa return. **Previous** and **Next** buttons have been added to the **ELWa Return** toolbar to enable the opening of adjacent returns in the **ELWa Return** browser.

- **Each Learning Activity is Linked to an ELWa Course**

Before this version of ELWa .net, a Learning Activity was linked to an ELWa Class. With this change, the **ELWa Classes** panel has been replaced by the **ELWa Courses** panel, which works in the same way except that you can add, edit and delete courses rather than classes.

- **Copying an ELWa Return**

A **Copy** button has been added to the **ELWa Return** toolbar, which provides the option to copy an existing return and save it as a new return. This option will assist in preventing the loss of manual edits carried out on a return.

- **Deleting an ELWa Return**

A **Delete** button has been added to the **ELWa Return** toolbar, which provides the option to delete an existing return at any time prior to authorisation.

- **Pupil Course Details Panel**

An **SEN Status** Search filter has been added to the **Pupil Course Details** panel.

- **Learning Hours**

A validation has been added to the **Learning Activities** dialog that prevents **9999** being entered in the **Learning Hours** field, for Learning Activities with a Reference beginning with **34, 36, 39** or **49**.

New Features in Data Exchange/B2B

This release of Data Exchange/B2B provides the following new/enhanced functionality:

B2B: Student XML File Version

The B2B:Student XML file version sent by SIMS to EMS is now version 1.1 as opposed to version 1.0, which was previously sent. The file version has been changed to distinguish the inclusion of the Enrolment Status tag that will be sent in this release of SIMS .net. Please note that the XML file(s) with versions less than 1.1 will not contain the Enrolment Status tag.

Guest Pupil/Students Import/Export

Previously, registered and dual registered pupil/students were exported in an XML file. In this release Guest pupil/students' data is also included in an XML file along with the registered and dual registered pupil/students. To enable differentiation within EMS, the enrolment status for all pupil/students will now be sent as well.

The enrolment status for a pupil/student can be as follows:

- **Current Single Registration**

The pupil/student is registered at this school. If a pupil/student is registered at this school they cannot be Main or Subsidiary at another.

- **Main - Dual Registration**

The pupil/student is registered and mainly attends this school, but can be a Subsidiary at another school.

- **Subsidiary - Dual Registration**

The pupil/student is registered at this school as a Subsidiary, but also attends another school, which is their main school.

■ **Guest Pupil**

The pupil/student attends this school for some of their lessons, but predominantly takes lessons at their Main school. Guest pupil/students are not registered at the school at which they are a Guest and therefore do not have an admission number.

School History Information

Routines | Data Exchange | Manage Tasks

Previous School History information will be sent regardless of the enrolment status of the pupil/student at the current school, provided that the Previous School History record holds a valid Date of Leaving and a Reason for Leaving. It will always send the current school history record, and therefore the option to select School History when running an **Immediate Task** has been removed.

Suspense Processing

Routines | Data Exchange | Suspense Processing

If a Nearest Match is not found, an **Extended Search** is now available from the **Find Nearest Match** dialog.

If the **Extended Search** button is selected, the system will check for a matching UPN and two identifiers, e.g. Surname and Gender. If no UPN is present, three identifiers are required, e.g. Surname, Forename and Gender.

Housekeeping Routine

Each time an Immediate or a Scheduled Task is executed, the system checks the export file(s) in the associated folders, e.g. **Store XML file generated in** and **Store B2B:Student file posted in** and imported/exported Jobs in the Task Log.

If any files are found to be in excess of six months old, they will automatically be deleted from the folders and Task Log.

Export SEN Status as 'N' by default

If there are no SEN details recorded for a student then the default SEN status of 'N' will be exported from SIMS into EMS. This indicates that the student has No Special Educational Needs.

Export Data Option in a Scheduled Task

In the Scheduled Task screen, the user can now select only one export data option. If the user selects **Student Details**, the **Attendance** option will be disabled and vice versa.

Importing Duplicate UPNS

When importing from SIMS to EMS, if a record falls into suspense and the user accepts this record, a message dialog will be displayed warning that the Incoming UPN has already been assigned to another student. The UPN will not be imported but the remainder of the data will be updated.

Blank Reason for Leaving when Creating Files for Export

If there is no **Reason for Leaving** assigned to a student's **Previous School History** in STAR 7, when an export file is created, the student's **Reason for Leaving** will be exported as 'OT', Other.

New Features in Key Stage Assessment Results

If Welsh and Northern Ireland users have completed their migration to SIMS .net, they can export the Key Stage Teacher Assessment Results to an XML file to send to their respective authorities using the Results export routine in SIMS .net. Northern Ireland schools can import returned XML files using Results Import routine in SIMS .net and then view the test results in a marksheet in Assessment Manager.

Faults Fixed in STAR 7.40

Pastoral Structure Change Requests

This routine has been updated to allow the Pastoral Manager to select any member of staff to be the Registration Tutor instead of just members of staff who have been defined as Teachers.

System Setup Change Requests

A number of change requests have been included.

Refresh Parental Salutation and Addressee

This routine has been revised and updated.

Lookup Changes in SIMS.net 7.40

The following changes have been made to Lookups throughout the system:

Northern Ireland

Local Education Authority

Leading zeros have been removed from all Northern Ireland ELB Numbers.

The following Lookup tables have been changed to Standard Lookups for schools in Northern Ireland:

Achievement Outcome

Achievement Type

Behaviour Location

Behaviour Outcome

Behaviour Time

Behaviour Type

SEN Event Type

SEN Linked Adult Relationship Type

SEN Provision Type

SEN Need Type has now been changed to Statutory with category.

English as Additional Language

The following values are required for State Schools together with Yes/No.

Internal Code	Description	External Code
Group Short Name		Group Code
A	Non-English Speaking Country < 2	A
B	Non-English Speaking Country > 2	B
C	English Speaking Country < 2	C
D	English Speaking Country > 2	D

England and Wales

Travel Route has been added to the Lookup Editor so users can now define routes.

Home Language has had the following Lookup items removed:

CAN – Cantonese

UNC – Unclassified

GUD – Gujarati has been changed to GUJ

Ethnicity

Both English and Welsh schools will use the code of CYM.

English schools will use the description of Welsh.

Welsh schools will use the description of Cymraeg.

Home Religion

Independent Physical Edition has been changed to Statutory with Categories.

Home Language

Independent Physical Edition has been changed to Statutory with Categories.

Contact Relationship to Pupil

Independent Physical Edition Categories table is now being populated. Categories were already being populated for State School Edition.

Appeal Result

Lookup items changed as follows:

R – Appeal Rejected to Uphold Exclusion

S – Appeal Successful to Reinstate from Exclusion

SIMS .net Home Page

The user's title, first initial and surname are now displayed on the Title Bar instead of the user's Forename and Surname.

Changes to Student Details

For students added after their date of admission, the School Administrator is able to select the start date for a student's membership to on roll groups.

When re-admitting a student, the following fields will be populated with previously recorded information: Ethnicity, Ethnic Data Source, Home Language, Mother Tongue, and English as an Additional Language.

When adding the first contact for a new student, the contact address will be copied from the student's address; this can be overtyped if this is incorrect.

Permissions Changes

Routines

Routines\Student\Bulk Update	New Menu Route
Routines\Housekeeping\Reset Parental Ballot Flags	New Menu Route
Routines\Housekeeping\Update Mailing Point	New Menu Route
Routines\Data Out\NDC\Registration	Revised Menu Route
Routines\Data Out\NDC\Results	New Menu Route
EMA\Exports to APB\Re Enrolment	Removed

Profile Changes

Class Teacher	Removed view rights to staff details
Administration Assistant	Added rights to allow export EMA Weekly Authorizations
	Added rights to allow export EMA Enrolment

Changes to Name Order

The name order on student details has been changed:

Current order:	New order:
Forename	Legal Forename
Surname	Middle Name(s)
Middle Name(s)	Legal Surname
Legal Surname	Chosen Surname
Chosen Name	Chosen Forename

Mapping

Current Forename maps to proposed Legal Forename

Current Surname maps to proposed Chosen Surname

Current Chosen Name maps to proposed Chosen Forename.

School Diary Change Requests

A number of change requests have been included.

Changes to Academic Years

Changes have been made to the edit academic year routines:

- Any existing academic year can be modified (not only the last one).
- An Academic Year *cannot* be deleted if it is the only year in existence.
- An Academic Year **cannot** be deleted once it has started.
- If the Delete routine finds a curriculum year attached then it won't offer the year for deletion.

Changes for ELB NI Lookups

Schools in Northern Ireland can now enter the **DENI Number** rather than **ELB, Governance, School Phase** and **School Number** when recording information about other schools.

We have modified the lookup items for each of the ELBs to remove the leading 0 from the codes.

The third change is to ensure that users in Northern Ireland can only select a school purpose of **Feeder** and **Destination** if the school is a NI school.

Changes to Pre-Defined Reports

The following fields have either been amended or added to the Report Dictionary:

Field Name	New	Amendment
Main Telephone Number		Replaces Daytime Telephone Number and is available for all Contact reports
Home Telephone Number		Can now be selected from Contacts for inclusion on Student Home Address Report
Exclusions - Length		Calculation is recording in sessions excluded.
Salutation	Can be selected for Contact reports	
Addressee	Can be selected for Contact Reports	
English as an Additional Language	New for Wales	
Speaks Welsh	English and Welsh Schools	
Speaks Welsh at Home	New for Wales	
Welsh Data Source	New for Wales	
Speaks Welsh with Parents	New for Wales	
Speaks Welsh with Siblings	New for Wales	
Taught Welsh at School	New for Wales	
Previously Educated in a NEWBES + Date of Entry into the country	New for Wales	
Surname		Changed to Preferred Surname
Forename		Changed to Legal Forename
Chosen name		Changed to Preferred Forename

Additional

Each report should now be date stamped, e.g. Report produced on 02/03/2005 by School Administrator.

Faults Fixed in Reporting

Amended Reports:

Report	Change
Contact List with Main Telephone Number	Now includes all contacts and their phone numbers.
Address Labels - Parents	Run-time filter on Mailing Point added
Migration Report for Arrivals	Checkbox selected so that records with no previous schools are included
Reports with Contacts	Now filters correctly on Parental Responsibility.
Meal List (Free Meals)	Start Date now included.
Avery Labels L7418 – Name Badges	Amended to show same data as STAR 5: Name Adm. No Rag DOB Gender
SEN – Register (All Status)	Amended to filter on SEN Status. Also sorts in descending order, showing reviews starting with the most recent first. Also includes the Review Status (Meeting Completed, Planned etc.)
SEN Register	Now sorts in descending order, showing reviews starting with the most recent first.
Record Sheet	Modified template so that Forename displays before Middle Names.
Exclusions	Now shows the number of sessions excluded for Fixed Period and Lunchtime exclusions.

Faults Fixed in CTF

Import

- The problem some users have experienced where pupils have been imported into a pre-admission group with their Free School Meal Eligibility set to True.
- The problem some users have experienced where the CTF Import fails to save Assessment Results when the pupil/student has results for more than one Key Stage.
- Improved matching of contacts and addresses on import of CTF files has been implemented. This should result in the creation of fewer duplicated records.

- Previously, there was no **Search** facility for **Start** and **End Dates** in the **Import History Log**.
- After importing a CTF file, the pupil/student's year group was not displayed in the Find Student browser.
- When importing a CTF containing a pupil/student already present in the school, and where the data was the same in both the system and the file, the exception message was still reporting a conflict. If there actually was a conflict between the data, the exception message was reporting that the data in the database was not importing rather than the data in the file.
- If there was no country in a pupil/student's address, then the system set the default to the country of the importing school. This resulted in the creation of a new address.
- For 2004 components only, it was possible to import an invalid result via CTF as there was no validation to ensure that the result in the file was within the valid range for an Aspect and associated Grade Set. (This does not apply to FSP results, where no validation is in place.)
- Where an invalid Assessment Manager result was detected, the Exception Message did not specify the particular invalid result.
- Duplicate concurrent memberships could be created if a membership had a future date.
- The system was not adding the feeder school where it was not already in the system.

Export

- The problem some users experienced on CTF Export where the screen crashed if there were no students available to select for export.
- The correct Attendance flags for leavers and re-joiners during the current academic year are now being set. Previously, Not on Roll (NOR) Attendance flags were not being set when a date of leaving was entered for a pupil/student in SIMS .net. When a date of leaving was entered for a pupil/student in SIMS .net and saved, the Attendance flags for all days from the date of leaving (DOL) until the end of the current academic year were set to '*'.
- The search action was only being enabled for the End date in the Export Log browser.
- When exporting Contacts via CTF, the Chosen Surname was exported rather than the Legal Surname.
- Any Alternative Destinations that were added were not being displayed alphabetically.
- When searching in the Export History Log browser, the up and down arrow keys were not functioning.
- When selecting a destination for the CTF Export in the Export CTF page, the up and down arrow keys were not functioning.
- During export some users experienced a database time out error.
- Pupil/students with a status of Accepted were displayed in the CTF Export browser.

Faults Fixed in ELWA

- The descriptions for all of the Learning Activity Providers are now fully in line with those provided by NAW.
- Instances of Special Schools wrongly failing validation rule 071, 'NAW number missing or invalid', will no longer occur.
- The maximum age of pupil/students in the school, as displayed in the School Information panel, is now calculated accurately.

Faults Fixed in Data Exchange/B2B

Changes File Transfer Failure

If a Changes File transfer fails, the next Scheduled Task to be run will now resend all the changes made in SIMS since the last successful transfer of changes occurred.

Handling Middle Names in Suspense

Routines | Data Exchange | Suspense Processing

When importing from EMS, if a record falls into suspense for any reason and the incoming Middle Name field is blank, the Middle Name column will no longer be displayed in red.

Additionally, records will no longer fall into suspense if the incoming Middle Name field is blank and the Middle Name exists in SIMS when the incoming as well as the current core identifiers and address of the student are identical.

Handling Addresses in Suspense

Routines | Data Exchange | Suspense Processing

When importing from EMS, if a record falls into suspense for any reason and the incoming Address field is blank, the Address columns will no longer be displayed in red.

Additionally, records will no longer fall into suspense if the incoming Address field is blank and the Address exists in SIMS when the core identifiers of the student are identical.

SEN Details

When exporting Special Educational Needs data from SIMS to EMS, the data will now be picked up from the **Basic SEN Details** panel instead of the **SEN Reviews** panel.

Faults Fixed in Academic Management

You are now able to successfully **Apply a Timetable** through Academic Management as well as through Attendance.

For users of Nova-T, there was previously a fault which put a new timetable cycle definition into the SQL database and this had an impact on users of Academic Management in SIMS .net. As a result of this fault, any class/periods in the previous timetable cycle which had ended (including last year's classes), were being set to end on the day before the new timetable cycle started. This had the effect of creating a lot of clashes in this year's timetable with classes /periods that no longer existed.

Known Issues with STAR 7.40

Contact Information

When editing/adding contact information, users should save the contact record then use **OK** to return to the student screen. The use of the cancel button/closing by using the standard windows close button does not update the details on the student screen.

Update Parental Salutation and Addressee

This routine will not function correctly if the forename of the contact has been left blank or the address record is different for each contact. The address may be the same but if entered separately and with a slight difference the system will assume they are different.

Country Field

We strongly recommend completing the **Country** field in the **School Details** page of SIMS .net before upgrading to the Spring release as this will automatically populate the **Country** field on all individual records. The **Country** field is now a mandatory field for all records that are added or edited.

Document Management Server (DMS) Possibilities of a Crash

If you attach a Microsoft® Word document to a student, e.g. Medical Notes, save the attachment and then close down SIMS .net without closing down the Word document, the application will crash.

The attached document could normally be deleted when SIMS .net is closed but can not now be deleted because of the crash. Opening and closing SIMS .net again still does not allow deletion of this document.

For security reasons this document should be deleted manually from the local folder in the event of such a crash.

Reinstatement from a Fixed Term or Lunchtime Exclusions

Please ensure that when you select to reinstate from fixed term or lunchtime, the **End Date** needs to be manually corrected to the first valid school day prior to the **Reinstatement Date**.

Currently the application is not converting the **End Date** from the **Reinstatement Date**. This will be addressed in a future release.

Reason for Leaving Removed from Previous School History

Readmitting students, who have previously left, will result in the loss of their original **Reason for Leaving** from their **Previous School History** details. This will no longer have an impact on the creation of either B2B Data Exchange files for export or CTF export files. The original **Reason for Leaving** will still be picked up and included in these files.

Readmitting Pupil/Students with a Date of Arrival in the Next Academic Year

If a pupil/student is readmitted and they have a **DOA** in the next academic year, if the details are saved and the Date of Arrival is changed to today's date, the system will crash.

Known Issues for Welsh Schools

The fields relating to **Speaks Welsh** and **National Identity** do not appear to save the date. The fields become blank on saving. However, the data is saved to the database and schools will be able to report on these fields using the new pre-defined reports.

Known Issues with Registrations and Admissions

Pre Admissions Student Details

If you view a record in the **Pre Admissions Student Details** page and are using **Deposit Fees** and **Registration Fees** but do not make any changes, when you exit you will be asked if you wish to save changes. You should click on the **No** button to exit.

Import of ATF Files after Importing CTF Files

Schools that have been unable to wait for the ATF functionality to be made available may have imported CTF files instead. These schools should NOT now import ATF files into their system for September's intake or duplicate applicants may be created.

ATF Import Exception Log

The Exception Log on the ATF Import page can not be saved or printed.

SEN Status Start Dates

Applicants within an ATF file with a **SEN Status** will be imported with an incorrect Start Date for their SEN Status. The Start Date will be stored as the date of the file import and not the actual date that the SEN Status was assigned.

Free School Meal Start and End Dates

The Eligible for Free School Meals Start and End Dates will not be imported for applicants in the ATF file.

Known Issues with Reporting

Pre-Defined Reports –Registration Groups Report

Where the current supervisor of a Registration Group/Class is due to change and this report is run for a future academic year, the current supervisor will be displayed even though the students in the selected Registration Group/Class will have been correctly promoted. Where a new Registration Group/Class has been added in the next academic year, the new group will not be displayed on the report. As soon as the new academic year has been started, the new supervisor's name and the new Registration Group/Class details will be displayed when the report is run.

We have become aware of an issue when running the new pre-defined reports using Word 97.

Users may experience problems when running the Family Links – Siblings report. The problems can be rectified by changing the template to work on a normal Word List Report template. We will issue a revised report definition file to correct these reports as soon as possible.

Known Issues with CTF

Import

- The **Import Exception** message displays the pupil/student's Legal Surname rather than the Chosen Forename.
- The leaving date is not checked in the pupil/student's school history record. The date is subsequently displayed in red on the **Student Details** page.
- Where there is an invalid address format, the error message received, "missing or invalid Post Code", is incorrect.
- When validating addresses, if the Post Code is valid, a match is carried out on apartment, house number and/or house name – but no match is carried out on the street name.

Export

- If you select the **Include students already exported** check box and click the **Refresh Students** button, then the pupil/student at the top of the **Students** grid will be highlighted. If you then use **CTRL** and **Click** or **Shift** and **Click** to select pupil/students for export, the pupil/student at the top of the grid will be inadvertently included in the selection.
- When exporting a CTF file for a pupil/student with only interim results, any result with a result date on which the pupil was not assigned to a National Curriculum Year, will not be exported.
- If the most recent interim result for a pupil/student predates their arrival at the school, the result will not be exported in the CTF File.

CTF Attendance Summary

STAR 7 does not currently allow users to save edited Attendance Summary Data (**Pupil Details | School History | CTF Attendance**).

Save will only be enabled if a **NEW** Record is added.

This impacts on CTF where schools decide to collect Attendance Summary data from Student/Pupil Attendance Summary and not from the Attendance Module.

The only way to update the Summary in this case is to delete the existing record and select to add a **New** record before saving (or to add a new record and delete the previous one before selecting to save).

Duplicate Feeder or Destination Schools Names

In the unlikely event of two Feeder or Destination schools being added with the same name, but different addresses, some confusion may occur when selecting the correct school to export to. If this should occur, please change one of the school names to include the town or LEA name, for ease of identification.

Duplicate School Numbers

Where two schools within an LEA have the same school number in the SIMS system, a CTF error will occur. Please correct one of the school numbers by editing the details in SIMS .net through **Tools | Other Schools**.

Past Leaving Date

Problems will occur if a pupil/student's data is changed and then their leaving date is set to sometime in the past. This means any changes made since their leaving date will be lost and therefore some data items will not be included in the CTF file.

Therefore, you are advised to create CTF files wherever possible before the pupil/student's date of leaving or make sure any information is updated before their leaving date or use **historical editing** to make sure the correct data is collected.

Previous Surname Field

Please be aware that the SIMS .net Data Conversion assumes that the first previous surname contains the most recent amendment to a student's naming convention. Only the data in this field will be carried across into SIMS .net.

Import of ATF Files after Importing CTF Files

Schools that have been unable to wait for the ATF functionality to be made available may have imported CTF files instead. These schools should NOT now import ATF files into their system for September's intake or duplicate applicants may be created.

Known Issues with ELWa

Assigning Learning Activities to Courses

When assigning a Learning Activity from within the **Learning Activities** dialog, an intermittent problem can result in the **Level** drop-down menu not closing and in all **Subjects** and **Levels** being displayed when you click on the **Search** button.

School Information

The **Intake Type** read-only field that is present in the **School Information** panel is used in PLASC 2005 and can be disregarded for the purposes of the ELWa return.

Summary Report

It has not been possible to apply the caret accent to letters in the Summary Report in Welsh.

The Summary Report has not been fully designed for Special Schools, by the NAW. This may result in inaccurate report figures for pupils outside years 12, 13 or 14.

Known Issues with Data Exchange/B2B

Pre-Admission Pupil/Students

Pre-admission pupil/students with an Admission Status of **Withdrawal** will be incorrectly exported from SIMS into EMS.

Post Code held in the Address Database with an Invalid Format

If the **Post Code** in an incoming address has a space after the 3rd character, (XXnn_nXX) and the Post Code of the current student address does not have a space after the 3rd character, (XXnnnXX) or holds multiple spaces after the 3rd character, (XXnn____nXX), the incoming address will be placed in Suspense and the Post Code will be highlighted in red to indicate that there is a conflict.

Known Issues with Key Stage Assessment Results

Key Stage National Data Collection (Northern Ireland and Wales)

New import/export menu routes are available for users in Northern Ireland and Wales. Default permissions have been set up to allow the **Assessment Coordinator** and **School Administrator** roles full access to these menu routes.

Users assigned **Assessment Operator** or **Returns Operator** role permissions are also able to see the new menu routes but the group filtering feature is not available.

Users who have **Returns Manager** permissions only will not be able to see the new menu routes.

Assessment Operator, **Returns Operator** and **Returns Manager** are intended to have full permissions for import/export. This will be addressed in the next release. In the meantime users can amend permissions in System Manager to achieve the same end.

System Requirements

Hardware Considerations

NOTE: Before installing this SIMS CD, it is strongly recommended that you refer to the recommended hardware requirements.

The current hardware specification takes into account the latest advice from Microsoft® and is based on the recommended specification to run SQL based software.

Details of recommended hardware and specifications for new equipment required for running your SIMS system effectively can be found on the Capita Education Services Internet site.

http://sims.capitaes.co.uk/products/s_hware.asp

Installing/Upgrading SIMS .net

SIMS .net 7.40 is supplied on the SIMS CD Spring 2005 CD and is installed as part of SIMS .net CP 4.05.10.

For installation and upgrade information, please refer to the Installation Guide (INSSP05.PDF) and the Upgrade Guide (UPGSP05.PDF), which is also available on the SIMS CD Spring 2005 and the Release Information issued with this pack.

Setting Permissions (Access Rights)

For more information on setting up Permissions, please refer to the *System Manager for Windows handbook (SIMSMANW.PDF)*. For a list of the Permissions available for each release, please refer to the appropriate Permissions spreadsheet. Copies can be obtained from SupportNet (<http://support.capitaes.co.uk>) by entering **PERMSP** in the **Site Search** field on the **Home** page.

Documentation

The following additional handbooks are available from each SIMS Workstation and can be viewed using the Adobe® Acrobat Reader, which is also available on the CD-ROM:

<p>SIMS .net for New Users</p> <p><i>Provides an overview of the most common functions within SIMS .net for first time users.</i></p>	GETSTART.PDF
<p>School Setup in SIMS .net</p> <p><i>Provides information on the setup and maintenance of your school within SIMS .net throughout the course of the year including setups for initial use, creation of Academic Years, definition of a Pastoral Structure, maintenance of lookups and user defined fields, etc.</i></p>	SCHOOLS.PDF
<p>Defining Academic Years and the Pastoral Structure</p> <p><i>Provides detailed instructions on how to create and edit Academic Years together with defining and maintaining the Pastoral Structure</i></p>	PASTORAL.PDF

<i>(also covered in the School Setup in SIMS .net handbook).</i>	
<p>Managing Pupil/Student Information</p> <p><i>Describes the various processes required to maintain pupil/student information including recording basic details, exclusions, behavioural management, etc.</i></p>	STUDENTS.PDF
<p>Special Educational Needs</p> <p><i>Describes the processes required to maintain Special Educational Needs information in accordance with the Special Educational Needs Code of Practice.</i></p>	SEN.PDF
<p>Reporting</p> <p><i>Provides detailed instructions on all aspects of reporting, from running a predefined report to designing complex reports and analysis.</i></p>	REPORT.PDF
<p>Managing People in SIMS .net</p> <p><i>Describes the processes required to maintain Agencies, Agents, Staff and Contacts.</i></p>	PEOPLE.PDF
<p>Code of Practice Own Admissions Schools Basic Licence</p> <p><i>Describes the processes required for Secondary schools who act as their own admissions authority to proceed in conjunction with the Admissions Code of Practice.</i></p>	OWNAAB.PDF
<p>Code of Practice Own Admissions Schools Full Licence</p> <p><i>Describes the processes required for Secondary schools who act as their own admissions authority to proceed in conjunction with the Admissions Code of Practice. This includes defining selection criteria, admissions policies, importing ADT files, ranking applicants and exporting ASL files.</i></p>	OWNAAF.PDF
<p>Code of Practice Non Own Admissions Secondary Schools</p> <p><i>Describes the basic processes required to enable schools who do not act as their own admissions authority to import ATF files into their system.</i></p>	NONOWNAA.PDF
<p>Academic Management</p> <p><i>Applicable to Secondary schools only. This handbook describes the management of curriculum and timetabling within SIMS .net.</i></p>	ACADEMIC.PDF

The handbooks are installed to the following location on a SIMS Workstation:

C:\PROGRAM FILES\SIMS\SIMS .NET

You can access these handbooks from the **Help** menu or by selecting the **SIMS Help** shortcut panel on the left-hand side of SIMS .net. This panel lists the most common SIMS .net handbooks, which can be launched by double-clicking the required handbook name.

If you are unable to access these handbooks, copies can be obtained from the SupportNet web site (<http://support.capitaes.co.uk>) by selecting **Documentation** from the **Resources** drop-down list on the **Home** page.

Alternatively, email publications@capita.co.uk and request a copy, ensuring that you include the handbook name and version number in your email.

Using SIMS .net Online Help

In addition to the various handbooks available for SIMS .net, there is also a comprehensive online HTML help system. The online help can be accessed by pressing **F1** or clicking on the **Help** button on the toolbar. Information appropriate to the process you are currently performing will be displayed. Alternatively, you can view the entire help system by selecting **Help | Contents**.