



How to Change a Pupil/Student's Enrolment Status

Applicable to SIMS .net version

7.108 onwards.

Permissions required

You will need to be a member of any of the following user groups in System Manager to change a pupil/student's enrolment status:

Administration Assistant, Admissions Officer, School Administrator.

Please see your System Administrator/Manager if you are not sure whether you have the required permissions.

Introduction

There may be occasions when an enrolment status for an applicant or pupil/student needs to be amended. The following enrolment statuses are available:

Single Registration - this status represents a normal, full-time pupil/student who is *only* registered as on-roll at your school.

Guest Pupil - this status represents a pupil/student who is on-roll at another school, but attends your school for certain lessons. There is no need to register them as on-roll at your school.

Main-Dual Registration - this status indicates that the pupil/student is registered at another school for some of their timetable, but the majority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.

Subsidiary-Dual Registration - this status indicates that the pupil/student is registered at another school for the majority of their timetable and only a minority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.

All pupil/students who are registered as on-roll, including Dual Registration pupils, must have their attendance details recorded. Schools that have Dual Registered pupil/students must decide which code to use for the sessions that these pupils attend. It is possible to use either:

- **B - Educated Off Site (AEA)**
- **! - Not Required To Attend.**

Maintained schools in England *must* use **D - Dual Registered (AEA)** to signify the sessions that these pupil/students attend.

IMPORTANT NOTE: If a pupil/student is on-roll until Year 11 then comes back into Year 12 as a guest, you need to make them a leaver at the end of Year 11, re-admit them into Year 12 and THEN change the registration status to **Guest**. For more information, please see the How to Record Leavers help sheet (SupportNet Resource Number 11153).

Changing a pupil/student's enrolment status

NOTE: This routine can only be run for pupil/student's in the current academic year.

1. Select **Routines | Student | Change Enrolment Status** to display the **Find Student** browser.



The screenshot shows the 'Find Student' browser interface. At the top, there is a toolbar with icons for Search, Open, Print, Browse, Next, and Previous. Below the toolbar are search fields for Surname (containing 'bag'), Forenames, Gender (a dropdown menu), and Enrolment Status (a dropdown menu). A table below displays search results with columns: Name, Year Group, Class, House, Gender, Admission Number, and Status. The first row is highlighted in blue and contains the following data: Bagnall, Keith; N2; AM; Male; 000845; Single Registration.

2. Search for the required pupil/student then click the **Open** button to display the **Change Enrolment Status** page.



The screenshot shows the 'Change Enrolment Status' page. At the top, there is a toolbar with icons for New, Open, Save, and Undo. Below the toolbar are two tabs: '1 Basic Details' and '2 Registration'. The '1 Basic Details' tab is active and contains several input fields: Legal Forename (Keith), Middle Name(s) (Luke), Legal Surname (Bagnall), Preferred Surname (Bagnall), Preferred Forename (Keith), Date of birth (19/05/2002), Age, Gender (Male), and Birth Certificate Seen (checkbox). To the right of these fields is a 'Photograph' section with a large empty box and a 'Click for photographers' link. The '2 Registration' tab is partially visible at the bottom and contains an 'Enrolment Status' dropdown menu set to 'Single Registration'.

3. Click on the **Registration** hyperlink to display the **Registration** panel.
4. Select the required status from the **Enrolment Status** drop-down arrow such as **Main – Dual Registration**.



The screenshot shows the '2 Registration' panel. It contains an 'Enrolment Status' dropdown menu with 'Main - Dual Registration' selected.

5. Click the **Save** button on the toolbar to save the changes.
 - If the pupil/student's enrolment status is changed from **Guest** to **Single Registration**, **Main Dual Registration** or **Subsidiary Dual Registration**, a message dialog similar to the following will be displayed:



SIMS .net will allocate the pupil/student a new admission number. You may need to go into Attendance and check/correct the necessary attendance marks. For example, if the pupil/student was a guest from 1st July and then made Single Registration on 18th July, you will need to enter attendance marks from the 1st-18th July.

If the student's enrolment status is changed from **Registered (Single, Main Dual or Subsidiary Dual)**, to **Guest**, a message similar to the following will be displayed:



SIMS .net will remove the admission number that was previously allocated when the pupil/student was on-roll together with all the attendance marks relating to their current enrolment status.

For more information, please refer to:

- *Managing Pupil/Students in SIMS .net* handbook.

All handbooks can be accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS .net. 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 are available from the **Documentation Centre** in SIMS .net which can be accessed by clicking the **Documentation** button on the toolbar, then 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 helpsheets@capita.co.uk.

Help sheet revision history

Doc. Version	Change Description	Date
1097-001	Initial Release	07/09/06
1097-002	Updated to remove DRAFT from title.	02/10/06
1097-003	Updated cross references with new documentation location.	10/11/08