

**Creating an Application**

**Step by Step – Adding a Pupil Manually**

Pupil details can be entered manually.

1. **Select Focus | Admission | Application**, and then click the New button to add a new pupil.

A screenshot of a social media post

Description automatically generated

1. Enter the following details:

A screenshot of a cell phone

Description automatically generated

3. Click the **Continue** button or press the **Enter key** – SIMS will check whether the pupil has already been added. If there is no match, the Application Details window will display.

Additional information can be entered now or later. However, it will be necessary to add Registration information in the panel below the Basic Details.

1. Click the Registration Details hyperlink or scroll to the panel.

A screenshot of a social media post

Description automatically generated

5. Select the required intake group for next year.

The corresponding pre-admission group will automatically be entered.

NOTE: If multiple pre-admission groups have been created for the intake group selected, you should select the required admission group.

Some other details will be added by default. It may be necessary to complete any red fields before the pupil details can be saved by clicking the Save button.

Pupils added in this way are allocated the status of applied.

NOTE: Regardless of how a pre-admission pupil is added, their details can be accessed through reports or edited through the Pre-admission Pupil screen.

To access information for this pupil until they are admitted use the route **Focus /Admission /Application**