



SIMS - End of Year Seminar 2025

Pastoral Promotion

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ICT Schools Team



Agenda

All School Phases:

- Creating the 2025/26 Academic Year
- Admissions for September 2025
- Setting up the 2025/26 Pastoral Structure
- Recording 2024/25 Leavers
- Promotion into 2025/26 Pastoral Structure
- Manually allocating On Rolls pupils to Reg Groups
- Printing Class Lists & Registers for 2025/26
- Other SIMS Modules before the end of 2024-25
- Admitting Pupils
- Routines after the new academic year has started

Webinar - SIMS Academic Promotion for Secondary Schools

Thursday 11th June 2025 – 10am – 11am

- Transferring the 2025/26 Timetable to SQL
- Promotion into the 2025/26 Academic Structures.
- Printing Timetables and Class Lists

Book via **ICT Zone** on **SchoolsWeb**:

<https://schoolsweb.buckscc.gov.uk/ict-zone/ict-training/>

Support & Guidance

ICT Schools Team

- Supports maintaining, inputting and running data routines in SIMS.
- End of Year **Workshops** (In Person or Online).
- Book via **ICT Zone** on **SchoolsWeb**:
<https://schoolsweb.buckscc.gov.uk/ict-zone/ict-training/>
- ICT Schools Team is open during the summer holidays.

Buckinghamshire Council SchoolsWeb

<https://schoolsweb.buckscc.gov.uk/>

DfE Statutory Guidance

<https://www.gov.uk/government/collections/statutory-guidance-schools>

SIMS Permissions

- Permissions required to carry out the various end of year processes vary.
- **School Administrator & Admissions Officer** user groups in System Manager can carry out all the functions in this guidance.
- Refer to **System Manager** for any permission queries.

End of Year Overview

- Must complete these procedures before the start of the new academic year.
- It is vital the new academic year is created and promotion routines run before the end of the current academic year.
- These processes determine the year & registration groups in which pupils are placed in the new academic year.
- Recommended to start these processes now, to allow sufficient time to complete by the start of the new academic year.

Admission Transfer Files (ATF's)

We are aware of the following issues with the 2025 ATF imports

- Schools, where a pupil with an EHCP, has your school named on their annual review, this has been entered by Buckinghamshire Council's SEN Team with a future start date of **01/09/2025**. This is transferring via the ATF, into the pupil's school history in SIMS.
- This **must be** removed from **Panel 11: School History** in the admission record, otherwise, when the pupil is admitted, the admission date will automatically populate as **01/09/2025** and **not** the date specified in your Admission Group.
- **Pupil Telephone Numbers** - Contact 1's telephone number are importing into **Panel 4** of the pupil's record due to a mapping issue on the ONE System and should be removed. This will happen even if you deselect "import contacts".

ATF for Schools with On-Site Nurseries

Section 27 Nursery schools - with N2 pupils as Accepted Pre-admissions for the 2024/25 Academic Year:

- Pupils contained within the 2025/26 ATF, should not match with an existing 2024/25 applicant record and a duplicate pupil applicant record in 2025/26 will be created. This enables attendance to continue to be taken until the end of the 2024/25 Academic Year.
- **DO NOT** change their Admission Group to prevent loss of attendance data.

Non Section 27 - Nursery Schools with N2 pupils listed as on-roll for the Academic Year 2024/25:

- If these pupils show in the matched screen, ensure **both ticks are removed**. Then manually remove these pupils from the 2025/26 admission group to remove duplicates.
- These pupils will be promoted from N2 to Year R (refer to Chapter 5).

FSM Update – hot of the press

- Transitional protections apply from 1 April 2018, until the end of the 2025/26 school year. Pupils becoming eligible for free school meals under the benefits-based criteria in this time, **will continue to receive free meals until the end of the 2025/26 school year.**
- This applies, regardless of any change in household circumstances, including an increase in earnings above the eligibility threshold.
- **From the start of the 2026/27** academic year, it is the Department for Education's intention that all protections will be discontinued, alongside an extension to the eligibility criteria for free school meals. From this point, households must meet the eligibility criteria to be entitled to free school meals.

2024/25 Leavers

Follow DfE Statutory Guidance

All Leavers

The **leaving date** must be a date when the pupil could have attended school ie. the last school day of the 2024/25 academic year eg. 22/07/2025.

- **Do not** make a date of leaving on an INSET day or during the school holidays.
- **Do not** make a date of leaving on the last day of the academic year ie. 31/08/2025.
- **Do not** record leavers by removing their date of admission because this affects all historical data relating to the pupil.

Year 11 & Post 16 Students

Follow DfE Statutory Guidance

Year 11

- *A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.*
- The official leaving date for Year 11 pupils, who will be 16 before 31st August 2025, is Friday 27th June 2025. After this date, those students who you anticipate will return into Year 12 in September can remain on roll and may be marked with code 'X' non-compulsory school age.
- Attendance code **X (non-statutory school age)** may be used from Monday 30th June 2025 to end of summer term for students remaining on roll.
- Students not in School between their last exam and 27th June should have an attendance code of **C – authorised absence**.
- Do not “officially” remove from roll until after GCSE results day/6th form enrolment.

Year 12

- Date of leaving is last day of summer term.

Year 13

- Whilst there is no defined date of leaving for post 16 learners, the ESFA understand that most students leave in the summer as soon as they have completed either their last exam or handed in their last marked assignment for the year, **therefore that is our recommendation.**

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