



**Buckinghamshire
Council**

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Admissions and Applicants in Arbor 2025 / 2026 Academic Year

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team edit Taken from Previous year	23/04/2025



Admissions and Applicants in Arbor 2025 / 2026 Academic Year

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Introduction

Introduction

Intake and admission groups are used to maintain lists of the applicants who have registered an interest in being taught at your school.

- If you've already been using Arbor to manage your applicants for September's cohort, you can skip to **Chapter 3 Off Roll Leavers**

School Year Setup

Steps to prepare for the new academic year are locked until the Academic Calendar is filled in and marked as complete.

2021/2022

1. Academic Calendar

Incomplete

Please Note: For now, only the basic details (start date, end date, name) of the 2021/2022 academic year can be set. The rest of the school year setup (like setting up the academic calendar, holidays, student groups etc.) will be accessible from **01 May 2021**, 4 months prior to the beginning of 2021/2022 academic year.



Department
for Education

Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

Important Note: Please always refer to the DfE guidance regarding the admission and removal of students from the Registers.

DfE Expected First Day of Attendance Notes

207. Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school.

210. If a pupil fails to attend school on the agreed starting day, the school is expected to follow this up and try to establish the reason for absence.

Date of Admission

- The Date of Admission must be within the new academic year.
- The date of admission must be on a day when the school is open to students, **not** an INSET day or the first day of the academic year.
- If you have previously created admission groups with an incorrect Date of Admission, amending the date will also amend the Date of Admission for every applicant who is a member of the group. This prevents the need to edit them individually.

Chapter 1 Admissions for September 2025

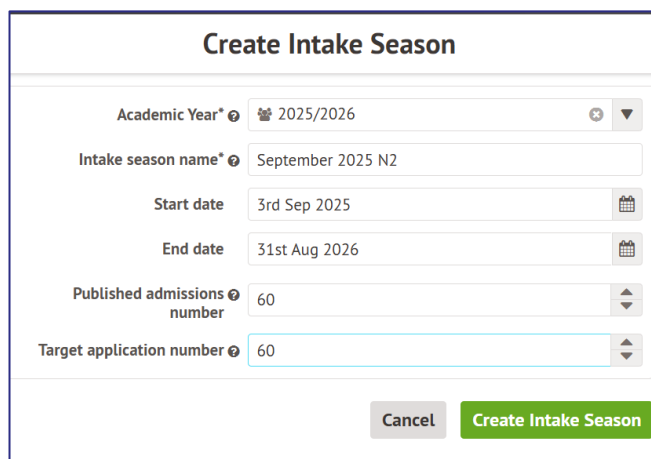
Adding the new intake season

You need to make sure that you have an Intake Season for the next academic year created before adding any applicants.

1. Go to **Students / All Students / Applicants** to get to the Applicants Dashboard. The **Applicants Dashboard** will show all of the Intake Seasons created on the MIS.
2. Click on the green **+Add** sign at the top of the dashboard.


 The screenshot shows the 'Intake Seasons / Dashboard' interface. On the left is a sidebar with 'Intake Seasons' and 'Dashboard' (highlighted). The main area has tabs for 'Current & Future' and 'Historic'. Below the tabs is a section titled 'Intake Seasons' with a message 'No results found'. A green '+ Add' button is circled in red in the top right corner of the main content area.

3. Fill in the details and then click on Create Intake Season to return to main page.
4. Repeat for different Year Groups; i.e. Year N2 or Year N1


 The screenshot shows the 'Create Intake Season' form. It includes the following fields:

- Academic Year*: 2025/2026 (dropdown menu)
- Intake season name*: September 2025 N2 (text input)
- Start date: 3rd Sep 2025 (calendar icon)
- End date: 31st Aug 2026 (calendar icon)
- Published admissions number: 60 (spinner)
- Target application number: 60 (spinner)

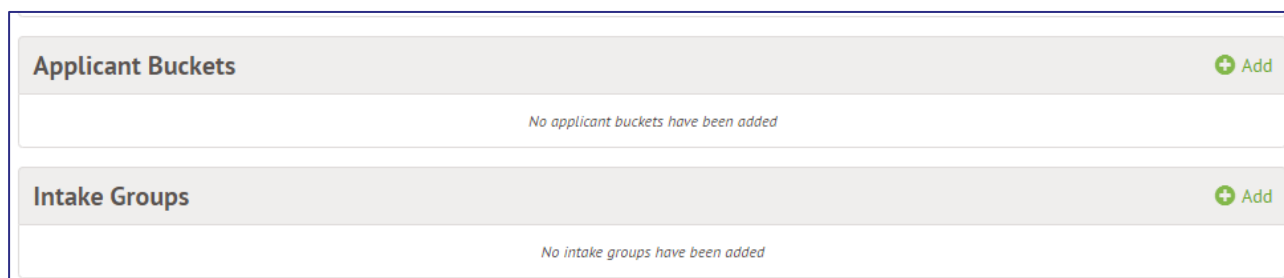
 At the bottom right are 'Cancel' and 'Create Intake Season' buttons.

Applicant buckets and intake groups

Once the Intake Season is set up you will see that two new sections have been created called 'Applicant Buckets' and 'Intake Groups'. **Both areas are completely optional.**

Once you set up an intake season, you'll see two sections where you can add Applicant Buckets or Intake Groups.

- **Applicant Buckets** - These can be used to help you manage the type of application as it comes in e.g, the local parish, siblings, etc. It will help you to sort students for the applications admission criteria.
- **Intake Groups** - These can be used for creating multiple intakes within the same year group.


 The screenshot shows two sections: 'Applicant Buckets' and 'Intake Groups'. Each section has a header with a green '+ Add' button. Below each header is a message: 'No applicant buckets have been added' and 'No intake groups have been added' respectively.

Adding, editing, and deleting

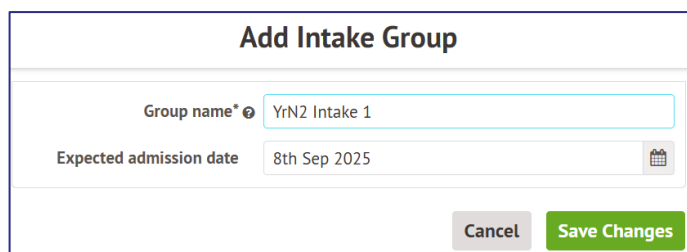
Adding an applicant bucket

Click **+Add** in the applicant bucket section. Name your bucket, then click **Save Changes**.



Adding an intake group

1. Click **+Add** in the intake groups section.
2. Name your bucket and add an expected admission date for this group (if you're grouping students in this way).
3. Click **Save Changes**.



In the below example, Students are starting on two different dates, so we have set up two groups.

Intake Groups			+ Add
2024 Reception A	Expected admission date: 04 Sep 2024	0 applications ▶	
2024 Reception B	Expected admission date: 09 Sep 2024	0 applications ▶	

Editing or deleting

Click on the bucket or group to edit the name or delete it. You can also change the expected date for intake groups.

Adding Applicants

Three Options:

1. Importing an ATF
2. Manually Adding Applicants
3. Importing from a Spreadsheet

Option 1 - Uploading an ATF (Applicant Transfer File)

An Applicant Transfer File (ATF) is a standard format for sending student data to schools, often used when a student begins at a new school.

1. **School / Data / Import / ATF Import.**
2. Click on the **+Add** in the top right-hand corner.

ATF Import Jobs
+ Add

No import jobs

3. In the slide over, click **Browse** to select the ATF file from your computer
4. Click on the green **Upload ATF** button.

When you click Upload ATF, You will then be taken to the **Import Overview** (Shown in the section below).

Once you import your file you'll see the names have a red x, meaning that the applicants have not yet been fully imported.

Import ATF

Information

This page lets you upload an ATF file to import students into the system. Please note that this uploader will only accept ATF files.

ATF file (.xml)*  C:\fakepath\204LLLL_ATF_2042003_16C Browse...

Cancel Upload ATF

Students	
Lane Ebube (CREATE NEW STUDENT)	×
Mann Theodore (CREATE NEW STUDENT)	×
Smith Martha (CREATE NEW STUDENT)	×
Smitt Baxter (CREATE NEW STUDENT)	×

If you click on a student, you can specify an intake season if this will be different to the rest of the other students.

You can also map them to an applicant if they already exist in the intake season. **You won't be able to map the import to an existing student, for example if you are adding a Reception intake and one of the students already attends your Nursery.**

If both the original student and the importing student have the same UPN, they will be automatically matched.

« Back
Import Applicant

We can't match this student because there isn't an existing student on Arbor with the same UPN. You can manually select a student to match this record to using the 'Update student' field below. Please only use this field if you know for certain that this information should update this student record, as it can't be undone. If you leave the 'Update student' field empty, the import will create a new student.

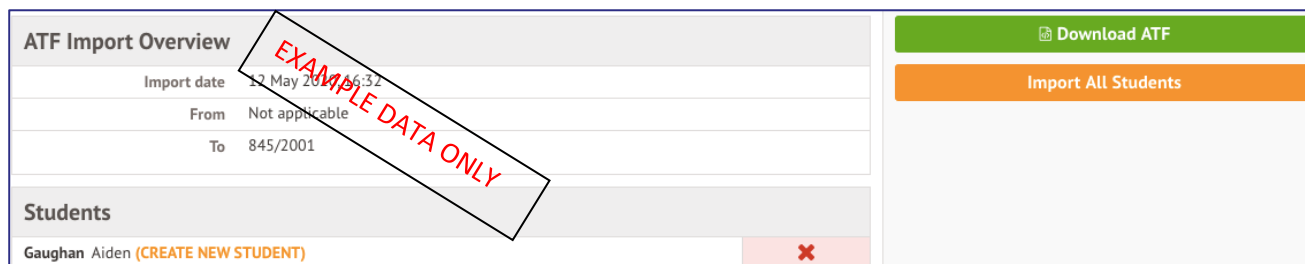
Import Details

ATF student  Amy Davis (No UPN provided) 29 May 2024
Application reference 823-2013-10-K-000061
Intake season* September Nursery N2
Update student  Leave empty to import as new student

Cancel Import applicant

Finish the import

To import the students in bulk, click the **Import All Students** orange button.



ATF Import Overview

Import date	12 May 2024 16:32
From	Not applicable
To	845/2001

Students

Gaughan Aiden (CREATE NEW STUDENT)	✗
------------------------------------	---

Buttons: Download ATF, Import All Students

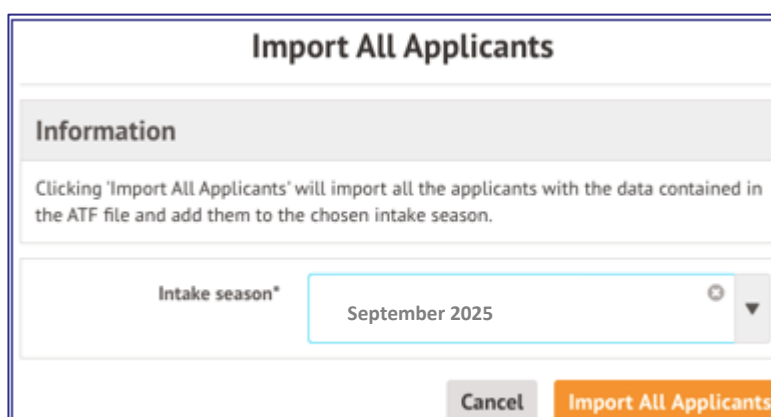
EXAMPLE DATA ONLY

Select the intake season to import them into, then confirm the import.

You'll receive a notification in the top right of your screen to let you know when the import has been completed.

If you refresh your page, you'll see all the students have been imported and new applicants have been created.

These students will now appear in the **Applicants** section.



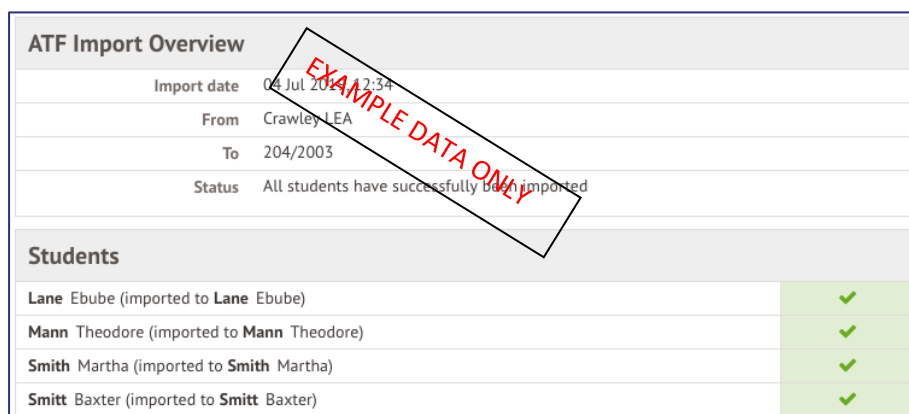
Import All Applicants

Information

Clicking 'Import All Applicants' will import all the applicants with the data contained in the ATF file and add them to the chosen intake season.

Intake season*

Buttons: Cancel, Import All Applicants



ATF Import Overview

Import date	04 Jul 2024 12:34
From	Crawley LEA
To	204/2003
Status	All students have successfully been imported

Students

Lane Ebube (imported to Lane Ebube)	✓
Mann Theodore (imported to Mann Theodore)	✓
Smith Martha (imported to Smith Martha)	✓
Smitt Baxter (imported to Smitt Baxter)	✓

EXAMPLE DATA ONLY

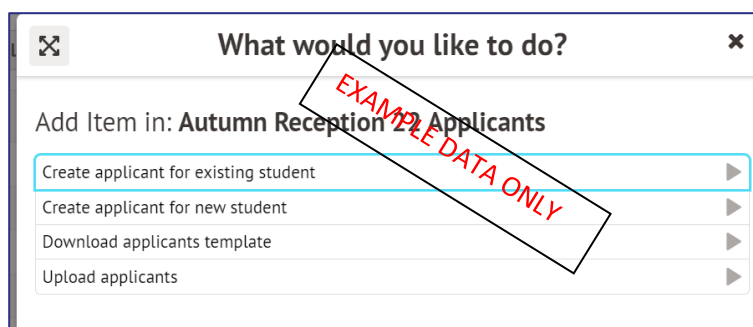
Option 2 - Manually adding applicants

Students / All Students / Applicants

1. Click **+Add** in the top right-hand corner of the table.

A pop up will show

When clicking on **Create Application for New Student** a slide over will load, add the details of the new applicant and click on **Save Changes**. You will also be asked to create **Guardian Details** for this new student so make sure you have this information to hand!



What would you like to do?

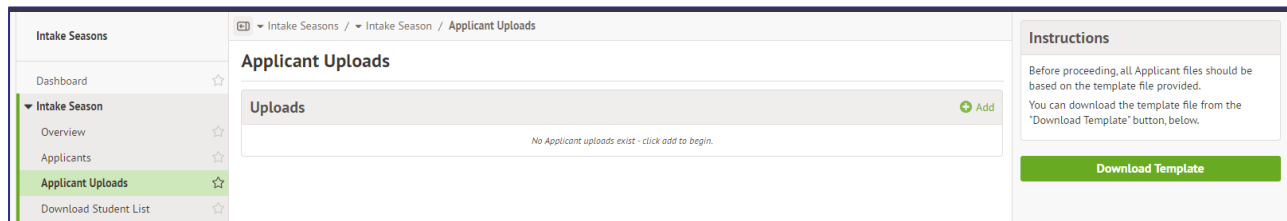
Add Item in: **Autumn Reception 2024 Applicants**

- Create applicant for existing student
- Create applicant for new student
- Download applicants template
- Upload applicants

EXAMPLE DATA ONLY

Option 3 - Uploading Applicants from spreadsheet.

Download a template from the **Applicant Uploads** on left:

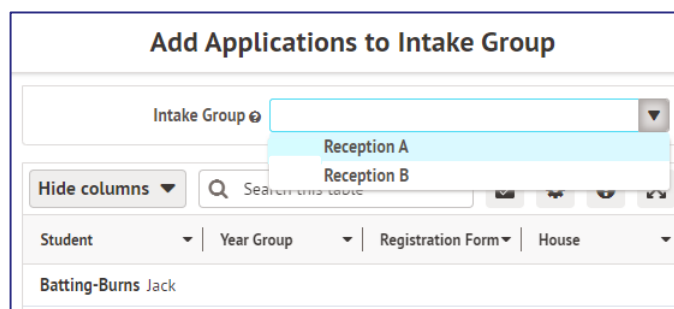
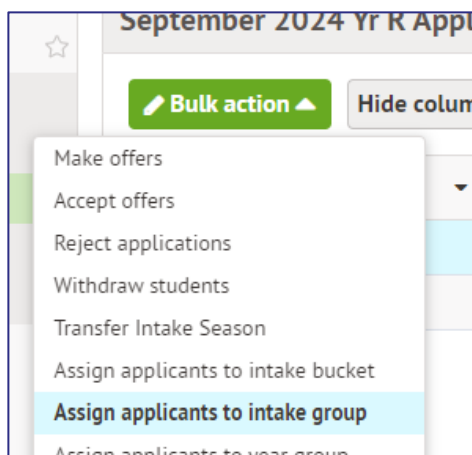
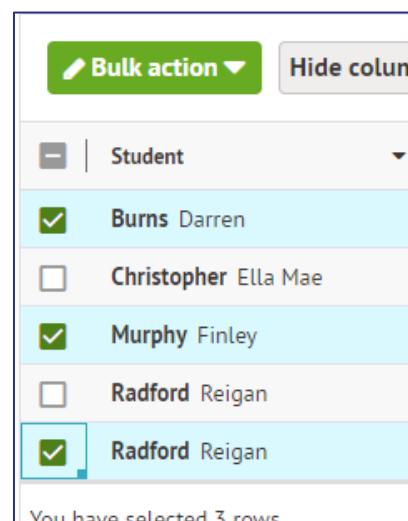


Transfer Applicants to Intake Groups

After you have your applicants added to the Intake Season, they can be transferred to Intake Groups, if relevant

Students / All Students / Applicants

1. Click on the relevant Intake Season
2. Click on Applicants, on the left hand side
3. Select the pupils and click on Bulk Action
4. Click on **Assign applicants to intake group** and fill in the information



September Yr R Applicants				
Bulk action 6 columns hidden Search this table Download				
☐	Student	Status	#	Intake Group
☐	Batting-Burns Jack	Newly created	68	2024 Reception A
☐	Smith John	Newly created	67	2024 Reception B

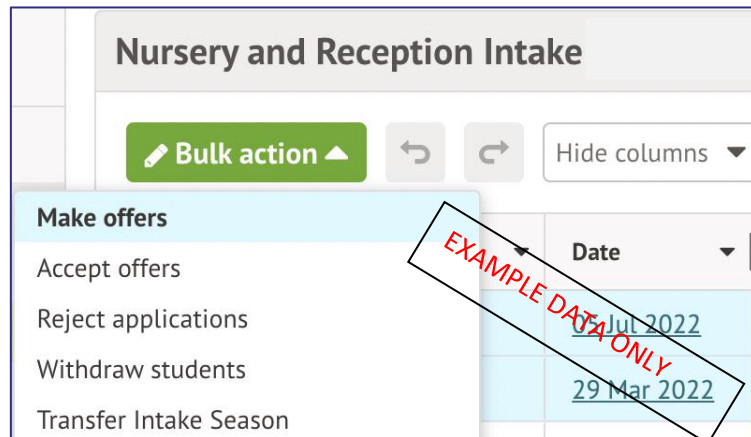
Log applicants as accepted, withdrawn or rejected

Once you have been given the finalised lists of students that have been accepted into your school for September, you can log that they have been accepted or rejected in Arbor.

Students / All Students / Applicants

1. Select the intake season,
2. Go to **Applicants** on the left-hand side. From here you can simply select the students to update
3. Click the **Bulk action** button to either **Make Offers**, **Make Accepted**, **Withdraw** or **Reject applications**.

Please note that only students that have not been enrolled yet can be rejected.



From the same area & providing you have contact details recorded against your applicants, you can send out communications.

Chapter 2 Frequently Asked Questions

Can Arbor delete an imported ATF?

You can delete an Applicant Transfer File (ATF) added to your site, as long as no new student profiles have been created.

1. Go to **School / Data / Import / ATF Import**, select the ATF file and click **More**.

ATF Import Jobs	« Back	ATF Import Job
03 Jul 2023, 15:00 239 students		Import date 03 Jul 2023, 15:00
19 Jun 2023, 12:03 215 students		From [Redacted]
02 Mar 2022, 13:58 215 students		To [Redacted]
		More »

2. If the ATF is awaiting import, you can delete it using the **Delete ATF** button on the right-hand side.

ATF Import Overview	Download ATF
Import date 25 Jul 2023, 12:11	Import All Students
From Arbor Example School	Delete ATF
To MMM/MMMM	
Students Street-Poulsen Celeste (CREATE NEW STUDENT)	

If you have imported any new applicants, you cannot delete the ATF. Arbor would also not be able to delete this ATF for you, as this data is needed for auditing purposes.

Any students that have been imported accidentally can be removed following these instructions below, **Deleting an applicant who has never been enrolled**

ATF Import Overview	Download ATF
Import date 03 Jul 2023, 15:00	Delete ATF
From [Redacted]	This ATF cannot be deleted as students in it have already been imported.
To [Redacted]	
Status All students have successfully been imported	

Deleting an applicant who has never been enrolled

If the student is an applicant and hasn't been enrolled in your school (such as if they have deferred their place), you can delete them yourself from their student profile.

1. Type the student's name into your search box and hit enter to go to the **Global search**. Click the one that has a note of 'Applicant'.

Search Results

Student
Peter Smith Applicant ▶

On their student profile

2. Select **Enrolment** from the left-hand menu, then scroll to the bottom of the page and click their application.

Applications + Add

24 Jun 2020	Newly created	▶
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3. In the slide over click the orange **Edit** button, then click the red **Delete Application and Student** button.

« Back **Application** Edit



Sally Jones

Date of Birth 11 Aug 2010 (9y 10m)

Adoptive parents Megan Jones ▶

Cancel
Save Changes

Delete Application and Student
Delete Application

Appendix A National Curriculum Years for 25/26

Year Taught In	Date of Birth Range	Age Range
E1	On or after 01/09/2024	1 or under
E2	01/09/2023 to 31/08/2024	1 - 2
N1	01/09/2022 to 31/08/2023	2 – 3
N2	01/09/2021 to 31/08/2022	3 – 4
R	01/09/2020 to 31/08/2021	4 – 5
1	01/09/2019 to 31/08/2020	5 – 6
2	01/09/2018 to 31/08/2019	6 – 7
3	01/09/2017 to 31/08/2018	7 – 8
4	01/09/2016 to 31/08/2017	8 – 9
5	01/09/2015 to 31/08/2016	9 – 10
6	01/09/2014 to 31/08/2015	10 – 11
7	01/09/2013 to 31/08/2014	11 – 12
8	01/09/2012 to 31/08/2013	12 – 13
9	01/09/2011 to 31/08/2012	13 – 14
10	01/09/2010 to 31/08/2011	14 – 15
11	01/09/2009 to 31/08/2010	15 – 16
12	01/09/2008 to 31/08/2009	16 – 17
13	01/09/2007 to 31/08/2008	17 – 18
	01/09/2006 to 31/08/2007	19+

