

# Data Migration Scope for Arbor

As a part of  
Data Migration to Bromcom MIS



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## 1.1 Student Characteristics

Items: School name, LEA number, DFE, School Phase, Governance, Census type, Intake type, Intake gender, Phone number, Email, Website, URN.

Path (MIS): Config > Administration > Core details.

### School Details

LA for this school LINCOLNSHIRE No.

Establishment Name  Establishment No.

DFE Number  Unique Ref. No.

School Name\*

Address

Address	Copy
4887 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY	

Telephone No\*  Fax No

Email

Web Site

Title for Head\*  Name of Head\*


Title for Deputy Head  Name of Deputy Head

### School Logo


Name

Description

School Logo



Path (Arbor): School > School details.



### Educational Institution Details

Name	<input type="text"/>	▶
Short name	<input type="text"/>	▶
Opening dates	01 Nov 2017 - ongoing	▶
Website	<input type="text"/>	▶
Logo	Loaded	▶
Printable logo	Not Setup	▶
Local authority	Greenwich (203)	▶
Establishment number	<input type="text"/>	▶
Intake gender	Coeducational	▶
School phase	Primary	▶
School type	Academies	▶
Governance type	Academy	▶
Intake type	Comprehensive	▶
URN	<input type="text"/>	▶
Centre number	<input type="text"/>	▶

### Contact Details

Work email	<input type="text"/>	▶
Mobile number	<input type="text"/>	▶
Work address	<input type="text"/>	Ongoing ▶

### Child Care Places

<input type="text"/>	After school ▶
<input type="text"/>	Before school ▶
n/a	Under five ▶
N/A	Holiday ▶

### Head Teacher

Omar Jennings ▶

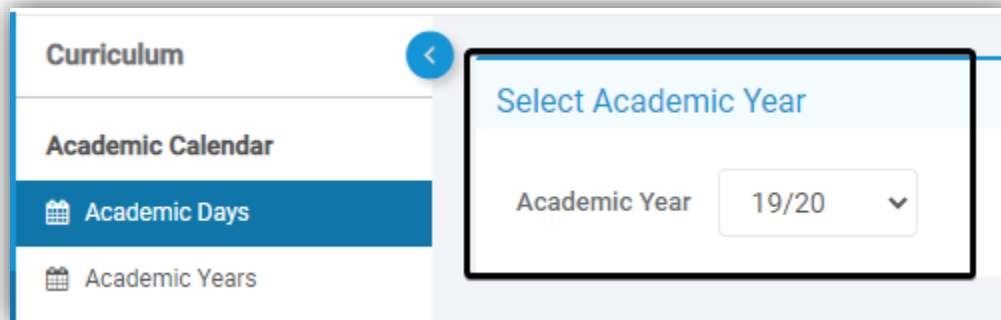
### Imported Email Accounts

No email accounts set up for importing

## 2.1 Academic Years

Items: Year ID, Name, Start date, End data.

Path (MIS): Config > Curriculum > Academic days > Select academic year.



Path (Arbor): School > School structure > Academic years.

Academic Years			<a href="#">+ Add</a>
2019/2020	31 Aug 2019 - 31 Aug 2020		▶
2018/2019	01 Sep 2018 - 30 Aug 2019		▶
2017/2018	04 Sep 2017 - 31 Aug 2018		▶
2016/2017	05 Sep 2016 - 03 Sep 2017		▶
2015/2016	01 Sep 2015 - 04 Sep 2016		▶
2014/2015	01 Sep 2014 - 31 Aug 2015		▶
2013/2014	02 Sep 2013 - 31 Aug 2014		▶
2012/2013	03 Sep 2012 - 01 Sep 2013		▶
2011/2012	05 Sep 2011 - 02 Sep 2012		▶
2010/2011	01 Sep 2010 - 04 Sep 2011		▶
2009/2010	03 Sep 2009 - 31 Aug 2010		▶
2008/2009	03 Sep 2008 - 02 Sep 2009		▶
2007/2008	03 Sep 2007 - 02 Sep 2008		▶
2006/2007	04 Sep 2006 - 02 Sep 2007		▶
2005/2006	01 Sep 2005 - 03 Sep 2006		▶
	01 Sep 2004 - 31 Aug 2005		▶
	01 Sep 2003 - 31 Aug 2004		▶

## 2.2 Terms

Items: Year ID, Start date, End date, Term ID, Term name.

Path (MIS): Config > Curriculum > Academic days.

The screenshot shows the 'Curriculum' section in the MIS interface. On the left is a sidebar menu with options like 'Academic Calendar', 'Academic Days', 'Academic Years', 'Maintenance', 'Class Promotion', 'Clubs And Trips Settings', 'Configurations', 'QN Data', 'Staff Non Contact And Duty Codes', 'Subject Groups', 'Tutor Group Promotion', and 'Year Group Promotion'. The main area is titled 'Select Academic Year' and shows 'Academic Year' set to '19/20'. Below this is a 'Key and Display Options' section with 'Day Status' (Normal School Day, Staff Only, Enforced Closure, Holiday, Not part of Term) and 'Calendar defined using the following period structure(s):'. A table lists six terms for the 2018-2019 (1) year, with start and end dates. The 'Display Week Labels' checkbox is checked.

Term	Start Date	End Date
Term 1 19/20	01/09/2019	26/10/2019
Term 2 19/20	27/10/2019	04/01/2020
Term 3 19/20	05/01/2020	22/02/2020
Term 4 19/20	23/02/2020	18/04/2020
Term 5 19/20	19/04/2020	30/05/2020
Term 6 19/20	31/05/2020	29/08/2020

Path (Arbor): School > School structure > Academic years > Select year.

The screenshot shows the 'Academic Calendar' page in the Arbor system. The left sidebar has 'Academic Years' with options for 'All Academic Years', '2019/2020' (selected), 'Overview', 'School Days', and 'Download Student List'. The main content area shows 'Academic Year 2019/2020' with 'Academic year name' as '2019/2020' and 'Dates' as '31 Aug 2019 - 31 Aug 2020'. Below this is a table for 'Terms (2019/2020)' with three terms: Autumn Term (31 Aug 2019 - 20 Dec 2019), Spring Term (21 Dec 2019 - 03 Apr 2020), and Summer Term (04 Apr 2020 - 21 Jul 2020).

Term	Dates
Autumn Term	31 Aug 2019 - 20 Dec 2019
Spring Term	21 Dec 2019 - 03 Apr 2020
Summer Term	04 Apr 2020 - 21 Jul 2020

### 2.3 Holidays

Items: Holiday Type, Holiday Name, Start Date, End Date.

Path (MIS): Config > Curriculum > Academic days > See items marked with “#”.

Term 1 19/20 01/09/2019 to 26/10/2019

Week	From Date	To Date	Time Table Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Edit
1	01/09/2019	07/09/2019	1	*	*	\$	\$	\$	\$	-	-	-	-	-	-	*	*	
2	08/09/2019	14/09/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
3	15/09/2019	21/09/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	22/09/2019	28/09/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
5	29/09/2019	05/10/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
6	06/10/2019	12/10/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
7	13/10/2019	19/10/2019	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
8	20/10/2019	26/10/2019		*	*	#	#	#	#	#	#	#	#	#	#	*	*	

Path (Arbor): School > School structure > Academic years > Select year.

Academic Years	Academic Calendar
All Academic Years	
▼ 2019/2020	
Overview	
School Days	
Download Student List	

Academic Year 2019/2020		
Academic year name	2019/2020	
Dates	31 Aug 2019 - 31 Aug 2020	

Terms (2019/2020)		
Autumn Term	31 Aug 2019 - 20 Dec 2019	
Spring Term	21 Dec 2019 - 03 Apr 2020	
Summer Term	04 Apr 2020 - 21 Jul 2020	

Holidays (2019/2020)		
Summer Holiday	31 Aug 2019 - 01 Sep 2019	Vacation
Inset Day	02 Sep 2019 - 03 Sep 2019	Inset
Half term	19 Oct 2019 - 27 Oct 2019	Half-Term
Polling day	12 Dec 2019	Elections
Christmas Holiday	21 Dec 2019 - 05 Jan 2020	Vacation
Half term	15 Feb 2020 - 23 Feb 2020	Half-Term
Easter Holidays	04 Apr 2020 - 19 Apr 2020	Vacation
May Bank Holiday	08 May 2020	Public Holiday
Half term	23 May 2020 - 31 May 2020	Half-Term
Summer Holidays	22 Jul 2020 - 31 Aug 2020	Vacation

## 3.1 Student Roll

Items: Student ID, Enrolment status (former / current), Start date, End date.

Path-1 (MIS): Students > Search filters > Status > Select status > List of students is now that roll type.

The screenshot shows the MIS Search Filters interface. At the top, there are dropdown menus for Tutor Group, Year Group, Class, Report Group, Date of Birth, and Pupil Premium. A 'Status' dropdown is set to 'Leaver'. An 'Active Date Filter' is set to '29/06/2020'. Below the filters, a table displays a list of students with columns: Last Name, First Name, Admission Number, Tutor Group, Year Group, Gender, and Age. The table shows 1 of 1294 selected students.

Last Name	First Name	Admission Number	Tutor Group	Year Group	Gender	Age
[Redacted]	[Redacted]	00003649	PWOOR	11	Male	20/10
[Redacted]	[Redacted]	00003495	7NJob	11	Female	23/2
[Redacted]	[Redacted]	00003596	ACRON	11	Female	24/6
[Redacted]	[Redacted]	00016302	11RMol	11	Female	16/10
[Redacted]	[Redacted]	00002762	7SVan	8	Male	19/10
[Redacted]	[Redacted]	00003124	NA	11	Male	26/4
[Redacted]	[Redacted]	00003542	SCARN	11	Male	23/10
[Redacted]	[Redacted]	00003635	11BSpe	11	Male	18/11
[Redacted]	[Redacted]	00002819	RBARV	11	Male	23/2

Path-2 (MIS): Students > Select student > Enrolment > Current school > See date of leaving > If blank they are current, if past date they are former.

The screenshot shows the 'School & Enrolment History' table. It has columns for School Name, Date of Entry, Date of Leaving, and Leaving Reason. The table shows three rows of data.

School Name	Date of Entry	Date of Leaving	Leaving Reason
[Redacted]	29/08/2015	[Redacted]	-
[Redacted]	18/05/2011	28/08/2015	Normal leaving age - Higher education institutions
[Redacted]	07/09/2010	16/05/2011	School Transfer (Mid-Year)

Path-1 (Arbor): Students > All students > Browse students > "Change" > "All current students" / "All previous students".

The screenshot shows the 'Browse Students' interface. It has a search bar with the text 'Search students' and a 'Search' button. Below the search bar, there is a dropdown menu with the text 'Student enrolment All current and future students.' and a 'Change' button.

The screenshot shows the 'Student enrolment All previous students' interface. It displays a list of students with columns for DOB, Year, and Form. The table shows six rows of data.

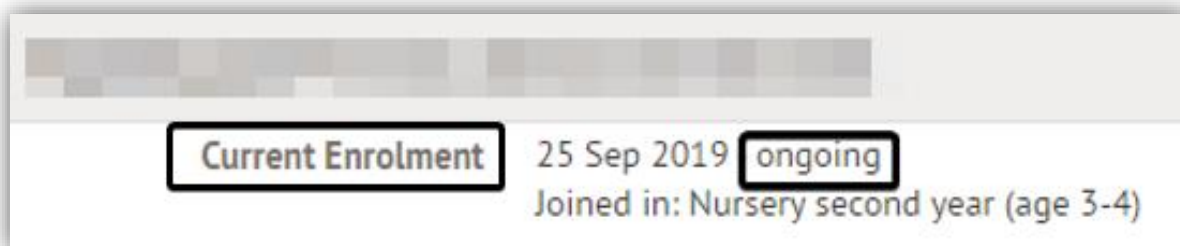
DOB	Year	Form
23 Oct 1995	-	-
01 Nov 1997	-	-
23 Jun 1994	-	-
02 Nov 1998	-	-
20 Jul 2005	-	-
30 Jun 1999	-	-
07 Jul 1997	-	-
14 Feb 1996	-	-



## **Bromcom MIS Data Migration Scope for Arbor**

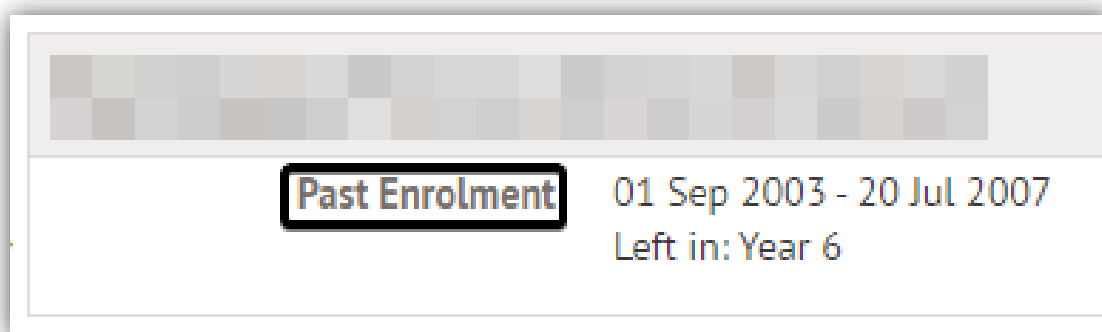
Path-2 (Arbor): Students > All students > Browse students > Select student > Enrolment > See "[test school] enrolment"

Current:



<b>Current Enrolment</b>	25 Sep 2019	<b>ongoing</b>
Joined in: Nursery second year (age 3-4)		

Past:



<b>Past Enrolment</b>	01 Sep 2003 - 20 Jul 2007
Left in: Year 6	

### 3.2 Student Basic

Items: Student reference, UPN, Roll type, Date of birth, Preferred first name, Legal first name, Second name, Preferred last name, Legal last name, Gender, Roll status, Parental salutation, Parent address, Roll, Start date, End date, Student ID, currentClassId, currentClass, currentHouse, currentKeystage, currentyearGroup, ncYear, examCandidateNumber, examUniqueCandidateId.

Path (MIS): Students > Select student > Profile.

**Student Profile**

Gender: Female, Date of Birth: 01/10/2005, Year Group: 9, Admission No.: 00021462, House: test1, Tutor Group: 9DChe, Tutor Name: Miss D Bartley

Contacts:

- Mother: 02000024136
- Other Non-Family Contact: 07000024141

Siblings (On Roll): There is no data available for this module.

Ethnicity & Religion:

- Ethnicity: Black Caribbean
- Country of Birth: United Kingdom
- Nationality: United Kingdom
- Religion: Refused

Timetable (Mon, 29/06/2020):

PS	
AM	9DChe - T4 (DB, DB)
P1	9I-H1 - U2 (JS)
P2	9I-Pe1 - SpH (AC)
BR	
P3	9I-Ar1 - T7 (SW)
LU	
PM	9DChe - T4 (DB, DB)
P4	9I-Ma1 - U6 (MF)
P5	9I-Dm1 - A3 (HB)
AS	

Path (Arbor): Students > All students > Browse students > Select student.

**Student Profile**

Form: N-AM, Date of Birth: 14 Apr 2016 (4y 2m), Mother: [Name]

Pinned Items:

- Dietary requirement: Halal
- Dietary requirement: No Pork Products (Incl. gelatine)

Identity:

- Name: [Name]
- Gender: Male
- Date of birth: 14 Apr 2016
- Country of birth: [Country]
- Ethnicity: Any Other Black Background
- Nationality: Not recorded
- Religion: Muslim
- Birth Certificate: [Status]
- Arbor Student ID: [ID]
- Student number: [Number]
- School ID card: Not issued
- UPN: [UPN]

Emergency contacts:

- (Mother): [Name]
- (Father): [Name]

Current lesson: 09:00 - 12:00 Mon, 29 Jun 2020 Year N: N-AM: Monday AM > Julie Cakebread, Chloe Coady and Jodie Reilly

Next lesson: 09:00 - 12:00 Tue, 30 Jun 2020 Year N: N-AM: Tuesday AM > Julie Cakebread, Chloe Coady and Jodie Reilly

Today's Attendance: 09:00 - 12:00: School Closed To Pupils (#)

Buttons: Download / Print..., Record Planned Absence, Communications / Notes, Next Student, Previous Student

### 3.3 Student Detailed

Items: Student ID, Start date, End date, Ethnicity code, Ethnicity description, Ethnicity category, Ethnicity source, English proficiency, English proficiency date, country of birth, country of birth code, religion, religion code, religion dfe code, service child, roll, home language, meal type, default meal type, default meal code, language, language code, gifted and talented.

Path (MIS): Students > Select student > Profile / enrolment.

Previous

Next

Switch to Old Student Details

Please import your Photo's into the Bromcom MIS to see them here...

Gender

Female

Date of Birth

01/10/2005

Year Group

9

Admission No.

00021462

House

test1

Tutor Group

9DChe

Tutor Name

Miss D Bartley

e008241@bromcomcloud.com

07983370556

No address information available

Pupil premium

Emergency Contacts

02000024136

Mother

Timetable

Mon, 29/06/2020

PS		
AM	9DChe - T4	DB, DB
P1	9i-H11 - U2	JG
P2	9i-Pe1 - SpH	AC
BR		
P3	9i-Ar1 - T7	SW
LU		
PM	9DChe - T4	DB, DB
P4	9i-Ma1 - U6	MF
P5	9i-Dm1 - A3	HB
AS		

Contacts

02000024136

Mother

Priority 1

C P B R T

e008242@bromcomcloud.com

07000024141

Other Non-Family Contact

Priority 2

C P B R T

Siblings (On Roll)

There is no data available for this module.

Ethnicity & Religion

Ethnicity

Black Caribbean

Country of Birth

United Kingdom

Nationality

United Kingdom

Religion

Refused

School & Enrolment History

School Name	Date of Entry	Date of Leaving	Leaving Reason
Caistor Yarborough Academy	21/01/2019	-	-
Market Rasen De Aston School	05/09/2018	18/01/2019	School Transfer (Mid-Year)
Queen Elizabeth's Academy	11/10/2017	16/07/2018	Other reason
Enrolment Status			
Current(Single Registration)			

## Bromcom MIS Data Migration Scope for Arbor

Path (Arbor): Students > All students > Browse students > Select student > Student profile/enrolment.

Mahmoud Abdallah

### Student Profile

**Student Profile**

Academic Notes  
Attainment  
Attendance  
Behaviour  
Calendar  
Communications & Notes  
Enrolment  
Activities  
Summative Tracking  
Ad Hoc Assessments  
Educational Needs  
Payments  
Change Requests

**Form** **N-AM** Year **pm**  
Date of Birth **14 Apr 2016 (4y 2m)** Mother  
**In Year Admission**

**Pinned Items**

- Dietary requirement** Halal
- Dietary requirement** No Pork Products (Incl. gelatine)

**Identity**

Name  
Gender Male  
Date of birth 14 Apr 2016  
Country of birth  
Ethnicity Any Other Black Background  
Nationality Not recorded  
Religion Muslim  
Birth Certificate  
Arbor Student ID  
Student number  
School ID card Not issued  
UPN

**Emergency contacts**

(Mother)  
(Father)

**Current lesson** **Next lesson**  
09:00 - 12:00 09:00 - 12:00  
Mon, 29 Jun 2020 Tue, 30 Jun 2020  
Year N: N-AM: Monday AM > Year N: N-AM: Tuesday AM >  
Julie Cakebread, Chloe Coady and Jodie Reilly Julie Cakebread, Chloe Coady and Jodie Reilly

**Today's Attendance**  
09:00 - 12:00: School Closed To Pupils (#)

**Download / Print...**  
**Record Planned Absence**  
**Communications / Notes**  
**Next Student**  
**Previous Student**

**Form** **N-AM** Year **pm**  
Date of Birth **14 Apr 2016 (4y 2m)** Mother  
**In Year Admission**

**Academic Year** **2019/2020**  
**View** **All Sections**

**Enrolment**

**Current Enrolment** 25 Sep 2019 - ongoing  
Joined in: Nursery second year (age 3-4)

**2019/2020 Enrolments**

Academic Year Enrolment	2019/2020	25 Sep 2019 - 31 Aug 2020
Attendance Pattern	Morning Only	25 Sep 2019 - 31 Aug 2020
Year group	Year N	25 Sep 2019 - 31 Aug 2020
Registration form	N-AM	25 Sep 2019 - 31 Aug 2020

**2019/2020 Enrolment Modes**

Enrolment mode	Single Registration	25 Sep 2019 - 31 Aug 2020

### 3.4 Student Siblings

Items: main student ID, student ID, Relationship.

Path (MIS): Students > Select student > Profile > Siblings.

The screenshot shows a student profile in the Bromcom MIS system. At the top, there is a student profile card with a blurred photo and the following details: Gender: Female, Date of Birth: 02/02/2005, Year Group: 10, Admission No.: 00019232, House: Tennyson, Tutor Group: 10CGue, Tutor Name: Ms M Franklin. Below this, there is a 'Contacts' section with three entries: Mrs Hannah Audiss (H) #16992 (Mother, Priority 1), Mr Matthew Audiss (H) #16993 (Father, Priority 2), and Mrs Carol Levey #16994 (Grandmother, Priority 3). Each contact entry includes their email, phone number, and address. At the bottom, there is a 'Siblings (On Roll)' section which is currently empty, displaying the message 'There is no data available for this module.'

Path (Arbor): Students > All students > Browse students > Select student > Student profile > Family, Guardians and Contacts.

The screenshot shows the 'Family, Guardians and Contacts' page in the Arbor system. It features a table with the following entries:

Relationship	Details	Actions
Mother (natural or adoptive)	1st priority emergency contact Primary guardian Legal guardian Can collect Student lives with this guardian	▶
Father (natural or adoptive)	2nd priority emergency contact Primary guardian Legal guardian Can collect Student lives with this guardian	▶
Sibling		▶
Sibling		Year 3 ▶
Sibling		Year 6 ▶

### 3.5 Student Medical Conditions

Items: student ID, Condition code, condition, notes.

Path (MIS): Students > Select student > Health background.

Medical Conditions / Dietary Needs & Disabilities			+
Type Undefined Notes	Condition Asthma	Information Received On 05/06/2017	
Type Undefined Notes Gluten free diet	Condition Gluten free	Information Received On 05/06/2017	
Type Undefined Notes Allergy to Penicillin	Condition Unknown	Information Received On 05/06/2017	
Disabilities Not collected			

Path (Arbor): Students > All students > Browse students > Select student > Student profile > Medical.

Medical		+ Add
NHS number	Not set	▶
General Practitioner	Triveni PMS	▶
Handedness	Not set	▶
Blood group	Not set	▶
Immunisations	No details added	▶
🚫 Dietary requirement	Halal	▶
🚫 Dietary requirement	No Pork Products (Incl. gelatine)	▶

### 3.6 Student Disability

Items: student ID, disability code, description.

Path (MIS): Students > Select student > Health background.

Medical Conditions / Dietary Needs & Disabilities			+
Type Undefined Notes	Condition Asthma	Information Received On 05/06/2017	
Type Undefined Notes Gluten free diet	Condition Gluten free	Information Received On 05/06/2017	
Type Undefined Notes Allergy to Penicillin	Condition Unknown	Information Received On 05/06/2017	
Disabilities Not collected			

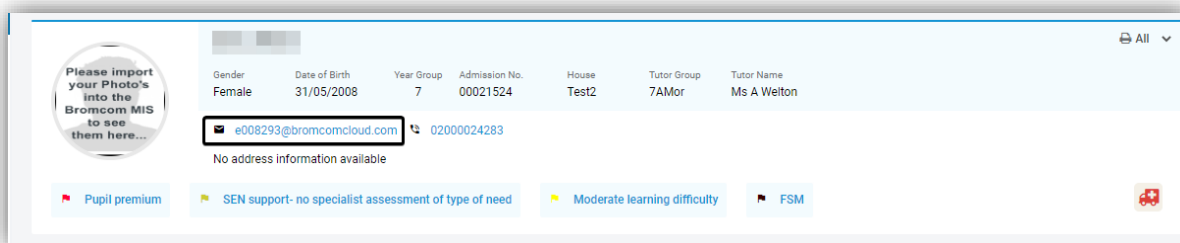
Path (Arbor): Students > All students > Browse students > Select student > Student profile > Medical.

Medical		+ Add
NHS number	Not set	▶
General Practitioner	Triveni PMS	▶
Handedness	Not set	▶
Blood group	Not set	▶
Immunisations	No details added	▶
🚫 Dietary requirement	Halal	▶
🚫 Dietary requirement	No Pork Products (Incl. gelatine)	▶

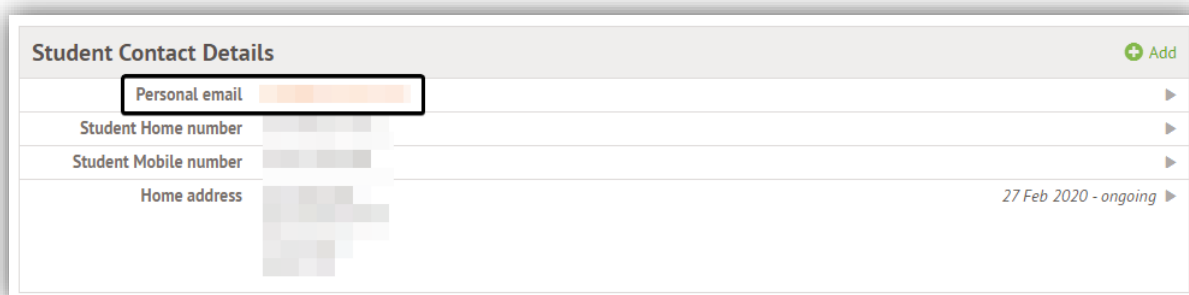
### 3.7 Student email

Items: Student ID, Email type, email address.

Path (MIS): Students > Select student > Profile.



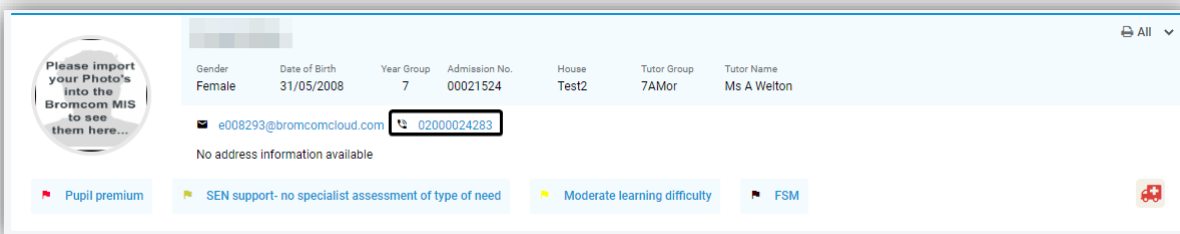
Path (Arbor): Students > All students > Browse students > Select student > Student profile > Student contact details.



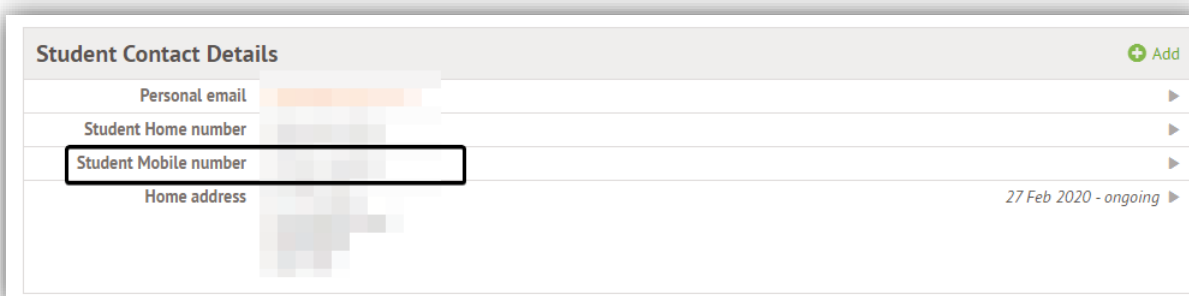
### 3.8 Student Phone

Items: Student ID, Number type, number, notes.

Path (MIS): Students > Select student > Profile.



Path (Arbor): Students > All students > Browse students > Select student > Student profile > Student contact details.





### 3.9 Student Address

Items: student id, address type, start date, end date, SAON, PAON, locality, street, town, postcode, UPRN, country.

Path (MIS): Students > Select student > Profile.

Please import your Photo's into the Bromcom MIS to see them here...

Gender: Male, Date of Birth: 06/11/2005, Year Group: 9, Admission No.: 00019631, House: Newton, Tutor Group: 9RMol, Tutor Name: Miss R Moll

e006891@bromcomcloud.com, 02000002764

8437 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Path (Arbor): Students > All students > Browse students > Select student > Student profile > contact details.

Student Contact Details

Personal email: [Redacted]

Home address: [Redacted]

Previous addresses: [Redacted]

28 Jan 2014 - ongoing

### 3.10 Student SEN

Items: Student ID, SEN stage, SEN name, SEN start date, SEN end date, Need code, Need, rank, start date, end date, description.

Path (MIS): Students > Select student > Profile > Special Educational Needs.

Special Educational Needs

SEN Provision	Start Date	End Date	Broad Area of Need Type	Next Review Date
SEN Support (K)	05/02/2020			

Path (Arbor): Students > All students > Browse students > Select student > Student profile > educational needs > SEN.

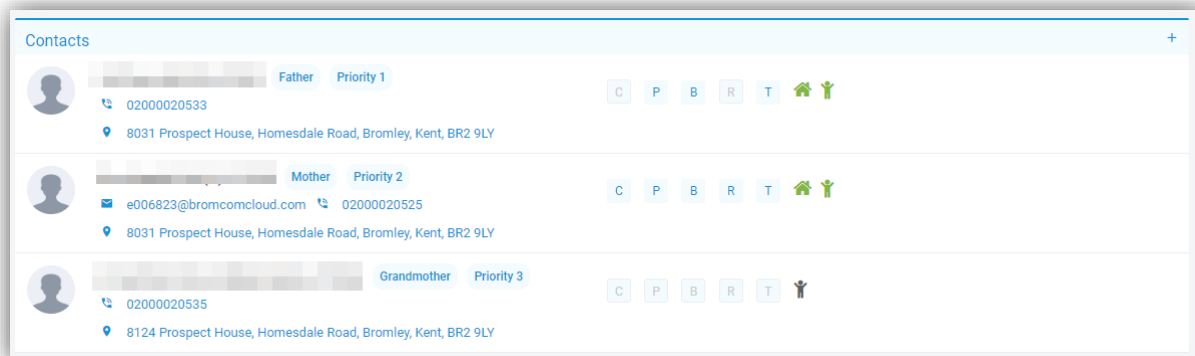
Educational Needs

SEN	Moderate Learning Difficulty	Current
Compulsory School Age (5 - 15)	Yes	31 Aug 2014 - 27 Jun 2025
EAL	Yes	Ongoing
Gifted	No	
Gifted + Talented	No	
In Year Admission	No	
Mobile (Y10 & Y11)	No	
Mobile (Y5 & Y6)	No	
Out Of Age Group Cohort	No	
SEN	Yes	15 May 2014 - ongoing
Talented	No	

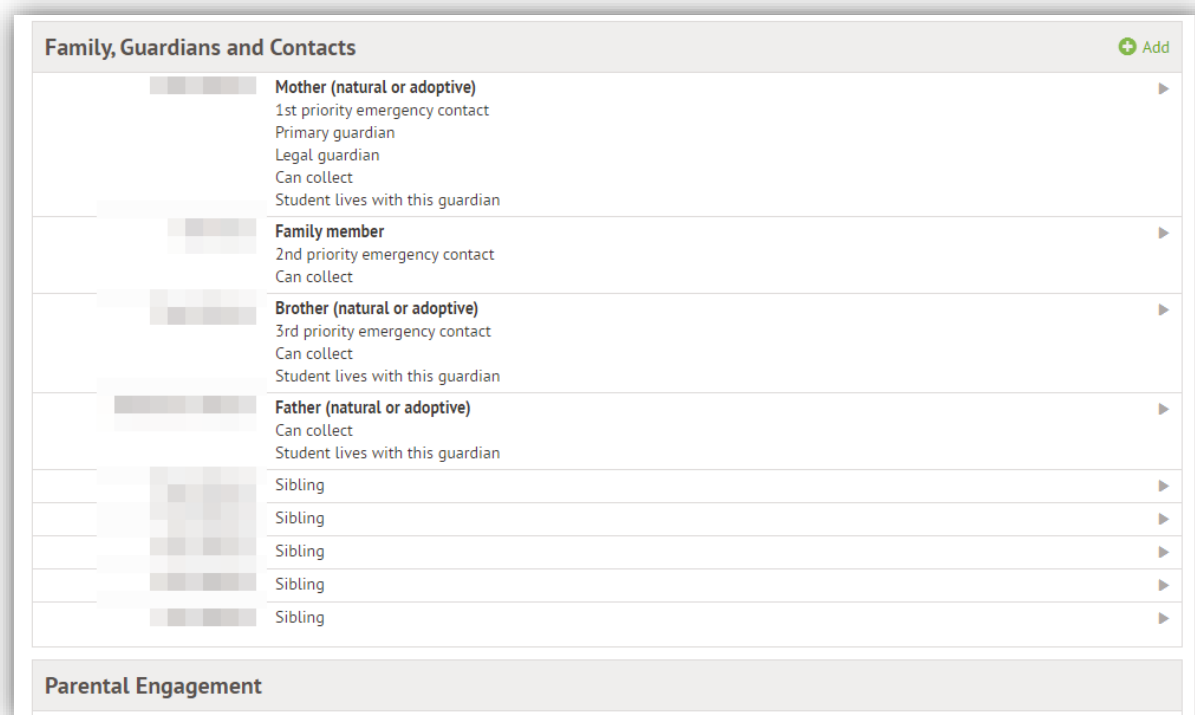
### 3.11 Student Contacts

Items: Entry ID, Entry type, Contact ID, legal first name, legal middle name, legal last name, parent responsibility, relationship, relationship code, national insurance number, date of birth, email type, email, is address as entry, gender, salutation, initials.

Path (MIS): Students > Select student > Profile > contacts.



Path (Arbor): Students > All students > Browse students > Select student > Student profile > student family, guardians and contacts.



### 3.12 Student CTF Stage Assessment

Items: student ID, Stage assessment name, assessment date, result date, grades.

Path (MIS): Students > Select student > Profile > assessment > CTF stage assessments.

The screenshot shows the 'Student Details' page in Bromcom MIS. The left sidebar contains navigation links: Profile, Enrolment, Health Background, Communication, Assessment (selected), Attendance, Behaviour, Clubs & Trips, Safeguarding, and Documents. The main content area displays student information: Gender (Female), Date of Birth (01/10/2005), Year Group (9), Admission No. (00021462), House (test1), Tutor Group (9DOne), and Tutor Name (Miss D Bartley). Below this is a 'CTF Stage Assessments' section with a search bar and a table. The table has columns: Year, Locale, Stage, Subject, Method, Component, Result Status, Result Qualifier, Result, and Result Date. A message 'No data available in table' is displayed below the table.

Path (Arbor): Students > All students > Browse students > Select student > attainment.

The screenshot shows the 'Calvin Man Jie Chan' student profile in Arbor. The left sidebar contains navigation links: Student Profile, Academic Notes, Attainment (selected), Attendance, Behaviour, Calendar, Communications & Notes, Enrolment, Activities, Summative Tracking, Ad Hoc Assessments, Educational Needs, Payments, and Payments. The main content area displays student information: Form (SYS), Date of Birth (23 Jun 2010 (10y 0m)), and Mother. Below this is an 'Attainment' section showing 23 results. The table has columns: Assessment, Mark, and Date.

Assessment	Mark	Date
KS1: Mathematics	EXS	22 Jun 2017
KS1: Reading	EXS	22 Jun 2017
KS1: Science	EXS	22 Jun 2017
KS1: Writing	EXS	22 Jun 2017
KS1: Phonics Screening Check Mark	40	16 Jun 2016
KS1: Year 1 Phonics Screening Check Outcome	Wa	14 Jun 2016
EYF: Being imaginative	2 - Exp	19 Jun 2015
EYF: Exploring and using media and materials	2 - Exp	19 Jun 2015
EYF: Health and self care	2 - Exp	19 Jun 2015
EYF: Listening and attention	2 - Exp	19 Jun 2015

### 3.13 Student Parental Consents

Items: Student ID, consent Type, Name, requested on, granted on, ID.

### 3.14 Student School History

Items: Student ID, start date, end date, leaving reason, school name, LEA, establishment number, URN.

### 3.15 Student Enrolment History

Items: Student ID, enrolment, start date, end date.

### 3.16 Student Exclusions

Items: Student id, reason name, reason code, start date, end date.

### 3.17 Student in Care

Items: Student id, in care, stat date, end date.

### 3.18 Student Languages

Items: Student id, is native, is spoken at home, language type, language code, language name.

### 3.19 Student Transportation

Items: Student id, transportation method code, method name, notes.

### 3.20 Student Funding

Items: Student id, funding code, funding name, start date, end date.

### 3.21 Student Gifts

Items: Student id, gift code, gift name, start date, end date, notes.

### 3.22 Student Talents

Items: student ID, talent code, talent name, start date, end date.

### 3.23 Student EYPP

Items: student ID, EYPP reason, start date, end date.

### 3.24 Student Statuses

Items: student ID, traveller status, youth support agreement, hours setting, funding hours, extended hours, thirty hour code, looked after child.

### 3.25 Student Ethnicity

Items: Student ID, ethnicity code, nationality code, nationality.

## Bromcom MIS Data Migration Scope for Arbor

### 4.1 Staff Basic

Items: staff ID, title, legal first name, preferred first name, legal last name, preferred last name, staff code, roll status, staff type.

Path (MIS): Staff > Select staff > Profile.

The screenshot shows the 'Profile' page for a staff member in the Bromcom MIS system. The page is divided into several sections:

- Header:** Includes 'Previous' and 'Next' buttons, a 'Switch to Old Staff Details' toggle, and a dropdown menu set to 'All'.
- Profile Card:** Displays a placeholder for a photo with the text 'Please import your Photo's into the Bromcom MIS to see them here...'. Below this, it shows 'Gender: Male', 'Date of Birth: 18/01/1955', and 'Staff Code: SAnd1'. It also indicates 'No contact information available' and 'No address information available'.
- Emergency Contacts:** A section with a '+' icon to add contacts. It shows one contact with a phone icon and the number '02000002802'.
- Ethnicity & Religion:** A section with a '+' icon to add details. It shows 'Ethnicity: Not Yet Obtained' and 'Religion'.
- Medical Conditions / Dietary Needs & Disabilities:** A section with a '+' icon to add details. It shows two conditions: 'No pork' (Priority 1) and 'Asthma' (Priority 2).
- Key Data:** A section on the right with fields for 'School Staff No.', 'Payroll No.', and 'National Ins No.'.
- Notes:** A section on the right with the text 'No notes available'.
- Timetable:** A section on the right with a date selector showing 'Mon, 29/06/2020' and the text 'There is no data available for this module.'

Path (Arbor): School > All staff > Browse staff.

The screenshot shows the 'Profile' page for a staff member in the Arbor system. The page is divided into several sections:

- Header:** Includes a 'Role' dropdown set to 'Premises Manager' and a 'View' button.
- Identity:** A section with a '+' icon to add details. It includes fields for 'Name', 'Gender', 'Date of birth', 'Ethnicity', 'Religion', 'Arbor Staff ID', 'Staff number', 'School ID card', and 'Abbreviation'.
- Contact Details:** A section with a '+' icon to add details. It includes fields for 'Mobile number' and 'Home address'.
- Next of Kin:** A section with a '+' icon to add details. It shows 'None on record'.

### 4.2 Staff Sensitive

Items: Staff ID, Gender, Date of birth, Username, Start date, End date, NI number, Person ID, Gender ID, Teacher GTC number, LEA identifier.

Path (MIS): Staff > Select staff > Profile > Staff details.

**Staff Profile Details:**

- Personal Information:** Gender: Female, Date of Birth: 06/06/1980, Staff Code: HBag, Job Title: Teacher of Drama & English. Email: e004206@bromcomcloud.com, Phone: 02000017765. Address: 8255 Prospect House, Homedale Road, Bromley, Kent, BR2 9LY.
- Emergency Contacts:** Priority 1 contact with phone number 02000020861.
- Ethnicity & Religion:** Ethnicity: White - British, Religion: (blank), First Language: (blank), Home Language: (blank).
- Medical Conditions / Dietary Needs & Disabilities:** There is no data available for this module.
- Banking:** There is no data available for this module.
- Vehicles:** Registration Number: NP 50 BCM, Colour: Black, Make: Fiesta Style.

**Key Data (Right Sidebar):**

- School Staff No. (blank), Payroll No. (blank), National Ins No. (blank).
- Notes:** No notes available.
- Timetable:** Tue, 30/06/2020. Slots include PS, AM (10HBag - U9), P1 (9K-Dm3 - A3), P2, BR, P3 (11-Ac-B - A3), LU, PM (10HBag - U9), P4 (8J-En2 - D7), P5 (7K-En3 - D7).

**Staff Details Form (Left Panel):**

- Name Details:** Date of Birth: 06/06/1980, Age: 40 Years, 0 Months.
- Additional Information:** Gender: Female, National Ins No. (blank), Staff Code: HBag, School Staff No. (blank), Payroll No. (blank), Extension No. (0).
- Employee Details:** Data processing consent has been granted (checked).

**Staff Details Form (Right Panel):**

- Name Details:** Date Started at the School: 01/09/2013, Current Job Title: Teacher of Drama & English.
- Additional Information:** Continuous Service Date (blank), Local Authority Start Date (blank), Staff Leaving Date (blank), NI Category: <NOT SELECTED>.
- Employee Details:** Supply Staff (unchecked), Do not include in Census (unchecked), For Contract Purposes this person is considered to be full time (checked), Trained overseas before achieving QTS (unchecked).

Path (Arbor): School > All staff > Browse staff > Select staff.

**Arbor Staff Profile Details:**

- Profile:** System Engagement, Calendar, Communications, Absences, Roles and Permissions, Teaching, Students, Contracts, Payments, Facilities and Departments.
- Identity:** Name, Gender, Date of birth, Ethnicity, Religion, Arbor Staff ID, Staff number, School ID card, Abbreviation.
- Contact Details:** Mobile number, Home address, 06 May 2020 - ongoing.
- Next of Kin:** Name on record.

## 4.3 Staff emails

Items: Staff ID, Primary Email, Secondary Email.

Path (MIS): Staff > Select staff > Profile > Edit staff contact details.

The screenshot shows a web form titled "Add / Edit Contact Information" with a close button (X) in the top right corner. The form is divided into two main sections: "Phone & Email" and "Address". Under the "Phone & Email" section, there is a prompt "Click to Add New Phone Number or Email". Below this, there are three entries: 1. A phone number "02000017765" with tags "Mobile", "Any day", and "Priority 1". 2. An email address "e004206@bromcomcloud.com" with a "Priority 1" tag and a "Work" category tag. 3. An email address "e004201@bromcomcloud.com" with a "Priority 2" tag and a "Home" category tag. A "Close" button is located at the bottom right of the form.

Path (Arbor): School > All staff > Browse staff > Select staff.

The screenshot shows a staff profile page in the Arbor system. At the top, there is a profile picture placeholder, a role "Midday Supervisor, Teaching Assistant", a "Joined" date of "December 2013", and a "View" button. Below this is a dropdown menu set to "All Sections". The main content area is divided into two sections: "Identity" and "Contact Details", each with an "Add" button. The "Identity" section includes fields for Name, Gender, Date of birth, Ethnicity, National Insurance Number, Religion, Arbor Staff ID, Staff number, School ID card, and Abbreviation. The "Contact Details" section includes fields for Work email, Home number, Mobile number, and Home address. The "Work email" field is highlighted with a black border. A status "09 Dec 2013 - ongoing" is visible at the bottom right of the "Contact Details" section.

## 4.4 Staff Phones

Items: Staff ID, Phone number, Phone type.

Path (MIS): Staff > Select staff > Profile > Edit staff contact details.

The screenshot shows a web form titled "Add / Edit Contact Information" with a close button (X) in the top right corner. The form is divided into two main sections: "Phone & Email" and "Address". Under the "Phone & Email" section, there is a prompt "Click to Add New Phone Number or Email". Below this, there are three entries:

- Phone number: 02000017765, with tags "Mobile", "Any day", and "Priority 1".
- Email: e004206@bromcomcloud.com, with tag "Priority 1" and a "Work" category label.
- Email: e004201@bromcomcloud.com, with tag "Priority 2" and a "Home" category label.

A "Close" button is located at the bottom right of the form.

Path (Arbor): School > All staff > Browse staff > Select staff.

The screenshot shows a staff profile page in the Arbor system. At the top, there is a header bar with a profile picture, role "Midday Supervisor, Teaching Assistant", and "Joined December 2013". Below the header, there is a "View" button and a dropdown menu set to "All Sections". The main content area is divided into two sections: "Identity" and "Contact Details", each with an "Add" button (plus icon).

The "Identity" section includes fields for Name, Gender, Date of birth, Ethnicity, National Insurance Number, Religion, Arbor Staff ID, Staff number, School ID card, and Abbreviation.

The "Contact Details" section includes fields for Work email, Home number, Mobile number, and Home address. The "Home number" field is highlighted with a black border. At the bottom right of the "Contact Details" section, there is a note "09 Dec 2013 - ongoing".



### 4.5 Staff Addresses

Items: Staff ID, Entity type, Address type, Start date, End date, SAON, PAON, administrative area, locality, street, town, postcode, country, UPRN.

Path (MIS): Staff > Select staff > Profile.

Previous Next

Please import your Photo's into the Bromcom MIS to see them here...

Gender: Female Date of Birth: 06/06/1980 Staff Code: HBag Job Title: Teacher of Drama & English

e004206@bromcomcloud.com 02000017765

8255 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Role(s): Teacher - BTec Acting, Drama, English Head of Tennyson Main Tutor - 10HBag (19/20) Teacher Roles - Classroom Teacher

Path (Arbor): School > All staff > Browse staff > Select staff > Contact details.

Role: Midday Supervisor, Teaching Assistant Joined: December 2013

View All Sections

**Identity** + Add

Name Gender Date of birth Ethnicity National Insurance Number Religion Arbor Staff ID Staff number School ID card Abbreviation

**Contact Details** + Add

Work email Home number Mobile number Home address 09 Dec 2013 - ongoing

### 4.6 Staff Contact

Items: Contact ID, first name, middle name, last name, gender, sort order, relationship, relationship code, salutation, title, initials, NI number, DOB, Email.

Path (MIS): Staff > Select staff > Profile > Emergency contacts.

The screenshot shows the Bromcom MIS Staff Profile page. At the top, there are 'Previous' and 'Next' buttons. Below them is a header section with a circular placeholder for a photo and a text prompt: 'Please import your Photo's into the Bromcom MIS to see them here...'. To the right of the photo placeholder is a table with staff details:

Gender	Date of Birth	Staff Code	Job Title
Female	06/06/1980	HBag	Teacher of Drama & English

Below the table, there is a contact information section with an email address 'e004206@bromcomcloud.com' and a phone number '02000017765'. Below that is an address: '8255 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY'. At the bottom of the profile section, there are role tags: 'Teacher - BTec Acting, Drama, English', 'Head of Tennyson', 'Main Tutor - 10HBag (19/20)', and 'Teacher Roles - Classroom Teacher'. Below the profile section is a section titled 'Emergency Contacts' with a '+' icon. It contains one contact: 'Ms J Copley #16246' with 'Priority 1' and a phone number '02000020861'.

Path (Arbor): School > All staff > Browse staff > Select staff > Next of kin.

The screenshot shows the Arbor 'Next of Kin' form. At the top left is a '« Back' button. The title 'Next of Kin' is centered at the top. Below the title is a section titled 'Next of Kin Details' with a table for inputting information:

Name	
Next of kin to	
Relationship	
Mobile number	
Personal email	

Below the table is a section titled 'Attachments' with a large circular arrow icon and the text 'Drag or click to upload'. At the bottom of the attachments section is a button labeled 'Capture with webcam'. At the bottom right of the form is a button labeled 'More information'.

## 4.7 Staff Contracts

Items: Post type, post reason, post offered date, post accepted date, origin, destination, leaving reason, superannuation scheme name, post end reason, post start date, post end date, contract id, contract type, post, start date, end date, mreview date, arrival date, pay range, pay framework, regional pay range, spine point, min pay, max pay, base pay, daily rate, safe guarded salary.

Path (MIS): Staff > Select staff > Contracts.


The screenshot shows a staff profile for a 'Teacher of Drama & English'. The profile includes personal details like gender (Female), date of birth (06/06/1980), and contact information. Below this, the 'Contracts - Current' section is highlighted, showing a table with one contract entry.

No	Updated	Type	Post (SWF)	Role(s)	Start Date
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	01/09/2013

The screenshot displays the 'Add / Edit Contract' form with multiple tabs: Contract Information, Roles, Pay, and Payroll Information. The 'Contract Information' tab is active, showing fields for Start Date (01/09/2013), End Date, Last Updated, Contract Type (Permanent), Date of Last Pay Review (01/09/2018), Post (Teacher, Other), Post (SWF) (Classroom Teacher, main pay range), and checkboxes for 'Paid a Daily Rate' and 'Do not include in Census'. The 'Roles' tab shows a list of roles, including 'Classroom Teacher' with a start date of 01/09/2013. The 'Pay' tab shows a list of pay rates, including 'Teacher - Main' with a start date of 01/09/2018 and a rate of 'Ashley Ottewell'. The 'Payroll Information' tab shows fields for Post Reason, Contract Termination Reason, Contract Number, Post Offered Date, Post Accepted Date, Contract Issue Date, Superannuation, NIContracted, Leave Entitlement, Destination, Origin, Increment Month, and Spinal Progression.

## Bromcom MIS Data Migration Scope for Arbor

Path (Arbor): School > All staff > Browse staff > Select staff > Contracts.



Role  
 Administrator / Clerk

Joined  
 April 2008

**General Employment Details**

Include in school workforce census  
 No

Contract  
 Administrator / Clerk (05 Oct 2015)

**Staff Contract**

Employment type	
Contract period	
Superannuation scheme	
Contract reference	
Payroll Number	
Staff origin	
Last pay review date	

**Probation**

None recorded

**Administrator / Clerk**

Job title	
Position	
Post period	
Reference number	
Offered date	
Accepted date	
Start reason	

**Salary**

Period	Pay scale	Spine point	FTE Salary	Base Pay (Pro Rata)
05 Oct 2015 - 31 Mar 2016	Scale 4 (No longer in use)			
01 Apr 2018 - ongoing	Scale 4 (No longer in use)			
01 Apr 2017 - 31 Mar 2018	Scale 4 (No longer in use)			
01 Apr 2016 - 31 Mar 2017	Scale 4 (No longer in use)			

**Allowances**

Date	Allowance	Reason	Pro Rata Amount
No rows to display.			

**Additional Payments**

Date	Reason for Payment	Amount
No rows to display.		

**Daily/Hourly Rate**

Period	Frequency	Rate
No rows to display.		

2015/2016

2016/2017

2017/2018

2018/2019

2019/2020


**Payments**

A Salary for this post refers to a pay scale that does not have an amount for the whole of the salary period (31 Aug 2019 - 31 Aug 2020). Set new FTE values for the pay scale in order to see a calculated pay amount on the grid below.

Review Pay Scales

Period	Payment Description	Pay Amount
31 Aug 2019 - 31 Aug 2020		
31 Aug 2019 - 31 Aug 2020		

**Attachments**


 Drag or click to upload

Capture with webcam

## 4.8 Staff Contract Salaries

Items: Staff id, contract id, post id, salary id, hours per week, weeks per year, FTE hours per week, FTE weeks per year, start date, end date, pay scale name, salary amount, max salary, spine point code, spine point name, gross salary amount.

Path (MIS): Staff > Select staff > Contracts > Edit > Pay > Edit.

The screenshot shows the 'Add / Edit Contract' form with the 'Pay' tab selected. The form contains the following fields:

- Contract Information:** Pay Item Type\* (Range Pay), Start Date\* (01/09/2018), End Date.
- Roles:** Base Pay\* (Teacher - Main), Spine Point Group (ALL), Spine Point (M6).
- Payroll Information:** Weeks per Year (52.1400), Hours per Week (32.5000), Base Pay Weeks per Year (52.1400), Base Pay Hours per Week (32.5000), Pro Rata (1.0000), FTE (1.0000), Pay Factor (1.0000), Min Pay Range.
- ☐ Safeguarded
- Buttons: Cancel, Save.

Path (Arbor): School > All staff > Browse staff > Select staff > Contracts > Salary > Edit.

The screenshot shows the 'Edit Salary' form in the Arbor system. It includes the following sections:

- FTE Salary:** Pay scale (Scale 4 (No longer in use)), Pay scale grade, Pay scale spine point (18.0 (£20,667.00)), Custom FTE salary amount (£ Leave blank to use the pay scale salary).
- Pro Rata Calculation:** Hours per week\* (35.00), FTE hours per week\* (35.00), Weeks per year\* (38), FTE Weeks per year\* (52.143), Pro Rata (Weekly) (1.0000000 (100.0% of weekly FTE)), Pro Rata (Annual) (0.7287651 (72.9% of annual FTE)), Pay Factor (0.7287651 (72.9% of FTE)).
- Base Pay Calculation:** FTE Salary (£20,667.00), Pay Factor (0.7287651 (72.9% of FTE)), Base Pay (Pro Rata) (£15,061.39).
- Buttons: Delete, Cancel, Save Changes.

The screenshot shows the 'Edit Salary' form in the Arbor system, focusing on the calculations. It includes the following sections:

- Pro Rata Calculation:** Hours per week\* (35.00), FTE hours per week\* (35.00), Weeks per year\* (38), FTE Weeks per year\* (52.143), Pro Rata (Weekly) (1.0000000 (100.0% of weekly FTE)), Pro Rata (Annual) (0.7287651 (72.9% of annual FTE)), Pay Factor (0.7287651 (72.9% of FTE)).
- Base Pay Calculation:** FTE Salary (£20,667.00), Pay Factor (0.7287651 (72.9% of FTE)), Base Pay (Pro Rata) (£15,061.39).
- Effective Period:** Effective date (5th Oct 2015), End date (31st Mar 2016), Safeguarded period start date, Safeguarded period end date.
- Buttons: Delete, Cancel, Save Changes.

## 4.9 Staff Contract Allowances

Items: Staff id, contract id, post id, allowance type, allowance code, allowance name, start date, end date, amount, reason.

Path (MIS): Staff > Select staff > Contracts > Edit > Pay > Edit.

**Add / Edit Contract**

Contract Information   Roles   **Pay**   Payroll Information

**Pay Item Type\***  
Additional Allowance ▼

**Start Date\*** 01/06/2020

**End Date** 02/06/2020

**Payment Type\***  
Acting ▼

**Allowance Type\*** Temporary ▼

**Annual Amount\*** 100.0000

**Pay Factor\*** 1.0000

**Notes**

☒ Superannuation   ☐ NISStatus   ☐ Benefit in Kind

Cancel   **Save**

Path (Arbor): School > All staff > Browse staff > Select staff > Contracts > Allowances.

Allowances <span>+ Add</span>			
Date ▼	Allowance	Reason	Pro Rata Amount
No rows to display.			

#### 4.10: Staff Bank Details

Items: Staff ID, bank name, acc name, acc number, sort code.

#### 4.11: Staff Employment roles

Items: Staff id, employee role, teaching staff, start date, end date.

#### 4.12: Staff Vehicles

Items: staff id, make, model, colour, reg number.

#### 4.13: Staff Previous Names

Items: staff ID, first name, middle name, last name, start date, end date.

#### 4.14: Staff Qualifications

Items: staff ID, qualification code, description, qualification class, date awarded, first code, first name, second code, second name, is verified.

#### 4.15: Staff Training

Items: staff ID, training title.

#### 4.16: Staff Background Checks

Items: staff ID, check type, level, checked date, clearance date, reference number, notes, expired on.

#### 4.17: Staff Absences

Items: staff ID, start date, end date, absence name, notes, working date, working hours, illness category, illness subcategory.

#### 4.18: Staff Statuses

Items: Staff id, workforce return, qualification status, skill status, early years status, HLTA status route code, route name.

#### 4.19: Staff Ethnicity

Items: Staff ID, ethnicity code, nationality code, nationality.

#### 5.1: Contact Phones

Items: contract ID, Post ID, Allowance Type, Allowance code, Allowance Name, start date, end date, amount, reason.

#### 5.2: Contact Addresses

Items: Contact ID, Address type, Start date, End date, SAOJ, PAON, Administrative area, locality, street, town, postcode, country, UPRN.

#### 5.3: Person UDFs

Items: student / staff ID, entity type, UDI description, UDIfield, UDValue.

#### 6.1: Year Groups

Items: Year group ID, Name, Description, ncYearGroup, Start date, End date.

#### 6.2: Staff Year Groups

Items: group ID, Staff ID, Start date, End date.

#### 6.3: Student Year Groups

Items: group ID, Student ID, Start date, End date.

#### 6.4: Class Groups

Items: Class ID, Code, Description, Start date, End date.

### 6.5: Staff Class Group

Items: Class ID, Staff ID, Code, Description, Start date, End date.

### 6.6: Student Class Group

Items: Class ID, Student ID, Code, Description, Start date, End date.

### 6.7: Class/Year Memberships

Items: Year ID, Class ID, Start date, End date.

### 6.8: Report Group

Items: Group ID, Group type, Description, Start date. End date.

### 6.9: Staff Report Group Memberships

Items: Group ID, Staff ID, Start date, End date.

### 6.10: Student Report Group Memberships

Items: Group ID, Student ID, Start date, End date.

### 7.1: Student CTF Attendance History

Items: Attendance ID, Student ID, year, LEA, School name, Estab, Possible, Attended, Authorised, Unauthorised, Start date, marks.

### 7.2: Attendance Code

Items: code.

### 7.3: AM/PM Attendance

Items: Student ID, Attendance code, date, lesson date, session, period label, start time, end time.

### 8.1: Person Medical Events (Student)

Items: Student id, code, description, event name, event description.

### 8.2: Person Medical Events (Staff)

Items: Staff Id, code, description, event name, event description.

### 8.3: Doctor Surgeries

Items: Surgery ID, name, Doctor ID, title, First name, Middle name, Last name, DOB, number type, address type, start date, end date, SAON, PAON, admin area, locality, street, town, postcode, country, UPRN.