

Data Migration Scope for SIMS

As a part of
Data Migration to Bromcom MIS



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1. Summary

This scope document outlines what is included in the standard data migration from SIMS to Bromcom MIS.

1.1 Number of years' migrated

A standard migration includes five academic years' worth of data. This is usually the current academic year, plus four previous years. If you are migrating to Bromcom over summer (which we define as July and August), and have completed the end of year process in SIMS, the next academic year will be migrated too, free of charge.

All staff and students that are or have been active within the five year migration window are included as part of the migration. The full student or staff record is migrated.

Student attendance and group membership is limited to the five year migration window. Similarly, exams seasons and results are limited to the number of years being migrated. E.g. If a student is still active but took their exam prior to the first migrated year, then these results will not be migrated.

Staff or students that have left prior to the earliest year that is being migrated will not be migrated.

You can purchase additional years to be migrated for a small cost. Please email Sales@bromcom.com to find out more.

1.2 How to use this document

The document lists the items migrated, with screenshots showing where the data can be found in SIMS, and where the data will sit in Bromcom.

The tables and testing notes give you the fields and locations in both MIS systems, noting any key differences between these areas.

Not all areas and fields are included in the data migration. If they are not listed they are not included.

Some key areas and items that are not included are:

- User defined fields - custom fields that you may have created on the staff or students record.
- Linked documents that are stored on the student record.
- Non statutory assessment data, including any marksheets/ templates created.
- Reports - any custom reports that have been created.
- Cover - any staff cover arrangements.

2. Staff

2.1 Staff Details

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.1.01	Legal Forename	Legal First Name	
2.1.02	Legal Surname	Legal Last Name	
2.1.03	Middle Name	Middle Name(s)	
2.1.04	Preferred Forename	Preferred First Name	
2.1.05	Preferred Surname	Preferred Last Name	
2.1.06	Gender	Gender ++	This is just male and female
2.1.07	Eligibility For SWR	Do Not Include in Census	In SIMS, you opt in. In Bromcom, you opt out.
2.1.08	Title	Title ++	
2.1.09	Photo	Photo	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Personal Details > Basic Details

Employee Details : Home / View

Save Undo Print Suspend

1 Basic Details 2 Personal Information 3 Absences 4 Addresses 5 Contact Information 6 Next of Kin 7 Documents

1 Basic Details

Title

Legal Forename

Middle Name(s)

Legal Surname


Preferred Forename

Preferred Surname

Gender

Eligible for SWR ☒

Photograph

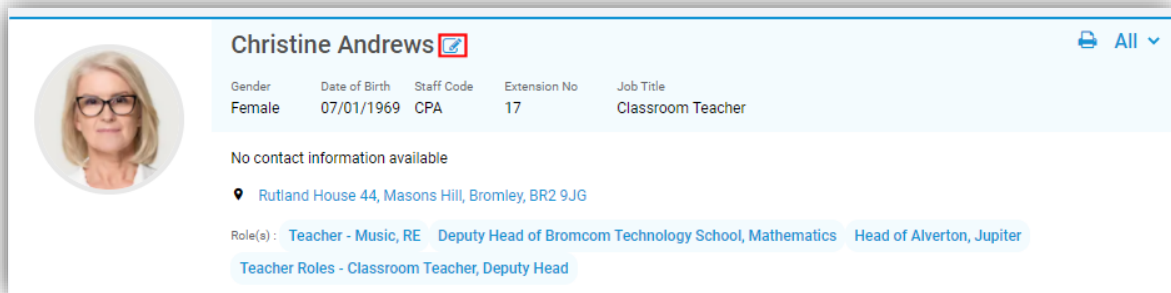


Previous Name	Preferred Surname	Preferred Forename	Middle Name	Date of Change

New Open Delete

MIS > Staff > View > Profile > Edit Staff Details

Move mouse pointer to right of **Staff Name** then click on the **Pencil** icon that now displays.



Staff Profile Card for Christine Andrews. The card includes a profile picture, a pencil icon for editing, and a table of personal details. Below the table, it shows contact information (none available), a home address, and roles. A red box highlights the pencil icon.

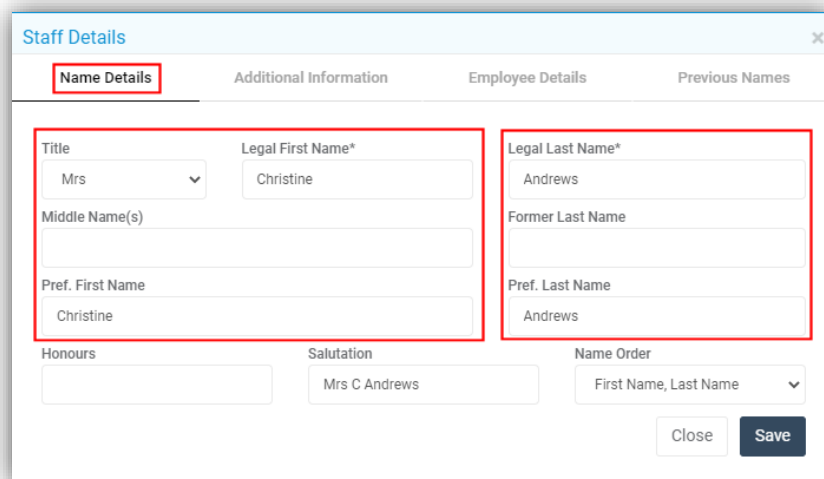
Gender	Date of Birth	Staff Code	Extension No	Job Title
Female	07/01/1969	CPA	17	Classroom Teacher

No contact information available

📍 Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s): Teacher - Music, RE Deputy Head of Bromcom Technology School, Mathematics Head of Alverton, Jupiter

Teacher Roles - Classroom Teacher, Deputy Head



Staff Details - Name Details Form. The form is divided into four tabs: Name Details, Additional Information, Employee Details, and Previous Names. The Name Details tab is active. Fields include Title, Legal First Name, Legal Last Name, Middle Name(s), Former Last Name, Pref. First Name, Pref. Last Name, Honours, Salutation, and Name Order. A red box highlights the Name Details tab and the fields within it.

Name Details Additional Information Employee Details Previous Names

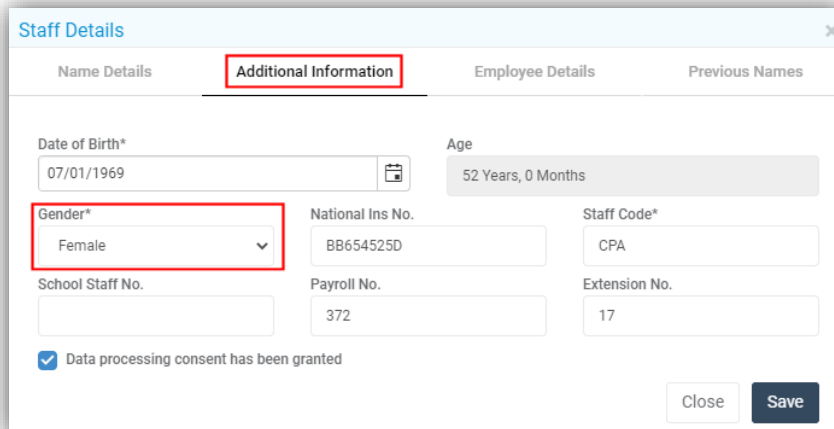
Title: Mrs Legal First Name*: Christine Legal Last Name*: Andrews

Middle Name(s): Former Last Name:

Pref. First Name: Christine Pref. Last Name: Andrews

Honours: Salutation: Mrs C Andrews Name Order: First Name, Last Name

Close Save



Staff Details - Additional Information Form. The form is divided into four tabs: Name Details, Additional Information, Employee Details, and Previous Names. The Additional Information tab is active. Fields include Date of Birth, Age, Gender, National Ins No., Staff Code, School Staff No., Payroll No., and Extension No. A red box highlights the Gender field.

Additional Information Name Details Employee Details Previous Names

Date of Birth*: 07/01/1969 Age: 52 Years, 0 Months

Gender*: Female National Ins No.: BB654525D Staff Code*: CPA

School Staff No.: Payroll No.: 372 Extension No.: 17

☒ Data processing consent has been granted

Close Save

The screenshot shows the 'Staff Details' form with the 'Employee Details' tab selected. The form contains several fields for staff information, including dates, job titles, and reasons for leaving. At the bottom, there are checkboxes for 'Supply Staff', 'Do not include in Census', 'For Contract Purposes this person is considered to be full time', and 'Trained overseas before achieving QTS'. The 'Do not include in Census' checkbox is highlighted with a red box.

Name Details	Additional Information	Employee Details	Previous Names
Date Started at the School*		Current Job Title	
01/05/2017			
Continuous Service Date		Local Authority Start Date	
Staff Leaving Date		NI Category	
		<NOT SELECTED>	
Leaving Reason		Next Employer	
<NOT SELECTED>			
<input type="checkbox"/> Supply Staff		<input checked="" type="checkbox"/> For Contract Purposes this person is considered to be full time	
<input type="checkbox"/> Do not include in Census		<input type="checkbox"/> Trained overseas before achieving QTS	

Close Save

Note: Census - If ticked in SIMS – this will be unticked in Bromcom MIS, as the Bromcom MIS option for “Exclude from Census” and SIMS has option to “Include into Census”.

2.2 Previous Names


Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.2.01	Previous Legal Forename	Legal First Name	
2.2.02	Previous Legal Surname	Legal Last Name	
2.2.03	Previous Preferred Forename	Preferred First Name	
2.2.04	Previous Preferred Surname	Preferred Last Name	
2.2.05	Middle name	Middle Name(s)	
2.2.06	Reason	Reason of Change	
2.2.07	Date of change	Date of Change	


SIMS > Staff > Personal Details > Basic Details

The screenshot shows a Windows-style dialog box titled "Edit Previous Name for [Name] [Surname]". The dialog box has a blue header bar with the SIMS logo and standard window controls. The main area contains several input fields: "Legal Forename", "Middle Name(s)", "Legal Surname", "Preferred Forename", "Preferred Surname", "Reason" (a dropdown menu), "Date of Change" (a date picker), "Date", and "Time". A green rectangular box highlights the "Legal Forename", "Middle Name(s)", "Legal Surname", "Preferred Forename", "Preferred Surname", "Reason", and "Date of Change" fields. The "Date of Change" field is set to "01/08/2011". The "Date" field is set to "22/09/2011" and the "Time" field is set to "13:11". At the bottom of the dialog box, there are "OK" and "Cancel" buttons.

MIS > Staff > View > Profile > Edit Staff Details


Move mouse pointer to right of **Staff Name** then click on the **Pencil** icon that now displays.



Christine Andrews 
Print All

Gender	Date of Birth	Staff Code	Extension No	Job Title
Female	07/01/1969	CPA	17	Classroom Teacher

No contact information available

 Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s) : Teacher - Music, RE Deputy Head of Bromcom Technology School, Mathematics Head of Alverton, Jupiter

Teacher Roles - Classroom Teacher, Deputy Head

Staff Details

Name Details
Additional Information
Employee Details

Previous Names

Full First Name*
Legal Last Name*
Middle Name(s)

Preferred First Name*
Preferred Last Name*
Date of Change*

Reason of Change

Name change confirmation documents

☐ Marriage/Civil Partnership Certificate (UK and Channel Islands)
☐ Adoption Certificate (UK and Channel Islands)
☐ UK Deed Poll Certificate
☐ Decree absolute certificate/civil partnership dissolution certificate

Evidence By
Evidence Date

☐ Name Change Confirmed

Cancel
Save

2.3 Personal Information

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.3.01	Bank Account Name	Account Name	Bank.
2.3.02	Account Number	Account Number	Bank.
2.3.03	Sort Code	Sort Code	Bank.
2.3.04	Bank Name	Bank Name	Bank.
2.3.05	Date of Birth	Date of Birth	
2.3.06	Ethnicity	Ethnicity ++	
2.3.07	Qualification/Letters	Honours	
2.3.08	NI Number	National Ins. No	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.


SIMS > Staff > Personal Details > Personal Information

2 Personal Information

Date of Birth	<input type="text"/>	NI Number	<input type="text"/>
Ethnicity	<input type="text"/>	Qualification/Letters	<input type="text"/>
Religion	<input type="text"/>	Disability Number	<input type="text"/>
Marital Status	<input type="text"/>	Building Society Roll Number	<input type="text"/>
Account Number	<input type="text"/>	Sort Code	<input type="text"/>
Bank Name	<input type="text"/>	Bank Account Name	<input type="text"/>
Are day to day activities substantially affected by physical or mental impairment	<input type="text"/>		


MIS > Staff > View > Profile > Edit Staff Details

Move mouse pointer to right of **Staff Name** then click on the **Pencil** icon that now displays.

Christine Andrews 

Gender: Female Date of Birth: 07/01/1969 Staff Code: CPA Extension No: 17 Job Title: Classroom Teacher

No contact information available

 Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s): [Teacher - Music, RE](#) [Deputy Head of Bromcom Technology School, Mathematics](#) [Head of Alverton, Jupiter](#)

[Teacher Roles - Classroom Teacher, Deputy Head](#)

Staff Details

Name Details **Additional Information** Employee Details Previous Names

Date of Birth*
07/01/1969

Age
52 Years, 0 Months

Gender*
Female

National Ins No.
BB-65-45-25-D

Staff Code*
CPA

School Staff No.

Payroll No.
372

Extension No.
17

☒ Data processing consent has been granted

Close Save

Staff Details

Name Details Additional Information Employee Details Previous Names

Title
Mrs

Legal First Name*
Christine

Legal Last Name*
Andrews

Middle Name(s)

Former Last Name

Pref. First Name
Christine

Pref. Last Name
Andrews

Honours

Salutation
Mrs C Andrews

Name Order
First Name, Last Name

Close Save

MIS > Staff > View > Profile > Profile

Ethnicity & Religion

Ethnicity
White - British

Religion
Seventh Day Adventist

First Language

Home Language

Ethnicity & Religion

Ethnicity & Religion Languages

Ethnicity*
White - British

Religious Affiliation
Seventh Day Adventist

Close Save

MIS > Staff > View > Profile > Profile

Banking			
Account Name	Sort Code	Account Number	Bank Name
Mr J Bradley	77-77-77	83938485	LLOYDS TSB

Add/Edit Banking Details

Account Name*

Mr J Bradley

Sort Code*

77-77-77

Bank Name

LLOYDS TSB

Account Number*

83938485

Address

Close

Save

2.4 Absences

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.4.01	Start Date	Start Date	
2.4.02	Start Time of Absence	Start Date	Merged into Start Date
2.4.03	End Date	End Date	
2.4.04	End Time of Absence	End Date	Merged into End Date
2.4.05	Working Days Lost	Duration	
2.4.06	Type/Reason	Reason/Local Code	
2.4.07	Payroll Absence Category	Pay Decision	
2.4.08	Notepad	Notes	

SIMS > Staff > Personal Details > Absences

Edit Absence for [Name]

Details

Start Date	01/02/2019	End Date	01/02/2019
Start Time of Absence	08:30	End Time of Absence	12:30
Working Days Lost	0.5000	Number of Hours Lost	2.0000
Type/Reason	Dependants Medical Appointment	Annual Leave	<input type="checkbox"/>
Illness Category		Industrial Injury	<input type="checkbox"/>
Authorised Pay Rate	Full Pay Rate	SSP Exclusion Advised	<input type="checkbox"/>
Payroll Absence Category			

Certificate	Date Received	Date Signed	Signatory Type	Certificate Type

Notepad

Content
Paid and approve by Deb. LC

Actions: New, Open, Delete

MIS > Staff > View > Absences & Leave Requests

Record Absence for Christine

Absent For: 1 or more Days

Absence Type: Continuous Absence

Start Date: 03/02/2021 08:45 ☒ End Date Known

End Date: 03/02/2021 14:50

DfE Duration*: 1 Days (as a decimal e.g. 0.25, 1.5 etc.)

Hours Lost: 7.00

Reason*: Sickness

Illness Category: <NOT SELECTED>

Local Code*: SICK - Category (SIC)

Pay Decision*: Pay (according to absence rules)

Notes: Paid and approved

Absences

☐ Include Trainings

Grid actions: Copy Excel CSV PDF Print Search:

Description	Start Date	End Date	Days	Created By	Created Date
Sickness	03/02/2021 08:45:00	03/02/2021 14:50:00	1.00	C Andrews	03/02/2021
Not Available	07/09/2020 00:00:00	12/09/2020 23:59:59	5.00	B BromcomUser	07/09/2020
Unpaid Unauthorised absence	27/09/2019 08:45:00	27/09/2019 14:50:00	1.00	S Mehmet	27/09/2019
Sickness	09/11/2018 08:45:00	09/11/2018 14:50:00	1.00	H Teacher	09/11/2018
Sickness	21/07/2017 08:45:00	21/07/2017 14:50:00	1.00	H Teacher	21/07/2017

Note: in the Bromcom MIS you will also need to select the checkbox 'Include Trainings'


2.5 Addresses





Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.5.01	Apartment	Flat Name Number	
2.5.02	House Name	Building/House	
2.5.03	House Number	Building/House	
2.5.04	District	Locality	
2.5.05	Street	Street	
2.5.06	County	County	
2.5.07	Town/City	Town/City	
2.5.08	Country	Country	
2.5.09	Post Code	Postcode	
2.5.10	Start Date	Start Date	
2.5.11	End date	End Date	
2.5.12	Address Type	Type	
2.5.13	Note	Notes	

SIMS > Staff > Personal Details > Address

4 Addresses

Current Home Address Details (Not validated)

 Address

 Delete
 Modify Address
 Move House
 Validate

Note

Start date 01/07/2016 End date

Enter additional address

Post Code Country United Kingdom

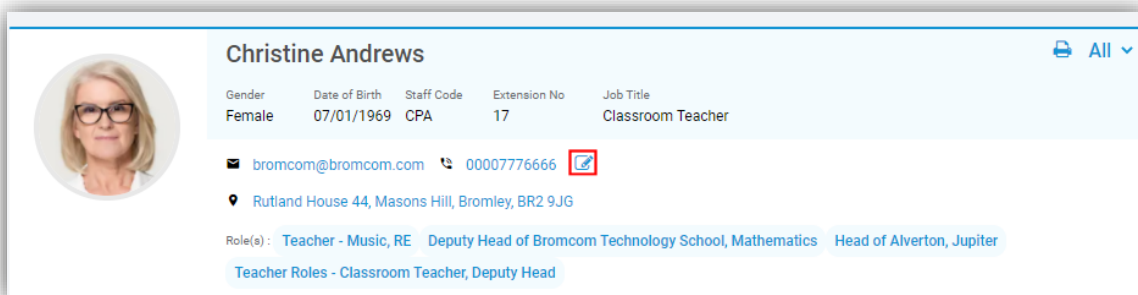
House Number/Name

☒ Search Validation Service ☒ Search Existing Addresses

Continue Advanced

MIS > Staff > View > Profile > Edit Staff Details

Move mouse pointer to right of **Contact Details** then click on the **Pencil** icon that now displays.



Christine Andrews Print All

Gender: Female | Date of Birth: 07/01/1969 | Staff Code: CPA | Extension No: 17 | Job Title: Classroom Teacher

✉ bromcom@bromcom.com | ☎ 0000777666 ✎

📍 Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s): Teacher - Music, RE | Deputy Head of Bromcom Technology School, Mathematics | Head of Alverton, Jupiter

Teacher Roles - Classroom Teacher, Deputy Head

Add / Edit Contact Information

Phone & Email **Address**

Type* Home Start Date* 14/06/2006 End Date

Country* United Kingdom Postcode* BR2 9JG Priority 1

Flat No. Building/House Rutland House 44 Street Masons Hill

Locality Town Bromley Administrative Area

UPRN 10091760297 Notes Add notes if it is applicable

Cancel Save

2.6 Car Information

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.6.01	Colour	Colour	

2.6.02	Model	Make	
2.6.03	Registration	Registration Number	

Staff > Personal Details > Contact Information

Maintain Cars

Model: Audi

Colour: Red

Registration: [partially visible]

OK Cancel

MIS > Staff > View > Profile > Vehicles

Vehicles			+
Registration Number	Colour	Make	
CA 001	RED	Jaguar C-X75	

Add/Edit Vehicle

Registration Number*: CA 001

Colour: RED

Make & Model: Jaguar C-X75

Close Save

2.7 Next of Kin Details

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.7.01	Name	Title ++	
2.7.02	Forename	First Name	
2.7.03	Surname	Last Name	
2.7.04	Middle Name(s)	Middle Name	
2.7.05	Relationship Type	Relation Type	
2.7.06	Apartment	Flat Name Number	Address.
2.7.07	House Name	Building/House	Address.
2.7.08	House Number	Building/House	Address.
2.7.09	District	Locality	Address.
2.7.10	Street	Street	Address.
2.7.11	County	County	Address.
2.7.12	Town/City	Town/City	Address.
2.7.13	Country	Country	Address.
2.7.14	Post Code	Postcode	Address.
2.7.15	Start Date	Start Date	Address.
2.7.16	End date	End Date	Address.
2.7.17	Address Type	Type	Address.
2.7.18	Note	Notes	Address.
2.7.19	Telephone	Telephone	As part of the migration we remove any spaces in the number. There is no priority on telephone numbers in SIMS there is only the option of 'Main' and 'Primary' If set as 'Main' and or 'Primary' it is given '1' else 2, 3, 4 ect on order in the SIMS database table
2.7.20	Location		
2.7.21	Email Address	Email Address	
2.7.22	Type		

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Personal Details > Next of Kin

Edit Next of Kin (Contact)

Save Undo Print


1 Basic Details 2 Addresses 3 Contact Information

1 Basic Details





Title	Mr	Forename	
Surname		Middle Name(s)	
Relationship Type	Friend		

2 Addresses

Current Home Address Details (Validated)

 Address

100 Downing Street
 London
 SW1A 2AA
 United Kingdom

 Delete
 Modify Address
 Move House
 Validate

Note

Start date 18/10/2016 End date

Enter additional address

Post Code Country United Kingdom

House Number/Name

☒ Search Validation Service ☒ Search Existing Addresses





Continue Advanced

3 Contact Information

Telephones	Device	Location	Number	Main	Notes
	Telephone	Mobile	07722220000	Yes	

New Open

MIS > Staff > View > Profile > Emergency Contacts

Emergency Contacts			
	Mrs J Laws #21	Priority 1	
	 07722220000		
	Miss A Deakins #3026	Priority 1	
	 007755552222		

Add / Edit Emergency Contacts

Personal Details

Phone & Email

Address

User Defined Fields

Title*

Miss

First Name

Augusta

Last Name*

Deakins

Gender*

Female

Middle Name(s)

Honours

Salutation

Miss A Deakins

Name Order

First Name, Last Name

Contact Priority*

1

Relation Type

<NOT SELECTED>

☐ Data processing consent has been granted

Close

Save

Add / Edit Emergency Contacts

Personal Details

Phone & Email

Address

User Defined Fields

Click to Add New Phone Number or Email

007755552222

Mobile

Any day

Priority 1

Add / Edit Emergency Contacts

Personal Details

Phone & Email

Address

User Defined Fields

Link to Known Address

Click to Add New Address

Home

04/02/2021

Priority undefined

Rutland House 44, Masons Hill, Bromley, BR2 9JG

2.8 Professional Details

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.8.01	HLTA Status		
2.8.02	HLTA Date	HTLA Date	
2.8.03	QTS Route	QTS Route ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Professional Details

Employee Details : [Name] [Save] [Undo] [Print] [Suspense]

1 Professional

1 Professional

HLTA Status ☐ TA Status ☐ QT Status ☒ QTLS Status ☐ EYT Status ☐

HLTA Date QTS Route

Training

Title	Start Date	End Date	Completed
Safeguarding	03/01/2018	03/01/2018	No

Qualifications

Qualification	Title	Date Awarded	Level
BA Hons		01/09/2002	BEd or other first...

Buttons: New, Open, Delete, Create

MIS > Staff > Background Check > Qualification Checks

Qualification Checks

Teacher Status	Teacher Type	Teacher Number	QTS Route	QTS Achieved
Qualified Teacher	N/A	9786412	N/A	N/A

Prohibition from Management (Section 128) for Leadership Team Check Complete: 06/10/2020 Lewin, Simon

Prohibition Check Complete: 06/10/2020 Lewin, Simon

Original Exam Certificate Seen: 06/10/2020 Lewin, Simon

Verified with NCTL: 06/10/2020 Lewin, Simon

Add / Edit Qualification Checks

Professional Details

Qualification Checks

Teacher Status

<NOT SELECTED>

Teacher Number

Teacher of Minority Students

<NOT SELECTED>

QTS Achieved

QTS Route

Registered Teacher Programme

Induction Completed

HLTA Date

☐ Higher Level Teaching Asst status

☐ Overseas Trained Teacher

☐ Is Leadership/Head of Department

☐ Early Years Teacher Status

☐ Qualified Teacher Learning and Skills Status

Close

Save

2.9 Staff Training

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.9.01	Title	Title	
2.9.02	Start Date	Start Date	
2.9.03	End Date	End Date	
2.9.04	Completed	Completed	

SIMS > Staff > Professional Details> Training

Edit Training for Shereen Agar

Training Details

Title	Safeguarding	Organiser	Shereen Agar
Description	Prevent FGM	Start Date	03/01/2018
Venue	Cambridge Primary School	End Date	03/01/2018
Level		Renewal Date	
Course Fees	0.00	Full Time	<input checked="" type="checkbox"/>
Other Costs	0.00	Completed	<input checked="" type="checkbox"/>
Total Cost	0.00	No. of Days	0.0000
Comment			

Absence

Absence	Start Date	Start Time	End Date	End Time
	03/01/2018	09:30	03/01/2018	12:30

New Open Delete

OK Cancel

MIS > Staff > View > Qualifications > Trainings

Trainings

Grid actions Copy Excel CSV PDF Print Search:

Title	Start Date	End Date	Completed
Safeguarding	25/01/2021	26/01/2021	Yes

Add / Edit Training

Title*

Safeguarding

Start Date

25/01/2021

End Date

26/01/2021

☒ Completed

Close

Save

2.10 Staff Qualifications

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.10.01	Qualification Level	Qualification ++	
2.10.02	Class of Degree	Class ++	
2.10.03	First Subject	Main Subject ++	If this is missed from SIMS then the whole record will not be migrated as this is a requirement for the Bromcom MIS
2.10.04	Second Subject	Joint Subject ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Professional Details > Qualifications

The screenshot shows a window titled "Edit Qualification for Steven Rega" with a SIMS logo. The form contains the following fields:

- Qualification: BA Hons
- Title: (empty)
- Date Awarded: 01/09/2002
- Qualification Level: BEd or other first degree combined v
- Class Of Degree: Upper second class honours
- Comments: 2:2
- First Subject, Qualified: (empty)
- Second Subject, Qualified: (empty)
- Country Of Origin: United Kingdom
- Verified: ☒

At the bottom are "OK" and "Cancel" buttons.

MIS > Staff > View > Qualifications

Qualifications		
Grid actions <div>Copy</div> <div>Excel</div> <div>CSV</div> <div>PDF</div> <div>Print</div>		
Search: <input type="text"/>		
Qualification	Main Subject	2nd/Joint Subject
First Degree	Automated Engineering Design	
First Degree	Clinical Medicine	Clinical Veterinary Medicine

Add / Edit Qualification

Qualification*

First Degree

Class*

Not known

Subject Area*

Medicine and Dentistry

Main Subject*

Clinical Medicine

Subject Area

Veterinary Sciences, Agriculture and rel

2nd Joint Subject

Clinical Veterinary Medicine

☒ Verified

Close

Save

Note: - We do not migrate staff qualification if first subject is missing, as this is a required field in the Bromcom MIS.

2.11 Employment Details

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.11.01	Employment Start	Start Date	
2.11.02	Leaving Date	End Date	
2.11.03	Continuous Service Start Date		
2.11.04	Local Authority Start Date		
2.11.05	Previous Employer	Previous Employer	
2.11.06	Next Employer	Next Employer	
2.11.07	Qualified Teacher Status	Teacher Status	
2.11.08	Teacher Number	Teacher Number	
2.11.09	Staff Code	Staff Code	
2.11.10	Teacher Category	Teacher Status ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Employment Details

MIS > Staff > View > Profile > staff details > employee details

Staff Details

Name Details

Additional Information

Employee Details

Previous Names

Date Started at the School*

01/01/2008

Continuous Service Date

Staff Leaving Date

Leaving Reason

<NOT SELECTED>

☐ Supply Staff
 ☐ For Contract Purposes this person is considered to be full time
 ☒ Do not include in Census ⓘ
 ☐ Trained overseas before achieving QTS

Current Job Title

Local Authority Start Date

NI Category

<NOT SELECTED>

Next Employer

Close

Save

MIS> Staff >View > Background Check > Qualification Checks

Qualification Checks						
Teacher Status	New Teacher Status	Teacher Type	Teacher Number	QTS Route	QTS Achieved	
Qualified	N/A	Qualified	1585965	Annual College	N/A	
Teacher				Exit - Post graduate course		

Add / Edit Qualification Checks

Professional Details
Qualification Checks

Teacher Status
Qualified Teacher

Qualified Teacher Type
Qualified

Teacher Number
9786412

Teacher of Minority Students
<NOT SELECTED>

QTS Achieved
05/07/2012

QTS Route
<NOT SELECTED>

Induction Completed
06/08/2012

HLTA Date

☐ Higher Level Teaching Asst status
☐ Overseas Trained Teacher

☐ Is Leadership/Head of Department
☐ Early Years Teacher Status

☐ Qualified Teacher Learning and Skills Status

Close
Save

MIS > Staff > View > Background Check > Previous Employer

Previous Employer

Teaching post within a Sixth form college in England or Wales

Add / Edit Address

Previous Employment Detail
Previous Employer Address

Role prior to joining*
Teaching post within a Sixth form college in England or Wales

Previous Employer Name
Bromcom

Close
Save

Note: If staff is an active staff, then we do not migrate Next Employer

2.12 Checks

Reference	SIMS Data Item Name	Bromcom Data Items	Notes
2.12.01	Check	Check Type ++	
2.12.02	Clearance Level	Clearance Level ++	
2.12.03	Reference Number	Reference No	
2.12.04	Document Number	Document No	
2.12.05	Authenticated By	Checked By	
2.12.06	Requested Date	Requested Date	
2.12.07	Clearance Date	Returned Date	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Employment Details > Checks

Edit Check for [Name]

Details

Check: DBS Check

Requested Date: [Empty]

Clearance Date: 28/07/2005

Clearance Level: Enhanced Clearance

Expires on: [Empty]

Reference Number: [Empty]

Document Number: 001106037581

Authenticated by: Newham HR

Notes: Continuous employment from August 2005. The user has worked in a continuous manner in Newham HR. The user has worked in a continuous manner in Newham HR. The user has worked in a continuous manner in Newham HR. The user has worked in a continuous manner in Newham HR.

OK Cancel

MIS > Staff > View > Background Check > Background Check

Add / Edit Background Check

Check Type*

Disclosure & Barring 5

Clearance Level

Basic

Clearance

Not yet sought

Nature of Evidence

Reference No

Document No

Checked By

6

Checked Date

08/08/2012

Clearance Date

12/08/2012

Expires On

05/08/2015

Notes

Close

Save

2.13 Contract Details

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.13.01	Contract Start Date	Start Date	
2.13.02	Contract End Date	End Date	
2.13.03	Contract Term		
2.13.04	FTE	FTE	
2.13.05	Hours/Week	Hours Per Week	
2.13.06	SWR Post	Post (SWF) ++	
2.13.07	Safeguarded Salary	Safeguarded	
2.13.08	Contract Issued Date		
2.13.09	Destination Code		
2.13.10	Destination Description		
2.13.11	Increment Month		
2.13.12	Leave Entitlement		
2.13.13	NI Contracted Out		
2.13.14	Origin Code		
2.13.15	Origin Description		
2.13.16	Payroll Number		
2.13.17	Post Accepted Date		
2.13.18	Post Offered Date		
2.13.19	Post Reason Code		
2.13.20	Post Reason Description		
2.13.21	Post Reason Order		
2.13.22	Super Ann Code		
2.13.23	Super Ann Description		
2.13.24	Weeks/Year	Weeks Per Year	
2.13.25	Latest Pay Review Date		
2.13.26	Employment Type	Contract Type	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff> Employment Details > Contracts

1 Contract Details

Service Term	Teacher Upper Spine	Employment Type	Permanent
Post Reference	Qualified Teacher	Post Category / SWR Post / Payroll Post	Teacher, Other/ Classroom Teacher, upper pay range/
Post Reason		Financial Subgroup	
Contract Start Date	01/09/2016	Contract/Payroll Number	
Superannuation	Teacher	NI Contracted	In <input type="checkbox"/> Out <input checked="" type="checkbox"/>
Increment Date		Leave Entitlement	0.0000
Contract End Date		Contract Termination Reason	
Post Offered Date		Post Accepted Date	
Contract Issued Date		Service Term Weeks/Year	52.0000
Service Term Hours/Week	32.5000	Weeks/Year	52.0000
Hours/Week	32.5000	Pro Rata	1.0000
FTE	1.0000	Pay Factor	1.0000
Safeguarded Salary	<input type="checkbox"/>	Budget to CFR	Teaching Staff - E01
Origin	Not applicable - change of contract	Latest Pay Review Date	01/10/2017
Destination	Not applicable - change of contract	Reason for Leaving	
Is an Apprentice	<input type="checkbox"/>		

MIS >Staff> View > Staff Details > Contracts

Contracts - Current

Census returns will be based on their Roles and Hours. Hours per Week = 35 (exceeds FTE?)

Grid actions: Copy Excel CSV PDF Print Search:

No	Updated	Type	Post (SWF)	Role(s)	Start Date
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	05/08/2012
			Classroom Teacher, main pay range	Deputy Head	17/03/2015

Add / Edit Contract

Contract Information
Roles
Pay
Payroll Information

Start Date
05/08/2012

End Date

Last Updated

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.
 If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.
 If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Hours per Week = 35 (exceeds FTE?)

Contract Type*
Permanent

Date of Last Pay Review

Post
Teacher, Other

Post (SWF)*
Classroom Teacher, main pay range

☐ Paid a Daily Rate
 ☐ Do not include in Census

Close
Save

Add / Edit Contract

Contract Information
Roles
Pay
Payroll Information
Suspensions
Working Hours

Pay Item Type*
Range Pay

Start Date*
01/01/2008

End Date

Base Pay*
(S) NJC - APT & C Staff

Spine Point Group
SC 1

Spine Point
SC 1 1.0

Weeks per Year
52.1430

Hours per Week
10.0000

Base Pay Weeks per Year
52.143

Base Pay Hours per Week
37.000

Pro Rata
1.0000

FTE
0.2703

Pay Factor
0.2703

☐ Safeguarded

2.14 Contract Suspensions

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.14.01	Suspension Starts on	Start Date	
2.14.02	Suspension Ends on	End Date	
2.14.03	Reason	Notes	

SIMS > Staff> Employment Details > Contracts > Suspensions

Save

Undo

Help

Close

1 Contract Details

2 Pay Pattern

Role

Role	Start Date	End Date
Assistant Head	01/09/2010	31/08/2018

Suspensions

Suspensions Starts on	Suspensions Ends on	Reason
01/09/2016	31/08/2017	Secondment to Interim Associate Se...

Notepad

Notes

New

Open

Delete

New

Open

Delete

New

Open

Delete

MIS > Staff > View Staff Details > Contracts > Suspensions

Add / Edit Contract

Contract Information

Roles

Pay

Payroll Information

Suspensions

Click to Add New Suspensions

Secondment to Interim Associate Senior Leader

01/09/2016 - 31/08/2017

2.15 Service Term/Base Payments

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.15.01	Code	Code	
2.15.02	Description	Description	
2.15.03	Hours Worked/Week	Hours Worked/Week	
2.15.04	Weeks Worked/Year	Weeks Worked/Year	
2.15.07	Award Date	Start Date	
2.15.08	Point	Name	
2.15.09	Amount	Amount	

SIMS > Tools > Staff > Pay Related

Service Term Details for Advanced Skills

Save Undo Print

1 Service Term 2 Pay Awards 3 Allowances 4 Posts 5 Superannuation 6 Financial Sub-groups

1 Service Term

Code: AS

Description: Advanced Skills

Salaried: ☒ Pay Pattern

Hours Worked/Week: 28.7500

Term Time Only Possible: ☐

Weeks Worked/Year: 52.14300

Spinal Progression: ☒

Increment Month: September

Teacher: ☒

Hidden: ☐

2 Pay Awards

Single Pay Spine: ☒

Minimum Point: 1.0

Maximum Point: 27.0

Interval: 1.0

Code	Description	Minimum Point	Maximum Point
AS	Advanced Skills Teachers	1.0	27.0

New Open Delete

Single Pay Spine applies to all scales

Award Date: 01/09/2014, 01/09/2013, 01/09/2009, 01/09/2008, 01/09/2007, 01/09/2006

New Delete

Point	Amount
1	38214
2	39263
3	40150
4	41150
5	42175

MIS > Config > Administration > Base Pay Structure

Base Pay Structure

Code*	TE	Hours Worked/Week*	32.50
Description*	Teacher - Main	Weeks Worked/Year*	52.14
Base Payment Category*	Teachers Main	Financial Group	<NOT SELECTED>

☒ Active

Versions

Click add to create a new version of the Base Pay Structure. Click edit to amend the "End Date" of an existing Version.

[+ Add](#) [Edit](#) [Remove](#)

Start Date	End Date
26/10/2017	...
01/09/2011	25/10/2017
01/09/2010	31/08/2011
01/09/2009	31/08/2010
01/09/2005	31/08/2009

Spine Points

Click an individual entry to edit its value. Please note that changing the values associated with in-use Spine points will effect contracts using this Base Pay Structure.

[+ Add](#) [Move Up](#) [Move Down](#)

Region: Rest of England Pay Framework: Pre 2014 pay fr

Name	Description	Value	Active
M1	M1	22,626.00	<input checked="" type="checkbox"/>
M2	M2	24,331.00	<input checked="" type="checkbox"/>
M3	M3	26,203.00	<input checked="" type="checkbox"/>
M4	M4	28,146.00	<input checked="" type="checkbox"/>
M5	M5	30,278.00	<input checked="" type="checkbox"/>
M6	M6	32,588.00	<input checked="" type="checkbox"/>

2.16 Service Term Pay Scale

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.16.01	PayScale	Base Payment Category	
2.16.02	Description	Description	
2.16.03	Regional Pay Spine	Region	
2.16.04	Code	Code	

SIMS > Tools > Staff > Pay Related > Pay Awards

Edit Scale for Advanced Skills

Detail

Code: AS

Description: Advanced Skills Teachers

Hidden: ☒

Minimum Point: 1.0

Maximum Point: 27.0

PayScale: Advanced Skills Teachers

Regional Pay Spine: Rest of England

OK Cancel

MIS > Admin > Maintenance > Base Pay Structures

Base Pay Structure

Code*: AS

Description*: Advanced Skill Teachers

Base Payment Category*: Advanced Skill Teachers

Hours Worked/Week*: 32.50

Weeks Worked/Year*: 52.14

Financial Group: <NOT SELECTED>

☒ Active

2.17 Contract Pay Scale

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.17.01	Point	Spine Point	
2.17.02	Pay Scale	Base Pay	

2.17.03	Start Date	Start Date	
2.17.04	End Date	End Date	

SIMS > Staffs > Employment Details > Contracts > Pay Scale

Edit Contract Scale

Contract Scale Details

Scale: Upper Pay Range

Start Date: 01/10/2018

End Date:

Minimum Scale Point: 1.0

Maximum Scale Point: 3.0

Point: 2.0

Superannuation: ☒

NI Status: ☒

Pay Scale: Teachers Upper

Regional Pay Spine: Rest of England

OK Cancel

MIS > Staff > View > Contracts

Contracts - Current

Census returns will be based on their Roles and Hours. Hours per Week = 35 (exceeds FTE?)

Grid actions: Copy Excel CSV PDF Print

Search:

No	Updated	Type	Post (SWF)	Role(s)	Start Date
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	05/08/2012
			Classroom Teacher, main pay range	Deputy Head	17/03/2015

Add / Edit Contract

Contract Information
Roles
Pay
Payroll Information

Pay Item Type*
Range Pay
Start Date*
05/08/2012
End Date

Base Pay*
Teacher – Main

Spine Point Group
ALL

Spine Point
M2

Weeks per Year
52.0000

Hours per Week
35.0000

Base Pay Weeks per Year
52.1400

Base Pay Hours per Week
32.5000

Pro Rata
0.9973

FTE
1.0769

Pay Factor
1.0740

Min Pay Range

☐ Safeguarded

Cancel
Save

2.18 Staff Allowances

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.18.01	Start Date	Start Date	
2.18.02	End Date	End Date	
2.18.03	Allowance	Payment `Type	
2.18.04	Type	Allowance Type	
2.18.05	Amount Per Annum	Annual Amount	
2.18.06	Reason	Contract Termination Reason	
2.18.07	Superannuation	Superannuation	
2.18.08	NI Status	NIStatus	
2.18.09	Pay Factor	Pay Factor	

SIMS > Staff > Employment > Contracts

Edit Contract Allowance

Contract Allowance Details

Allowance	TLR1 Allowance Level 1C
Type	Permanent
Start Date	01/09/2015
End Date	31/08/2016
Pay Factor	1.0000
Amount per Annum	12770.00
Reason	
Superannuation	<input checked="" type="checkbox"/>
NI Status	<input checked="" type="checkbox"/>
Benefit in Kind	<input type="checkbox"/>
Category Of Additional Payment	First and second Teaching and Learning
Payroll Allowance	

MIS > Staff > View > Contracts

Contracts - Show All ▾

Census returns will be based on their Roles and Hours. Hours per Week = 0

Grid actions: Copy Excel CSV PDF Print Search:

No	Updated	Type	Post (SWF)	Role(s)	Start Date	End Date	Status
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	01/09/2008	31/08/2009	Inactive
2		Permanent	Classroom Teacher, upper pay range	Classroom Teacher	01/09/2009	31/08/2015	Inactive
3		Casual	Other Support Staff	Midday Supervisor	10/09/2011	31/08/2012	Inactive
4		Casual	Other Support Staff	Midday Supervisor	01/09/2012	31/08/2016	Inactive
5		Permanent	Classroom Teacher, upper pay range	Classroom Teacher	01/09/2015	31/08/2016	Inactive

Add / Edit Contract ×

Contract Information

Roles

Pay

Payroll Information

Suspensions

Working Hours

Pay Item Type*
Additional Allowance ▼

Start Date*
01/09/2015

End Date
31/08/2016

Payment Type*
TLR1 Allowance Level 1C ▼

Allowance Type*
Permanent ▼

Annual Amount*
12770.0000

Pay Factor* 1.0000

Notes

☒ Superannuation

☒ NIStatus

☐ Benefit in Kind

Cancel

Save

2.19 Base Payment Financial Sub-groups

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.19.01	Group	Name	Within the Look Up tables.
2.19.02	Description	Description	Within the Look Up tables.

SIMS > Tools > Staff > Pay Related > Financial Sub-groups

Service Term Details for Teachers Main

Save Undo Print

1 Service Term 2 Pay Awards 3 Allowances 4 Posts 5 Superannuation 6 Financial Sub-groups

6 Financial Sub-groups

Financial Sub-groups

Group	Description
PYTE	E07001
SEN	E02001
TEAC	E01001

New Open Delete

MIS > Config > Administration > Base Pay Structure > Edit

Base Pay Structure

Code* (S) TE Hours Worked/Week* 32.500

Description* (S) Teachers Main Weeks Worked/Year* 52.142

Base Payment Category* Teachers Main

Active

Financial Group E07001 X E02001 X Teachers Pay X

MIS > Config > Administration > Lookup Tables > Financial Groups (Base Pay Structures)

Admin Lookup - Financial Groups (Base Pay Structures)

Grid actions

Copy

Excel

CSV

PDF

Print

Name	Description	Active
ADMI	E05001	Yes
CATE	E06001	Yes
EDUC	E03001	Yes
EXAM	E03003	Yes
LEAD	E01111	Yes
PREM	E04001	Yes
PYAD	E09001	Yes
PYED	E08001	Yes
PYTE	E07001	Yes
SEN	E02001	Yes
TEAC	Teachers Pay	Yes

2.20 Roles

Reference	SIMS Data Item Name	Bromcom Data Item Name	Data Item Description
2.20.01	Role	Role +++	
2.20.02	Start Date	Start Date	
2.20.03	End Date	End Date	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Employment > Contract > Role

MIS > Staff > View > Contracts

Contracts - Current

Census returns will be based on their Roles and Hours. Hours per Week = 35 (exceeds FTE?)

Grid actions: Copy, Excel, CSV, PDF, Print

Search:

No	Updated	Type	Post (SWF)	Role(s)	Start Date
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	05/08/2012
			Classroom Teacher, main pay range	Deputy Head	17/03/2015

2.21 Service Agreements

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.21.01	Service Start Date	Start Date	
2.21.02	Service End Date	End Date	
2.21.03	SWC Post	Post SWF ++	
2.21.04	Role	Role ++	
2.21.05	Service Type		

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Employment Details > Service Agreements

1 Service Agreement Details

Service Start Date	30/06/2014	Service End Date	22/03/2019
Offered Date		Accepted Date	
QTS Status		SWC Post	Assistant Head
Reason	Volunteer	Source Name	
Sourced By		Agreement Hours/Week	
Service Type	Service Agreement with an Agency	Daily Rate	<input checked="" type="checkbox"/>
FTE Hours/Week		SWC Additional Payment Amount	
Weeks/Year			
Total Pay (annual equivalent)			
SWC Base Pay (annual equivalent)			
Latest Pay Review Date			

Role	Role	Start Date	End Date
	Assistant Head	30/06/2014	22/03/2019

New
 Open
 Delete

MIS > Staff > View > Contracts

Contracts - Current

Census returns will be based on their Roles and Hours. Hours per Week = 35 (exceeds FTE?)

Grid actions: Copy Excel CSV PDF Print

Search:

No	Updated	Type	Post (SWF)	Role(s)	Start Date
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	05/08/2012
			Classroom Teacher, main pay range	Deputy Head	17/03/2015

Add / Edit Contract

Contract Information

Roles

Pay

Payroll Information

Start Date

05/08/2012

End Date

Last Updated

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.
 If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.
 If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Hours per Week = 35 (exceeds FTE?)

Contract Type*

Permanent

Date of Last Pay Review

Post

Teacher, Other

Post (SWF)*

Classroom Teacher, main pay range

☐ Paid a Daily Rate

☐ Do not include in Census

Close

Save

Add / Edit Contract

Contract Information

Roles

Pay

Payroll Information

Role*

Classroom Teacher

Start Date

05/08/2012

End Date

Cancel

Save

2.22 Meal Patterns

Reference	SIMS Data Item Name	Bromcom Data Items	Notes
2.22.01	Start Date	Start Date	
2.22.02	End Date	End Date	
2.22.03	Monday Meal Type	Monday	
2.22.04	Tuesday Meal Type	Tuesday	
2.22.05	Wednesday Meal Type	Wednesday	
2.22.06	Thursday Meal Type	Thursday	
2.22.07	Friday Meal Type	Friday	

SIMS > Staff > Personal details > Meal Patterns

Add/Edit Meal Pattern

Basic Details

Start Date	01/12/2018
End Date	30/03/2019
Monday Meal Type	Paid Staff Meal
Tuesday Meal Type	Paid Staff Meal
Wednesday Meal Type	Free Midday Supervisor Meal
Thursday Meal Type	Paid Staff Meal
Friday Meal Type	Paid Staff Meal

OK Cancel

MIS > Modules > Dinner > Update Meal Pattern

Update Meal Patterns

Dinner Date: 04/02/2021 Type: Staff

Meal Type: <Not Selected> Apply

Grid actions: Copy Excel CSV PDF Print

	Last Name	First Name	Staff Code	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	Andrews	Christine	CPA	04/02/2021		SM (School Meal)	SS (School Sand)	SM (School Meal)	SS (School Sand)	SM (School Meal)

2.23 Staff Contacts

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
2.23.01	Forename	First Name	

Migration Scope for SIMS

2.3.02	Surname	Last Name	
2.23.03	Contact Type	Relationship Type ++	
2.23.04	Telephone	Telephone	As part of the migration we remove any spaces in the number. There is no priority on telephone numbers in SIMS there is only the option of 'Main' and 'Primary' If set as 'Main' and or 'Primary' it is given '1' else 2, 3, 4 ect on order in the SIMS database table
2.23.05	Mobile	Mobile	As part of the migration we remove any spaces in the number
2.23.06	Priority	Priority	There is no priority on telephone numbers in SIMS there is only the option of 'Main' and 'Primary' If set as 'Main' and or 'Primary' it is given '1' else 2, 3, 4 ect on order in the SIMS database table

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Staff > Personal Details > Next of Kin

Employee Details : [Redacted]

Save Undo Print Suspend

Basic Details 2 Personal Information 3 Absences 4 Addresses 5 Contact Information 6 Next of Kin 7 Documents

6 Next of Kin

Next of Kin [Redacted]

Staff Contacts

Surname	Forename	Telephone	Mobile	Contact Type
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Relative
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Relative
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Other

New Open Delete

New Open Delete

MIS > Staff > View > Profile

Emergency Contacts

[Redacted]	Relative	Priority 1
[Redacted]	Relative	Priority 1
[Redacted]	er Contact	Priority 1

Contact Details -

Personal Details

Phone & Email

Address

User Defined Fields

Title*

Mrs

First Name

Last Name*

Gender*

Female

Middle Name

Name Order

First Name, Last Name

Salutation

Mrs

Honours

Contact Priority*

1

Relation Type

Relative

☒ Data processing consent has been granted

Close

Save & Close

Save

Contact Details -

Personal Details

Phone & Email

Address

User Defined Fields

Click to Add New Phone Number or Email

Home

Any day

Priority 1

Mobile

Any day

Priority 2

Close

3.Students

3.1 Basic Details

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.1.01	Photo	Photo	
3.1.02	Legal Forename	Legal First Name	

3.1.03	Legal Surname	Legal Last Name	
3.1.04	Middle Name	Middle Name	
3.1.05	Preferred Forename	Preferred First Name	
3.1.06	Preferred Surname	Preferred Last Name	
3.1.07	Date Of Birth	Date of Birth	
3.1.08	Gender	Gender ++	
3.1.09	Birth Certificate Seen	Birth Certificate	
3.1.10	Notes	Active Notes	
3.1.11	Legal Forename	First Name	Previous
3.1.12	Legal Surname	Last Name	Previous
3.1.13	Middle Name	Middle Name	Previous
3.1.14	Reason	Reason of Change	Previous
3.1.15	Date of Change	Date of Change	Previous

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Basic Details


1 Basic Details

Legal Forename
Middle Name(s)
Legal Surname
Preferred Surname
Preferred Forename
Date of birth: 11/12/2006
Age: 12 years, 3 months
Gender: Male
Birth Certificate Seen: ☒
Protect from Bulk Data Deletion: ☐

Quick Note

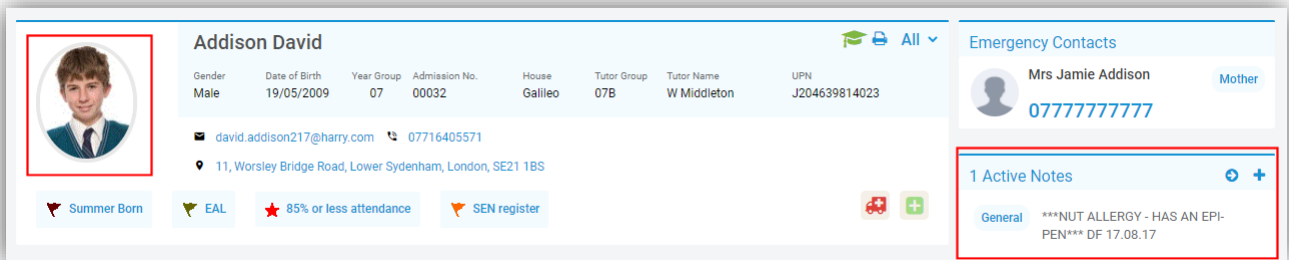
NUT ALLERGY - HAS AN EPI-PEN DF 17.08.17

Photograph



History

MIS > Students > (select student) > View > Profile



Addison David

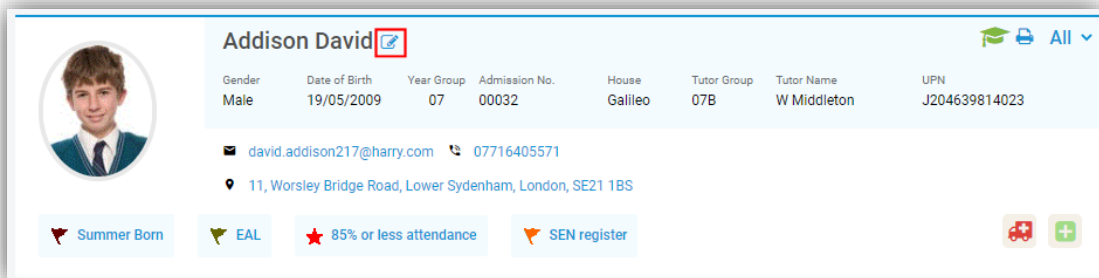
Gender: Male, Date of Birth: 19/05/2009, Year Group: 07, Admission No.: 00032, House: Galileo, Tutor Group: 07B, Tutor Name: W Middleton, UPN: J204639814023

Emergency Contacts: Mrs Jamie Addison (Mother) 07777777777

1 Active Notes

General: ***NUT ALLERGY - HAS AN EPI-PEN*** DF 17.08.17

Move mouse pointer to right of **Student Name** then click on the **Pencil** icon that now displays.



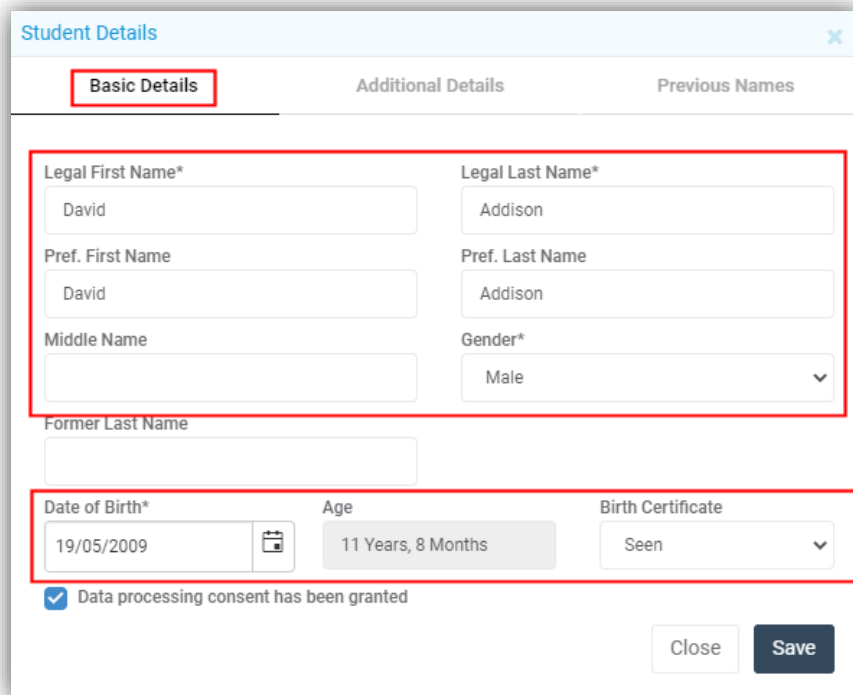
Addison David

Gender: Male, Date of Birth: 19/05/2009, Year Group: 07, Admission No.: 00032, House: Galileo, Tutor Group: 07B, Tutor Name: W Middleton, UPN: J204639814023

Emergency Contacts: Mrs Jamie Addison (Mother) 07777777777

1 Active Notes

General: ***NUT ALLERGY - HAS AN EPI-PEN*** DF 17.08.17



Student Details

Basic Details Additional Details Previous Names

Legal First Name*: David, Legal Last Name*: Addison

Pref. First Name: David, Pref. Last Name: Addison

Middle Name: , Gender*: Male

Former Last Name:

Date of Birth*: 19/05/2009, Age: 11 Years, 8 Months, Birth Certificate: Seen

☒ Data processing consent has been granted

Close Save

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Basic Details > History

Note: History is a button under the student photo.

Legal Forename	Middle Name(s)	Legal Surname	Reason	Date Of Change	
					New Open Delete

MIS > Students > (select student) > View > Profile

Move mouse pointer to right of **Student Name** then click on the **Pencil** icon that now displays.

Addison David

Gender: Male | Date of Birth: 19/05/2009 | Year Group: 07 | Admission No.: 00032 | House: Galileo | Tutor Group: 07B | Tutor Name: W Middleton | UPN: J204639814023

✉ david.addison217@harry.com | ☎ 07716405571

📍 11, Worsley Bridge Road, Lower Sydenham, London, SE21 1BS

Summer Born
 EAL
 85% or less attendance
 SEN register

Student Details

Basic Details

Additional Details

Previous Names

First Name

Last Name

Middle Name

Reason of Change

Date of Change

05/02/2021

Cancel

Save

Note: Click on History to view Previous Name in (SIMS)

3.2 Registration Details (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Data Item Description
3.2.01	Admission Number	Admission No	
3.2.02	Boarder Status	Boarder Status	
3.2.03	ULN	ULN	
3.2.04	UPN	UPN	
3.2.05	Former UPN	Former UPN	
3.2.06	Enrolment Status	Enrolment Status	
3.2.07	Admission Date	Start Date	
3.2.08	Date of Leaving	End Date	

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Registration Details

**SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Registration Details

MIS > Students > (select student) > View > Enrolment > Key Data

Click on the + icon top right of the Enrolment Status panel.

Add Enrolment Status ✕

Enrolment Status*	Start Date*	End Date
Current(Single Registration) ▼	12/01/2023	

Cancel Save

16 Brickberry Close, Hampton Wargate, Peterborough, PE7 9AD

3.3 Siblings (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.3.01	Sibling Name	Sibling Name	
3.3.02	Reg	Tutor Group	

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Family/Home > Family Links

****SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Family/Home Details > Family Links**

MIS > Students > (select student) > View > Profile > Siblings (On Roll)

Note:

- We migrate Siblings which are Student Relationships between each other based on Contacts.
- Sibling may not exist in Bromcom if she/he left school outside of the Migration Scope.

3.4 Contacts (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.4.01	Title	Title ++	
3.4.02	Forename	First Name	
3.4.03	Surname	Last Name	
3.4.04	Middle Name	Middle Name	
3.4.05	Gender	Gender	
3.4.06	Salutation	Salutation	
3.4.07	Honours	Honours	
3.4.08	Addressee		
3.4.09	Parental Ballot	Parental Ballots	
3.4.10	Linked Student Name	Linked Students	
3.4.11	Relation Type	Relationship ++	
3.4.12	Correspondence	Correspondence	
3.4.13	Parental Responsibility	Parental Responsibility	
3.4.14	Priority	Priority	
3.4.15	Student report	Student Reports	
3.4.16	Court Order Restriction	Court Order Restricted Access	
3.4.17	Contact Priority Source	Source of Contact Priority	
3.4.18	Home Address Can Be Disclosed	Address should be disclosed	Found on Address panel of contact

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Family/Home > Contacts

****SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Family/Home Details > Contacts**

Contact details - Mrs. Mrs. Mrs.

Save Undo Print

1 Basic Details 2 Relationship Details 3 Telephones and Email Addresses 4 Addresses 5 Language 6 Job Details 7 Documents

1 Basic Details

Title: Mrs

Forename:

Middle Name(s):

Surname:

Gender: Female

Date of Birth:

Honours:

Salutation:

Addressee:

Parental Ballot: ☐

Photograph: Click for photographers

2 Relationship Details

Student:

Contact Type: Other Family Member

Correspondence: ☐ Parental Responsibility: ☒ Priority: 1

Pupil Report: ☐ Court Order: ☐ Contact Priority Source:

MIS > Students > (select student) > View > Profile > Contacts

Contacts

Mrs Jamie Addison #2712 **Mother** **Priority 1**

0777777777

Churchill Court, Westmoreland Road, Bromley, BR1 1DP

Mrs Farah Farnworth #843 **ChildMinder** **Priority 5**

0775555555

123, Worsley Bridge Road, London, Lower Sydenham, SE23 3BS

Add / Edit Contacts

Personal Details Linked Students Phone & Email Address User Defined Fields

Prefix* Mrs First Name* Jamie Last Name* Addison

Gender* Female Middle Name Name Order First Name, Last Name

Salutation Mrs J Addison Honours

First Language English Preferred form of written contact Mail

☐ Address should not be disclosed ☐ Member of armed forces ☒ Data processing consent has been granted

Close Save

Add / Edit Contacts

Personal Details **Linked Students** Phone & Email Address User Defined Fields

Student Name* David Addison Relationship* Mother

☒ Correspondence ☐ Student Reports ☒ Transfer Address

☒ Parental Responsibility ☐ Parental Ballot ☐ Court Order

☐ Grant access to student details in MCAS

Source of Contact Priority Parent Priority* 1

Alternative Contact Notes

Cancel Save

3.5 Contact Relationships (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.5.01	Priority	Priority	
3.5.02	Contact type	Relationship ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Family/Home > Contacts

****SIMS > Focus > Admission > Applicants > Find Applicant > Search > (select applicant) > Family/Home Details > Contacts**

MIS > Students > (select student) > View > Profile > Contacts

Contacts

Mrs Jamie Addison #2712 **Mother** Priority 1

07777777777

Churchill Court, Westmoreland Road, Bromley, BR1 1DP

Mrs Farah Farnworth #843 **ChildMinder** Priority 5

0775555555

123, Worsley Bridge Road, London, Lower Sydenham, SE23 3BS

Add / Edit Contacts

Personal Details **Linked Students** Phone & Email Address User Defined Fields

Student Name* Dave Abbott

Relationship* Mother

Correspondence Student Reports

Parental Responsibility Parental Ballot

Grant access to student details in MCAS

Source of Contact Priority <NOT SELECTED>

Alternative Contact Notes

Mrs Farah Farnworth #843 ChildMinder Priority 5

3.6 Meal Patterns (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.6.01	Start Date	Start Date	
3.6.02	End Date	End Date	
3.6.03	Monday	Monday	
3.6.04	Tuesday	Tuesday	
3.6.05	Wednesday	Wednesday	
3.6.06	Thursday	Thursday	
3.6.07	Friday	Friday	
3.6.08	Saturday	Saturday	May only display on 7-day setups.
3.6.09	Sunday	Sundate	May only display on 7-day setups.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Dietary

**SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Dietary

6 Dietary								
Meal Patterns	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	
	03/09/2018	31/03/2022	SM	SM	SM	SM	SM	

New
 Open
 Delete

MIS > Students > (select student) > View > Profile > Meal & Transport > Meal Pattern

Meal & Transport						
Meal Pattern	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday
Meal Pattern	12/02/2021		SM	SS	PL	SM

Usual Meal Type
 School Meal
 Travel Details
 N/A

Usual Travel Type
 Walk

Route
 Chorley New Road

Local Authority ProvideTransport
 No

3.7 Free School Meals (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.7.01	Start Date	Start Date	
3.7.02	End Date	End Date	
3.7.03	FSM Review Date	Review Date	This field is attached to the most recent FSM entry.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Dietary

****SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Dietary**

MIS > Students > (select student) > View > Profile > Meal & Transport > Free School Meal

Click on the + icon top right of the Meal & Transport panel.

3.8 Medical Details (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.8.01	NHS Number	NHS Number	
3.8.02	Emergency Consent	Emergency Consent	

3.8.03	Dietary Needs	Dietary Needs	
--------	---------------	---------------	--

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Medical

****SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Medical Details**

MIS > Students > (select student) > View > Health Background > Health Overview

3.9 Surgery/Agency Details (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.9.01	Agency Name	Agency Name	
3.9.02	Apartment	Flat Name Number	
3.9.03	Building No/Building Name	Building Name Number	
3.9.04	Street	Street	
3.9.05	Town/City	Town	
3.9.06	Street	Locality	
3.9.07	County	Location	
3.9.08	District	Administrative Area	
3.9.09	Country	Country	

3.9.10	Post Code	Post Code	
3.9.11	Telephone Number	Phone Number	As part of the migration, we remove any spaces in the number. There is no priority on telephone numbers in SIMS there is only the option of 'Main' and 'Primary' If set as 'Main' and or 'Primary' it is given '1' else 2, 3, 4 ect on order in the SIMS database table
3.9.12	Main		
3.9.13	Address Type		

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Medical

****SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Medical Details**

MIS > Students > (select student) > View > Health Background > Doctor(s) & Surgeries

Doctor(s) & Surgeries			+
Doctor Name	Telephone	Address	
Dr G Bentley	020 8290 7100	Bromcom Surgery, Rutland House 44, Masons Hill, Bromley, BR2 9JG	
Linked Surgery	Telephone	Address	
Bromcom Surgery	020 8290 7100	Rutland House 44, Masons Hill, Bromley, BR2 9JG	

3.10 Doctor/Medical Practices (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.10.01	Agency Name	Agency Name	
3.10.02	Forename	First Name	
3.10.03	Surname	Last Name	
3.10.04	Gender	Gender ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Medical > Medical Practice > (select medical practice) > Agents > (select agent)

****SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Medical Details > Medical Practice > (select medical practice) > Agents > (select agent)**

MIS > Students > (select student) > View > Health Background > Doctor(s) & Surgeries

3.11 Medical Conditions (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.11.01	Info. Received On	Information Received On	
3.11.02	Medical Condition	Condition/Need	

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Medical > Medical Conditions

****SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Medical Details > Medical Conditions**

Medical

Emergency Consent ☐
NHS Number

Dietary Needs

☐ Artificial colouring allergy
☐ Gluten free
☐ Halal
☐ Kosher foods only
☐ No dairy produce
☐ No nuts of any type/quantity
☐ No pork

Paramedical Support

☐ Occupational Therapy
☐ Physiotherapy
☐ Speech Therapy

Medical Practice

Medical Practice	Address	Telephone No.
...

New
Open
Delete

Medical Notes

Attachment	Summary	Owner	Last Modified On
	None	...	01/09/2015
	Paracetamol Permission recei...	...	01/09/2015

New
Open
Delete

Medical Conditions

Description	Info Received	SEN
None	17/08/2015	

New
Open
Delete

MIS > Student > (select student) > View > Health Background > Medical Conditions

Medical Conditions / Dietary Needs & Disabilities			+
Type Serious Notes No Flashing Lights	Condition Epilepsy	Information Received On 18/11/2019	
Type Undefined Notes Has Epi Pen	Condition Nut allergy	Information Received On 17/08/2017	
Type Undefined Notes	Condition A.D.H.D	Information Received On 04/01/2021	

3.12 Medical Events (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.12.01	Start Date	Date	
3.12.02	Follow Up Date	Review/Follow Up Date	
3.12.03	Description	Description	
3.12.04	Summary	Notes	

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Medical > Medical Events

****SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Medical Details > Medical Events**

Medical Events

Description	Type	Date	Follow Up

New
Open
Delete

MIS > Students > (select student) > View > Health Background > Medical Events

Medical Events					
Description	Type	Details	Date	Review/Follow Up	
Covid-19 Test	COVID-19 Test	Covid-19 Test Taken	12/02/2021 14:04	13/02/2021 00:00	

3.13 Ethnicity and Religion (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.13.01	Ethnicity	Ethnicity ++	
3.13.02	Ethnicity Data Source	Source of Ethnicity Info ++	
3.13.03	National Identity	Nationality ++	
3.13.04	Religion	Religion ++	
3.13.05	English Additional Language	Second Language	
3.13.06	Country Of Birth	Country of Birth ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Ethnic/Cultural

****SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Ethnic/Cultural Details**

8 Ethnic/Cultural

Ethnicity	White - English	Ethnic Data Source	Provided by the parent
First Language	English	Religion	No Religion
First Language Source	Provided by the parent	English Additional Language	No
Asylum Status		Traveller Status	
National Identity	English	Speaks Welsh	
Home Language	English		
Country of Birth	United Kingdom		

MIS > Student > (select student) > View > Profile > Ethnicity & Religion

Ethnicity & Religion

Ethnicity White Other	Country of Birth United Kingdom	Nationality United Kingdom
Religion Christian		
First Language English	Second Language English	EAL Yes

3.14 Languages (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.14.01	First Language	First Language ++	
3.14.02	Home Language	Home Language ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Ethnic/Cultural

****SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Ethnic/Cultural**

8 Ethnic/Cultural	
Ethnicity	White - English
First Language	English
First Language Source	Provided by the parent
Asylum Status	
National Identity	English
Home Language	English
Country of Birth	United Kingdom
Ethnic Data Source	Provided by the parent
Religion	No Religion
English Additional Language	No
Traveller Status	
Speaks Welsh	

MIS > Student > (select student) > View > Profile > Ethnicity & Religion > Languages

Click on the + icon top right of the Ethnicity & Religion panel.

Ethnicity
Religion
Languages

☒ English as additional language

Click to Add New Language

English **First Language**

English **Home Language**

English **Second Language**

Close

3.15 Passports (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.15.01	Expiry Date	Expiry Date	
3.15.02	Issue Date	Issue Date	
3.15.03	Nation	Issue Place ++	
3.15.04	Passport Number	Passport Number	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Ethnic/Cultural

****SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Ethnic/Cultural Details**

MIS > Student > (select student) > View > Profile > Passport Information

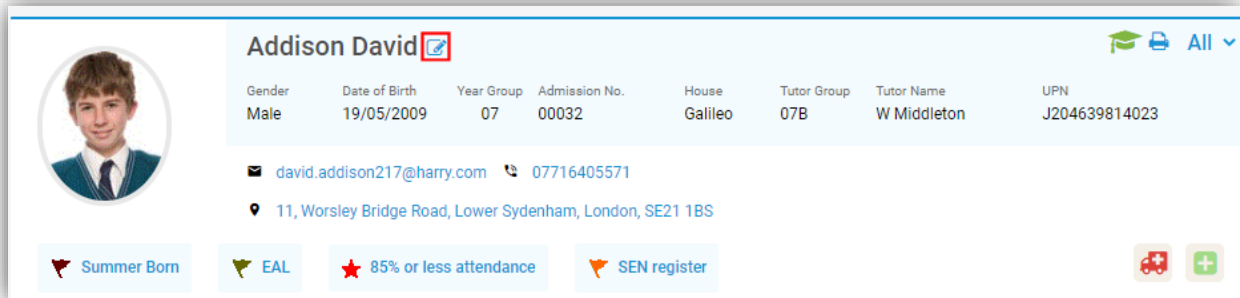
Note: Config > Administration > Admissions Settings > Enable Student visa and course entry – should be enabled in order to view this data in Student record (MIS)


3.16 Additional Details (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.16.01	Service Children	Service Children in Education	

MIS > Students > (select student) > View > Profile

Move pointer to right of **Student Name** and click on the **Pencil** icon that now displays.



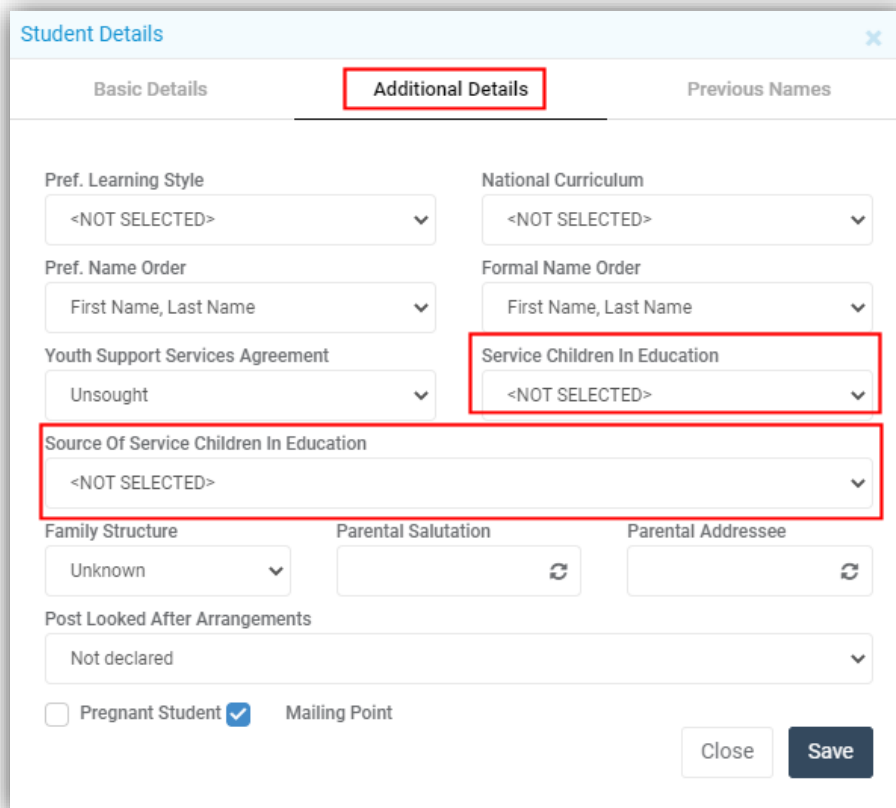
Addison David 

Gender: Male | Date of Birth: 19/05/2009 | Year Group: 07 | Admission No.: 00032 | House: Galileo | Tutor Group: 07B | Tutor Name: W Middleton | UPN: J204639814023

✉ david.addison217@harry.com | ☎ 07716405571

📍 11, Worsley Bridge Road, Lower Sydenham, London, SE21 1BS

🏠 Summer Born | 🌍 EAL | ⭐ 85% or less attendance | 🚩 SEN register



Student Details ✕

Basic Details | **Additional Details** | Previous Names

Pref. Learning Style: <NOT SELECTED> | National Curriculum: <NOT SELECTED>
 Pref. Name Order: First Name, Last Name | Formal Name Order: First Name, Last Name
 Youth Support Services Agreement: Unsought | **Service Children In Education: <NOT SELECTED>**
Source Of Service Children In Education: <NOT SELECTED>
 Family Structure: Unknown | Parental Salutation: | Parental Addressee: |
 Post Looked After Arrangements: Not declared
☐ Pregnant Student ☒ Mailing Point

Close Save

MIS > Students > (select student) > View > Profile > Meal & Transport

Meal & Transport

Meal	Start Date	End Date	Review Date	Evidence Provided
Free School Meal Taken	01/09/2020		22/07/2022	Child Tax Credit

Meal Pattern	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday
Meal Pattern	12/02/2021		SM	SS	PL	SM	SM

Transport	Start Date	End Date	Review Date
Free School Transport Taken	01/09/2020		22/07/2021

Usual Meal Type	Usual Travel Type	Route	Local Authority ProvideTransport
School Meal	Public Service Bus	Chorley New Road	No
Travel Details			
N/A			

MIS > Students > (select student) > View > Profile > Funding & Allowances

Funding & Allowances

Pupil Premium
Top Up Fundings
Early Years Pupil Premium
Additional Information
Learner Monitoring

☐ Student is paid for a Uniform Allowance

☐ The child is in receipt of child disability living allowance

☐ The child receives free early education

Post looked after Arrangements

Not declared

☐ *Economic criteria

☐ *High-level SEN or disability

☐ *Looked after or adopted from care

*Basis for 2 year old Funding

Thirty Hour Code

Close
Save

3.17 Routes

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.17.01	Description	Description	
3.17.02	Code	Name	

SIMS > Tools > Lookups > Maintain > Route

1 Basic Details

Description:

Data Area:

Mode:

2 Values

Code	Description	Active
bus	east town	Active

MIS > Config > Administration > Lookup Tables > Routes (MIS)

Admin Lookup - Routes

Grid actions:

Name	Description	Active
CNR	Chorley New Road	Yes

3.18 Welfare Details (Incl. Student Admissions**)




Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.18.01	Active Care		If an entry is available in the table, then it is Active
3.18.02	Start Date	Start Date	
3.18.03	End Date	End Date	
3.18.04	Care Authority	Authority	LEA
3.18.05	PEP		

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Welfare Details

****SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Welfare Details**

In Care Details

Start Date	End Date	Care Authority	PEP
17/07/2015	23/07/2016	England	0

 New
 Open
 Delete

MIS > Students > (select student) > View > Safeguarding > Looked After

Looked After

Authority BROMLEY	StartDate 01/09/2020	End Date 22/07/2021	Type of Care With Parents
----------------------	-------------------------	------------------------	------------------------------

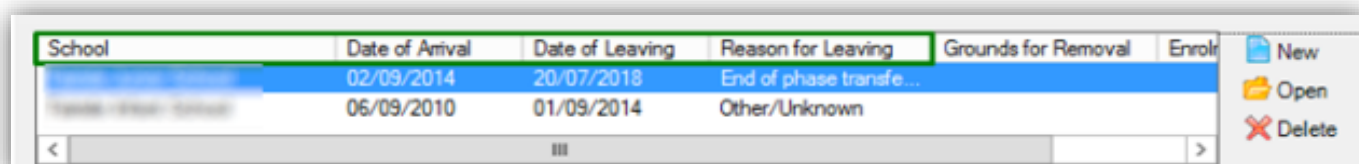
3.19 School History (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.19.01	Date of Arrival	Entry Date	
3.19.02	Date of Leaving	Leaving Date	
3.19.03	School	School Name	
3.19.04	LEA Number	LEA	In SIMS, LEA Number of the school is stored with the student. In Bromcom, it is stored centrally. So can differ if a school's LEA number has been changed at some point.
3.19.05	Reason for Leaving	Leaving Reason ++	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > School History

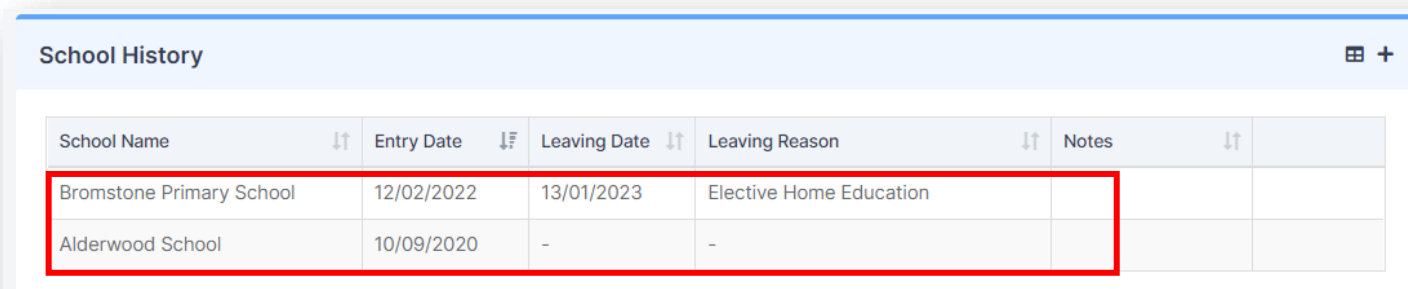
**SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > School History



A screenshot of the SIMS 'School History' table. The table has columns: School, Date of Arrival, Date of Leaving, Reason for Leaving, Grounds for Removal, and Enrolment. Two rows are visible: one for 'Bromstone Primary School' with dates 02/09/2014 to 20/07/2018 and reason 'End of phase transfe...', and another for 'Alderwood School' with dates 06/09/2010 to 01/09/2014 and reason 'Other/Unknown'. To the right of the table are buttons for 'New', 'Open', and 'Delete'.

School	Date of Arrival	Date of Leaving	Reason for Leaving	Grounds for Removal	Enrolment
Bromstone Primary School	02/09/2014	20/07/2018	End of phase transfe...		
Alderwood School	06/09/2010	01/09/2014	Other/Unknown		

MIS > Students > (select student) > View > Enrolment > School History



A screenshot of the MIS 'School History' table. The table has columns: School Name, Entry Date, Leaving Date, Leaving Reason, and Notes. Two rows are visible: 'Bromstone Primary School' with entry date 12/02/2022 and leaving date 13/01/2023, reason 'Elective Home Education'; and 'Alderwood School' with entry date 10/09/2020 and leaving date '-'. The table is highlighted with a red border.

School Name	Entry Date	Leaving Date	Leaving Reason	Notes
Bromstone Primary School	12/02/2022	13/01/2023	Elective Home Education	
Alderwood School	10/09/2020	-	-	

3.20 CTF Attendance History

Reference	SIMS Data Item Name	Bromcom Data Item Name	Data Item Description
3.20.01	LEA Number	LEA	In SIMS, LEA Number of the school is stored with the student. In Bromcom, it is stored centrally. So can differ if a school's LEA number has been changed at some point. In SIMS, these figures may not viewable for Admissions.
3.20.02	School Name	School	
3.20.03	School Number	DFE	Establishment Number
3.20.04	Sessions Attended	Attended	
3.20.05	Sessions Authorised	Authorised	
3.20.06	Sessions Possible	Possible	
3.20.07	Sessions Unauthorised	Unauthorised	
3.20.08	Year	Year	

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > School History > CTF Attendance

Attendance History

Year	<input type="text" value="2017"/>		
School Name	<input type="text" value="St. Mary's School, York"/>		
LEA Number	<input type="text" value="050"/>	School Number	<input type="text" value="150"/>
Sessions Possible	<input type="text" value="256"/>		
Sessions Attended	<input type="text" value="244"/>		
Sessions Authorised	<input type="text" value="12"/>		
Sessions Unauthorised	<input type="text" value="0"/>		

MIS > Students > (select student) > View > Enrolment > School History > CTF Attendance

School History						
School Name	Entry Date	Leaving Date	Leaving Reason	Notes		
Bromstone Primary School	12/02/2022	13/01/2023	Elective Home Education			
Alderwood School	10/09/2020	-	-			

Year	LEA Number	DFE Number	School	Possible	Attended	Authorised	UnAuthorised
2020	204	6398	Bromcom Technology School	116	0	1	0
2018	204	6398	Bromcom Primary School	506	439	10	0
2017	204	6398	Bromcom Primary School	510	388	0	0
2016	204	6398	Bromcom Primary School	530	461	39	1
2015	204	6398	Bromcom Primary School	458	407	42	0
2014	204	6398	Bromcom Primary School	440	153	0	5
2013	204	6398	Bromcom Primary School	480	407	29	5
2012	204	6398	Bromcom Primary School	500	426	0	0

3.21 Parental Consent (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.21.01	Consent Description	Parental Consent	
3.21.02	Consent Type	Parental Consent	
3.21.03	Parental Consent Comments	Parental Consent Comments	Under the Additional Information tab in Bromcom.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Parental Consent

****SIMS > Focus > Admission > Application > Find Applicant > Search > (select applicant) > Parental Consent**

MIS > Students > (select student) > View > Profile > Parental Consent

Parental Consent		
Parental Consent	Date	Granted by
Local Trips/ Educational Visits		
Parental Consent	Date	Granted by
Media eg TV, Radio, Newspaper	02/09/2020	Mrs F Farnworth
Parental Consent	Date	Granted by
School Displays	07/05/2019	Ms C Adrena
Parental Consent	Date	Granted by
School Magazine	19/08/2019	Ms C Adrena
Parental Consent	Date	Granted by
School Prospectus	02/09/2020	Mrs F Farnworth
Parental Consent	Date	Granted by
School Website	19/08/2019	Ms C Adrena

3.22 Application Basic Details (Student Admission)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.22.01	Legal Forename	Legal First Name	
3.22.02	Legal Surname	Legal Last Name	
3.22.03	Middle Name	Middle Name	

3.22.04	Preferred Forename	Preferred First Name	
3.22.05	Preferred Surname	Preferred Last Name	
3.22.06	Date Of Birth	Date of Birth	
3.22.07	Gender	Gender ++	
3.22.08	Birth Certificate Seen	Birth Certificate	
3.22.09	Notes	Active Notes	
3.22.10	Legal Forename	First Name	Bromcom: Under Previous tab.
3.22.11	Legal Surname	Last Name	Bromcom: Under Previous tab.
3.22.12	Middle Name	Middle Name	Bromcom: Under Previous tab.
3.22.13	Reason	Reason of Change	Bromcom: Under Previous tab.

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.


SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select student) > Basic Details

SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select student) > Basic Details > History > Previous Names

Note: History is a button under the applicant photo.

Legal Forename	Middle Name(s)	Legal Surname	Reason	Date Of Change

MIS > Students > (select student) > View > Profile




Addison David

Gender	Date of Birth	Year Group	Admission No.	House	Tutor Group	Tutor Name	UPN
Male	19/05/2009	07	00032	Galileo	07B	W Middleton	J204639814023

david.addison217@harry.com 07716405571
 11, Worsley Bridge Road, Lower Sydenham, London, SE21 1BS

Summer Born
Looked After Child
EAL
FSM
85% or less attendance
SEN register


Emergency Contacts


Mrs Jamie Addison Mother
 07777777777

1 Active Notes

General ***NUT ALLERGY - HAS AN EPI-PEN*** DF 17.08.17

Move pointer to right of Student Name and click on the Pencil icon that now displays.



Addison David

Gender	Date of Birth	Year Group	Admission No.	House	Tutor Group	Tutor Name	UPN
Male	19/05/2009	07	00032	Galileo	07B	W Middleton	J204639814023

david.addison217@harry.com 07716405571
 11, Worsley Bridge Road, Lower Sydenham, London, SE21 1BS

Summer Born
EAL
85% or less attendance
SEN register

Student Details

Basic Details
Additional Details
Previous Names

Legal First Name*

Legal Last Name*

Pref. First Name

Pref. Last Name

Middle Name

Gender*

Male

Former Last Name

Date of Birth*

Age

11 Years, 8 Months

Birth Certificate

Seen

☒ Data processing consent has been granted

Close

Save

Student Details

Basic Details

Additional Details

Previous Names

First Name

Last Name

Middle Name

Reason of Change

Date of Change

15/02/2021

Cancel

Save

3.23 Application Registration Details (Student Admissions)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.23.01	Admission Group	Admission Group	
3.23.02	Application Status	Application Status	
3.23.03	Boarder Status	Boarder Status	
3.23.04	Admission Date	Start Date	
3.23.05	ULN	ULN	
3.23.06	Year Group	Year Group	

SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select student) > Registration Details

2 Registration

Registration Group	10JBA	House	Seacole
Year Group	Year 10	Year Taught In	Curriculum Year 10
Enrolment Status	Single Registration	Boarder Status	
Admission Date	28/06/2016	Admission Number	
Former UPN		Attendance Mode	All day
UPN		Local UPN	
Unique Learner Number			

MIS > Students > (select student) > View > Enrolment > Key Data

Key Data

Admission No. 00032	UPN J204639814023
Former UPN -	ULN -
UCI -	Exam Number -
Home LA -	Recoupment -
Curriculum Year Group 07	Boarder Status Boarder, seven nights a week
Attendance Mode All Day	
Start Date 30/08/2020	End Date -

Click on the + icon top right of the Enrolment status.

Add Enrolment Status ×

Enrolment Status*	Start Date*	End Date
Current(Single Registration) ▼	13/01/2023	

Cancel Save

3.24 Application Family/Medical Details (Student Admissions)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.24.01	Parental Addressee		
3.24.02	Salutation	Salutation	
3.24.03	Emergency Consent	Emergency Consent	
3.24.04	NHS Number	NHS Number	
3.24.05	Uniform Allowance	Student is paid for a Uniform Allowance	

SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select student) > Family/Home Details

Family / Home Details

Contacts

Priority	Name	Relationship	Court Order	In Touch	Telephone
1	Mr Michael Lums	Father			01753 600111
2	Mrs Michael Lums	Mother			01753 600111

Parental Salutation Mr Lums, Mrs Michael Lums **Parental Addressee** Mr Michael Lums

Mailing Point ☐

Family Links

Name	Date of Birth	Year	Reg	Sex	Date of Adm...	Date of Lea...
------	---------------	------	-----	-----	----------------	----------------

MIS > Students > (select student) > View > Profile > Contacts

MIS > Students > (select student) > View > Profile > Siblings

Contacts

Mr Michael Lums (Mother, Priority 1)

Mrs Michael Lums (Father, Priority 2)

Siblings (On Roll)

There is no data available for this module.

SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select student) > Medical Details

Medical

Emergency Consent ☐

NHS Number

Dietary Needs

- ☐ Artificial colouring allergy
- ☐ Gluten free
- ☐ Halal
- ☐ Kosher foods only
- ☐ No dairy produce
- ☐ No nuts of any type/quantity
- ☐ No pork

Paramedical Support

- ☐ Occupational Therapy
- ☐ Physiotherapy
- ☐ Speech Therapy

MIS > Students > (select student) > View > Health Background

Health Overview

NHS Number

Blood Type 0-

Emergency Consent Given to School

Care Plan

Paramedical Support Occupational Therapy

Medical Conditions / Dietary Needs & Disabilities

Type	Condition	Information Received On
Serious	Epilepsy	18/11/2019
Notes No Flashing Lights		

3.25 SEN Needs (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.25.01	Rank/Ranking	Priority	
3.25.02	Start Date	Start Date	
3.25.03	End Date	End Date	
3.25.04	Need Type	Special Need Type ++	
3.25.05	Description	Notes	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Links > SEN > Basic SEN Details

****SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Links > SEN > Basic SEN Details**

Current Needs

Rank	Start Date	Need Type	Description
1	05/09/2012	Hearing Impairment	Wears 2 hearing aids and uses radio aid

New

Open

Delete

Report

MIS > Students > (select student) > View > Profile > Special Educational Needs

Special Educational Needs

+

SEN Provision	Start Date	End Date	Broad Area of Need Type	Next Review Date
SEN Support (K)	06/01/2015			
Special Need Type	Start Date	End Date	Priority	
Hearing Impairment (HI)	05/09/2012		Priority 1	
Gifted	Start Date	End Date		
Available	15/11/2012			

Special Educational Needs

SEN

Special Needs

Gifted & Talented

Additional Information

Click to Add New Special Needs

Hearing Impairment (HI)

05/09/2012

Priority 1

Wears 2 hearing aids and uses radio aid

3.26 SEN Provisions (Incl. Student Admissions) **

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.26.01	Date	Start Date	
3.26.02	Type	SEN Provision ++	
3.26.03	Summary	SEN Provision	

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Links > SEN > Overview

****SIMS > Focus > Admissions > Student Details > Find Student > Search > (select student) > Links > SEN > Overview**

1 Overview

Date	Type	Summary
06/01/2015	SEN Status	Changed to: K - SEN Support
25/11/2013	Provision	Type: Agency support (BSS, Omiston, Time to Change)

MIS > Students > (select student) > View > Profile > Special Educational Needs

Special Educational Needs					+
SEN Provision	Start Date	End Date	Broad Area of Need Type	Next Review Date	
SEN Support (K)	06/01/2015				

3.27 Gifted/Talented (Incl. Student Admissions**)

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.27.01	Start Date	Start Date	
3.27.02	End Date	End Date	

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Links > SEN > More Able

**SIMS > Focus > Admission > Applicant > Find Applicant > Search > (select applicant) > Links > SEN > More Able

10 More Able

Start Date	End Date	Subjects	Provisions	Events
16/11/2016		Science, Modern Foreign Languages	0	0

New

Open

Delete

MIS > Students > (select student) > View > Profile Student Details > Special Educational Needs

Special Educational Needs

SEN Provision	Start Date	End Date	Broad Area of Need Type	Next Review Date
No Special Educational Need (N)	10/06/2019			
Gifted Available	16/11/2016			

3.28 Exclusions

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.28.01	Type	Exclusion Type	
3.28.02	Reason 1/2/3	Reason	
3.28.03	Start Date	Start Date	
3.28.04	End Date	End Date	
3.28.05	Start Time	Start Session	
3.28.06	End Time	Sessions	
3.28.07	Part Time Exclusion	Part Time Exclusion	
3.28.08	Length School Days	Days	
3.28.09	Comments	Notes	
3.28.10	Session Code		AM/PM
3.28.07	Appeal Date		
3.28.08	Appeal Result Date		
3.28.09	Gov's Decision		'Committee Result' in SIMS
3.28.10	Hearing Date		
3.28.11	Scheduled Date		

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Links > Exclusions > (select exclusion)

SIMS Edit Exclusion

Exclusion Details
 Type: Fixed Term

Reason 1: Physical assault against a pupil
 Reason 2:
 Reason 3:

Start Date: 05/12/2014
 End Date: 05/12/2014
 Start Time: AM
 End Time: PM

Part Time Exclusion: ☐
 Length School Days: 1.00 Calculate

Comments:

Agency Involved:
 Academic Year: Academic Year 2014/2015 Term: Autumn Term

Governor Review
 Review Date:
 Review Result:
 Reinstatement Date:
 Parents Representation: ☐

MIS > Students > (select student) > View > Behaviour > Exclusions > (select exclusion)

Add / Edit Exclusion

Date of Incident

Exclusion Decision made by:
Staff Name

Exclusion Type*
Fixed Period

Reason*
Physical assault against a pupil

☐ Part Time Exclusion

☐ Include timetable in exclusion marking

Start Date*
05/12/2014

End Date*
05/12/2014

Start Session*
AM

Return Date

Sessions*
2 (1 days)

Notes

Confirmation and Appeals Record for the exclusion

Gov's Committee Scheduled for

Time (hh:mm)

Gov's Decision
Exclusion Stands

Date Decision Notified

Appeal Requested

Appeal Date

Appeal Decision
<NOT SELECTED>

3.29 Student Educational Fundings

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.29.01	Learner Support Code	Educational Funding Type ++	
3.29.02	Award Date	Start Date	

3.29.03	Notes	Notes	
---------	-------	-------	--

++ Highlighted Bromcom Data Items only accept DfE approved data. Non-DfE values (or spelling mistakes) will be ignored or substituted.

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Additional Information > Learner Support

Learner Support	<div> <div>Learner Support Code</div> <div>Discretionary Bursary Awarded</div> <div>Discretionary Bursary Awarded</div> </div>	<div> <div>Award Date</div> <div>14/09/2015</div> <div>17/10/2016</div> </div>	<div> <div>Notes</div> <div>Transport to College costs - ongoing</div> <div>Transport to college coses - ongoing</div> </div>	<div> <div>New</div> <div>Open</div> <div>Delete</div> </div>
-----------------	--	--	---	---

MIS > Students > (select student) > View > Profile > Funding & Allowances

Funding & Allowances				+
<div>Education Funding Type</div> <div>Discretionary Bursary Awarded *</div>	<div>Start Date</div> <div>14/09/2015</div>	<div>End Date</div>	<div>Notes</div> <div>Transport to College costs - ongoing</div>	
<div>Education Funding Type</div> <div>Discretionary Bursary Awarded *</div>	<div>Start Date</div> <div>17/10/2016</div>	<div>End Date</div>	<div>Notes</div> <div>Transport to college coses - ongoing</div>	

3.30 Student Pupil Premium

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.30.01	FTE	FTE	FTE value
3.30.02	FY Start Date	Start Date	Financial Year Start Date
3.30.03	FY End Date	End Date	Financial Year End Date
3.30.04	Premium Type	Pupil Premium Type	Deprivation Pupil, Service Child, Looked After, Adopted from Care

SIMS > Tools > Pupil Premium > Maintain

Premium Type to update Pupil Premium Indicator

Premium Type Indicator

- ☐ Use Deprivation Pupil Premium to update Pupil Premium Indicator
- ☐ Use Service Child Premium to update Pupil Premium Indicator
- ☐ Use Looked After Premium to update Pupil Premium Indicator
- ☐ Use Premium - Other to update Pupil Premium Indicator
- ☐ Use Adopted from Care Premium to update Pupil Premium Indicator

Surname Forename YTI Reg FY Start Date

PP Acad Year 1 PP Acad Year 2 Premium Type

UPN	Surname	Forename	Gender	DOB	YTI	Reg	FTE	FY Start Date	FY End Date	Ac Yr 1	Ac Yr 2	Premium Type

MIS > Students > (select student) > View > Profile > Funding & Allowances > Pupil Premium

Funding & Allowances				
Pupil Premium Type	Start Date	End Date	FTE	Cash Amount
Looked after	01/04/2021	31/03/2022	1.00	£1000.00

3.31 Student Funding and Monitoring

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
-----------	---------------------	------------------------	-------

Migration Scope for SIMS

3.31.01	Academic Year	Start Date/End Date	Relevant Academic Year
3.31.02	16-19 Tuition Fund	Learner Funding and Monitoring	Learner Funding and Monitoring Type Description
3.31.03	Repeating Year 13	Learner Funding and Monitoring	Learner Funding and Monitoring Type Description
3.31.04	School Led Tutoring	Learner Funding and Monitoring	Learner Funding and Monitoring Type Description
3.31.05	Cumulative Hrs at Aut Census	September to October Census	Autumn cumulative hours
3.31.06	Cumulative Hrs at Spr Census	October to January Census	Spring cumulative hours
3.31.07	Cumulative Hrs at Sum Census	January to May Census	Summer cumulative hours

SIMS > Tools > Statutory Return Tools > Update Funding and Monitoring

Update Funding and Monitoring

Save Undo

Census

Academic Year: 2022/2023 On roll and leavers from 01/08/2022 to 31/07/2023

Effective Date: 21/12/2022

Students View

Age at 31/08/2022: All YTI: All Year Group: All Reg: All SEN: All Deprivation Pupil Premium: All FSMEver6: All Pupil Premium Indicator: All

Students

Name	Date of Birth	Age at 31/08/2022	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	16-19 Tuition Fund	Repeating Post-16 Year	Starting New Programme	Tutoring	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug	Notes
Michael John Thomas	14/08/2007	14	10	Year 10	C6	Single R...			2022/2023	No	2022/2023				✓	6.5	6.5	6.5	6.5	
Michael Thomas	14/08/2007	14	(10)	(Year 1...	(N6)	Single R...	03/11/2022	K	2022/2023	Yes	2022/2023									

MIS > Students > (select student) > View > Profile > Funding & Allowances > Learner Monitoring

Funding & Allowances

Pupil Premium

Top Up Fundings

Additional Information

Learner Monitoring

Learner Funding and Monitoring ⓘ

In receipt of National Tutoring Programme (NTP) ▼

Start Date*

28/08/2022

End Date

26/08/2023

September to October Census

6.5

October to January Census

6.5

January to May Census

6.5

Total Hours This Year

19.5

Cancel

Save

3.32 Student Prior Attainments

Reference	SIMS Data Item Name	Bromcom Data Item Name	Data Item Description
3.32.01	Maths Highest Grade	Highest Grade	Mathematics
3.32.02	Maths Attainment Year		When by end of year 11, comes across as Y11 When after year 11, comes across as Y12 When does not have GCSE Maths, (@ A*-C) comes across as Y11
3.32.03	Maths Funding Exemption	Exempt / Exempt Reason	
3.32.04	English Highest Lang Grade	Highest Grade	English Language
3.32.05	English Attainment Year		When by end of year 11, comes across as Y11 When after year 11, comes across as Y12 When does not have GCSE English, (@ A*-C) comes across as Y11
3.32.06	English Funding Exemption	Exempt / Exempt Reason	

SIMS > Tools > Statutory Returns > Update Prior Attainment

Update Prior Attainment

Save Undo Reset

Prior Attainment

Academic Year: 2022/2023 Populate from Exams Students in or were in Y11 12+ 01/08/2021 - 06/10/2022
Effective Date: 06/10/2022 *Not supplied in the school census

Surname	Forename	DOB	Y11	Y12	DOL	Enrolment Status	Maths Highest Grade	Maths Prior Attainment	Maths Funding Exemption	English Lang Highest Grade	English Lang Prior Attainment	English Lang/Lit Highest Grade	English Funding Exemption
Johnson	John	12/01/2005				Single Registration	5 - Grade 5	Achieved by end year 11	No exemption	3 - Grade 3	Not achieved	3 - Grade 3	No exemption
Johnson	John	12/01/2005				Single Registration	8 - Grade 8	Achieved by end year 11	No exemption	6 - Grade 6	Achieved by end year 11	6 - Grade 6	No exemption
Johnson	John	12/01/2005				Single Registration	6 - Grade 6	Achieved by end year 11	No exemption	5 - Grade 5	Achieved by end year 11	5 - Grade 5	No exemption

MIS > Modules > Census > Routines > Prior Attainment

Student Prior Attainment for Academic Year 22/23

☐ Hide Completed Update from Previous Census Update from Exams Bulk Update

	Last Name	First Name	Admission Number	Year Group	Exempt	Exempt Reason	English Language Year Awarded	Highest Grade	Notes	Math GCSE	Exempt	Exempt Reason	Mathematics Year Awarded	Highest Grade	Notes
<input type="checkbox"/>	Johnson	John	123456	11	<input type="checkbox"/>		3 - Learner does	Grade 3		<input type="checkbox"/>			1 - Learner has C	Grade 5	
<input type="checkbox"/>	Johnson	John	123456	11	<input type="checkbox"/>		3 - Learner does	Grade 3		<input type="checkbox"/>			1 - Learner has C	Grade 6	
<input type="checkbox"/>	Johnson	John	123456	11	<input type="checkbox"/>		1 - Learner has C	Grade 6		<input type="checkbox"/>			1 - Learner has C	Grade 8	
<input type="checkbox"/>	Johnson	John	123456	11	<input type="checkbox"/>		1 - Learner has C	Grade 5		<input type="checkbox"/>			1 - Learner has C	Grade 6	

Note: Check for pupils in Yr 11 and above (MIS)

3.33 Behaviour/Achievement

Reference	SIMS Data Item Name	Bromcom Data Item Name	Data Item Description
3.33.01	Date	Date	
3.33.02	Type	Event	
3.33.03		Linked Group	Class in MIS
3.33.04	Points	Points	
3.33.05	Recorded By	Entered By	
3.33.06	Action	Outcome	
3.33.07	Comments	Comments	
3.33.08		Short Name	Outcome Short Name

SIMS > Focus > Behaviour Management > Student Behaviour > Find Behaviour Management Student > Search > (select student) > Achievement

SIMS > Focus > Behaviour Management > Student Behaviour > Find Behaviour Management Student > Search > (select student) > Behaviour

2 Achievement

Date	Type	Points	Comments	Award	Award Date
14/09/2018	Other	78	Epraise points from 7...		

New
 Open
 Delete

3 Behaviour

Date	Type	Role	Points	Comments	Action	Action Date
13/03/2019	Isolation - Action...		5			
05/03/2019	Isolation - Action...		5	Louie was makin...		
15/02/2019	General Behavio...		5	Louie was repea...		
14/01/2019	Isolation - Action...		5	I have sent louie...		

New
 Open
 Delete

MIS > Students > (select student) > View > Behaviour > Events

Events

Behaviour Interval: Year to date

28/08/2022 13/01/2023

Include Today

☒ Include
 ☐ Exclude

Positive Points

0

From 0 Event Records

Negative Points

-1

From 1 Event Records

Total Points

-1

From 1 Event Records

Grid actions

Copy Excel CSV PDF Print

Search:

Event	Event Type	Points	Outcome	Class	Location	Owner	Event Date	Created On	Processed	
B1 Eating in class (B1-EAT)		-1				Mr D Ali	13/01/2023 14:15	13/01/2023 14:17	Yes	

Behaviour Entry

Date* 17/12/2020 18:09:12

Event* Good Classwork (CWL)

Comments

Outcome

Group Select a Group...

Event Type Select an Event Type...

Score 1

Internal Comments:

Classification

Location Mobile 1 (M01)

Teacher* Middleton, Wayne

Witness Middleton, Wayne

Affected Students Select Students...

Affected Staff Select Staff...

Referee(s)

Save

Cancel

3.34 Behaviour/Achievement Events

Reference	SIMS Data Item Name	Bromcom Data Item Name	Notes
3.34.01	Code	Code	
3.34.02	Description	Description	
3.34.03	Points	Points	

SIMS > Tools > Setups > Behaviour Management > Achievement Types

Maintain Achievement Types

Save Undo Print

Code	Description	Points	Active	Include in Register
ACAD	Academic	1	False	No
AA	Academic Achievement	1	False	No
ACCI	Accident	1	False	No
CH	Choir	1	False	No
CLUB	Club	1	False	No
EE	Excellent Effort	1	False	No
OTH	Other	1	False	No
OW	Outstanding Work	1	False	No
PHON	Phone Call	1	False	No
PR	Prefect	1	False	No
SB	School Band	1	False	No
SO	School Orchestra	1	False	No
SR	Sporting Representation	1	False	No
VS	Visit to school	1	False	No

New Open Delete Register

Move Up Move Down

SIMS > Tools > Setups > Behaviour Management > Behaviour Types

Maintain Behaviour Types

Save Undo Print

Code	Description	Points	Active	Include in Register	Bullying Type
AD01	LOG [ADMIN ONLY]	0	False	No	No
AD02	LATE AT RECEPTION [ADMIN ONLY]	0	False	No	No
AD03	PHONE CONFIS [ADMIN ONLY]	0	False	No	No
BH02	Bullying [Complete Bullying Form]	3	False	No	No
BH03	Racist Abuse [Complete RA Paperwork]	3	False	No	No
BH04	Sexual Misconduct	3	False	No	No
BH05	Theft	3	False	No	No
BH06	Verbal Abuse Towards a Student	3	False	No	No
BH10	Inappropriate Physical Behaviour	3	False	No	No
BH11	Refusal	1	False	No	No
BH13	Inappropriate Verbal language	3	False	No	No
HL01	Drugs/Alcohol	3	False	No	No
HL02	Swearing Directly at staff with intent	5	False	No	No
HL03	Physical Assault Student	3	False	No	No

New Open Delete Register

Move Up Move Down

MIS > Config > Behaviour > Events

New

Edit

Expire

Show Events as of* 24/11/2022

Events

Grid actions

Copy

Excel

CSV

PDF

Print

Name	Description	Start Date	End Date	Adjustments	Text Required	Outcome Required	Protected	Event Type	Detention Type	Event Category
CHOC	Charter Chocolate	01/01/1900		5	No	No	Yes			Toolbox Category
CORE	Core Equipment (Single)	01/01/1900		-2	No	No	Yes			Toolbox Category
DEM	1 Demerit	01/01/1900		-1	No	No	Yes			Toolbox Category
DET	Detention - SLANT (Single)	01/01/1900		-2	No	No	Yes			Toolbox Category
DETRI	Triple Detention (ADMIN ONLY)	01/01/1900		-5	No	No	Yes			Toolbox Category
DIS	Dismissal Issue (DAS)	01/01/1900		-3	No	No	Yes			Toolbox Category
GOLick	Golden Ticket/Postcard	01/01/1900		3	No	No	Yes			Toolbox Category
HOME	Homework (Single)	01/01/1900		-2	No	No	Yes			Toolbox Category
INFO	Information (ADMIN ONLY)	01/01/1900		0	No	No	Yes			Toolbox Category
LATE	Late (Single - ADMIN ONLY)	01/01/1900		-2	No	No	Yes			Toolbox Category
MDE	Failed to Attend Detention (HOY ONLY)	01/01/1900		-5	No	No	Yes			Toolbox Category
Mer1	1 x Merit	01/01/1900		1	No	No	Yes			Toolbox Category
Mer2	2 x Merit	01/01/1900		2	No	No	Yes			Toolbox Category
Mer3	3 x Merit	01/01/1900		3	No	No	Yes			Toolbox Category
PhCall	Positive Phone Call Home	01/01/1900		2	No	No	Yes			Toolbox Category

3.35 Behaviour Actions/Awards (as Outcome)

Reference	Data Item Name	Data Item Description
3.35.01	Code	
3.35.02	Description	
3.35.03	Points	

SIMS > Tools > Lookups > Maintain > Find Lookup Type > (select 'Achievement – Award Given')

Find Lookup Type

New Search Open Delete Print Browse Next Previous

Lookup Type Details: Achievement - Award Given

Save Undo Print

1 Basic Details 2 Values

1 Basic Details

Description: Achievement - Award Given

Data Area: Student

Mode: Standard

2 Values

Code	Description	Active
PARE	Letter sent to Parent or Guardian	Active
CERT	Certificate	Active
SC	Sports Certificate	Active
C	Commended	
MERI	Merit Mark	
M	Merit	
8M	8 Merit Letter	
NA	Not Applicable	
BC	Bronze Certificate	
PREF	Positive Referral	
PRIZ	Prize	
GC	Gold Certificate	
PC	Platinum Certificate	
TROP	Trophy	

New Open Delete

Move Up Move Down

SIMS > Tools > Lookups > Maintain > Find Lookup Type > (select 'Behaviour – Action Taken')

Find Lookup Type

New Search Open Delete Print Browse Next Previous

Lookup Type Details: Behaviour - Action Taken

Save Undo Print

1 Basic Details 2 Values

1 Basic Details

Description: Behaviour - Action Taken

Data Area: Student

Mode: Standard

2 Values

Code	Description	Active
AC01	On Call	Active
AC02	Detention Given	Active
AC03	Contact with Parent/Carer	
AC05	Discussion with Student	
AC07	Reintegration [Admin Use Only]	
AC08	Referral [Admin Use Only]	
EXCP	Permanent Exclusion	Active
PE	Permanent Exclusion	Active
RJ	Restorative Justice	
C	Counselling	
COOL	Cooling Off Period	
DETN	Detention	
DR	Daily Report	
DGP	Detention Given - Pastoral	

New Open Delete

Move Up Move Down

MIS > Config > Behaviour > Outcomes

Outcomes

Grid actions Copy Excel CSV PDF Print

Name	Description	Admin Use Only	Detention Type	Start Date	End Date
8M	8 Merit Letter	No		01/01/1900	
AA	Actions Agreed	No		01/01/1900	
AC01	On Call	No		01/01/1900	
AC02	Detention Given	No		01/01/1900	
AC03	Contact with Parent/Carer	No		01/01/1900	
AC05	Discussion with Student	No		01/01/1900	
AC07	Reintegration [Admin Use Only]	No		01/01/1900	
AC08	Referral [Admin Use Only]	No		01/01/1900	
ADDI	Additional Internal Support	No		01/01/1900	
BC	Bronze Certificate	No		01/01/1900	
C	Counselling	No		01/01/1900	
C(+ve)	Commended	No		01/01/1900	

Edit Outcome

Name*: 8M

Description: 8 Merit Letter

Detention type: <NOT SELECTED>

Admin Use Only: ☐

Start Date*: 01/01/1900

End Date:

Associated Behaviour Events*

- 1 Demerit (DEM)
- 1 x Merit (Mer1)
- 2 x Merit (Mer2)
- 3 x Merit (Mer3)
- Charter Chocolate (CHOC)
- Core Equipment (Single) (CORE)
- Detention - SLANT (Single) (DET)
- Dismissal Issue (DAS) (DIS)
- Failed to Attend Detention (HOY ONLY) (MDE)
- Golden Ticket/Postcard (GOLtick)
- Homework (Single) (HOME)

3.36 Student English Proficiency

Reference	Data Item Name	Data Item Description
3.36.01	Code	

3.36.02	AssessmentDate	
---------	----------------	--

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Ethnic/Cultural > Proficiency in English

Proficiency in English	Date of Assessment	Level		New Open Delete
	07/04/2017	E - Fluent		
	14/02/2017	N - Not yet assessed		
	01/09/2015	D - Competent		

MIS > Students > (select student) > View > Profile > Ethnicity & Religion > English Proficiency

Note: 'English Proficiency' only shows if First Language is not English.

Ethnicity & Religion

Ethnicity

Religion

Languages

English Proficiency

English Proficiency*

New to English

New to English

Early acquisition

Developing competence

Competent

Fluent

Not yet assessed

Not applicable

Level 1 Threshold

Date of Assessment

18/02/2021

Cancel

Save

3.37 Student On Report

Reference	Data Item Name	Data Item Description
3.37.01	ReasonName	
3.37.02	ReasonDescription	
3.37.03	ReportStartDate	
3.37.04	ReportEndDate	
3.37.05	OnReportComment	
3.37.06	ReportCardStartDate	
3.37.07	ReportCardEndDate	
3.37.08	Period	
3.37.09	ClassName	
3.37.10	ReportCardComment	

SIMS > Focus > Behaviour Management > Report Card > Find On Report Student > Search > (select student)

1 Basic Details

Student: [Text Field] [Icon]

Reason for On Report: [Refusal to follow instruction] [Dropdown]

Start Date: [26/01/2018] [Calendar Icon]

End date: [02/02/2018] [Calendar Icon]

Additional Comments: [Text Area]

Active: ☒

2 Behaviour Incidents Linked to Report Card

Date	Type	Action Taken	Points	Comments
[Empty Row]				

[New] [Delete]

3 Templates

Description: [Form/class] [Icon] [Icon]

4 Targets

Code	Description
PUNC	Punctual
HOME	Supply Homework
DISP	Discipline

[Add] [Remove] [Move Up] [Move Down]

[Generate Report Card]

5 Report Card

Class	PUNC	HOME	DISP	EQUI	Comments	Initials
Date: 29/01/2018						
9F2 - AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		DH
9M/Ma4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		NS
9A/Te4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		IS
9S/Sc4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked well today	LPR
9F2 - PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		DH
9S/Sc4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		LPR
9H/Hi4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		RSH

MIS > Students > (select student) > View > Behaviour > On Report

On Report

Grid actions: Copy Excel CSV PDF Print Search:

Start Date	End Date	Duration	Reason
18/02/2021	26/02/2021	5	Disruptive
15/12/2017	22/12/2017	6	Behaviour

Create New Report Card for Addison David

Day Start*
18/02/2021

Day End*
26/02/2021

Duration 5 day(s)

Reason*
Disruptive

Description
Refusal to follow instruction

Conclusive Comment

☒ Include AM/PM Registration on Report Card

Date	Period	Class	Subject	Teacher(s)	Comment	★	Att Mkr
22/02/2021	AM	07B		W Middleton		0	
22/02/2021	1	EN07/B1	English	Mr B Smith		0	
22/02/2021	3	SCI07/B1	Science Combi 1	Mr M Pradeep		0	
22/02/2021	PM	07B		W Middleton		0	
22/02/2021	5	PE07/B1	PE	Mr D Thompson		0	
23/02/2021	AM	07B		W Middleton		0	
23/02/2021	1	Ar07/B1	Art	Mr J Peakes		0	
23/02/2021	2	MA07/B1	Mathematics	Mr W Cranston		0	
23/02/2021	3	EN07/B1	English	Mr B Smith		0	
23/02/2021	PM	07B		W Middleton		0	

Close Save

3.38 Student Stage Assessment

Reference	Data Item Name	Data Item Description
3.38.01	Result	Result of Stage Assessment (should be within Valid Entries)
3.38.02	Result Date	Result Date
3.38.03	Stage	Stage
3.38.04	Year	Year
3.38.05	Subject	Subject
3.38.06	Method	Method
3.38.07	Component	Component
3.38.08	Result Qualifier	Result Qualifier
3.38.09	Locale	Locale (is not visible in SIMS UI)

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Links > Assessment

Student Assessment Results Detail: Teacher: BERRY, JEN

Print Export

1 Results

1 Results

Filters

☒ Date Range From 28/05/2012 To 31/07/2012 Display All ☒ Refresh

☐ Cycle Year to Date (31-08-2017 to 08-03-2018)

Aspect Name	Result Date	Resultset	Type	Result
EN KS2: Spelling Test Mark	01/06/2012	Key Stage 2 Validated Result	Marks-Integer	3
EN KS2: Writing Longer Task Score	01/06/2012	Key Stage 2 Validated Result	Marks-Integer	22
EN KS2: Writing Short Task Score	01/06/2012	Key Stage 2 Validated Result	Marks-Integer	10
EN AT1: Speaking and Listening KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
EN AT2: Reading KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
EN AT3: Writing KS2	11/07/2012	Key Stage 2 Validated Result	Grade	4
MA AT1: Using and Applying Maths KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
MA AT2: Number and Algebra KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
MA AT3: Shape, Space and Measures KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
MA AT4: Handling Data KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
SC AT1: Scientific Enquiry KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
SC AT2: Life Proc and Living Things KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
SC AT3: Materials and their Props KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
SC AT4: Physical Processes KS2	11/07/2012	Key Stage 2 Validated Result	Grade	5
EN KS2: English Test Lev	12/07/2012	Key Stage 2 Validated Result	Grade	5
EN KS2: Reading Main Level	12/07/2012	Key Stage 2 Validated Result	Grade	5
EN KS2: Reading Test Level (Final)	12/07/2012	Key Stage 2 Validated Result	Grade	5
EN KS2: Reading Test Mark	12/07/2012	Key Stage 2 Validated Result	Marks-Integer	39
EN KS2: Writing Sub-Total	12/07/2012	Key Stage 2 Validated Result	Marks-Integer	35
EN KS2: Writing Test Level (Final)	12/07/2012	Key Stage 2 Validated Result	Grade	4
EN TA: English Subject Level KS2	12/07/2012	Key Stage 2 Validated Result	Grade	5
MA KS2: Mathematics Test A	12/07/2012	Key Stage 2 Validated Result	Marks-Integer	29
MA KS2: Mathematics Test B	12/07/2012	Key Stage 2 Validated Result	Marks-Integer	35
MA KS2: Maths Main Level	12/07/2012	Key Stage 2 Validated Result	Grade	5
MA KS2: Maths Test Level (Final)	12/07/2012	Key Stage 2 Validated Result	Grade	5
MA KS2: Mental Maths Test	12/07/2012	Key Stage 2 Validated Result	Marks-Integer	16
MA TA: Mathematics Subject Level KS2	12/07/2012	Key Stage 2 Validated Result	Grade	5
SC TA: Science Subject Level KS2	12/07/2012	Key Stage 2 Validated Result	Grade	5

MIS > Students > (select student) > View > Assessment > CTF Stage Assessments

CTF Stage Assessments									
Search: <input type="text"/>									
Year	Locale	Stage	Subject	Method	Component	Result Status	Result Qualifier	Result	Result Date
2019	ENG	KS2	ENG	TT	GPV	R	NM	40	14/05/2019
2019	ENG	KS2	ENG	TT	SPE	R	NM	12	14/05/2019
2019	ENG	KS2	ENG	TT	GPS	R	NS	52	14/05/2019
2019	ENG	KS2	ENG	TT	GSS	R	NB	110	14/05/2019
2019	ENG	KS2	ENG	TT	GPM	R	NE	AS	14/05/2019
2019	ENG	KS2	ENG	TT	RD1	R	NM	44	14/05/2019

- **Note:** Refer Students > (select student) > View > Assessment > CTF Stage Assessments [to check for all valid Stages (FSP, EYFS, KS1, KS2, KS3) based on selected student]

3.39 Student Communication Log

Reference	Data Item Name	Data Item Description
3.39.01	communicate	
3.39.02	Communicator	
3.39.03	Type Direction	
3.39.04	Date	
3.39.05	Time	
3.39.06	Follow Up	

SIMS > Focus > Student > Student Details > Find Student > Search > (select student) > Links > Communication Log

The screenshot shows the 'Communication Log' window in SIMS. The window has a menu bar (Focus, Reports, Routines, Tools, Window, Help) and a toolbar with icons for Back, Forward, New, Search, Open, Delete, Print, Browse, Next, and Previous. Below the toolbar, there are filters for 'Period' (set to 'This Year') and 'Context' (set to '<Any>'). The main area displays a table of communication entries:

Direction	From / To	Date	Type	Context	Follow Up	Notes	Importance
Sent	Helen Wardle	27/08/2019 15:56	Telephone	Other	01/09/2019	An important letter regarding sc	Low
Sent	Helen Wardle	30/08/2019 17:19	Telephone	Other	04/09/2019	Reminder: False nails must be re	Low

The screenshot shows the 'Communication Details' window in SIMS. The window has a menu bar (Focus, Reports, Routines, Tools, Window, Help) and a toolbar with icons for Back, Forward, New, Search, Open, Delete, Print, Browse, Next, and Previous. Below the toolbar, there are tabs for '1 Basic Details', '2 Summary Notes', '3 Follow Up', '4 Linked To', '5 Conversation Thread', and '6 Attached Documents'. The '1 Basic Details' tab is active, showing a form with the following fields:

- Communicatee:** Helen Wardle
- Communicator:** Tracy Coulson
- Type:** Telephone
- Direction:** Sent
- Date:** 27/08/2019
- Time:** 15:56:00
- Log Confidentiality:** Public
- About:** Name: Adams, Leticia; Role: Student, Candid...

The '2 Summary Notes' tab is also visible, showing a text area with the following content:

An important letter regarding school standard is now available on INDEPNT & the website. Please read in readiness for school starting. Copies also in reception

The '3 Follow Up' tab is also visible, showing a checkbox for 'Required' and a date field set to 01/09/2019, with a 'Create' button.

MIS > Students > (select student) > View > Communication > Communication Logs

Communication Logs								
Search Communication logs					Show	Inbound		
Date	Contact	Contact Relation	Reason	Contacted By	Outcome	Notes	Direction	
08/09/2020 08:18	Mr A Abbott	Father	Lack of uniform a ...	Mr B Smith			Inbound	
01/09/2020 09:09	Mr A Abbott	Father	Let us know famil ...	Mr B Smith			Inbound	

Add Communication Log

Contacted With*

<NOT SELECTED>

Contacted By*

Contacted Date*

18/02/2021

14:55

Type

Outbound

Reason*

Outcome

Notes

Cancel

Save

4.Attendance

4.1 AM/PM Attendance

Reference	Data Item Name	Data Item Description
4.1.01	AttDate	
4.1.02	LinkedGroup	
4.1.03	Mark	
4.1.04	MinutesLate	
4.1.05	SessionName	
4.1.06	Comments	

SIMS > Links > Attendance

Views

End Date: Refresh

Sessions: ☒ Week View

Attendance marks (Attendance Year 2017/2018)

Week Beginning	Mon		Tue		Wed		Thu		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
04/09/2017	#	#	/	\	/	\	/	\	/	X
11/09/2017	/	\	/	X	/	\	/	\	/	X
18/09/2017	/	\	/	X	/	\	/	\	/	X
25/09/2017	/	\	/	X	/	\	/	\	/	X
02/10/2017	/	\	/	X	/	\	/	\	/	X
09/10/2017	/	\	/	X	/	\	/	\	/	X
16/10/2017	/	\	/	X	/	\	/	\	/	X
23/10/2017	/	\	/	X	/	\	/	\	#	#
30/10/2017	#	#	#	#	#	#	#	#	#	#
06/11/2017	/	\	/	X	/	\	/	\	/	X
13/11/2017	/	\	/	X	/	\	/	\	/	X
20/11/2017	/	\	/	X	/	\	/	\	/	X
27/11/2017	/	\	/	X	/	\	/	\	/	X
04/12/2017	/	\	/	X	/	\	/	\	/	X
11/12/2017	/	\	/	X	/	\	/	\	/	X
18/12/2017	/	\	/	X	/	\	/	\	/	X
25/12/2017	#	#	#	#	#	#	#	#	#	#
01/01/2018	#	#	#	#	#	#	#	#	#	#
08/01/2018	/	\	/	X	/	\	/	\	/	X
15/01/2018	/	\	/	X	/	\	/	\	/	X
22/01/2018	/	\	/	X	/	\	/	\	/	X
29/01/2018	/	\	/	X	/	\	/	\	/	X
05/02/2018	/	\	/	X	/	\	/	\	/	X
12/02/2018	/	\	/	X	/	\	/	\	/	X
19/02/2018	#	#	#	#	#	#	#	#	#	#

05/02/2018 AM
12F/Tu13 SDP
Late due to accident that bus was behind. Unavoidable.BH

4.2 Class Attendance

Reference	Data Item Name	Data Item Description
4.2.01	AttDate	
4.2.02	LinkedGroup	
4.2.03	Mark	
4.2.04	MinutesLate	
4.2.05	PeriodName	
4.2.06	Comments	

SIMS > Students > Links

Attendance marks (Attendance Year 2018/2019)

Week Beginning	Monday										Tuesday										Wednesday										Thursday				
	AM	Tut	1	2	3	PM	4	5	Twi	AM	Tut	1	2	3	PM	4	5	Twi	AM	Tut	1	2	3	PM	4	5	Twi	AM	Tut	1	2	3			
03/09/2018										/	/	-	-	/	/	/	/		/	/	/	/	/	/	/	/	/	/	/	/	/	/			
10/09/2018	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
17/09/2018	/	/	/	/	/	/	/	-	/	I	I	I	I	I	I	I	I		/	/	/	/	/	/	/	/	/	/	/	/	/	/			
24/09/2018	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
01/10/2018	/	/	/	/	/	L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
08/10/2018	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
15/10/2018	/	/	/	/	/					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
22/10/2018	/	/	/	/	/					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
29/10/2018	/	/	/	/	/					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
05/11/2018										/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			

01/10/2018 Mon:3
8U/Fr2
4 mins

MIS > Reports > Attendance > Individual > Student Attendance

For: S0303A Addison Harry

Tutor Group: 08A

					Mon					Tu					Wed					Th					Fri												
Yr/Tr/Wk	Wk Begin	Pos	Pr	%	A	1	2	3	P	4	5	A	1	2	3	P	4	5	A	1	2	3	P	4	5	A	1	2	3	P	4	5					
2020/1/01	30/08/20	17	17	100								/	-	-	-	\	-	-	/	-	/	/	\	/	/	/	?	/	\	-	/	8	/	-	/	?	/
2020/1/02	06/09/20	25	25	100	/	-	-	/	\	/	/	/	?	?	?	\	-	?	/	-	/	/	\	/	/	/	-	/	\	/	/	/	/	/	\	-	/
2020/1/03	13/09/20	29	29	100	/	-	-	/	\	/	/	/	/	?	/	\	-	/	/	-	/	/	\	/	/	/	-	/	\	/	/	/	/	/	\	-	/
2020/1/04	20/09/20	29	29	100	/	-	-	/	\	/	/	/	/	/	/	\	-	/	/	-	/	/	\	/	/	/	-	/	\	/	/	/	/	/	\	-	/
2020/1/05	27/09/20	29	29	100	/	-	-	/	\	/	/	/	/	/	/	\	-	/	/	-	/	/	\	/	/	/	-	/	\	/	/	/	/	/	\	-	/
2020/1/06	04/10/20	17	17	100	/	-	-	/	\	/	/	/	/	/	/	\	-	/	/	-	/	/	\	/	/	/	?	?	-	?	?	?	?	?	?	-	?

MIS > Reports > Attendance > Audit > Commented Attendance

Commented Attendance Report 511510

Register Date From: 01/09/2020 To: 22/02/2021

Class	Student	Register Date	Period	Mark	Comment	Commenter
11BA	Philip Beresford	22/09/2020	AM	A	Illness	Mr V Baldwin
11BA	Philip Beresford	23/09/2020	AM	L	Illness	Mrs M Appleby
11BA	Philip Beresford	24/09/2020	AM	M	Mother called, doctors appointment between 8:30am and 1pm	Mr J Cogger

Note: Current/latest Year: (MIS) Attendance marks for future should show '?' marks in Registers – which indicates Classes/Groups are present. This is to make sure Timetables exist until the end of year

5. Dinner Money

5.1 Dinner Payments

Reference	Data Item Name	Data Item Description
5.1.01	Comment	
5.1.02	IsConfirmed	
5.1.03	PaymentType	
5.1.04	TransactionAmount	
5.1.05	TransactionDate	
5.1.06	line_amount	
5.1.07	LinkedPerson	
5.1.08	Opening Balance	

SIMS > Student > Links > Dinner Money Financials

Pupil Payments and Additional Transactions: (Student, School)

Save Undo Print

1 Balance Details 2 Payments 3 Additional Transactions

1 Balance Details

Opening Balance	0.00
Current Balance	353.70

2 Payments

Date	Trans No.	Type	Trans Amt.	Amount	Reference	Status
05/09/2018	9249	External	396.90	396.90	12591840	Created
18/09/2017	8281	External	396.90	396.90	7433816	Created
01/03/2017	7850	Cash	21.90	21.90		Banked
09/09/2015	6607	Cash	328.60	328.60		Banked
04/04/2014	5213	Cash	62.35	62.35		Banked
20/03/2014	5139	Cash	130.60	130.60		Banked
05/03/2014	5074	Cash	3.00	3.00		Banked
01/10/2013	4375	Cash	2.00	2.00		Banked
18/09/2013	4309	Cash	131.35	131.35		Banked
07/12/2012	3339	Cash	271.95	271.95		Banked
14/09/2012	2931	Cash	70.30	70.30		Banked

3 Additional Transactions

Date	Trans No.	Type	Trans Amt.	Amount	Original No.	Status
04/09/2015	6588	Balance Transfer	0.00	26.45		Created

MIS > Students > Actions > Dinner Account Balance

Dinners and Payments for Addison Harry

Start Date* End Date

Opening Balance as of 22/01/2021: **£70.00** Closing Balance as of 22/02/2021: **£80.00**

Grid actions

<input type="checkbox"/>	Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
<input type="checkbox"/>	22/02/2021	PAYMENT	Cash	£10.00	Yes	-	
<input type="checkbox"/>	22/02/2021	DINNER	Packed Lunch	£0.00	Yes	Yes	

MIS > Staff > Actions > Dinner Account Balance

Dinners and Payments for Mrs C Andrews

Start Date* End Date

Opening Balance as of 22/01/2021: **£0.00** Closing Balance as of 22/02/2021: **£47.00**

Grid actions

<input type="checkbox"/>	Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
<input type="checkbox"/>	22/02/2021	PAYMENT	Cash	£50.00	Yes	-	
<input type="checkbox"/>	22/02/2021	DINNER	School Meal	£3.00	Yes	No	

Note:

- Refer Focus > Dinner Money > Pupil Payments(SIMS)/ Student > Links > Dinner Money financials (SIMS)
- Refer Focus > Dinner Money > Staff Payments(SIMS)/ Staff > Links > Dinner Money financials (SIMS)
- Refer Students > Actions > Dinner Account Balance (MIS)
- Refer Staff > Actions > Dinner Account Balance (MIS)
- Refer Reports > Dinner > Dinner Numbers (MIS)

5.2 Dinner Meal Types and Costs

Reference	Data Item Name	Data Item Description
5.2.01	Meal Code	
5.2.02	Meal Description	
5.2.03	Meal Type	
5.2.04	Charge	
5.2.05	Start Date	
5.2.06	End Date	

SIMS > Tools > Dinner Money > Pupil/Staff Meal Definitions

Pupil Meal Definition Detail **Paid Meal**

Save Undo Print

Basic Details 2 Charges

1 Basic Details

Description: Paid Meal

Meal Type: School Meal

Year Group(s):

- ☒ Year N1
- ☒ Year N2
- ☐ Year R
- ☐ Year 1
- ☐ Year 2
- ☒ Year 3

Check All Uncheck All

2 Charges

Start Date	End Date	Charge
04/09/2017		2.10
23/02/2016	03/09/2017	2.00
01/09/2014	22/02/2016	1.85

MIS > Config > Dinner > Student/Staff Meal Definitions

Meal Definitions

Meal Definition: Student

Grid actionsCopyExcelCSVPDFPrint

Name	Description	Categories	Charge (in £)	Year Groups
AB	Absent	-	-	-
CC	Cash Cafeteria	-	-	-
HO	Home	-	-	-
OS	Other School	-	-	-
PL	Packed Lunch	-	2.50	07,08,09,10,11,12,13
SM	School Meal	School Provided, In School	2.50	?07,08,09,10,11,12,13
SS	School Sandwich	-	2.75	07,08,09,10,11,12,13
VE	Vegan	School Provided, In School	3.00	07,08,09,10,11,12,13

5.3 Dinner Registers

Reference	Data Item Name	Data Item Description
5.3.01	Comments	
5.3.02	MealDate	
5.3.03	MealType	
5.3.04	LinkedPerson	
5.3.05	PersonType	
5.3.06	IsProcessed	

SIMS > Focus > Dinner Money > Edit Pupil Meals/Staff Meals

Edit Session Marks - W/b 24/09/2018 - NN

Save Undo Print Refresh Codes Preserve Minutes Late Comments Vertical Links

Previous Week Next Week Select All ☐ Show only students with Unexplained Absences today

Attendance Dinner Register

Name	Reg	Mon 24/09 Dinner	Tue 25/09 Dinner	Wed 26/09 Dinner	Thu 27/09 Dinner	Fri 28/09 Dinner
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	(NN)	AB	AB	AB	AB	AB
[Student Name]	NN	AB	SM	AB	SM	SM
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	AB	AB	AB	AB	AB
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	AB	AB	AB	AB	SM
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	SM	SM	SM	SM	AB
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	SM	AB	SM	SM	PL
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	SM	SM	SM	SM	AB
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	SM	SM	SM	SM	SM
[Student Name]	NN	SM	SM	SM	SM	SM

MIS > Students > Actions > Dinner Account Balance

Dinners and Payments for Addison Harry

Start Date* End Date

Opening Balance as of 22/01/2021: **£70.00** Closing Balance as of 22/02/2021: **£80.00**

Grid actions

<input type="checkbox"/>	Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
<input type="checkbox"/>	22/02/2021	PAYMENT	Cash	£10.00	Yes	-	
<input type="checkbox"/>	22/02/2021	DINNER	Packed Lunch	£0.00	Yes	Yes	

MIS > Staff > Actions > Dinner Account Balance

Dinners and Payments for Mrs C Andrews

Start Date* End Date

Opening Balance as of 22/01/2021: **£0.00** Closing Balance as of 22/02/2021: **£47.00**

Grid actions

<input type="checkbox"/>	Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
<input type="checkbox"/>	22/02/2021	PAYMENT	Cash	£50.00	Yes	-	
<input type="checkbox"/>	22/02/2021	DINNER	School Meal	£3.00	Yes	No	

Note:

- Refer Focus > Dinner Money > Edit Pupil Meals (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Focus > Dinner Money > Record Staff Meals (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Students > Actions > Dinner Account Balance (MIS)
- Refer Students > Actions > Dinner Account Balance (MIS)
- Refer Reports > Dinner > Dinner Numbers (MIS)

6.Others

6.1 Person Addresses (Student, Staff & Student Contacts)

Reference	Data Item Name	Data Item Description
6.1.01	AdministrativeArea	
6.1.02	BuildingNameNumber	
6.1.03	Country	
6.2.04	EndDate	
6.1.05	FlatNameNumber	
6.1.06	Locality	
6.1.07	Location	
6.1.08	Notes	
6.1.09	PostCode	
6.1.10	StartDate	
6.1.11	Street	
6.1.12	Town	

SIMS > Students/Staff > Contact Maintenance

4 Addresses




Home address can be disclosed ☒ Home address can be transferred ☒



Current Home Address Details (Validated)

Apartment		House Name	
House No.			
Street			
District		Town / City	
County		Post Code	
Country	United Kingdom	Address type	Home
Note			
Start date	16/07/2009	End date	


Enter additional address

Post Code		Country	United Kingdom
House Number/Name			

 Delete
 Move House
 Validate

 Continue
 Advanced

MIS > Students > View > Profile



Addison Harry

Gender	Date of Birth	Year Group	Admission No.	House	Tutor Group	UPN
Male	06/08/2008	08	S0303A	Jupiter	08A	F93663981125A

Harry.Addison2@Bromcomschool.com
[07768056168](tel:07768056168)
[\[Edit\]](#)

[\[Location\]](#) Rutland House 44, Masons Hill, Bromley, BR2 9JG

Summer Born
Looked After Child
FSM
Pupil Premium

Add / Edit Contact Information

Phone & Email

Address

Link to Known Address

Click to Add New Address

[Home](#)
[27/09/2019](#)
[Priority 1](#)

Rutland House 44, Masons Hill, Bromley, BR2 9JG

[Home](#)
[23/08/2019 - 26/09/2019](#)
[Priority 2](#)

130, Worsley Bridge Road, London, Lower Sydenham, SE20 0BT

Close

MIS > Students > View > Profile > Contacts

Ms Celia Adrena (H) #153

Foster Mother

Priority 1

caddison@bromcomcloud.com

07716424204

Rutland House 44, Masons Hill, Bromley, BR2 9JG

C

P

B

R

T

Mr Ian Adrena (H) #2714

Foster Father

Priority 2

07764143244

Rutland House 44, Masons Hill, Bromley, BR2 9JG

C

P

B

R

T

Contact Details - Mrs F Abbott

Personal Details

Linked Students

Phone & Email

Address

User Defined Fields

Link to Known Address

Click to Add New Address

Home


12/05/2020

Priority 1

224 , Woodland Walk, Aldershot, GU12 4FQ

Close

MIS > Staff > View > Profile



Christine Andrews

Gender

Female

Date of Birth

07/01/1969

Staff Code

CPA

Extension No

17

Job Title

Classroom Teacher

✉

 bromcom@bromcom.com

☎

 00007776666

✎

📍

 Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s)

Teacher - Music, RE

Deputy Head of Bromcom Technology School, Mathematics

Head of Alverton, Jupiter

Teacher Roles

Classroom Teacher, Deputy Head

Add / Edit Contact Information

Phone & Email

Address

Link to Known Address

Click to Add New Address

🏠 Home

14/06/2006

Priority 1

Rutland House 44, Masons Hill, Bromley, BR2 9JG

6.2 Person Telephones (Student, Staff & Contacts)

Reference	Data Item Name	Data Item Description
6.2.01	Location	
6.2.02	Main	
6.2.03	Notes	
6.2.04	PhoneNumber	As part of the migration we remove any spaces in the number. There is no priority on telephone numbers in SIMS there is only the option of 'Main' and 'Primary' If set as 'Main' and or 'Primary' it is given '1' else 2, 3, 4 ect on order in the SIMS database table.

SIMS > Students/Staff > Contact Maintenance

3 Telephones and Email Addresses

Telephones\Fax Numbers:

Device	Location	Number	Main	Primary	Notes
Telephone	Mobile	07768 056168	Yes	Yes	
Telephone	Work	0203 201 1250			until midday
Telephone	Home	0203 201 1250			

New
 Open
 Delete

+ Telephones

	Priority	Telephone No	Available	Location	Notes
	1	07768 056168	All Day	Mobile	
	2	0203 201 1250	All Day	Home	
	3	0203 201 1250	All Day	Work	until midday

MIS > Students > View > Profile

Addison Harry All ▾

Gender	Date of Birth	Year Group	Admission No.	House	Tutor Group	UPN
Male	06/08/2008	08	S0303A	Jupiter	08A	F93663981125A

✉ Harry.Addison2@Bromcomschool.com 07768056168

📍 Rutland House 44, Masons Hill, Bromley, BR2 9JG

Summer Born Looked After Child FSM Pupil Premium

Add / Edit Contact Information

Phone & Email

Address

Click to Add New Phone Number or Email

07768056168

Mobile

Any day

Priority 1

02076805616

Home

Any day

Priority 2

Harry.Addison2@Bromcomschool.com

Priority 1

All Time

Close

MIS > Students > View > Profile > Contacts

Contacts

Ms Celia Adrena (H) #153

Foster Mother

Priority 1

07716424204

07716424204

C

P

B

R

T

Home

Person

caddison@bromcomcloud.com

Rutland House 44, Masons Hill, Bromley, BR2 9JG

Mr Ian Adrena (H) #2714

Foster Father

Priority 2

07777777777

07777777777

C

P

B

R

T

Home

Person

07777777777

Rutland House 44, Masons Hill, Bromley, BR2 9JG

129

Add / Edit Contacts

Personal Details
Linked Students
Phone & Email
Address
User Defined Fields

Click to Add New Phone Number or Email

07716424204
Mobile
Any day
Priority 1


0207111111
Home
Any day
Priority 2

caddison@bromcomcloud.com
Priority 1
Home

caddison@workemail.com
Priority 2
Work

Close

MIS > Staff > View > Profile



Christine Andrews

Gender
Date of Birth
Staff Code
Extension No
Job Title

Female
07/01/1969
CPA
17
Classroom Teacher

bromcom@bromcom.com
00007776666

Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s) :
Teacher - Music, RE
Deputy Head of Bromcom Technology School, Mathematics
Head of Alverton, Jupiter

Teacher Roles - Classroom Teacher, Deputy Head

Add / Edit Contact Information

Phone & Email

Address

Click to Add New Phone Number or Email

📞 00007776666

Mobile

Any day

Priority 1

✉️ bromcom@bromcom.com

Priority 1

All Time

6.3 Person E-mail Addresses (Student, Staff & Contacts)

Reference	Data Item Name	Data Item Description
6.3.01	EmailAddress	
6.3.02	Location	
6.3.03	Main	

SIMS > Students/Staff > Contact Maintenance

Email Addresses:

Address	Location	Main	Primary	Notes
[Redacted]	Home	Yes	Yes	

New
 Open
 Delete
 Send

Set Primary
 Set Main

+ Email

Priority	Email Address	Notes	Email Type
1	[Redacted]		Home

MIS > Students > View > Profile

Addison Harry All ▾

Gender	Date of Birth	Year Group	Admission No.	House	Tutor Group	UPN
Male	06/08/2008	08	S0303A	Jupiter	08A	F93663981125A

Harry.Addison2@Bromcomschool.com
 07768056168

Rutland House 44, Masons Hill, Bromley, BR2 9JG

Summer Born
 Looked After Child
 FSM
 Pupil Premium

Add / Edit Contact Information

Phone & Email

Address

Click to Add New Phone Number or Email

📞 07768056168

MobileAny dayPriority 1

📞 02076805616

HomeAny dayPriority 2

✉️ Harry.Addison2@Bromcomschool.comPriority 1

All Time

Close

MIS > Students > View > Profile > Contacts

Contacts

Ms Celia Adrena (H) #153 Foster Mother Priority 1

caddison@bromcomcloud.com

07716424204

Rutland House 44, Masons Hill, Bromley, BR2 9JG

C P B R T Home Person

Edit

Mr Ian Adrena (H) #2714 Foster Father Priority 2

07777777777

Rutland House 44, Masons Hill, Bromley, BR2 9JG


C P B R T Home Person

Add / Edit Contacts

✕

Personal Details	Linked Students	Phone & Email	Address	User Defined Fields
Click to Add New Phone Number or Email				
<div><div>📞 07716424204</div><div>MobileAny dayPriority 1</div></div>				
<div><div>📞 02071111111</div><div>HomeAny dayPriority 2</div></div>				
<div><div>✉ caddison@bromcomcloud.comPriority 1</div><div>Home</div></div>				
<div><div>✉ caddison@workemail.comPriority 2</div><div>Work</div></div>				

MIS > Staff > View > Profile



Christine Andrews

Gender

Female

Date of Birth

07/01/1969

Staff Code

CPA

Extension No

17

Job Title

Classroom Teacher

bromcom@bromcom.com

00007776666

Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s) :

Teacher - Music, RE

Deputy Head of Bromcom Technology School, Mathematics

Head of Alverton, Jupiter

Teacher Roles - Classroom Teacher, Deputy Head

Add / Edit Contact Information

Phone & Email

Address

Click to Add New Phone Number or Email

00007776666

Mobile

Any day

Priority 1

bromcom@bromcom.com

Priority 1

All Time

6.4 Person Disabilities (Student, Staff)

Reference	Data Item Name	Data Item Description
6.4.01	Disability Description	
6.4.02	Notes	

Start Date	End Date	Disability	Notes
26/07/2011		Not Collected	...

New
Open
Delete

MIS > Students > View > Health Background > Medical Conditions/Dietary Needs & Disabilities

Medical Conditions / Dietary Needs & Disabilities +

Disabilities

Problems with Vision

Note: Only **Active Disabilities** are imported, as we do not have start/end dates for them in our MIS. Any **disabled disabilities** will not be migrated.

6.5 Superannuations

Reference	Data Item Name	Data Item Description
6.5.01	Superannuation Code	
6.5.02	Superannuation Description	
6.5.03	Application Date	
6.5.04	Superannuation Value	

SIMS > Tools > Staff > Superannuation

Find Superannuation

New Search Open Print Browse Next Previous Links

Scheme Code Description

Code	Description
0	NONE
LGSA	Local Government Superannuation
LGSC	Local Govt. Super.-Manual
NONE	None
SERP	SERPS
TEAC	Teachers

1 Superannuation

Scheme Code Scheme Description

Values

Application Date	Value
01/04/2006	11.50
01/04/2005	10.70
01/04/2004	9.80
01/04/2003	9.00
01/04/2002	8.20
01/04/2001	7.50

New Open Delete

MIS > Config > Administration > Superannuations

Superannuations

Grid actions Copy Excel CSV PDF Print

Code	Description	% Value	Active
EA1	Teacher Scheme 1	12.50	Yes
LGSA	Local Authority Superannuation	11.00	Yes
NONE	NONE	0.00	Yes
SERP	SERPS	8.00	Yes
TEAC	Teachers	14.10	Yes

Edit Superannuations

Superannuation Code*

Description*

☒ Active

Superannuation Values

	Application Date	% Value	
-	<input type="text" value="01/01/1990"/>	<input type="text" value="8.00"/>	
-	<input type="text" value="04/01/1998"/>	<input type="text" value="7.00"/>	
-	<input type="text" value="04/01/2003"/>	<input type="text" value="5.00"/>	
-	<input type="text" value="04/01/2006"/>	<input type="text" value="15.00"/>	
-	<input type="text" value="04/01/2012"/>	<input type="text" value="11.00"/>	
-	<input type="text" value="04/01/2013"/>	<input type="text" value="11.00"/>	
	<input type="text" value="24/02/2021"/>	<input type="text"/>	

6.6 School Characteristics

Reference	Data Item Name	Data Item Description
6.6.01	School Phase	
6.6.02	National Curriculum Year Start	
6.6.03	National Curriculum Year End	
6.6.04	Intake	
6.6.05	Initial Intake	
6.6.06	Governance	
6.6.07	School Type	
6.6.08	Accept Boarders	
6.6.09	Special Class Or Unit	
6.6.09	Gender on entry to 6 th form	
6.6.10	LA	
6.6.11	Establishment number	
6.6.12	Unique number	
6.7.13	Date of Change	
6.7.14	DOA	
6.7.15	Boarding Pupils	

SIMS > Focus > School Details

The screenshot shows the 'School Details' form in SIMS.net for Mendon School. The form is divided into several sections with various input fields. Several fields are highlighted with green boxes, indicating the data items listed in the table above:

- School Name:** Mendon School
- LA:** 201 Nottinghamshire
- Establishment Number:** 40710
- Unique Reference Number:** 11304711
- School Phase:** Secondary
- School Type:** Academies
- School Governance:** Academies
- Intake Type:** Comprehensive
- Previous School Name:** Mendon School and Tech College
- Previous Estab Number:** 40710
- Previous URN Number:** 11304711
- Boarding Pupils:** ☐ Nursery Class ☐
- Date Name Changed:** 04/10/2012
- Earliest DOA:** 04/10/2012
- Date Number Changed:** 04/10/2012
- Special Class or Unit:** ☐
- Head Teacher:** Mr. Emma Sims
- Curriculum Years:** 7 to 13
- Pupil Genders:** Coeducational
- Gender on entry to school:** Coeducational
- Gender on entry to 6th form:** Coeducational
- NC Year Start Date (dd/mm):** 1 / 9
- School Specialism:** ☐ Arts
- Main Contact:** Tim Giddens

MIS > Config > Administration > Characteristics

School Characteristics

School Phase*	Secondary	Intake*	Comprehensive
NC Year Range*	7 to* 14	Gender - Initial Intake*	Coeducational
Governance*	Community	Gender - Post 16*	Coeducational
Type of School	<NOT SELECTED>	Standard Admission Number	200
Published Admission Number	200	<input type="checkbox"/> Accept Boarders <input checked="" type="checkbox"/> Special Class/Unit	
Nature of Special Class/Unit*	Hearing Impairment		



7. Curriculum

7.1 Rooms (Locations)

Reference	Data Item Name	Data Item Description
7.1.01	MaxGroupSize	Capacity in MIS
7.1.02	RoomCode	
7.1.03	RoomName	
7.1.04	MainUser	Staff Name in MIS

SIMS > Focus > School > Rooms

1 Details

Room Short Name	<input type="text" value="6"/>
Room Long Name	<input type="text" value="HS5"/>
Establishment	<input type="text" value="Highwood High School"/> ▼
Site	<input type="text" value="Highwood High School"/> ▼
Main User	<input type="text"/>  
Maximum Group Size	<input type="text"/>
Area (in sq. metres)	<input type="text"/>
Phone Number	<input type="text"/>
Exclude from Cover	<input type="checkbox"/>

MIS > Config > Administration > Rooms

Room Details

Room Name*	10	Description	Room 10
Site Name	Bromcom Technology School	Block	Remote Demountable
Start Date*	05/08/2012	End Date	
Main Subject	<NOT SELECTED>	Room Type*	Classroom
Staff Name	Select Staff...	Available PCs	
Capacity	35		

☐ Interactive WhiteBoard

☐ Data Projector

☐ TV & VCR

☐ OHP & Screen

☐ Blackout

7.2 Groups and related information

We migrate only following group types:

- Subjects
- Classes
- Registration groups
- Year groups
- Houses
- Courses
- User defined groups (Reporting Group In MIS)

Also, we migrate their relationships between each other, as well as linked rooms & teachers and group memberships.

Subjects

SIMS

The screenshot shows the 'Subject Detail' form in SIMS. The title 'Applied Bu' is highlighted with a green box. Below the title bar, there are tabs for '1 Basic Details', '2 CLP Module Details', and '3 Cover Details'. The '1 Basic Details' tab is active, showing a form with the following fields:

Code	Ab	DfE Subject Code	Applied Business Studies
Title	Applied Bu		

MIS > Groups > Group Type Subject > select Subject > View

The screenshot shows the 'Groups' list in MIS. The table has the following columns: Group Name, Group Description, Group Type, Main Teacher, and Size. The first row, '10AC', is highlighted with a red box.

Group Name	Group Description	Group Type	Main Teacher	Size
10AC	10AC	Tutor Group	Mr A Choutov	25
10EL	10EL	Tutor Group	Ms E Laird	25
10EP	10EP	Tutor Group	Mrs E Phillips	23
10JS	10JS	Tutor Group	Mr J Smith	24
10PF	10PF	Tutor Group	Miss P Fox	24
10SJ	10SJ	Tutor Group	Mr S Jones	25
11CC	11CC	Tutor Group	Mrs C Connor-Lown	27
11CW	11CW	Tutor Group	Mr C Ward	23
11FM	11FM	Tutor Group	Miss F Megdiche	28

Save

Cancel

10AC

Previous

Next

Membership Display

Current Membership

Panels

All

Basic Group Details

Name*

10AC

Description*

10AC

Start Date*

03/09/2012

End Date

31/08/2023

Year Group*

10

Additional Group Details

☒ Registration occurs in AM/PM sessions

☐ Registration is scheduled in timetable

☐ No timetable

Houses

SIMS

02/04/2019

- Pastoral Structure
 - House
 - Wentworth
 - Rockingham
 - Effingham
 - Bailey
 - Head of House
 - Supervisors
 - Keppel
- National Curriculum Year Taught In

SIMS Allocate Students/Applicants : **Bailey**

Effective Date Range

☒ From effective date to end of the academic year (
 ☐ Over the whole academic year **03/09/2018 - 02/09/2019**

MIS > Groups > select Group Type> select group> View

Basic Group Details

Name*	10AC	Description*	10AC
Start Date*	03/09/2012	End Date	31/08/2023
Year Group*	10		

Classes

SIMS

6 Classes

Class	Staff	From	To
10A/Cs1a 18/19	Miss V Firth	03/09/2018	22/07/2019
10A/Cs1b 18/19	Miss A Hill	03/09/2018	22/07/2019
10A/Cs2a 18/19	Mr S Samaddar	03/09/2018	22/07/2019

MIS > Groups > Group Type *Teaching Class*

Group Name	Group Description	Group Type	Main Teacher	Size	Subject	End Date	Start Date
Ar07/A1	Ar07/A1 (20/21)	Teaching Class	Mr S Williams	4	Art	28/08/2021	30/08/2020
Ar07/B1	Ar07/B1 (20/21)	Teaching Class	Mr J Peakes	6	Art	28/08/2021	30/08/2020
Ar08/A1	Ar08/A1 (20/21)	Teaching Class	Mr J Peakes	5	Art	28/08/2021	30/08/2020

Curriculum Class

SIMS

Find Lesson

Search Open Print Browse Next Previous

Class Subject Staff Code Room NC Year

Class	Period	Staff	Rooms	Validity Ranges
07a/Ar1	Fri:4	Mr S Williams	A6	{27/08/2019 - 26/07/2020}
07a/Ar2	Tue:5	Mr J Peakes	B12	{27/08/2019 - 26/07/2020}
07a/Ar3	Fri:1	Mr S Williams	A6	{27/08/2019 - 26/07/2020}
07a/Ar4	Wed:3	Mr S Williams	A6	{27/08/2019 - 26/07/2020}
07a/Dr1	Wed:4	Mr J Peakes	B22, ST2	{27/08/2019 - 26/07/2020}
07a/Dr2	Fri:6	Mr S Williams	ST1	{27/08/2019 - 26/07/2020}
07a/Dr3	Fri:4	Mr J Peakes	B26, ST2	{27/08/2019 - 26/07/2020}
07a/Dr4	Mon:6	Mr S Williams	ST1	{27/08/2019 - 26/07/2020}
07a/Dt1	Tue:1	Mr S Williams	K3	{27/08/2019 - 26/07/2020}
07a/Dt1	Tue:2	Mr S Williams	K3	{27/08/2019 - 26/07/2020}
07a/Dt1	Thu:5	Mr S Williams	K3	{27/08/2019 - 26/07/2020}
07a/Dt2	Tue:1	Mr S Williams	K9	{27/08/2019 - 26/07/2020}
07a/Dt2	Tue:2	Mr S Williams	K9	{27/08/2019 - 26/07/2020}

Lesson Details

MIS > Groups > Group Type Teaching Class

Group Name	Group Description	Group Type	Main Teacher	Size	Subject	End Date	Start Date
Ar07/A1	Ar07/A1 (20/21)	Teaching Class	Mr S Williams	4	Art	28/08/2021	30/08/2020
Ar07/B1	Ar07/B1 (20/21)	Teaching Class	Mr J Peakes	6	Art	28/08/2021	30/08/2020
Ar08/A1	Ar08/A1 (20/21)	Teaching Class	Mr J Peakes	5	Art	28/08/2021	30/08/2020
Ar08/B1	Ar08/B1 (20/21)	Teaching Class	Mr J Peakes	4	Art	28/08/2021	30/08/2020
Ar09/A1	Ar09/A1 (20/21)	Teaching Class	Mr S Williams	10	Art	28/08/2021	30/08/2020

MIS > Groups > select Group Type> select group> View

Basic Group Details

Name* Description*

Start Date* End Date

Year Group* Subject*

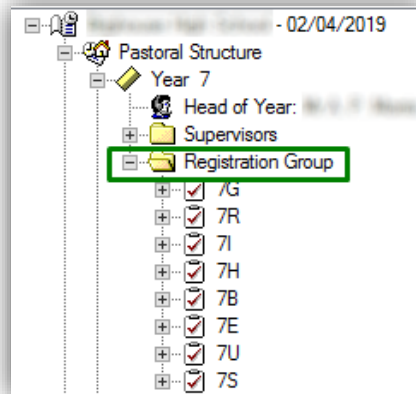
Basic Group Details

Name* Description*

Start Date* End Date

Registration Groups:

SIMS



MIS > Groups > Group Type> Tutor Groups

Group Name	Group Description	Group Type	Main Teacher	Size	End Date	Start Date
07A	07A	Tutor Group		25		03/09/2012
07B	07B	Tutor Group	W Middleton	24		31/08/2014
08A	08A	Tutor Group		26		03/09/2017
08B	08B	Tutor Group		23		03/09/2017

Courses

SIMS

2 Basic

Subject: Applied Bu

Level: GCSE Full Course

Short Name: Ab/GCSEF

Description: Applied Business (GCSEF)

Active Status: Inactive

Current QWS QAN/Disc: 5004509X/0002

MIS > Groups > Group Type Course > View

Basic Group Details

Name*: Art&Design/GCEA Description*: Art & Design GCE Advanced One Year

Start Date*: 09/09/2013 End Date:

Report Groups

SIMS

User Group Details **AEH KS3**

Save Undo Print

1 Group Details 2 Membership

1 Group Details

Group Description Active State

Short Name Current Main Supervisor

Notes

Include in Discover ☒

2 Membership

Effective Date Range Academic Year

Cursor Day Selected Member

Cursor Date Selected Membership

MIS > Groups > Group Type Report Group > View

Basic Group Details

Name* Description*

Start Date* End Date

Year Group*

7.3 Student Learning Aims (via Course Manager)

Reference	Data Item Name	Data Item Description
7.3.01	LinkedStudent	
7.3.02	Code	
7.3.03	LearningAimStatus	
7.3.04	StartDate	
7.3.05	EndDate	
7.3.06	PlannedEnd	
7.3.07	Core Aim	
7.3.08	Withdrawal Reason	

SIMS > Tools > Academic Management > Course Manager > Maintain Course

Description	Short Name	Subject	Level	QAN/Disc Code	QAN Expiry	Active Status	Qual Hours	Non-Qual Hrs
Applied IT (BTXe3)	Ai/BTXe3	App. It	BTEC Extended Certificate ...	60175758/CJ3	31/12/2050	Active	171	

Name	YTI	Reg	ULN	Class	Start	End	P End	Status	Reas...	Prote...	Result	AO...	QWS QAN/Disc
12C/Ai1				12C/Ai1	19/09/2017	20/07/2018	20/07/2018						60175758/CJ3
13C/Ai1				13C/Ai1	05/09/2016	20/07/2018	20/07/2018			✓			60175758/CJ3
13B/Ai1				13B/Ai1	06/09/2016	20/07/2018	20/07/2018			✓			60175758/CJ3

MIS > Students > View > Enrolment > Learning Aims (Not Attached to a programme Aim)

Learning Aims (Not Attached to a Programme Aim) +

QAN Code
10010257 / 5010 Continuing

Start Date
13/01/2023

End Date
-

Planned End Date
31/07/2024

Qualification
WJEC Entry Level Certificate in English

Programme Type
16-19 study programme

Programme Reference
!

Edit Learning Aim

Learning Aim Details

Work Placement

QN*

60146254 / 1010

Subject Classification Code

1010

Qualification

AQA Level 3 Advanced GCE in Biology

Extra Info

Advanced GCE in Biology

Start Date*

02/09/2020

End Date

Planned End Date*

22/07/2022

Status

Continuing

Third Party Provider

Programme Type*

16-19 study programme

☐ Core Aim
 ☐ Exclude
 ☐ Traineeship
 ☐ Protect

Cancel

Save

7.4 Student Programme Aims (via Course Manager)

Reference	Data Item Name	Data Item Description
7.4.01	Programme Type	
7.4.02	Start Date	
7.4.03	End Date	
7.4.04	Planned End Date	
7.4.05	Status	Programme Status
7.4.06	Reason	Withdrawal Reason
7.4.07	Traineeship	

SIMS > Tools > Academic Management > Course Manager > Post-16 Programmes of Study

Right Mouse Click for options

Students with learning aims 01/09/2020 to 31/01/2022

Student	Yr	Reg	Enrolment Status	Qual	Course Aim	Other Courses	Programme Type	Start Date	End Date	Planned End	Status	Reason	Traineeship	TT Hours	Qual Hours	Non-Qual Hrs	Total Hours
13	13043	Single Registration	2020/2022		SwGCELY PWGCELY PWGCELY PWGCELY PWGCELY		Study Programme	02/09/2020		16/07/2022	Continuing			13	600	182	782
13	13056	Single Registration	2020/2022		AwGCELY BwGCELY PWGCELY PWGCELY PWGCELY		Study Programme	01/09/2020		16/07/2022	Continuing			13	600	182	792
12	12067	Single Registration			PwGCELY PWGCELY PWGCELY		Study Programme	01/09/2021		16/07/2023	Continuing			14	408	76	484

MIS > Students > View > Enrolment > Programme Aims with Learning Aims

Programme Aims With Learning Aims

Programme Type 16-19 study programme Continuing	Start Date 30/08/2021	End Date -	Planned End Date 31/07/2023	Programme Reference 1
---	--------------------------	---------------	--------------------------------	--------------------------

Edit Programme Aim

Programme Type*
16-19 study programme

Start Date* 30/08/2021 End Date Planned End Date* 31/07/2023

Status*
Continuing

☒ Traineeship

Programme Ref 1

Cancel Save

7.5 Class QANs (via Course Manager)

Reference	Data Item Name	Data Item Description
7.5.01	LinkedClass	
7.5.02	Code	
7.5.03	StartDate	
7.5.04	EndDate	
7.5.05	IsQANorLevel	
7.5.06	Planned qualification hours	
7.5.07	Planned non-qualification hours	

SIMS > Tools > Academic Management > Course Manager > Maintain Course > Classes > QANs

Description	Short Name	Subject	Level	QAN/Disc Code	QAN Expiry	Active Status	Qual Hours	Non-Qual Hrs
Applied IT (BTXe3)	Ai/BTXe3	App. It	BTEC Extended Certificate ...	60175758/CJ3	31/12/2050	Active	171	

Name	YTI	Reg	ULN	Class	Start	End	P End	Status	Reas...	Prote...	Result	AO...	QWS QAN/Disc
12C/Ai1	19/09/2017	20/07/2018	20/07/2018										60175758/CJ3
13C/Ai1	05/09/2016	20/07/2018	20/07/2018							✓			60175758/CJ3
13B/Ai1	06/09/2016	20/07/2018	20/07/2018							✓			60175758/CJ3

MIS > Config > Curriculum > QN Data

QN	Subject Classification Code	Qualification	Short Title	Level	Last Classification Update	Approved	Until	Final Cert	Active
#0000003	ZZZZ	Leeds Beckett University Progression Module - 12 Points	Progression Module - 12 Points	4	07/10/2020	01/09/2006	31/12/2022	31/12/2023	Yes

MIS > Students > View > Enrolment > Learning Aims

Learning Aims

QN Code

60146254 / 1010

Continuing

Start Date

02/09/2020

End Date

-

Planned End Date

22/07/2022

Programme Type

16-19 study programme

Qualification

AQA Level 3 Advanced GCE in Biology

Edit Learning Aim

Learning Aim Details

Work Placement

QN*

60146254 / 1010

Subject Classification Code

1010

Qualification

AQA Level 3 Advanced GCE in Biology

Extra Info

Advanced GCE in Biology

Start Date*

02/09/2020

End Date

Planned End Date*

22/07/2022

Status

Continuing

Third Party Provider

Programme Type*

16-19 study programme

☐ Core Aim

☐ Exclude

☐ Traineeship

☐ Protect

Cancel

Save

7.6 Student Planned Hours/Post 16 Programmes of Study

Reference	Data Item Name	Data Item Description
7.6.01	Linked Student	
7.6.02	Academic Year	
7.6.03	Qualification hours	
7.6.04	Non qualification hours	

SIMS > Tools > Academic Management > Course Manager > Post 16 Programme of Study

Student	YTI	Reg	Enrolment Status	DOL	Core Aim	O..	TT Hours	Qual Hours	Non-Qual Hrs
Student: [Name]	12	12T/TuLA	Single Registration		Hf/Gen	Br	18	349	453
Student: [Name]	13	13M/TuPW	Single Registration			Li	17	617	131
Student: [Name]	13	13Th/TuALS	Single Registration		Lw/BTXe3	Hi	16	617	131

MIS > Census > Routines > Learning Hours Maintenance

<input type="checkbox"/>	Last Name	First Name	UPN	Year Group	Tutor Group	Programme Type	Courses	Qual Hours	Non-Qual Hours	Total Hours	T-level Qual Hours	T-level Non-Qual Hours	T-level Total Hours
<input type="checkbox"/>	Aamir	Neil		12	Test Tutor Group 01	16-19 study programme	Bi/GCEAS, Py/GCEAS, Sp/GCEAS, Ft/Y12	450	135	585	0	0	0

7.7 Non-Teaching Timetables

Reference	Data Item Name	Data Item Description
7.7.01	EventDescription	
7.7.02	EventTypeCode	
7.7.03	EventTypeDescription	
7.7.04	NonClassCodeDescription	
7.7.05	NonClassCodeName	
7.7.06	LinkedStaff	
7.7.07	LinkedRoom	
7.7.08	StartDate	
7.7.09	EndDate	

Timetable: Mrs [Name]

New Open Save Undo Print Refresh Preview Links

Effective Date: 02/04/2019 Refresh

Timetable

Display Mode: ☒ Days ☒ Timetable Cycle ☐ Show Subject ☒ Highlight current cell Class

Display Selected Periods Only ☐ Periods ☐ Current Week ☒ Show Class Code ☐ Highlight distribution

Mon	Tue	Wed	Thu	Fri
Mon:Tut 11Tu/11R F7	Tue:Tut 11Tu/11R F7	Wed:Tut 11Tu/11R F7	Thu:Tut 11Tu/11R F7	Fri:Tut BLANK F7
Mon:1 T&L F6	Tue:1 9Sc/H1 F6	Wed:1 7H/Se3 G2	Thu:1 8H/Se1 G2	Fri:1 BLANK G2
Mon:2 10A/Cs2b F6	Tue:2 11A/Cs6 F6	Wed:2 9Sc/B1 G2	Thu:2 11A/Cs4 G2	Fri:2 BLANK G2
Mon:3 11M3/Ma1 G10	Tue:3 1-1 G10	Wed:3 10B/Cs2b S8	Thu:3 PPA S8	Fri:3 BLANK S8
Mon:4 7H/Se3 F12	Tue:4 PPA F12	Wed:4 8B/Se3 S12	Thu:4 10B/Cs2b F6	Fri:4 BLANK F6
Mon:5 11B/Cs4 G2	Tue:5 8H/Se1 F6	Wed:5 11A/Cs6 G1	Thu:5 11B/Cs4 F6	Fri:5 BLANK F6

MIS > Reports > Curriculum > Timetable

Mrs J Bates (VB)				
Week 1 (Year/Term/Week: 2020/4/01)				
Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
Chemistry 13A/Ch1 S16 Regi strati	Chemistry 13B/Ch1 S16 1	Meeting N/A 1	Meeting N/A 1	1
Chemistry 13A/Ch1 S16 2	Chemistry 12A/Ch1 S12 2	Chemistry 13D/Ch1 S14 2	Chemistry 13B/Ch1 S23 2	Chemistry 13D/Ch1 S16 2
Chemistry 13C/Ch1 S16 3	Chemistry 13C/Ch1 S16 3	Meeting N/A 3	3 N/A	N/A 3
PM	PM	PM	PM	PM
On Call N/A 4	Meeting N/A 4	4 N/A	4 N/A	4 N/A
Chemistry 12A/Ch1 S16 5	Meeting N/A 5	5 N/A	5 N/A	5 N/A
6	6	6	6	6
7	7	7	7	7

Note:

- Current/latest Year: (MIS) Make sure Timetables (for Non-Contact/Teaching codes) exist until the end of year.
- If a two week timetable check the week numbering is correct and continues correctly after any half terms.

Select Academic Year

Academic Year 20/21

Key and Display Options

Day Status: (-) Normal School Day; (\$) Staff Only; (!) Enforced Closure; (#) Holiday; (*) Not part of Term

Calendar defined using the following period structure(s):

2018-2019 - Start Date: 30/08/2020 - End Date: 28/08/2021

☐ Display Timetable Days
 ☒ Display Week Labels

Term 1 20/21

30/08/2020 to 31/10/2020

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	30/08/2020	05/09/2020	1	*	*	#	#	\$	\$	\$	\$	-	-	-	-	*	*	
2	06/09/2020	12/09/2020	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
3	13/09/2020	19/09/2020	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	20/09/2020	26/09/2020	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
5	27/09/2020	03/10/2020	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
6	04/10/2020	10/10/2020	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
7	11/10/2020	17/10/2020	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
8	18/10/2020	24/10/2020	2	*	*	-	-	-	-	-	-	-	-	#	#	*	*	
9	25/10/2020	31/10/2020	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	

Term 2 20/21

01/11/2020 to 02/01/2021

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	01/11/2020	07/11/2020	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
2	08/11/2020	14/11/2020	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
3	15/11/2020	21/11/2020	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
4	22/11/2020	28/11/2020	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
5	29/11/2020	05/12/2020	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
6	06/12/2020	12/12/2020	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*	
7	13/12/2020	19/12/2020	1	*	*	-	-	-	-	-	-	-	-	\$	\$	*	*	
8	20/12/2020	26/12/2020		*	*	#	#	#	#	#	#	#	#	#	#	*	*	
9	27/12/2020	02/01/2021		*	*	#	#	#	#	#	#	#	#	#	#	*	*	

7.8 Class Timetables

Reference	Data Item Name	Data Item Description
7.8.01	Group	
7.8.02	Period	
7.8.03	Staff	
7.8.04	Room	
7.8.05	StartDate	
7.8.06	EndDate	

SIMS > Links > Staff Timetable

Timetable: Mrs [Name]

New Open Save Undo Print Refresh Preview Links

Effective Date: 02/04/2019 Refresh

Timetable

Display Mode: ☒ Days ☒ Timetable Cycle ☐ Show Subject ☒ Highlight current cell
 ☐ Periods ☐ Current Week ☒ Show Class Code ☐ Highlight distribution

Mon	Tue	Wed	Thu	Fri
Mon: Tut 11T _w /11R F7	Tue: Tut 11T _w /11R F7	Wed: Tut 11T _w /11R F7	Thu: Tut 11T _w /11R F7	Fri: Tut BLANK F7
Mon: 1 T&L	Tue: 1 9Sc/H1 F6	Wed: 1 7H/Sc3 F6	Thu: 1 8H/Sc1 G2	Fri: 1 BLANK G2
Mon: 2 10A/Cs2b F6	Tue: 2 11A/Cs6 F6	Wed: 2 9Sc/B1 F6	Thu: 2 11A/Cs4 G2	Fri: 2 BLANK G2
Mon: 3 11M3/Ma1 G10	Tue: 3 1-1 G10	Wed: 3 10B/Cs2b S8	Thu: 3 PPA S12	Fri: 3 BLANK F6
Mon: 4 7H/Sc3 F12	Tue: 4 PPA F12	Wed: 4 8B/Sc3 S12	Thu: 4 10B/Cs2b S12	Fri: 4 BLANK F6
Mon: 5 11B/Cs4 G2	Tue: 5 8H/Sc1 G2	Wed: 5 11A/Cs6 F6	Thu: 5 11B/Cs4 G1	Fri: 5 BLANK F6

MIS > Reports > Curriculum > Timetable (for Teachers)

Mrs C Andrews (CPA)				
Week 1 (Year/Term/Week: 2020/2/08)				
Monday	Tuesday	Wednesday	Thursday	Friday
11B E14 AM	11B E14 AM	11B E14 AM	11B E14 AM	11B E14 AM
Music MU12/A2D E63 1	Music MU12/A2D M03 1	1	1	Music MU13/A2D E61 1
RE Re09/A1 E63 2	2	Music MU12/A2D E63 2	2	2
3	3	3	Music MU13/A2D E63 3	3
11B E14 PM	11B E14 PM	11B E14 PM	11B E14 PM	11B E14 PM
Music MU13/A2D E63 4	Music MU13/A2D E63 4	4	4	4
5	RE Re09/B1 E63 5	Music MU13/A2D E61 5	5	Music MU12/A2D E63 5
6	6	6	6	6

Note: Current/latest Year: (MIS) In Registers, Attendance marks for future should show ‘?’ marks and not ‘–’. This is to make sure Timetables (for Classes/Groups) exist until the end of year

7.9 Timetable Exceptions

Reference	Data Item Name	Data Item Description
7.9.01	Group	
7.9.02	Period	
7.9.03	ExceptionType	
7.9.04	Student	
7.9.05	StartDate	
7.9.06	EndDate	

SIMS > Student > Links > Student Curriculum > Timetable (SIMS)

Mon	Tue	Wed	Thu	Fri
Mon:1 PPA	Tue:1 BLANK	Wed:1 9B/Tx1	Thu:1 9B/Tx1	Fri:1 10D/Fa1
Mon:2 8H/TE2	Tue:2 BLANK	Wed:2 10D/Fa1	Thu:2 8B/TE2	Fri:2 7B/TE2
Mon:3 10D/Fa1	Tue:3 BLANK	Wed:3 11E/Fa1	Thu:3 7H/TE2	Fri:3 11E/Fa1
Mon:4 11E/Fa1	Tue:4 BLANK	Wed:4 8H/TE2	Thu:4 12C/Tx1	Fri:4 T&L
Mon:5 7B/TE2	Tue:5 BLANK	Wed:5 9H/Tx1	Thu:5 12C/Tx1	

12C/Tx1 Textiles G9
13C/Tx1 Textiles G9

OK

MIS >Reports > Curriculum > Timetable (for Student)

Monday	Tuesday	Wednesday	Thursday	Friday
9MBet/BCur U1 Tutor	9MBet/BCur U1 Tutor	9MBet/BCur U1 Tutor	9MBet/BCur U1 Tutor	9MBet/BCur U1 Tutor
P1	P1	Geography 11-Ge1-A U9 P1	BTec Travel and Tourism 11-Travel-C ICT 1 P1	Geography 9I-Ge1 U9 P1
P2	Geography 9K-Ge3 U9 P2	History ! 11-Hi-B U9 P2	ICT 7I-ICT1 T6 CAD P2	Geography 9K-Ge3 U9 P2
Geography 8I-Ge1 U9 P3	Geography 10-Ge1-A U9 P3	Geography 8I-Ge1 U9 P3	Geography 10-Ge1-A U9 P3	Geography 11-Ge1-A U9 P3
9MBet/BCur U1 PM	9MBet/BCur U1 PM	9MBet/BCur U1 PM	9MBet/BCur U1 PM	9MBet/BCur U1 PM
Geography 7K-Ge3 U9 P4	Geography 11-Ge1-A U9 P4	BTec Travel and Tourism 11-Travel-C ICT 1 P4	Geography 10-Ge1-A U9 P4	Geography 9J-Ge2 U9 P4
History 11-Hi-B U9 P5	BTec Travel and Tourism 11-Travel-C ICT 1 P5	P5	P5	P5
Key ! = Clashing entry Wed P2 9J-Ge2 with 11-Hi-B				

7.10 Student Bands

Reference	Data Item Name	Data Item Description
7.10.01	BandName	
7.10.02	YearGroup	
7.10.03	Student	
7.10.04	StartDate	
7.10.05	EndDate	

SIMS > Focus > School > Academic Structure > Curriculum Assignment by Scheme

Scheme Name Type Sourced by Destination Groups Promotable Is PX Scheme

Base bands in Year 7	Bands	Year 7	Band 7b, 7h, 7c, 7d		No
Base bands in Year 8	Bands	Year 8	Band 8b, 8h, 8f	Promotable	No
Base bands in Year 9	Bands	Year 9	Band 9b, 9h, 9f	Promotable	No
Base bands in Year 10	Bands	Year 10	Band 10b, 10h, 10i	Promotable	No

Group Memberships in Scheme: Base bands in Year 7 (Bands), Sourced by Year 7

Save Advanced Mode Help Unpin Close

Filters

Tagged <Any> Assigned <Any> Filter

Year Group <Any> Reg. Group <Any> Reset

House <Any> Gender <Any>

Selected Student 1 Student(s) selected

Membership Eligibility

Membership status: Full

7h: 03/09/2018 - 21/10/2018

7b: 22/10/2018 - 22/07/2019

Key to Flags

Students

Effective Date Range 02/04/2019 - 22/07/2019 Academic Year Academic Year 2018/2019

Undo Redo Add Details Student Curriculum Allocate... Narrow Relax Max Sizes Action...

Student Name	Reg Group	Assigned	7b	7h	7c	7d
Abioye, Bettina	7I	7b	✓			
Abmad, Richard	7B	7b	✓			

MIS > Groups > Band

Basic Group Details

Name* 07A Description* 07A

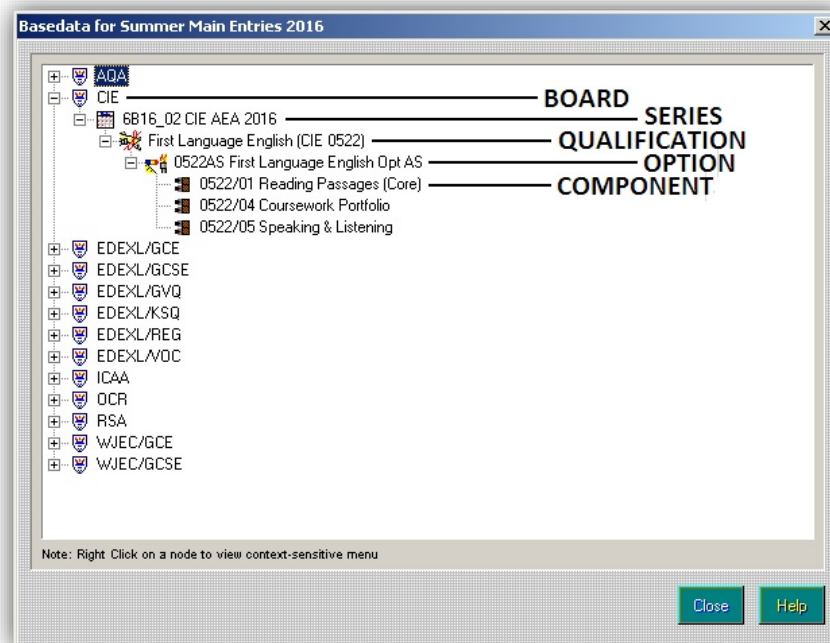
Start Date* 30/08/2015 End Date

Year Group* 07

	Last Name	First Name	Year	TG	Gender	Start Date	End Date	Actions
<input type="checkbox"/>	Abioye	Bettina	07	07A	F	02/09/2020	✓ Tracks group end date	
<input type="checkbox"/>	Abmad	Richard	07	07A	M	02/09/2020	✓ Tracks group end date	

8.Exams (Focus > Examinations) (SIMS)

Exams Hierarchy in SIMS



Exams Hierarchy in MIS

Base Data

☐ Display local name

Search

- AQA
- BTRes
- CIE
- Edexcel GCE
- Edexcel GCSE
- Edexcel GVQ
- Edexcel GVQ Reg
- Mock Exams
- OCR**
- UCAS
- WJEC GCE
- WJEC GCSE

Exam Options

Grid actions Copy Excel CSV PDF Print

Search:

Series	Qualification	Exam Option	Exam Option Name	Components
1a21_01	R082	R082A	Creative Imedia: Crt Dgtl Grphc Orep	1
1a21_01	R082	R082B	Creative Imedia: Crt Dgtl Grphc Pmod	1
1a21_01	R083	R083A	Creative Imedia:crt Dgtl Chrctr Orep	1
1a21_01	R083	R083B	Creative Imedia:crt Dgtl Chrctr Pmod	1
1a21_01	R081	R081	Creative Imedia:preproduction Skills	1
1a21_01	J831	J831	Engineering Design	0
1a21_01	R101	R101	Engineering:engineering Principles	1
1a21_01	R104	R104B	Engineering:opt Per Eng Sys Prd Mod	1

8.1 Exam Seasons

Reference	Data Item Name	Data Item Description
8.1.01	SeasonPatternCode	
8.1.02	SeasonStatus	
8.1.03	StartDate	
8.1.04	EndDate	

SIMS > Tools > School Setup > Seasons (SIMS) – View/Edit

Title	Status	Start	Finish	Default Season
GCSE Summer 2019 2019	Open	01/05/2019	30/06/2019	<input checked="" type="checkbox"/>
Cambridge Nationals Sum 2019	Open	01/05/2019	30/06/2019	<input type="checkbox"/>
March 2019	Open	01/03/2019	31/03/2019	<input type="checkbox"/>
National Reference Test 2019	Open	01/02/2019	28/02/2019	<input type="checkbox"/>
Cambridge Nationals 2019	Open	01/01/2019	31/01/2019	<input type="checkbox"/>
January 2019	Open	01/01/2019	31/01/2019	<input type="checkbox"/>
BTEC 2018/9 2019	Open	01/01/2019	31/12/2019	<input type="checkbox"/>
December PPE 2018	Open	01/12/2018	31/12/2018	<input type="checkbox"/>
GCSE Summer 2018 2018	Open	01/05/2018	30/06/2018	<input type="checkbox"/>
Summer 2015	Open	01/05/2015	31/07/2015	<input type="checkbox"/>

MIS > Config > Examination > Seasons

Edit Season

Season Pattern: Summer Year: 20-21

Title: Summer 2021 Status: Open

Start Date*: 01/05/2021 End Date*: 31/07/2021

☐ Results Embargoed ?

Note:

- Refer Tools > School Setup > Seasons (SIMS) – View/Edit for Season details
- Refer Focus Change Current Season – to Select/Change season
- Refer Config > Examination > Seasons (MIS) – Edit for Season details; also check Season Patterns

8.2 Exam Season Patterns

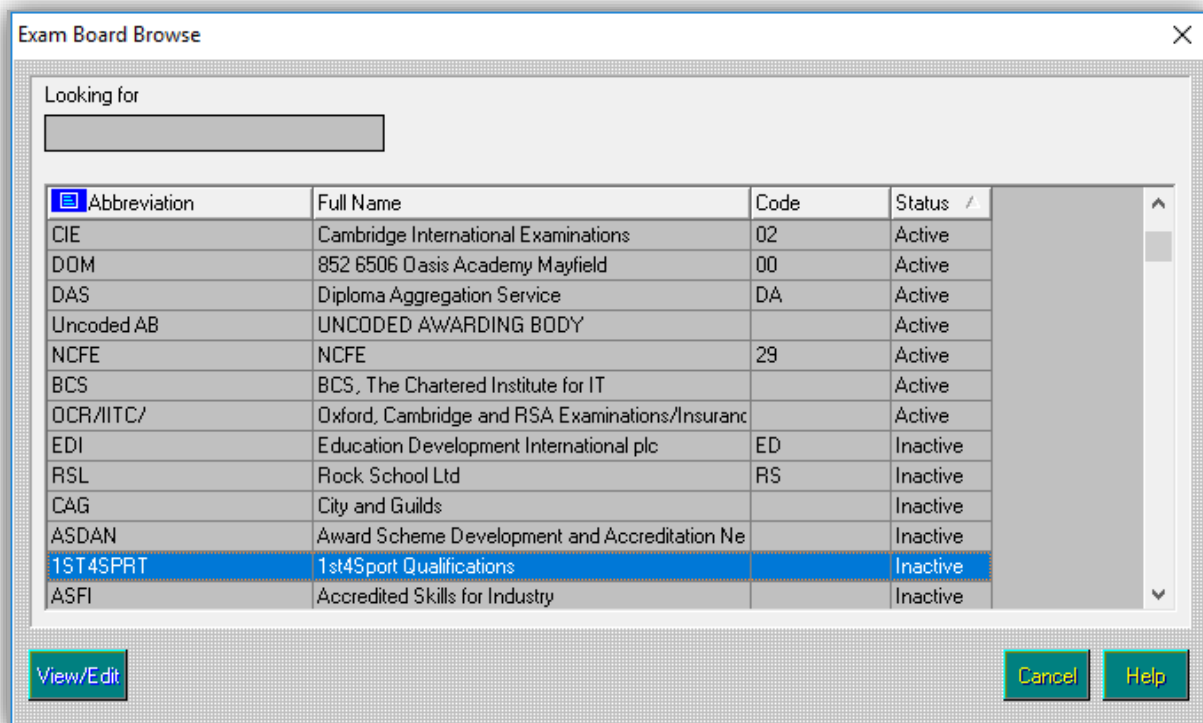
Reference	Data Item Name	Data Item Description
8.2.01	SeasonPatternCode	
8.2.02	Description	
8.2.03	Months	

SIMS > Tools > School Setup > Season Pattern

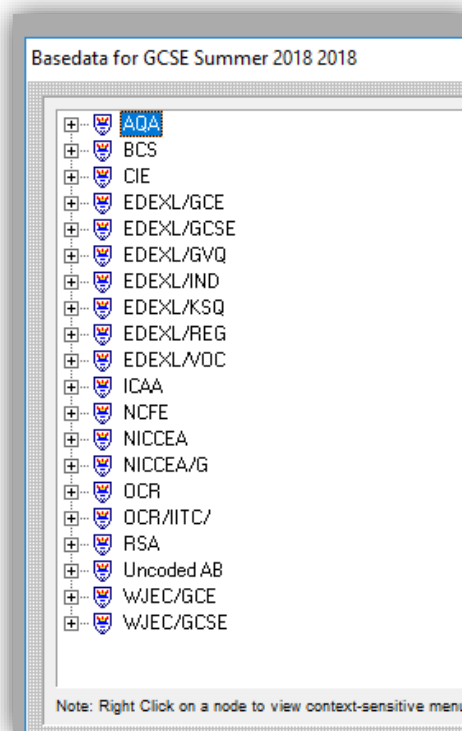
MIS > Config > Examination > Maintenance > Season Patterns

8.3 Boards

SIMS > Tools > School Setup > Exam Boards



SIMS > Focus > Basedata



SIMS > Examination > Maintenance > Exam Boards

Exam Boards

Amend the Season to view/edit the Exam Board Status for that period

Season* June (Summer) Exams 2023

Grid actions

Copy
Excel
CSV
PDF
Print

Short Name	Full Name	Active
AQA	AQA Education	Yes
BTEC Entries	Pearson BTEC Entries	Yes
BTEC Reg	Pearson BTEC (& GQ) Registrations	Yes
C&G	City and Guilds of London Institute	No
CCEA	Council for the Curriculum, Examinations & Assessment	No
CIE	University of Cambridge International Examinations	No
Edexcel GCE	Edexcel Foundation GCE	Yes
Edexcel GCSE	Edexcel Foundation GCSE	Yes
Edexcel GVQ	Edexcel Foundation GNVQ/VCE (GVQ)	Yes
Edexcel GVQ Reg	Edexcel GVQ Individual Units Registrations	Yes
ICAA	International Curriculum and Assessment Agency	Yes
LEAP/SERAP	ICHEM (LEAP, SERAP)	No
LIBF	The London Institute of Banking & Finance	No
NCFE	Northern Council for Further Education	No

MIS > Modules > Examination > Manage Base Data

Base Data

☐ Display local name

Search

- AQA
- BTRes
- CIE
- Edexcel GCE
- Edexcel GCSE
- Edexcel GVQ
- Edexcel GVQ Reg
- Mock Exams
- OCR
- UCAS
- WJEC GCE
- WJEC GCSE

MIS > Config > Examination > Exam Boards

Exam Boards

Amend the Season to view/edit the Exam Board Status for that period

Season* January 2021 ▼

Grid actions Copy Excel CSV PDF Print

Short Name	Full Name	Active
AQA	Assessment and Qualifications Alliance	Yes
CIE	University of Cambridge International Examinations	No
Edexcel GCE	Edexcel Foundation GCE	No
Edexcel GCSE	Edexcel Foundation GCSE	Yes
Edexcel GVQ	Edexcel Foundation GNVQ/VCE (GVQ)	No
Edexcel GVQ Reg	Edexcel GVQ Individual Units Registrations	No
Edexcel KS	Edexcel Key Skills Assessments	No
Edexcel Reg	Edexcel Foundation Registrations	No
ICAA	International Curriculum and Assessment Agency	No

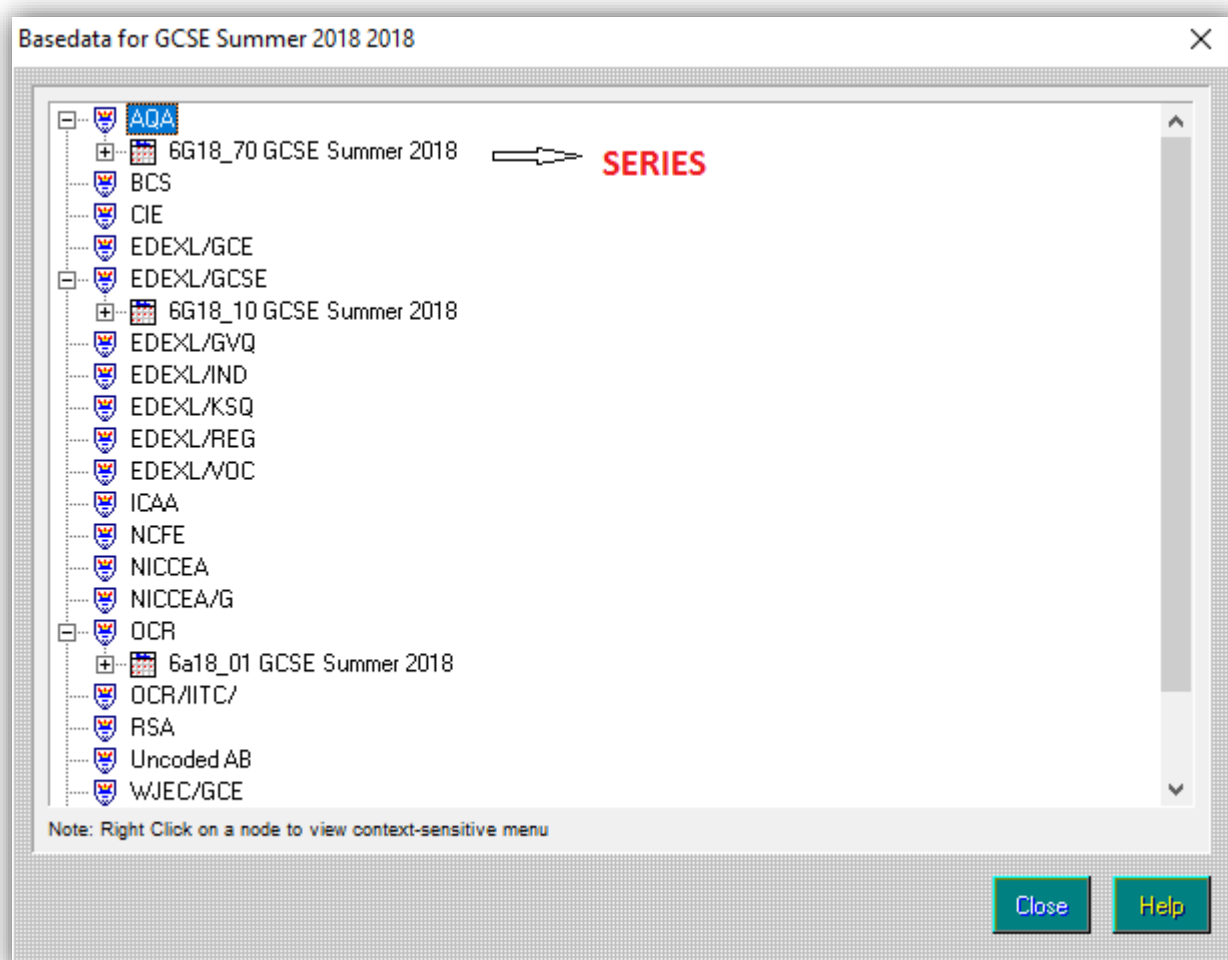
Note:

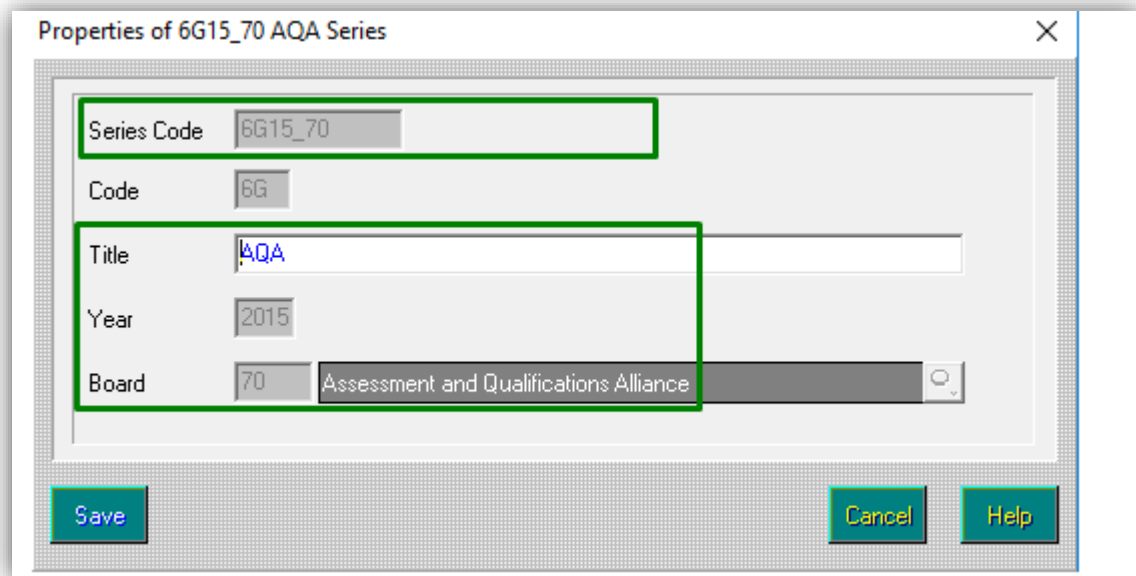
- Any custom boards are not imported, only the ones on the JCQ approved list
- Internal board 00 is not imported and its associated data is not imported either

8.4 Series

Reference	Data Item Name	Data Item Description
8.4.01	EventEnd	
8.4.02	EventStart	
8.4.03	BoardCode	
8.4.04	Season	
8.4.05	SeasonPatternCode	
8.4.06	SeriesTitle	
8.4.07	SeriesCode	

SIMS > Focus > Basedata





Properties of 6G15_70 AQA Series

Series Code: 6G15_70

Code: 6G

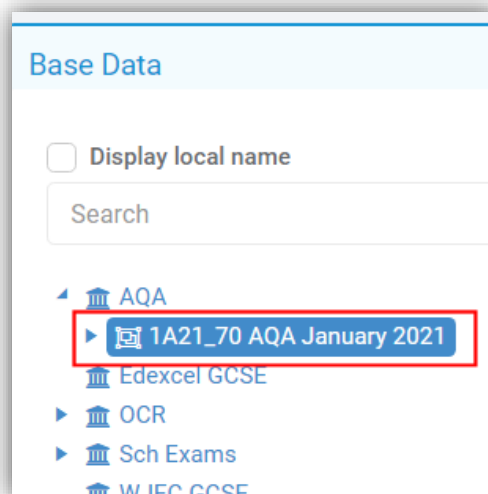
Title: AQA

Year: 2015

Board: 70 Assessment and Qualifications Alliance

Buttons: Save, Cancel, Help

MIS > Modules > Examination > Manage Base Data



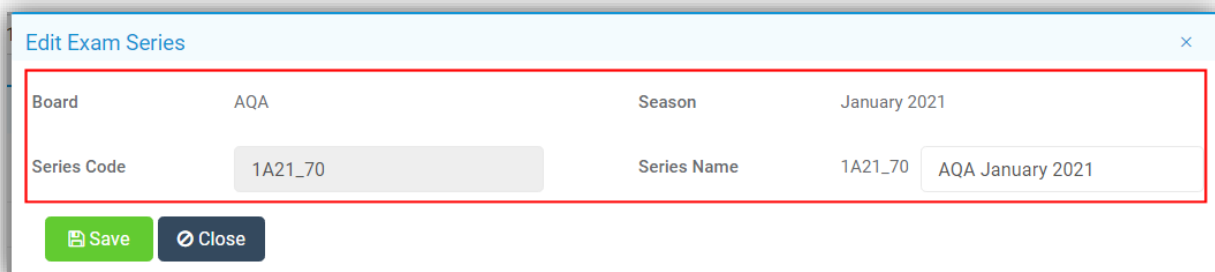
Base Data

☐ Display local name

Search

- ▶ AQA
 - ▶ 1A21_70 AQA January 2021
 - ▶ Edexcel GCSE
- ▶ OCR
- ▶ Sch Exams
- ▶ WJEC GCSE

MIS > Modules > Examination > Manage Base Data > right click > Edit/View Series



Edit Exam Series

Board	AQA	Season	January 2021
Series Code	1A21_70	Series Name	1A21_70 AQA January 2021

Buttons: Save, Close

Note:

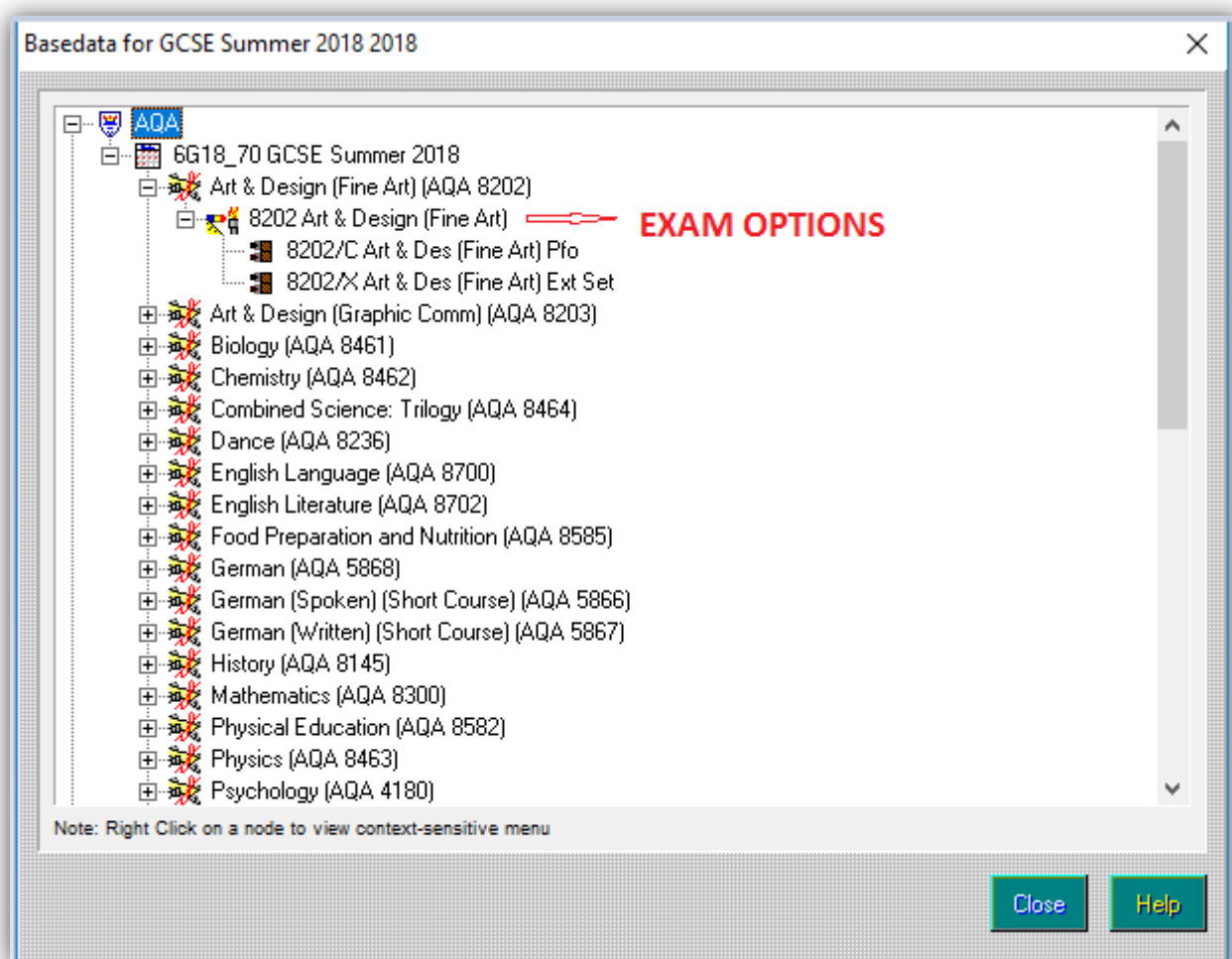
- Refer Modules > Examination > Manage Base Data > right click > Edit/View Series

This approach should be followed for 8.3 (Boards); 8.5 (Awards/Options); 8.6 (Components); 8.10 (Qualifications)

8.5 Awards (Exam Options)

Reference	Data Item Name	Data Item Description
8.5.01	Code	
8.5.02	Description	
8.5.03	ElementCode	
8.5.04	ElementType	
8.5.05	ExamFee	
8.5.06	ExternalTitle	
8.5.07	InternalTitle	
8.5.08	JCLevelCode	
8.5.09	ProcessCode	
8.5.10	QAN	
8.5.11	ResultType	
8.5.12	SeriesCode	
8.5.13	IsSubmitted	

SIMS > Focus > Basedata



Properties of 8202 Art & Design (Fine Art) Element

1: Basic Details | 2: Links

Board: Assessment and Qualifications Alliance

Internal Title: Art & Design (Fine Art)

External Title: ART & DESIGN (FINE ART)

Description:

Entry Code: 8202 QCA Code: JA2 QAN: 60180882

Qualification: General Certificate of Secondary Education Level: GCSE (9-1) Full Course

Item: Certification Process: Entry

Fees: 34.55

Result Type: 1 Grades, levels or points score

Gradeset

	1st	2nd
Forecast		
Result	JC 40 Result	
Endorsement		

Mark Range

Minimum: Maximum: GradeSet:

Save Cancel Help

MIS > Modules > Examination > Manage Base Data

Base Data

Display local name

Search

AQA

6G23_70 AQA June (Summer) Exams 2023

8461 Biology (AQA 8461)

8461/1F BIOLOGY PAPER 1 TIER F

Exam Options

Search

Grid Actions

Series	Qualification	Exam Option	Exam Option Name	Components
6G23_70	8461	8461F	Biology Tier F	2

Exam Option - BIOLOGY TIER F

Board

AQA

Exam Level

GCSE

Local Name*

Biology Tier F

Exam Code

8461F

Item Type

Certification

Fee*

£ 39.15

No. of Components

0

QCA Class'n Code

RH3

QCA Accred. Number

60187529

ID	Type	Forecast	Result	Endorsement	Max Mark
1	A grade and Numeric value, normally Uniform Mark or points				999
2	A grade and Numeric value, normally Uniform Mark or points				999

Save

Close

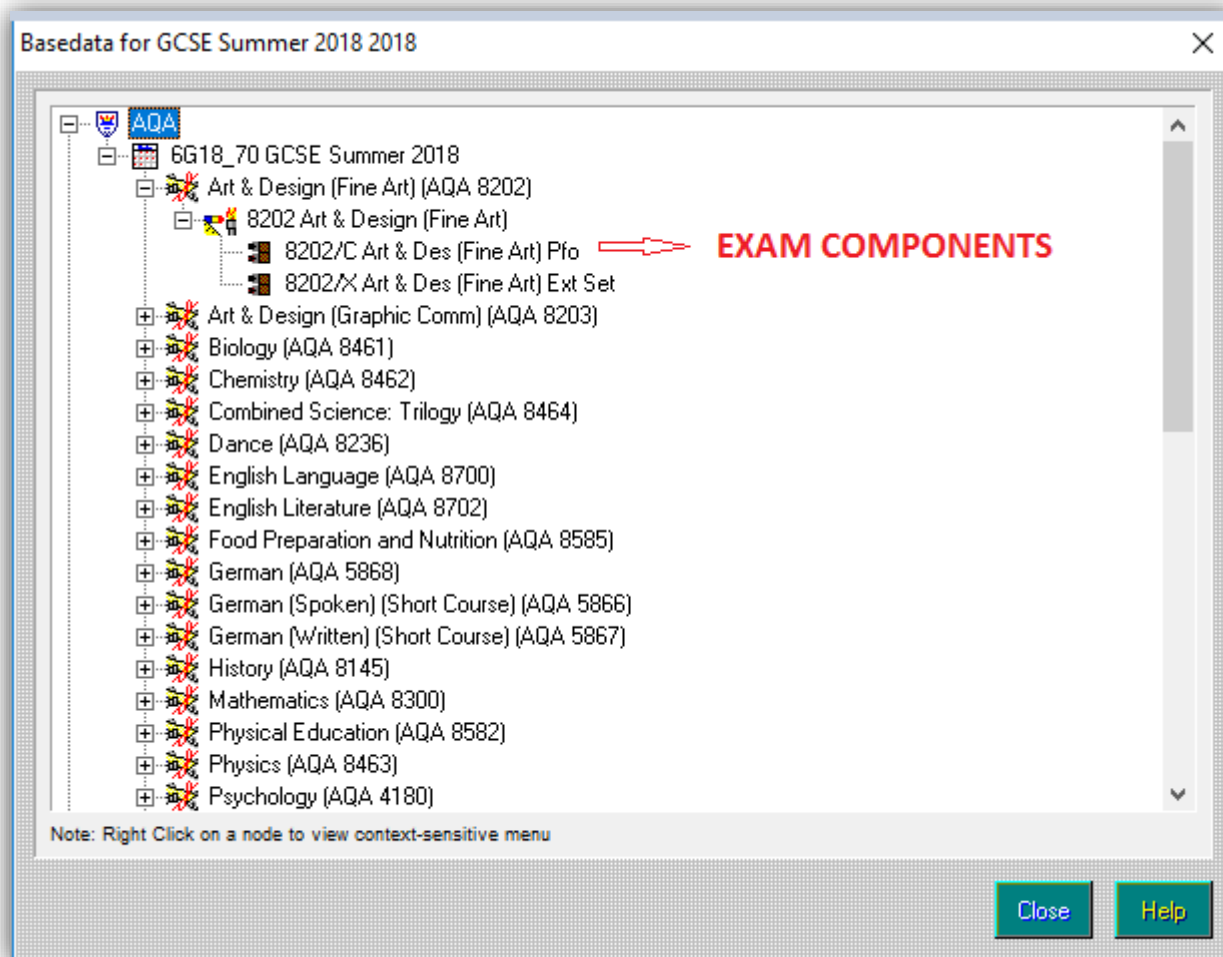
Note:

- Refer Modules > Examination > Manage Base Data > View Edit Exam options (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- This approach should be followed for 7.3 (Boards); 7.4 (Series); 7.6 (Components); 7.10 (Qualifications)

8.6 Components

Reference	Data Item Name	Data Item Description
8.6.01	AssessmentMode	
8.6.02	ComponentCode	
8.6.03	ComponentSittingDate	
8.6.04	ComponentSittingDuration	
8.6.05	ComponentSittingMode	
8.6.06	DateMarksDue	
8.6.07	ElementCode	
8.6.08	ExternalTitle	
8.6.09	InternalTitle	
8.6.10	SeriesCode	

SIMS > Focus > Basedata



Properties of 42011 Art and Design Unit 1 Component

Board: Assessment and Qualifications Alliance

Internal Title: Art and Design Unit 1

External Title: ART AND DESIGN UNIT 1

Component Code: 42011

Mode of Assessment: Teacher Mark

Date Due: 31/05/2015

Date Submitted:

Maximum Mark: 80

Grade Set:

Timetabled: Not Timetabled

Examination Date:

Session: Unknown

Start Time: 00:00

Duration: 999

Save Cancel Help

MIS > Modules > Examination > Manage Base Data

Base Data

☐ Display local name

Search:

- AQA
 - 1A21_70 AQA January 2021
 - 1830 Applied Business
 - 1831 Applied Business Cert (APGCE Certific
 - 1832 Applied Business Ext Cert (APGEC Cer
 - ABS1 Applied Business Unit 1 (APGB Unit or
 - ABS1 Applied Business Unit 1**
 - ABS2 Applied Business Unit 2 (APGB Unit or
 - ABS3 Applied Business Unit 3 (APGB Unit or
 - ABS4 Applied Business Unit 4 (APGB Unit or
 - ABS5 Applied Business Unit 5 (APGB Unit or
 - ABS6 Applied Business Unit 6 (APGB Unit or
 - ABS7 Applied Business Unit 7 (APGB Unit or
 - ABS8 Applied Business Unit 8 (APGB Unit or
 - 1775 Applied Science

Exam Options

Grid actions: Copy Excel CSV PDF Print

Search:

Series	Qualification	Exam Option	Exam Option Name	Components
1A21_70	1830	ABS1	Applied Business Unit 1	1

Component

Code	Local Name	Board Title	Exam Date	Exam Time	Duration
ABS1	Applied Business Unit 1	Applied Business Unit 1	13/01/2021	13:00	90

Edit Component

Board

AQA

Exam Level

Applied General

QCA Class'n Code

QCA Accred. Number

Local Name*

Applied Business Unit 1

Code

ABS1

Teacher Marks

- not required

Max. Mark

N/A

Exam Date

13/01/2021

Due Date

01/01/0001

Exam Start Time

13:00

Time Allowed

90

Save

Close

Note: This approach should be followed for 7.3 (Boards); 7.4 (Series); 7.5 (Awards/Options); 7.10 (Qualifications)

8.7 Candidate Exam Entries

Reference	Data Item Name	Data Item Description
8.7.01	UPN	
8.7.02	UCI	
8.7.03	Surname	
8.7.04	ChosenForename	
8.7.05	LegalSurname	
8.7.06	NameFormat	
8.7.07	DateOfBirth	
8.7.08	ExamNumber	
8.7.09	Forename	
8.7.10	Gender	
8.7.11	Honours	
8.7.12	InternalTitle	
8.7.13	JCLevelCode	
8.7.14	SeasonPatternCode	
8.7.15	SeasonStart	
8.7.16	SeasonEnd	
8.7.17	SeriesCode	
8.7.18	SpecialConsiderationFlag	
8.7.19	Exemption	
8.7.20	ElementCode	
8.7.21	StudentSpecialConsiderationCodes	

SIMS > Focus > Candidates > Internal/External

Internal Candidate Details

1: Basic Details | 2: Entries & Forecast

Surname: Abramczyk
 Forename: Natalia
 Legal Surname: Abramczyk
 Chosen Name: Natalia
 Previous Names: Natalia Abramczyk

Gender: Female
 DOB: 20/08/2002
 Title:
 Midname: Kassandra

Candidate Number: 2003
 UCI:
 ULN: 3033023368

Exam Number Submitted: ☒
 UCI Submitted: ☒ DAS Registered: ☐

Year: [11]
 Reg Group: [11TR]
 Tutor: n/a
 Admission No:
 DOA: ☐

Special Arrangements
☒ Arrangements Extra Time

Comment:

Internal Candidate Details

1: Basic Details 2: Entries & Forecast

Entries

B...	Element Title	Element Code	Qualification	Level	Grade Description
AQA	Psychology Unit 1	41801	General Certificate	GCSE Unass	Default Entry
AQA	Psychology Unit 2	41802	General Certificate	GCSE Unass	Default Entry
AQA	Combined Sci: Trilogy Tie	8464F	General Certificate	GCSE (9-1) F	Default Entry
AQA	English Language	8700	General Certificate	GCSE (9-1) F	Default Entry
AQA	English Literature	8702	General Certificate	GCSE (9-1) F	Default Entry
AQA	Mathematics Tier F	8300F	General Certificate	GCSE (9-1) F	Default Entry

MIS > Modules > Examination > Manage Candidates > Edit [Internal/External]

Personal Details

First Name* Dave

Last Name* Abbott

Pref.First Name Dave

Pref.Last Name Abbott

Middle Name

Former Last Name

Gender* Male

DOB* 23/12/2005

Title <NOT SELE

Honours

Year Group 10

Tutor Group 10B

Admission No. S0041A

Exam Details

Candidate Number 0169

UCI 123450120137

ULN 4752698942

Candidate Name Format

Special Candidate 1 item(s) selected

Note

MIS > Modules > Examination > Manage Candidates > Edit > Candidate Entries

Candidate Entries - Data limited to Summer 2021 season only

New Edit Delete

Grid actions Copy Excel CSV PDF Print

Board	Season	Series	Code	Exam Option Title	Exam Type	Exam Level	Unit Title	Unit Code	Mode	Forecast	ExtraTime
School Internal Exams	Summer 2021	5A21_00	0065A	test 1	B	INSCEXM	test 1	0065A01	C		+25% (1h15m)
School Internal Exams	Summer 2021	5A21_00	0067A	test 2	B	INSCEXM	test 2	0067A01	C		+25% (1h15m)

Note:

- Focus > Change Current Season – to Select/Change season (SIMS) (Note - Data is shown relevant to selected season ONLY)
- Focus > Candidates > Internal (for Internal candidates) (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Basic Details and Entries tabs
- Focus > Candidates > External (for external candidates) (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Basic Details and Entries tabs
- Refer Modules > Examination > Manage Candidates > Internal/External (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Personal Details, Exam Details and Candidate Entries sections
- Refer Modules > Examination > Manage Candidates > Candidate Entries (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Personal Details, Exam Details and Candidate Entries sections

8.8 Candidate Results (SIMS)

Reference	Data Item Name	Data Item Description
8.8.01	DateOfBirth	
8.8.02	ExamOptionCode	
8.8.03	Forename	
8.8.04	InternalTitle	
8.8.05	JCLevelCode	
8.8.06	LegalSurname	
8.8.07	Result	
8.8.08	SeriesCode	
8.8.09	UCI	
8.8.10	DOB	
8.8.11	ExamOptionCode	
8.8.12	Forename	
8.8.13	GradeType	
8.8.14	InternalTitle	
8.8.15	JCLevelCode	
8.8.16	LegalSurname	
8.8.17	Result	
8.8.18	GradeSetCode	

SIMS > Student > Links > Examinations > Results

Candidate Statement of Results

Season: GCSE Summer 2018 2018

Series: (All)

Name: Thomas James William Williams

Year: (11)

Candidate Number: 1466

Reg. Group: (11MR)

UCI: 0007000151-10000

ULN: 1-0000-1000000000

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
AQA	GCSE /9DA	8464H	Combined Sci. Trilogy Tier H	44						
AQA	GCSE /9FC	8236	Dance	3						
AQA	GCSE /9FC	8300F	Mathematics Tier F	3						
AQA	GCSE /9FC	8700	English Language	3				P		
AQA	GCSE /9FC	8702	English Literature	4						

MIS > Modules > Examination > Manage Results > *Select Student/s* > View [Internal/External]

Results Details

Selected candidate is Audiss,Megan A C 0013

Exam Option	Exam Option Code	Board	Board Code	Level	Season	Mark	Grade	End 1	Points	Discounted
Art & Design (art,craft & Des)	8201	AQA	70	GCSE	Summer 2018		5		5.00	No
Combined Science Option F	1SC0F	Edexcel GCSE	10	GCSE	Summer 2018	0188	54			No
English Language	8700	AQA	70	GCSE	Summer 2018		4	M	4.00	No
English Literature	8702	AQA	70	GCSE	Summer 2018		4		4.00	No
History Option F5	1HI0F5	Edexcel GCSE	10	GCSE	Summer 2018	0055	3		3.00	No
Mathematics (foundation Tier)	J560F	OCR	01	GCSE	Summer 2018		3		3.00	No

New
Edit
Close
Back
Next

Note: Results Data is shown relevant to selected season ONLY

8.9 Candidate Forecasts

Reference	Data Item Name	Data Item Description
8.9.01	Candidate	
8.9.02	Series	
8.9.03	Exam Option	
8.9.04	Result	

SIMS > Focus > Candidates > Internal/External > Forecasts

Forecast Results	
Forecast Aspect	Forecast Result
CIE 0522BR Forecast Grade F	B

MIS > Modules > Examination > Manage Candidates > Select Student/s > Edit > Candidate Entries

Candidate Entries											
<div> New Edit Delete </div> <div> Grid actions Copy Excel CSV PDF Print </div>											
Board	Season	Series	Code	Exam Option Title	Exam Type	Exam Level	Unit Title	Unit Code	Mode	Forecast	ExtraTime
Assessment and Qualifications Alliance	Summer 2018	6G18_70	8201	Art & Design (art,craft & Des)	FC	GCSE	Art & Des (art, Craft & Des) Pfo	8201/C	C	D	
Assessment and Qualifications Alliance	Summer 2018	6G18_70	8201	Art & Design (art,craft & Des)	FC	GCSE	Art & Des (art, Craft & Des) Ext Set	8201/X	C	C	
Assessment and Qualifications Alliance	Summer 2018	6G18_70	8700	English Language	FC	GCSE	English Language Paper 1	8700/1	C	C	

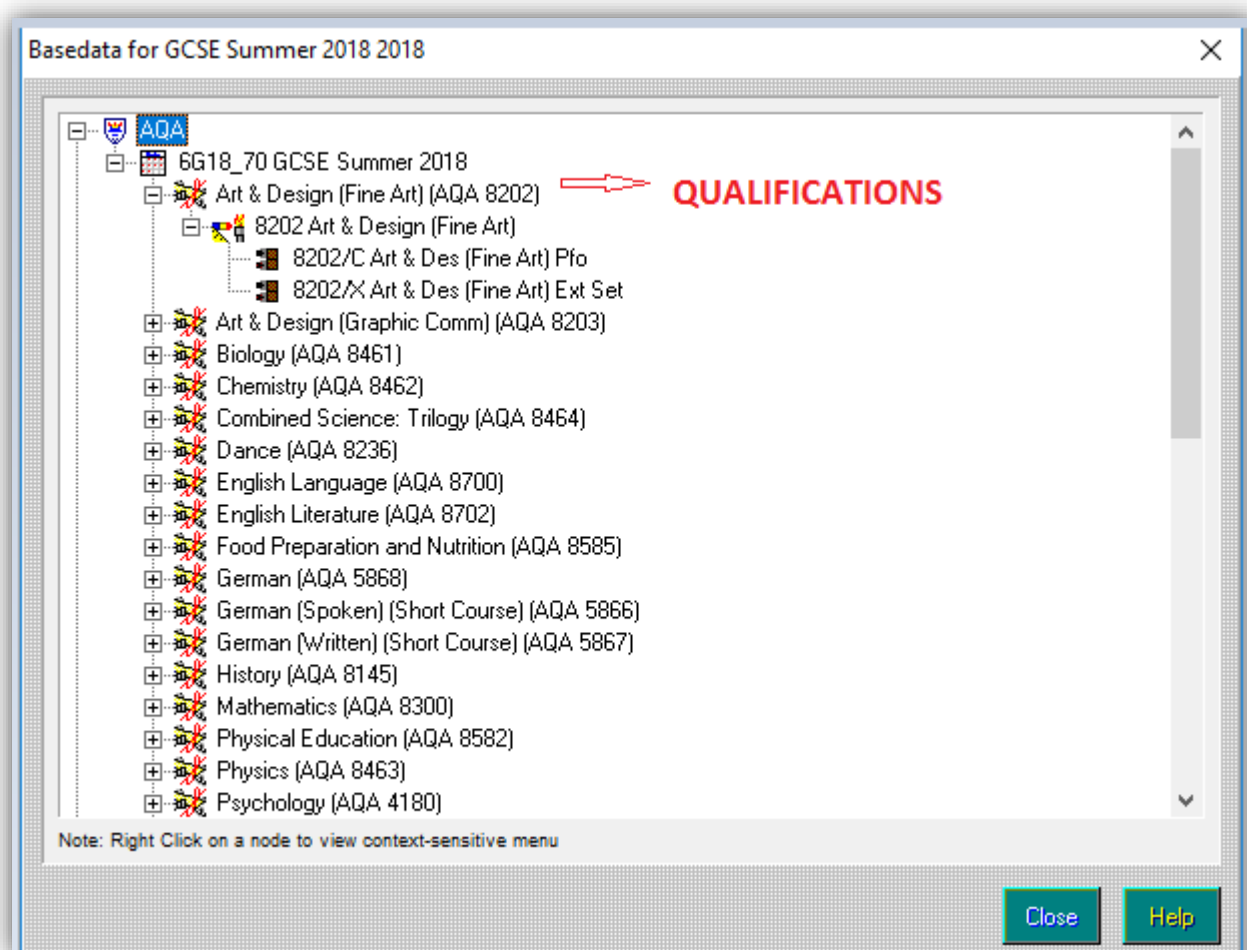
Note:

- Student > Links > Examinations > Entries and Forecasts - (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Exam > Active Season - to Select/Change Active season (Note – Results Data is shown relevant to selected season ONLY)
- Refer Modules > Examination > Manage Candidates > Internal/External Candidates – Candidate Entries section (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years)

8.10 Exam Qualifications

Reference	Data Item Name	Data Item Description
8.10.01	ElementCode	
8.10.02	ExternalTitle	
8.10.03	InternalTitle	
8.10.04	Board	
8.10.05	Exam Level	

SIMS > Focus > Basedata



Properties of Art and Design (AQA 4200) Award

External Title: ART AND DESIGN

Internal Title: Art and Design (AQA 4200)

Description: ART AND DESIGN

Award Code: 4200 Expiry Date: 04/09/2017

Board: 70 Assessment and Qualifications Alliance

Qualification: General Certificate of Secondary Education

Course: Art (GCSEF)

Course History

Course	Start	End
Art (GCSEF)		

MIS > Modules > Examination > Manage Base Data

Base Data

☐ Display local name

Search

- 6G20_70 AQA Summer 2020
 - 8201 Art & Design (art, Craft & Des)
 - 8702 English Literature
 - 8688 Polish
 - 8698 Spanish
- CIE

MIS > Modules > Examination > Manage Base Data > Right Click > View Edit Qualification

Edit Qualification

Board	AQA	Exam Level	GCSE
Board Title	Art & Design (art, Craft & Des)	Code	8201
School Title*	Art & Design (art, Craft & Des)		

Save Close

Note:

- Refer Modules > Examination > Manage Base Data > Right Click > View Edit Qualifications
- This approach should be followed for 7.3 (Boards); 7.4 (Series); 7.5 (Awards/Options); 7.6 (Components)

8.11 Exam Rooms

Reference	Data Item Name	Data Item Description
8.11.01	RoomCode	
8.11.02	RoomColumn	
8.11.03	RoomRow	

SIMS > Focus > Seating Organiser > Refresh > Select Exam>View/Edit for Exam details > Component Sitting

MIS > Modules > Examination > Exam > Seating Organisation > Component Selection > Seating Options

8.12 Exam Seating

Reference	Data Item Name	Data Item Description
8.12.01	Candidate	
8.12.02	ComponentCode	

8.12.03	OptionCode	
8.12.04	SeriesCode	
8.12.05	RoomCode	
8.12.06	SeatRow	
8.12.07	SeatColumn	

SIMS > Focus > Seating Organiser > Refresh > Select Exam > View/Edit for Exam details > Component Sitting

The screenshot displays the 'Component Sitting' window in the SIMS Seating Organiser. The window title is 'Biology ADV Paper 3'. The 'Examination Room Name' is '005 Drama', 'Date' is '18/05/2018', 'Start' is '09:00', and 'Finish' is '11:00'. A 'Refresh Plan' button is visible. On the right, 'Candidates with Component Settings' is 11 and 'Unseated Candidates' is 0. The 'Candidates' list on the left includes columns for 'Seat', 'Name', 'Extra time', and 'Special Arrang...'. The 'Seating Allocation' table on the right shows a grid for rows 1-4 and columns A-G, with 'Available seats' set to 14. The table contains candidate IDs in specific cells.

Seating Allocation		Front							Available seats
		A	B	C	D	E	F	G	14
1				0137	1182	1506			
2				1111	1174	1511			
3				1127	1152	1514			
4				1128	1133				

MIS > Modules > Examination > Routines > Seating Organisation

Seating Allocation for Multiple Modules - 09/01/2020 09:00, 90 mins - 14 of 14 Candidates Seated

<input type="checkbox"/>	Component Title	Comp. Code	Seated	No of Cands	No with + 1
<input checked="" type="checkbox"/>	Ent & Mkt: Ent & Mktng Cnpts Wtn	R064/01	14	14	0

Candidate Selection

<input type="checkbox"/>	Name	Cand.	Yr Gp	Other Info
No data available in table				

Room Seating ICT 1 - Start Right Front, Flow Up/Down, Repeat - Remaining Seats 9

Rooms:

	A	B	C
1	2018 R064/01		2049 R064/01
2			
3			
4	2034 R064/01		

8.13 Non-EDI results (PI data)

Reference	Data Item Name	Data Item Description
8.13.01	Candidate	
8.13.02	QAN	
8.13.03	Subject Code	
8.13.04	Exam Level	
8.13.05	Exam Title	
8.13.06	Grade	
8.13.07	Points	
8.13.08	Key Stage 4 Equivalence Entry	
8.13.09	Key Stage 4 Equivalence A*-C	
8.13.10	Key Stage 4 Equivalence A*-E	
8.13.11	Key Stage 4 Equivalence A*-G	
8.13.12	Level 3 Equivalence Entry	
8.13.13	Level 3 Equivalence A-C	
8.13.14	Level 3 Equivalence A-E	

SIMS > Tools > Examinations > PI Setup; Edit PI Data (SIMS) – to select Season

Title	QAN	Tier Code	Level	AO	Code	Season	Grade	KS4 A*-C	KS4 A*-G	KS4 Entry	L3 Entry	Points	Discounted
Additional Science	60007909	RA1C	GCSE/PC	EDDL	25A21	June 2017	B	0	0	0	0	0	✓
English Language	60142923	FK2B	GCSE/PC	AQA	8700	June 2017	E	0	0	0	0	0	✓
English Literature	60144476	FC4	GCSE/PC	AQA	8702	June 2017	E	0	0	0	0	0	✓
FSMQ Data Handling (High)	60136042	2430	FSMQH	AQA	4398	June 2015	U	0	0	0	0	0	✓
FSMQ Financial Calc (High)	60136030	2380	FSMQH	AQA	4364	June 2015	C	0	0	0	0	0	✓
History	60036229	DB	GCSE/PC	EDDL	KH00	June 2017	E	0	0	0	0	0	✓
Mathematics Tier F	60146084	RB1	GCSE/PC	AQA	8300F	June 2017	A	0	0	0	0	0	✓
Science	60007722	RA1B	GCSE/PC	EDDL	25C01	June 2016	B	0	0	0	0	0	✓
Sociology	60044369	EE2	GCSE/PC	AQA	4192	June 2017	D	0	0	0	0	0	✓

MIS > Modules > Examination > Routines > Manage Results > Select Candidate/s > View > Non-EDI Exam Results

Non-EDI Exam Results Details


Selected candidate is Zejnullah, Rion



Subject	Exam Level	Season	Title	Result 1	Result 2	Mark	Grade	Discounted
Art and Design	L1L2	Summer 2020	Art and Design Practice				P2	No
Computer Use	L1L2	Summer 2020	DIGITAL INFORMATION TECHNOLOGY				P2	No


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Non-EDI Exam Results Input

Entry Type ☒ via QN  ☐ Manual

Subject Classification Code*  

Subject Code* 



Exam Level* 

Title*

Mark

Grade*

Points* ☐ Is Result Discounted

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