

Admissions Transfer Files (ATFs)

Importing

In March, schools receive an Admissions Transfer File (ATF) from their LA. This file contains the names of applicants who have been offered a place at your school for the following September, together with additional basic applicant information. Once the ATF has been imported into SIMS and applicants have been accepted, the curriculum planning process can be started.

NOTES: Before proceeding, please ensure that you have received an ATF from the LA and that it is stored in an accessible location. An intake group and admission group combination must also have been defined, into which applicants can be imported.

Welsh schools may use Common Transfer Files (CTF) instead of ATFs to import their new intake into SIMS. Please refer to the *Managing Common Transfer Files - Importing and Exporting* quick reference sheet.

IMPORTANT NOTE: Please ensure that you use either CTF or ATF files to import pupil/students into SIMS. Using both methods can produce duplicate entries.

Note for Primary Schools with Nursery Classes

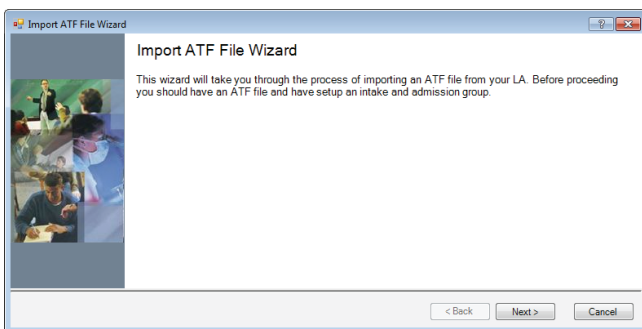
Schools that receive an ATF may encounter applicants in the file who are already members of the school, e.g. they are enrolled in a Nursery class. These applicants can be imported as pre-admission pupils but prior to accepting and subsequently admitting them, the admissions officer must record these children as leavers from the Nursery class.

NOTE: Applicants do not need to be recorded as a leaver before the file is imported.

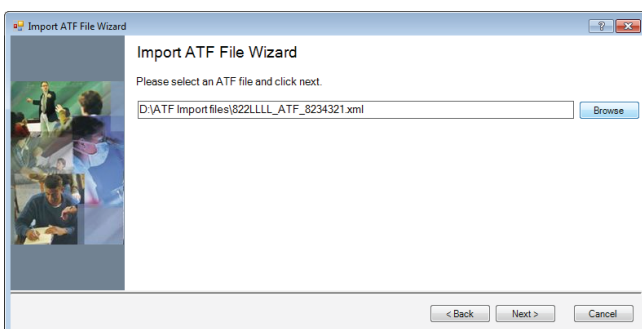
For further information on recording leavers, please refer to the *Managing Pupil/Students* handbook. This handbook is accessible from the **Documentation Centre**, which is opened by clicking the **Documentation** button on the SIMS **Home Page**. Once open, click the appropriate button (e.g. **Handbooks**), then navigate to the applicable option. Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

Importing Admissions Transfer Files into SIMS

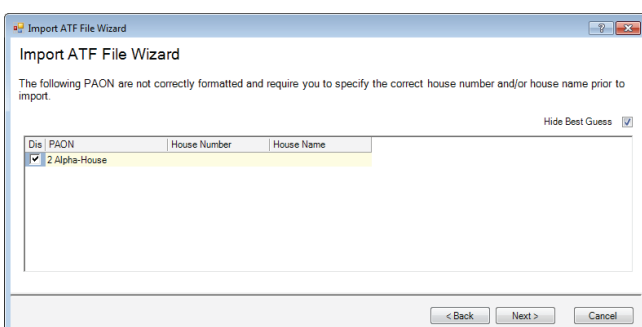
1. Select **Routines | Admission | Import ATF File** to display the **Import ATF File wizard**.



2. Click the **Next** button.
3. Click the **Browse** button to display the **Open** dialog.
4. Navigate to the location of the stored ATF, highlight it then click the **Open** button.



5. Click the **Next** button to validate applicant addresses in the ATF.



The **House Number** and **House Name** of an address are held in a single field of the XML file structure. This field is called a **PAON** (Primary Addressable Object Name).

This page is displayed only if the ATF contains addresses with incorrectly formatted PAON fields and enables you to correct the address details to prevent SIMS from rejecting the address.

The **Hide Best Guess** check box is selected by default.

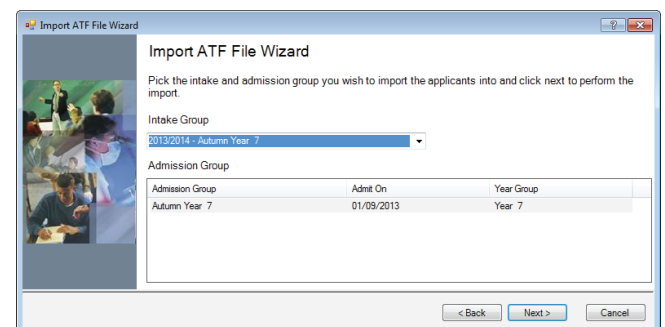
Addresses that can be reconciled without user intervention are not displayed.

The only addresses displayed in the lower section of the page are those that cannot be resolved automatically. These addresses can be corrected by clicking either the **House Number** or **House Name** field then entering the correct information manually.

Alternatively, address details can be discarded and therefore not imported by selecting the **Discard** check box adjacent to the relevant entry.

If a large number of addresses require correction during import, you should request a correctly structured ATF from the LA.

6. After correcting or discarding any incorrect addresses, click the **Next** button.
7. Select the required **Intake Group** from the drop-down list.



NOTE: Please ensure that your Admissions Policy complies with the DfE Codes of Practice before continuing. Please also ensure that the intake group and pre-admission group selected have been defined for the correct date of admission before proceeding with the import.

SIMS checks that the details contained in the ATF header correspond with the details of the intake group into which the file is being imported. All admission groups associated with this intake group are displayed in the panel at the bottom of the wizard.

Admissions Transfer Files (ATFs)

Importing

Importing Admissions Transfer Files into SIMS...continued

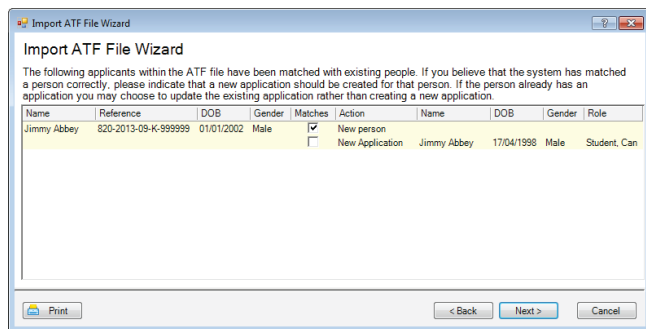
8. Highlight the required **Admission Group** then click the **Next** button to import the ATF. A progress bar is displayed.

Schools that have started to enter manually the details of next year's applicants may encounter some duplicate applicants when importing the ATF. To reduce the risk of duplicate applicants, SIMS checks the information in the ATF against existing applicant details. Any details that match based on surname and forename are displayed.

Application Reference Numbers (ARNs) play a key role in the matching of applications. Applicants who have been entered manually in SIMS are not issued with an ARN.

ARNs are created as part of the LA process and applicants contained in the ATF have been given their own unique number, which is imported into SIMS with the rest of their details. These applicants are not displayed on this page.

NOTE: These details require investigation to determine whether they are new applicants or duplicates of existing, manually entered applications. Non Own Admissions Authority schools that have imported more than one ATF may encounter applicants in the current ATF who have already been imported.



- If an applicant in the ATF is a match for an existing applicant, select the **Update Application** check box. This updates the existing application and adds the applicant's ARN to their current record.
- If an applicant in the ATF is a match for an existing applicant in SIMS, where their application was originally from another admissions year or they are currently an existing pupil in the Nursery year, select the **New Application** check box.

For example, an applicant applied to join the school for the Nursery year in September 2012 but their application was unsuccessful, so they have now applied to join the Reception year in September 2013. These applicants are created as new applications.

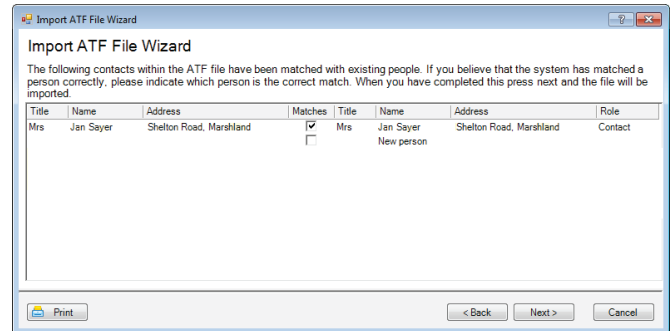
- If an applicant in the ATF is a completely new applicant and is not the same as the individual found by SIMS, select the **New person** check box to record a new person and a new application.

View all the fields in the panel using the scroll bar to move backwards and forwards across the page.

9. Click the **Next** button to continue.

SIMS also checks for **Contact** matches, e.g. any applicant in the incoming ATF who shares a contact who is already present in the system.

- If any of the contacts listed on the following page of the wizard prove to be a match for an existing contact, select the **Matches** check box adjacent to the correct **Name**.
- If any of the contacts listed on the following page of the wizard prove to be a new contact, select the **Matches** check box adjacent to the **New person** record in the **Name** column.



10. Once you have dealt with each contact, click the **Next** button to continue.

When the import is complete, the following information is displayed:

- **Number of applications in file**
- **Number of applications processed**
- **Number of new applications are displayed.**

Applicants are imported with a status of **Offered** and their details can be viewed and updated by clicking the **Application** icon on the toolbar or selecting **Focus | Admission | Application**.

If there are any warnings or errors in the ATF import, they are listed in the wizard.

*NOTE: Please ensure that you click the **Save** button so if any issues have been highlighted, the information is available for you to discuss with your LA Support Team.*

To save the details of the ATF import, click the **Save** button, located on the right-hand side of the page, to display the **Save As** dialog.

Navigate to or create a local folder in an appropriate location, enter a **File name** then click the **Save** button.

IMPORTANT NOTE: The log file may contain confidential information about the applicants so give careful consideration to where you store these files.

To print the details of the ATF import, click the **Print** button to display the **Run a Screen Based Report** dialog.

Select the **Output to a web browser** check box then click the **OK** button to display the report in your web browser. The report can be printed by clicking the **Print** button.

11. Click the **Finish** button.

Once the import process has completed successfully, applicants can be accepted and admitted by selecting **Focus | Admission | Application** or by clicking the **Application** icon located on the shortcuts toolbar.



Application icon

Additional information about the applicants can be obtained by producing individual Data Collection Sheets and sending them to the applicant's parent/guardians for completion and return. Data Collection Sheets can be produced via **Reports | Run | Focus | Application** or individually by clicking the **Reports** hyperlink in the **Links** panel.

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