

How to Record Leavers

Applicable To SIMS Version

7.114 onwards.

Permissions Required

You will need to be a member of any of the following User Groups in System Manager to record leavers:

Administration Assistant, Admissions Officer, School Administrator.

Recording Leavers

If a pupil/student leaves your school for any reason, you can mark them as a leaver which will remove them from your school, but enable historical records to be kept. During the Summer term for example, you will need to mark most or all pupil/students in your top year as leavers so that they are no longer on-roll at the start of the new academic year. The date of leaving and leaving destination, together with the reason for leaving can be recorded.

IMPORTANT NOTES:

To ensure that historical data is accurately maintained, it is essential that you do not record leavers by removing their date of admission.

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not simply remove the date of leaving.

*To ensure that information required for statutory returns (e.g. the School Census) is accurate and up to date, check that the leavers has been given an SEN Status other than **Not Assigned** and that an **Ethnicity** has been recorded before making the pupil/student a leaver.*

Recording a Group of Leavers

1. Select **Routines | Pupil [Student] | Leavers** to display the **Find Pupil(s) [Student(s)]** browser.

Name	Year Gr...	Class	Adm. No.	Date of Admiss...	Date of Lea...	Reason for Lea...	Destination
Baldwin, Stephen	6	6VC	000395	01/09/2000			
Balley, Richard	6	6KH	000308	08/09/1998			
Barker, Robert	6	6KH	000310	08/09/1998			
Bliss, Charles	6	6VC	000383	01/09/2000			
Bocci, Sophia	6	6VC	000385	01/09/2000			
Bond, Tracy	6	6VC	000435	01/09/2000			
Braithwaite, Darren	6	6KH	000317	08/09/1998			

2. Search for the required **Year** or **Reg Group** (or **Class**) by selecting from the appropriate drop-down lists then click the **Search** button.
 - ▶ To select all the pupil/students displayed in the browser, click the **Select** button down arrow and select **All**.
 - ▶ To select a group of pupil/students, highlight them using any of the following methods:
 - Hold down the **Ctrl** key and single-click on each required pupil/student.
 - To highlight sequentially listed children, single-click the first pupil in the list, hold down the **Shift** key then click the last required pupil in the list.
1. Once the required pupil/students have been highlighted, click the **Select** button. The selected pupil/students will then be transferred to the **Students** panel.

Name	Year Gr...	Class	Adm. ...	Date of Admiss...	Date of Leav...	Reason for Leaving	Destination
Baldwin, Stephen	6	6VC	000395	01/09/2000			
Balley, Richard	6	6KH	000308	08/09/1998			
Barker, Robert	6	6KH	000310	08/09/1998			
Bliss, Charles	6	6VC	000383	01/09/2000			
Bocci, Sophia	6	6VC	000385	01/09/2000			
Bond, Tracy	6	6VC	000435	01/09/2000			
Braithwaite, Darren	6	6KH	000317	08/09/1998			
Choudhury, Nafaz	6	6KH	000393	01/09/2000			
Clayton, Rosy	6	6KH	000309	08/09/1998			
Friers, Marcus	6	6KH	000327	08/09/1998			
Gambioni, Peter	6	6VC	000299	08/09/1998			
Goldberg, Nicola	6	6VC	000387	01/09/2000			
Goodchild, Fiona	6	6KH	000389	01/09/2000			
Hartley, Damian	6	6VC	000347	04/09/1999			
Hartley, Elizabeth	6	6KH	000323	08/09/1998			
Hooley, Sharon	6	6VC	000311	08/09/1998			
Hussain, Deepak	6	6VC	000382	01/09/2000			
James, Hannah	6	6VC	000349	04/03/1999			
Jones, Lucy	6	6VC	000392	01/09/2000			
Khan, Sajid	6	6VC	000390	31/07/2000			
Lough, Andrea	6	6KH	000431	01/09/2000			

2. Enter the **Date of Leaving** or click the **Calendar** button and select the required date.

This date of leaving should be the date that the pupil/student is actually leaving the school if they are not for transferring from Junior/Primary to Secondary phase. Local Authorities will normally specify the dates to be used for school transfers so that they match. For example, some authorities prefer not have any gaps between dates and may suggest a date of leaving (the old school) of 4th September and the date of admission (into the new school) of 5th September. If you are in any doubt, please contact your Local Authority for advice.

IMPORTANT NOTE: It is recommended that pupil/students leaving at the end of Year 11 who may return to Year 12, are not given a date of leaving until it has been confirmed that they will be leaving the school at the end of the Summer term as this may cause issues with Attendance information.

3. Select the **Reason for Leaving** from the drop-down list such as **Junior/Primary to Secondary Phase**.
4. Enter the **Destination after leaving** if required. Alternatively, you can apply the **Reason for Leaving** to one set of pupil/students (as described in the next step) then select the **Destination after leaving** for a different, or subset of pupil/students.

5. Highlight the pupil/students to whom this information applies using the **Ctrl** and **Shift** keys then click the **Assign to Selected** button. If the information applies to all the pupil/students in the list, click the **Assign to All** button.
6. If an error has been made, highlight the particular pupil/student, correct the information in the **Leaving Information** panel then click the **Assign to Selected** button.
7. To remove a pupil/student from the list, highlight their name and then click the **Remove** button.
8. To clear the contents of the **Date of Leaving**, **Reason for Leaving** and **Destination after Leaving** fields, highlight the required pupil/student(s) then click the **Clear** button. Re-enter the information as required.
9. Click the **Save** button to save the changes. The chosen pupil/student(s) will be recorded with a date of leaving on the date specified.

Recording Individual Leavers via the School History Panel


It is also possible to record individual leavers during the school year using the **School History** panel in the **Pupil [Student] Details** page.

1. Select **Focus | Pupil [Student] | Pupil [Student] Details** to display the **Find Student** browser. Select the required pupil/student in the usual way.

Name	Year Group	Reg. Group	House	Gender	Admission Number
Abbot, Ben	9	(7B)	Hooke	Male	002912
Abbott, Mark	13	(K)	Boyle	Male	001700
Abbott, Sarah	13	(G)	Boyle	Female	001549
Able, Andrew	(13)	(G)	Newton	Male	002705
Able, Matthew	12	(10F)	Flemming	Male	002184

2. Click the **School History** hyperlink to display the **School History** panel.

10 School History

Date of Leaving: 19/06/2006  Reason For Leaving: Emigration

Destination After Leaving: South Africa

Previous Schools

School	Date of Arrival	Date of Leaving	Reason For Leaving	Enrolment Mode
Abbots Repton Primary	01/09/2002	27/07/2004	Junior/Primary to Se...	Single Registration

New Open Delete

CTF Attendance

Year	School	Possible	Attended	Authorised	Unauthorised
2004	Green Abbey School	5	0	5	0

New Open Delete

3. Enter the required **Date of Leaving** or click the **Calendar** button and select the required date.
4. Select the **Reason for Leaving** from the drop-down list such as **Junior/Primary to Secondary** phase.
5. Enter the **Destination** after Leaving if required.
6. Click the **Save** button to record the pupil/student as a leaver.

Where to Find More Information

- *Managing Pupil/Student Profiles* handbook.
- *How to Re-Admit a Pupil/Student* help sheet (SupportNet Resource Number 9057).

All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required handbook category then select the required handbook from the **Handbooks** page.

A sample selection of help sheets is also available from the **Documentation Centre** by clicking the **Help Sheets** button. All available help sheets can be obtained from our SupportNet Home page (<http://support.capitaes.co.uk>) by clicking the **Documentation** button, then selecting **Help Sheets** from the **Categories** drop-down list.

Training Courses

For information on training courses, please contact your SIMS Support Provider.

Providing Feedback on This Help Sheet

If you have any suggestions or comments about this or any of our other help sheets, please email publications@capita.co.uk.

Revision History

Version	Change Description	Date
HS1007-01	Initial Release	08/09/05
HS1007-02	Updated to reflect SIMS .net new look released with 7.78 plus some general improvements to text.	01/09/06
HS1007-03	Updated cross references to new handbook location.	03/11/08
HS1007-04	Updated with new help sheet design together with general improvements to text.	07/05/09