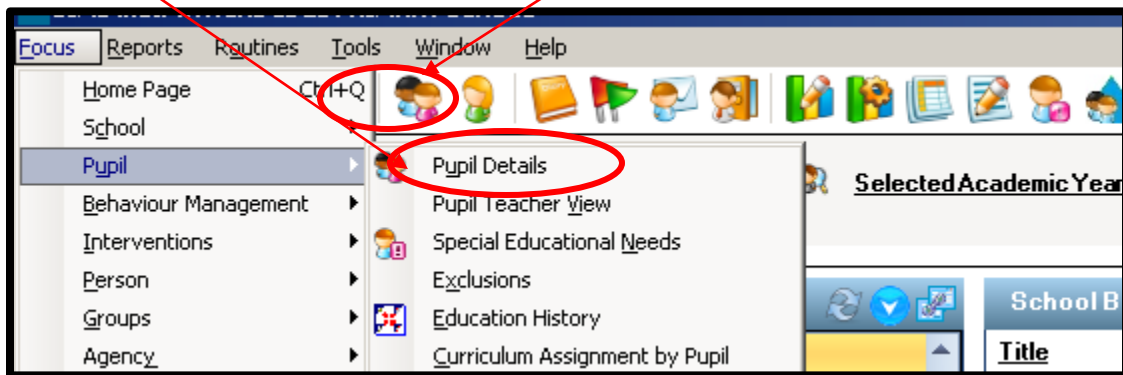
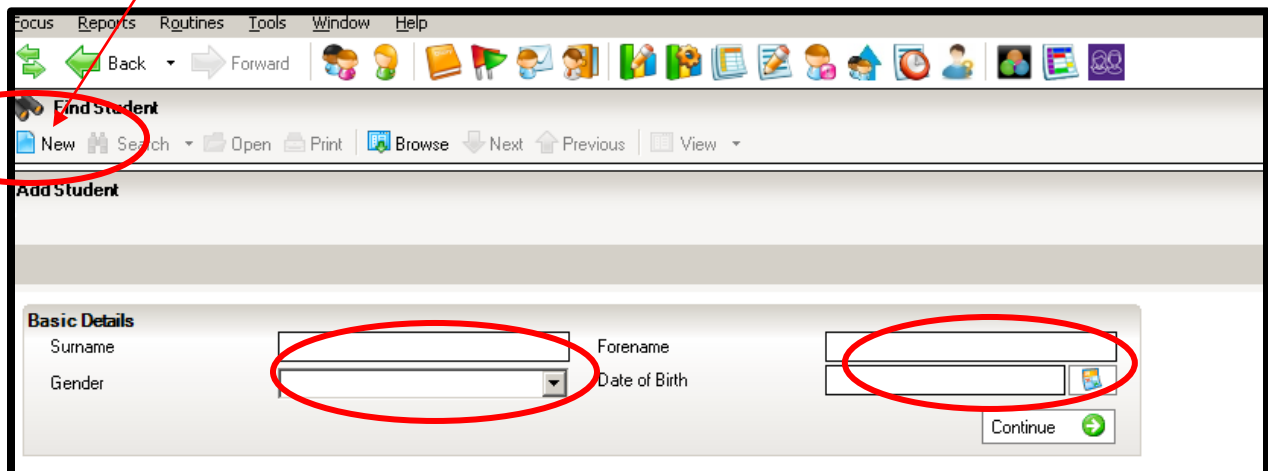


Helpsheet PM1- Adding a New Pupil

Select **Focus | Pupil | Pupil Details** or click the **Pupil Details** button to display the Find Student browser.



Click the **New** button, enter the **Surname**, **Forename** and/or **Date of Birth**, select the **Gender** from the drop-down list then click the **Continue** button.



If matching pupil/students exist in SIMS, their details are displayed in the **Matched People** panel.

Find Student

New Search Open Print Browse Next Previous View

Add Student

Basic Details

Surname: Hooley Forename: David
Gender: Male Date of Birth: [empty]

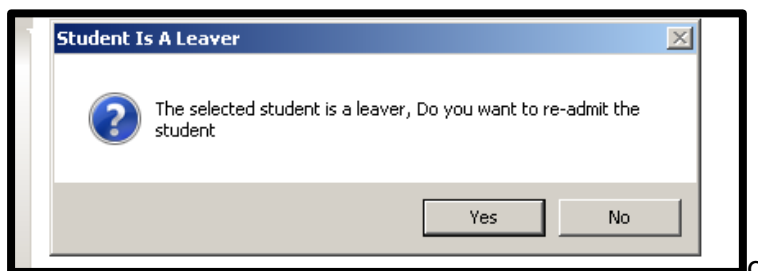
Continue

Matched People

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

Full name	Gender	Roles	Address	
Hooley, David	Male	Student, Applicant		New Open

If this is the case then **Highlight** the required person then **click** the **Open** button to edit their details. If it is a match and you Open the record you will be asked if you wish to readmit the pupil- **Select Yes**



If it isn't a match then **click** the **New button** to record a **new** pupil/student. If there are no matching pupil/students, the Pupil (or Student) Details page is displayed automatically.

Adding Registration Information

1. In the Registration panel, select the required **Registration Group (or Class)** and **Year Group** from the drop-down lists.

The screenshot shows the '2 Registration' panel. The 'Class' dropdown is set to 'ELM', 'Year Group' to 'Year R', and 'Enrolment Status' to 'Single Registration'. The 'House' dropdown is empty. The 'Year Taught In' dropdown is set to 'Curriculum Year R'. The 'Enrolment Status' dropdown is open, showing options: 'Single Registration', 'Guest pupil', 'Main - Dual Registration', and 'Subsidiary - Dual Registration'. The 'Guest pupil' option is highlighted. The 'Boarder Status' dropdown is empty. The 'Admission Number' field is empty. The 'Attendance Mode' dropdown is empty. The 'Local UPN' field is empty.

Select the **Enrolment Status** and **Boarder Status** from the respective drop-down list then enter an **Admission Date**.

Select a **House**, if applicable. The Year Taught In field usually correlates with the selected year group and is populated automatically. This can be amended if the pupil/student is going to be taught above or below their expected year.

The screenshot shows the 'UPN' field and the 'Generate UPN' button. The 'UPN' field is empty. The 'Generate UPN' button is circled in red.

Enter the **UPN**, if known. A new UPN can be allocated (once the record is saved) by clicking the Generate UPN button. **This should be done only if you are sure that the pupil/student does not already have a UPN.**

For **part-time pupils** (usually nursery age children), specify the session they will be attending by selecting **AM only**, **PM only** or **All day** from the **Attendance Mode** drop-down list.

The screenshot shows the '2 Registration' panel and the 'Add Part-time Attendance' dialog box. The 'Attendance Mode' dropdown is set to 'AM only'. The 'Add Part-time Attendance' dialog box is open, showing 'Start Date' as '16/08/2018' and 'End Date' as '31/08/2018'. The 'New' button in the 'Part Time Details' list is circled in red.

Specify the period(s) during which the arrangement applies by clicking the **New** button in the **Part Time Details list** then entering the **Start Date** and **End Date** (if known). **Click OK**

Click the **Save** button to save the record. A new UPN (if requested) and an Admission Number are generated when the record is saved.

The screenshot shows the 'Pupil Details' panel. The 'Save' button is circled in red. The panel also shows 'Undo' and 'Print' buttons. The bottom of the panel shows a navigation bar with 'Basic Details', '2 Registration', '3 Addresses', and '4 Telephones and Email Address'.