

Pre Migration – SIMS to Arbor

To prepare the School for the possibility of no access to a live MIS, during the migration from Arbor to SIMS, for data retention and data checking please import &/or run the following reports.

Reports

Those highlighted in **green** are ESS SIMS standard reports are available in SIMS reporting module.

This file only needs to be imported once and will include all highlighted in orange.

Download and unzip reports – save to a convenient location

In SIMS - Reports / Import / click on Open / Navigate to saved folder

Those in **blue** need to be imported and are **only** required if the Schools Single Central Record is recorded in SIMS.

Focus	Report Name	Summary	Report Use
Student	Registration Groups (dated with Columns) Registration Groups (dated)	Reg Groups listing pupils in alphabetical order	Migration data checking
	Contact list with main telephone number	Word report: Alphabetical list of pupils with contract main telephone number	Migration data checking
	Pupil Contact List: Email & Tel	Excel report: listing on roll pupils (at date of running), by year Group & Reg Group, with contacts, main email & telephone, plus primary email & telephone	Migration data checking
	Free School Meal Current Report	RTF report: listing all pupils with a Free School Meal start date. No end date.	Migration data checking
	Students for Archive	Excel report: listing all leavers (based on date ranges) with Adno, UPN, ULN (Sec only) name, DOB, DOA, DOL, Yr Grp on leaving, SEN	Data retention
	Pupil Medical conditions & Contacts	Excel report: listing all on roll pupils listing their medical conditions, notes and main contacts.	Migration data checking
Staff	SCR-SIMS Ofsted 09/23 w. Role/Svc Term	RTF report: two different versions. Up to date Single Central Record	Migration data checking
	SCR-SIMS OFSTEDV14		Migration data checking
	Current Staff Training	Excel report: Listing staff, name, training course, Organiser, start date.	Migration data checking

	Leavers Employment history	Excel report: listing leavers, name, DOB, Employment start date & leaving date	Data retention
	Staff Contacts and Next of Kin (NOK)	Excel report will list staff with a current employment start date, their mobile, work email address, listed alphabetically, together with their Next Of Kin (NOK) contact details.	Migration data checking
Detentions	Detentions Dated	Lists all students allocated detentions after a certain date	Migration data checking
	Detention Register between dated	List all detentions between dates, provides reason for detention and attendance register.	Migration data checking

Student Lists Reports / Student List / Registration Groups			
Pupils	Registration Group List	PDF or Excel: Student data lists, in Reg & Year Group order.	Migration data checking

Registers

Reports / Attendance / Manual Entry / Print Registration Sheet

1. Select **From w/b** to 24th March and **To w/b** 31st March
2. Select Group type as **Registration Group**
3. Tick '**Include existing marks**' (you can also tick 'display attendance codes')
4. Click on **Search at the top** to refresh the data
5. Click on **Select All**, under the list of Registration Group names
6. Click on **Print at the top**
7. Click on **OK on the 'Run a Screen Based Report** pop up window

Registers for both weeks will open on a web browser, which can be printed.

Manual Entry Register

From w/b: 24/03/2025 To w/b: 31/03/2025

Group Type: Reg Group

☐ Include accepted applicants

☒ Include Existing Marks

☐ Display Attendance Codes

Short Name	Description
Y1 Venus	Y1 Venus
Y1 Mars	Y1 Mars
Y3 Earth	Y3 Earth
Y3 Pluto	Y3 Pluto
Y4 Meteors	Y4 Meteors
Y4 Saturn	Y4 Saturn
Y5 Comets	Y5 Comets
Y5 Moon	Y5 Moon
Y6 Nebula	Y6 Nebula
Y6 Sun	Y6 Sun

Select All Deselect All

Run a Screen Based Report

Layout Options

☒ Use a predefined layout: Manual Entry Register

☐ Supply your own layout

☐ Output raw XML

Output Options

☒ Output to a web browser

☐ Output to a file

OK Cancel

Manual Entry Register

Reg Group Y3 Pluto

n/a

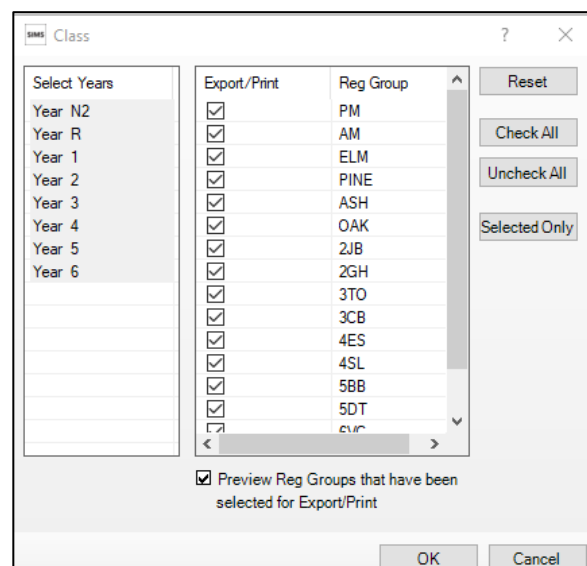
n/a

Week Beginning 24/03/2025

Name	Reg	Mon 24/03		Tue 25/03		Wed 26/03		Thu 27/03		Fri 28/03		Sat 29/03		Sun 30/03	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
ANDREWS, Melissa	Y3 Pluto							P	P			#	#	#	#
COOK, Jermaine	Y3 Pluto											#	#	#	#
EMERY, Kathryn	Y3 Pluto			M								#	#	#	#
GRACJAN, Jozef	Y3 Pluto											#	#	#	#
HENDERSBY, Collette	Y3 Pluto											#	#	#	#
KUMAR, Indra	Y3 Pluto											#	#	#	#
LUMINATA, Gabriela	Y3 Pluto											#	#	#	#
REID, Jennifer	Y3 Pluto	D	D							D	D	#	#	#	#
WATSON, Alys	Y3 Pluto											#	#	#	#

Student List Reports

1. Select **Reports | Student List | Registration Group List**, this will open the **Class** dialog.
2. Click **lowest year** and then **Shift** and **click on the highest year**, this will highlight all the Year Groups on the left hand side, and it will populate the right hand side of the window with all Reg Groups.
3. Click **OK**.
4. The output of the report is displayed on screen with the following columns:
Full Name, Year Group, Reg Group
5. **Move through different Reg Groups** using the green arrows.



Registration Group List : ELM as of 17/03/2021		
Save Browse Sort List Settings Move First Previous Next Move Last Photo Print Options Export Font Arial 9 Fixed Columns 3 Row Divider 1 Nest Remove Rename AutoSize Remove Quick Print Report Layout Column Nesting Column Options Print		
Full Name	Year Group	Reg Group
Aditya, Zayan	Year R	ELM
Andrews, Izabel	Year R	ELM
Armitage, Elise	Year R	ELM
Atkins, Austin	Year R	ELM
Basir, Saeed	Year R	ELM

6. To add extra data columns use the panel to the right hand side of the screen
7. Click and Drag the data item to the left hand side of the screen
8. Each data item will flood fill for all registration groups selected.
9. Move through different Reg Groups using the green arrows.

10. Select Print Options at the top to open the Print Options dialog:

Focus Reports Routines Tools Window Help

Back Forward

Registration Group List: Yr 4 Meteors as of 2002/2025

Save Browse Sort List Settings Move First Previous Next Move Last Photo Print Options Export Help Close

Font 9 Fixed Columns 3 Row Divider 1 Nest Remove Rename AutoSize Remove Quick Print

Full Name	Year Group	Reg Group	Dietary Needs (All)	Medical Conditions (all)	SEN Status	Free School Meals	Pupil Premium Indicator	Parental Consent (All)	Select Data Area
ADITYA, Zayan	Year 4	Yr 4 Meteors	Vegetarian		No	No		Copyright Permission, Internet Access, Photograph Student	Standard
ARMITAGE, Elise	Year 4	Yr 4 Meteors			Yes	No		Copyright Permission, Internet Access, Photograph Student	
BASIR, Saad	Year 4	Yr 4 Meteors	Vegetarian		No	No		Copyright Permission, Internet Access, Photograph Student	
CARLTON, Fintan	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Parental Consent
CASTER, Adam	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	
CHANA, Riya	Year 4	Yr 4 Meteors	Vegetarian		No	No		Copyright Permission, Internet Access, Photograph Student	Basic Details
COLE, Saffron	Year 4	Yr 4 Meteors			Yes	No		Copyright Permission, Internet Access, Photograph Student	Registration Details
EVANS, Tomos	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Family Home
GOODWIN, Bryn	Year 4	Yr 4 Meteors	Gluten free		No	No		Copyright Permission, Internet Access, Photograph Student	Family Links
HADLEY, Grace	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Ethnic/Cultural
HAMILTON, Oliver	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	School History
HUGHES, Carwyn	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Parental Consent
IAKUB, Zofia	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Dietary Needs
IONES, Sian	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Additional Information
KOTORI, Aimi	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	User-defined
LOTLEY, Bridget	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Medical
MCKINLEY, Annalise	Year 4	Yr 4 Meteors			Yes	No		Copyright Permission, Internet Access, Photograph Student	Special Need
NALINI, Ina	Year 4	Yr 4 Meteors	Vegetarian		No	No		Copyright Permission, Internet Access, Photograph Student	Conduct
PATEL, Aarav	Year 4	Yr 4 Meteors	Vegetarian		No	No		Copyright Permission, Internet Access, Photograph Student	User Defined Groups
REID, Pearl	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	Blank
RIVERS, Olivia	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	
ROSLYN, Laura	Year 4	Yr 4 Meteors	No dairy produce, N/Asthma, Eczema		Yes	No		Copyright Permission, Internet Access, Photograph Student	
SHARMA, Aaman	Year 4	Yr 4 Meteors	Vegetarian		No	No		Copyright Permission, Internet Access, Photograph Student	
SINGH, Ravenna	Year 4	Yr 4 Meteors	Vegetarian		No	No		Copyright Permission, Internet Access, Photograph Student	
THOMSON, Adeline	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	
TOMS, Rhys	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	
WATSON, Aaron	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	
WOHLACZ, Frederyk	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	
WILLIAMS, Zachary	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	
WOJCIK, Antoni	Year 4	Yr 4 Meteors			No	No		Copyright Permission, Internet Access, Photograph Student	