



Arbor End of Year Procedures 2024/2025 and Promotion to 2025/26

For Secondary Phase Schools

WARNING:

The procedures must be completed before the start of the new academic year.

It is critical the new academic year is created and the promotion routines run before the old year ends.

These processes determine the year groups and registrations groups into which students are placed in the new academic year.

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



The graphics in this booklet are a mixture of Primary and Secondary Arbor database. Some graphics may refer to a previous academic year when current year data is not available at the time of writing.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team E&oe	May 2025

This booklet is designed for use with Arbor software

**SCREEN SHOTS USED IN THIS BOOK ARE A MIX OF PRIMARY & SECONDARY.
THEY ARE EXAMPLES OF THE PROCESS ONLY**

Arbor End of Year Procedures

Contents

Introduction.....	1
What Steps have to be completed?	1
Chapter 1 Academic Calendar	2
Creating the Academic Calendar	2
Set up the Academic Calendar	2
Adding terms	2
Adding Holidays.....	3
Chapter 2 Admissions for September 2025	6
Introduction.....	6
Adding the new intake season	7
Applicant buckets and intake groups	7
Adding, editing and deleting Buckets/Intake Groups	8
Adding an intake group	8
Editing or deleting	8
Adding Applicants.....	9
Option 1 - Uploading an ATF (Applicant Transfer File).....	9
Option 2 - Manually adding applicants.	11
Option 3 - Uploading Applicants from spreadsheet.....	12
Chapter 3 Leavers	14
Introduction.....	14
Statutory Guidance	14
Recording Leavers	15
Recording 'End of Phase' Leavers in bulk.....	16
Pupils Leaving out of Phase / Reason for Leaving.....	17
Adding destinations.....	17
Generating CTFs for your leavers	18
Chapter 4 Year Groups & Registration Forms.....	20
Introduction.....	20
Copy year groups and registration forms.....	20
Editing registration forms.....	21
Assign tutors to year groups and registration forms	22
Promote year group students	24
Enrol Applicants.....	25
Review and tweak year group enrolments	27
Promote Registration Forms	27
Review and tweak registration form enrolments	28
Enrolling students.....	30
Removing students.....	31
Chapter 5 Custom Groups	33
Copy custom groups from this year to next year	33
Add new custom groups.....	33
Editing the custom groups.....	34
Chapter 6 Houses.....	36

Copy houses from this year to next year.....	36
Add new houses	36
Editing the houses	37
Chapter 7 Registers.....	38
Schools using TimeTabler or no timetable software read on.....	38
Option A. Schedule Sessions from Registration Forms	38
Option B - Setup and promote Courses, Classes, Teaching Groups and Timetable	40
Option C - Import from TimeTabler, and manually enrol students.....	53
Importing your timetable	53
Enrolling your students	54
Option D – Copy Courses & Classes from 2024/2025	54
Option E - Schedule from Registration Forms, then add classes manually.....	54
Setting up the classes.....	54
Checking Registers for September	56
Enrol Students into Classes	57
Deleting an enrolment	59
Changing enrolments	59
Chapter 8 Meals	61
Meals and Meal Provisions.....	61
Adding new provisions	62
Copy Meal Sitings and Attendees	62
Copy Meal Prices	62
Copy Meal Choices	63
Chapter 9 Interventions	64
Copy Interventions	64
Editing the intervention	64
Chapter 10 Review School Year Setup	65
Reviewing your setup	65
Manage enrolments.....	65
Check your setup.....	66
Import CTF's for New Pupils	66
Export CTF's for Leavers	66
Other things to prepare	66
Chapter 11 The New Academic Year 25 – 26.....	68
Introduction.....	68
Registers	68
Data Quality Checking	68
Appendix A Schools Using Edval.....	69
Steps to take Prior to an Edval Import	69
Step 1 - Prepare your timetable in Arbor.....	69
Step 2 - Check the timetable slots.....	71
Importing your new timetable	71
Steps to take after an Edval import.....	71
Set Academic Leads.....	71
Delete any no longer required courses	71
Check student enrolments	72

Introduction

This guidance issues the steps that should be followed to enable a successful transition from one academic year to another. It includes the creation of a new academic year, setting up next year's registration groups and year groups, etc. together with the promotion of pupils from one year into the next.

WARNING: You **must** complete these procedures **before** the start of the new academic year.

It is critical that the new academic year is created, and promotion routines run, before the old year ends.

These processes determine the year groups and registration groups into which pupils are placed in the new academic year.

It is recommended to start these processes as early as possible, allowing sufficient time to complete by the start of the new academic year.

ICT Schools Team Support

The ICT Schools Team support schools with maintaining correct data and running data routines in Arbor. We are unable to advise on specific pupil issues regarding admissions, attendance codes, correct leaving dates etc.

Buckinghamshire Council SchoolsWeb

Refer to: <https://schoolsweb.buckinghamshire.gov.uk/> for the relevant Teams including County Attendance, Children Missing Education, Admissions, Schools Management Support etc.

DfE Statutory Guidance

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

What Steps have to be completed?

Steps in bold are required for all schools. Other steps are optional depending on your Arbor package and requirements.

- **Enter all your school dates for the year**
- **Import Admissions Transfer File (ATF)**
- **Off-Roll any Leavers**
- **Promote your current Year Groups and Registration Forms**
- **Copy over any Custom Groups you have set up that you may want to use again**
- Copy over Houses and House Enrolments into the new academic year
- **Enter the times for your registers to create your timetable**
- Copy over meals, meal sittings and meal choices for students
- **Import / Export Common Transfer Files (CTF) for leavers and joiners**
- Copy over any Interventions you will continue to run
- Set up other things you'll need next year, like Assessments and Behaviour

If you don't use a certain area (such as Houses, Meals, Interventions or Custom Groups), you can mark the step as **Complete** without copying or creating anything.

Chapter 1 Academic Calendar

Creating the Academic Calendar

Go to **School > School Structure > School Year Setup**. Click on the first step to create your Academic Calendar for the next year.

- If you've already been using Arbor to manage your applicants for September's cohort, you can skip to **Chapter 3 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](#).

2024/2025

1. Academic Calendar Incomplete

Set up the Academic Calendar

The next step is to set up your academic calendar (or check it has been set up correctly if it has already been created).

Click the option for **1. Academic Calendar**.

You can then complete the setup of your Academic calendar by setting up terms and adding holidays. Make sure the academic year dates also cover the summer holidays, which are considered part of the academic year.

Academic Calendar

Academic Year 2025/2026

Academic year name	2025/2026	►
Dates	01 Sep 2025 - 31 Aug 2026	►

Terms (2025/2026) + Add

Autumn	03 Sep 2025 - 19 Dec 2025	►
Spring	05 Jan 2026 - 27 Mar 2026	►

Holidays (2025/2026) + Add

Staff Training	01 Sep 2025 - 02 Sep 2025	Inset ►
Autumn Half	27 Oct 2025 - 31 Oct 2025	Half-Term ►
Christmas	20 Dec 2025 - 02 Jan 2026	Vacation ►

Adding terms

In the Terms section, add all the dates you are scheduled to run courses and classes for. Click **+Add** to add a new term.

Term dates should span the full term. Do not set up 6 half terms, because this will cause an error message when you try to add half-term holidays. Half Term holiday can be added within the Holidays section instead, shown below.

Add Term

Academic Year 2025/2026

Term Name*

Short Term Name

Start Date*

End Date*

Cancel
Add Term

Once you have added all your term dates, the right-hand side of the screen will highlight any gaps in data.

School Year Setup

- ▼ New School Year
- Overview
- 1. Academic Calendar**
- 2. Off-Roll Leavers
- 3. Year Groups and Registration Forms
- 4. Custom Groups
- 5. Houses
- 6. Registers
- 7. Meals
- 8. Interventions
- Review School Year Setup

School Year Setup / ▼ New School Year / 1. Academic Calendar

Academic Calendar

Academic Year 2025/2026

Academic year name 2025/2026

Dates 01 Sep 2025 - 31 Aug 2026

Terms (2025/2026) + Add

Autumn	03 Sep 2025 - 19 Dec 2025	▶
Spring	05 Jan 2026 - 27 Mar 2026	▶

Holidays (2025/2026) + Add

Staff Training	01 Sep 2025 - 02 Sep 2025	Inset ▶
Autumn Half	27 Oct 2025 - 31 Oct 2025	Half-Term ▶
Christmas	20 Dec 2025 - 02 Jan 2026	Vacation ▶

Days Unaccounted For

Below is a list of days in the Academic Calendar which are currently unaccounted for. Add Terms and Holidays to ensure all days are accounted for. Once this is done, you'll be able to review and mark the Academic Calendar as complete.

- 30 Mar 2026 - 03 Apr 2026
- 06 Apr 2026 - 10 Apr 2026
- 13 Apr 2026 - 17 Apr 2026
- 20 Apr 2026 - 24 Apr 2026
- 27 Apr 2026 - 01 May 2026
- 04 May 2026 - 08 May 2026
- 11 May 2026 - 15 May 2026
- 18 May 2026 - 22 May 2026
- 25 May 2026 - 29 May 2026
- 01 Jun 2026 - 05 Jun 2026
- 08 Jun 2026 - 12 Jun 2026
- 15 Jun 2026 - 19 Jun 2026

You can fill these gaps by adding in all your holidays (Half terms, Christmas, and Easter break etc) in the **Holiday** section.

Adding Holidays

Ensure you include all of your holiday dates to ensure there are no attendance registers created on these dates. You do not have to include weekends.

INSET can also be added in this area.

Add in all your half terms, vacation dates and public holidays. Holidays to be set up in the UK include Christmas, Easter, and summer breaks, any inset or training days, any public holidays or religious days. Click **+Add** to add a new holiday.

Add Academic Holiday

Holiday name

Spring Half

Holiday type*

Half-Term

Start date*

16th Feb 2026

End date*

20/02/2026

Cancel

Add Academic Holiday

You should only use the **Holiday Type** of **Half-Term** for the actual half-term breaks (October, February and May). This is to ensure you can use the **Half-Termly assessment period** for assessments, among other things.

Add Academic Holiday

Holiday name

School Holidays

Holiday type*

Vacation

Start date*

1st Sep 2025

End date*

2nd Sep 2025

Cancel

Add Academic Holiday

If you have a remaining gap at the start of the academic year (due to starting the calendar as advised on 1st September), you can fill this with a holiday type of **Vacation**, as it is the final part of the summer vacation.

Mark as complete

Once all relevant holidays, training days etc have been entered and there are no gaps in the dates, and all dates have been accounted for.

Don't worry if you haven't yet added in your inset days - you can return to this step later once you know when these will be.

Click **Mark Calendar as Complete**

Academic Year 2025/2026

Academic year name

2025/2026

Dates

01 Sep 2025 - 31 Aug 2026

Mark Calendar as Complete

Terms (2025/2026)

Autumn

03 Sep 2025 - 19 Dec 2025

Spring

05 Jan 2026 - 27 Mar 2026

Summer

13 Apr 2026 - 22 Jul 2026

Holidays (2025/2026)

School Holidays

01 Sep 2025 - 02 Sep 2025

Vacation

Staff Training

05 Sep 2025

Inset

Autumn Half

27 Oct 2025 - 31 Oct 2025

Half Term

Christmas

20 Dec 2025 - 02 Jan 2026

Vacation

Spring Half

16 Feb 2026 - 20 Feb 2026

Half-Term

Easter Break

30 Mar 2026 - 10 Apr 2026

Vacation

May Bank Hol

25 May 2026

Public Holiday

Summer Half

26 May 2026 - 29 May 2026

Half-Term

Summer Holidays

23 Jul 2026 - 31 Aug 2026

Vacation

Review and **Mark Calendar as Complete**

Complete Academic Calendar

Please review the Academic Calendar dates below, and click "Mark as complete" when you are sure these are correct.

Academic Year Review

School Holidays	01 Sep 2025 - 02 Sep 2025	Vacation
Autumn	03 Sep 2025 - 19 Dec 2025	
Staff Training	03 Sep 2025 - 03 Sep 2025	Inset
Autumn Half	27 Oct 2025 - 31 Oct 2025	Half Term
Christmas	20 Dec 2025 - 02 Jan 2026	Vacation
Spring	05 Jan 2026 - 27 Mar 2026	
Spring Half	16 Feb 2026 - 20 Feb 2026	Half Term
Easter Break	30 Mar 2026 - 10 Apr 2026	Vacation
Summer	13 Apr 2026 - 22 Jul 2026	
May Bank Hol	25 May 2026 - 25 May 2026	Public Holiday
Summer Half	26 May 2026 - 29 May 2026	Half Term
Summer Holidays	23 Jul 2026 - 31 Aug 2026	Vacation

Cancel

Mark as Complete

To make any further changes to the academic calendar you must click the red **Return to incomplete** button, then make your edits.

School Year Setup / New School Year / 1. Academic Calendar

Academic Calendar

Academic Year 2025/2026

Academic year name	2025/2026
Dates	01 Sep 2025 - 31 Aug 2026

Terms (2025/2026)

Autumn	03 Sep 2025 - 19 Dec 2025
Spring	05 Jan 2026 - 27 Mar 2026
Summer	13 Apr 2026 - 22 Jul 2026

Download Term Card

Download Student List

Academic Calendar setup was marked as complete on 28 May 2025, 15:08.

Click below return Academic Calendar to incomplete and make changes.

Return to incomplete

Amend Academic Calendar

You are about to return Academic Calendar to the "incomplete" state, so that changes can be made.

This will prevent you being able to edit any further steps in the New School Year Setup until it is marked as complete again.

Are you sure you wish to continue?

Cancel

Return to Incomplete

You can now edit the calendar as previously.

You must click the **Mark calendar as Complete** button again to save your changes and enable you to continue editing the next sections.

Chapter 2 Admissions for September 2025

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 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 .	
2024/2025	
1. Academic Calendar	Incomplete
2. Off-Roll Leavers	Locked
3. Year Groups and Registration Forms	Locked



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

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

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 school¹². If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.

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. If they are unable to locate the pupil, schools should notify the local authority.

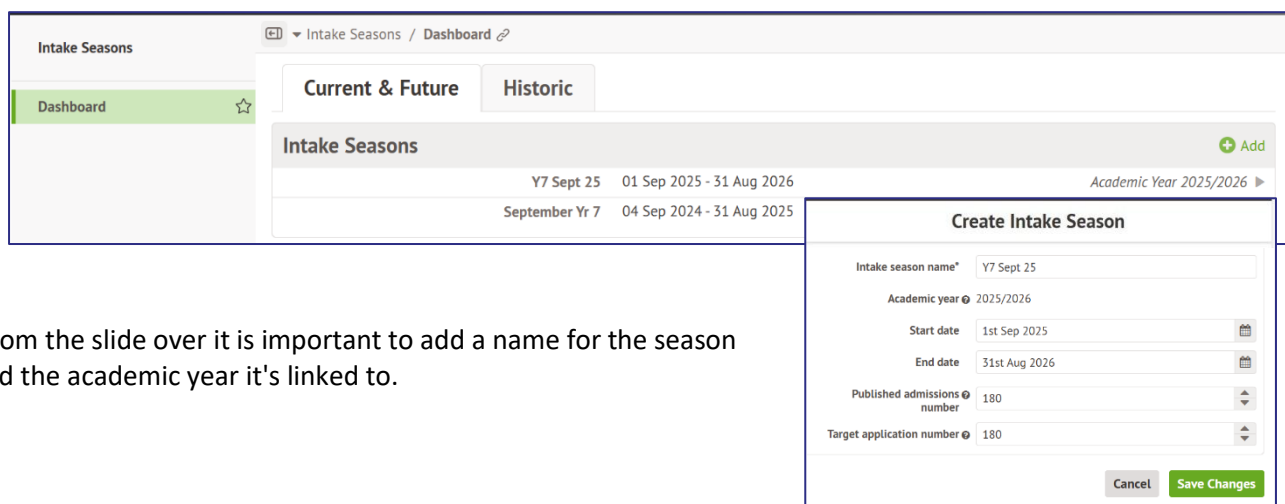
Date of Admission

- 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.

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.

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. Click on the green **+Add** sign at the top of the dashboard.



The screenshot shows the 'Intake Seasons' dashboard with a sidebar containing 'Intake Seasons' and 'Dashboard'. The main area has tabs for 'Current & Future' and 'Historic'. Below these is a table of intake seasons. A modal window titled 'Create Intake Season' is open, showing the following fields:

Create Intake Season	
Intake season name*	Y7 Sept 25
Academic year	2025/2026
Start date	1st Sep 2025
End date	31st Aug 2026
Published admissions number	180
Target application number	180
Cancel Save Changes	

From the slide over it is important to add a name for the season and the academic year it's linked to.

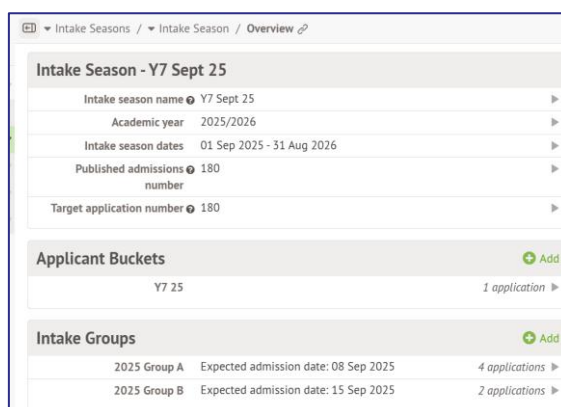
Applicant buckets and intake groups

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

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 and non-standard aptitude testing.
- **Intake Groups** - These can be used for creating multiple intakes within an academic year e.g. if you had an intake of nursery and reception students and wanted to split them.

Both these areas are completely optional to use if you would like to.



The screenshot shows the 'Intake Season - Y7 Sept 25' overview page. It displays the intake season details and two sections for adding applicant buckets and intake groups.

Intake Season - Y7 Sept 25		
Intake season name	Y7 Sept 25	
Academic year	2025/2026	
Intake season dates	01 Sep 2025 - 31 Aug 2026	
Published admissions number	180	
Target application number	180	

Applicant Buckets		
Y7 25		1 application

Intake Groups			
2025 Group A	Expected admission date: 08 Sep 2025		4 applications
2025 Group B	Expected admission date: 15 Sep 2025		2 applications

Adding, editing and deleting Buckets/Intake Groups

Adding an applicant bucket

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

Target application number ⓘ

Applicant Buckets

Bucket 1

Intake Groups

Add Applicant Bucket

Bucket name* ⓘ Bucket 2

Cancel Save Changes

Adding an intake group

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

In this example, students start on two different dates, so two groups are set up.

Intake Groups			 Add
2025 Group A	Expected admission date: 08 Sep 2025	4 applications	▶
2025 Group B	Expected admission date: 15 Sep 2025	2 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.

Edit Intake Group

Group name

Intake Group A

Expected admission date

4th Sep 2024



Delete

Cancel

Save Changes

Using the buckets or groups when adding applicants

The process for assigning applicants to buckets or groups varies depending on how you are adding them. There are three relevant fields:

- **Intake bucket** - You can choose whether to assign students to one of your buckets.
- **Intake season group** - You can choose whether to assign students to one of your groups.

- **Bucket score** - If you allocate students a score to prioritise applicants, you can use this field. You could also use this to make a note of their score in any pre-admissions test.

Students can't be given more than one bucket score or be added to more than one bucket or group.

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.

To **Import** an ATF into Arbor, go to **School > Data > Import > ATF Import**. Click on the **+Add** in the top right-hand corner.

ATF Import Jobs	+ Add
No import jobs	

In the slide over, click **Browse** to select the ATF file from your computer, then 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.

If there is no existing applicant to match them to, you can either leave the **Update student** field blank and click **Import applicant**, or you can click **Cancel** to close the slide over and import all the applicants in bulk (shown in the next section).

« 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	Aiden Gaughan (No UPN provided)	26 Oct 2014
Application reference	845-2019-09-E-126034	
Intake season*	Academic year 2020/2021	
Update student	Aiden Gaughan	

Cancel

Import applicant

« 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	Aiden Gaughan (No UPN provided)	26 Oct 2014
Application reference	845-2019-09-E-126034	
Intake season*	Academic year 2020/2021	
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** button.

ATF Import Overview		Download ATF
Import date	12 May 2020, 16:32	Import All Students
From	Not applicable	
To	845/2001	
Students		
Gaughan Aiden	(CREATE NEW STUDENT)	

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*

September 2024 Yr R

Cancel

Import All Applicants

ATF Import Overview		
Import date	19 Apr 2024, 12:59	
From	Central Bedfordshire	
To	Buckinghamshire Council Primary	
Status	All students have successfully been imported	
Students		
Achmed Dobir (imported to Achmed Dobir)		✓
Davis Amy (imported to Davis Amy)		✓
Honeywell George (imported to Honeywell George)		✓
Snape Louisa N (imported to Snape Louisa N)		✓
Tang James (imported to Tang James)		✓

Option 2 - Manually adding applicants.

Students > All Students > Applicants

This takes you to the **Intake Season Dashboard**

Intake Seasons

Intake Seasons / Dashboard

Current & Future

Historic

Intake Seasons

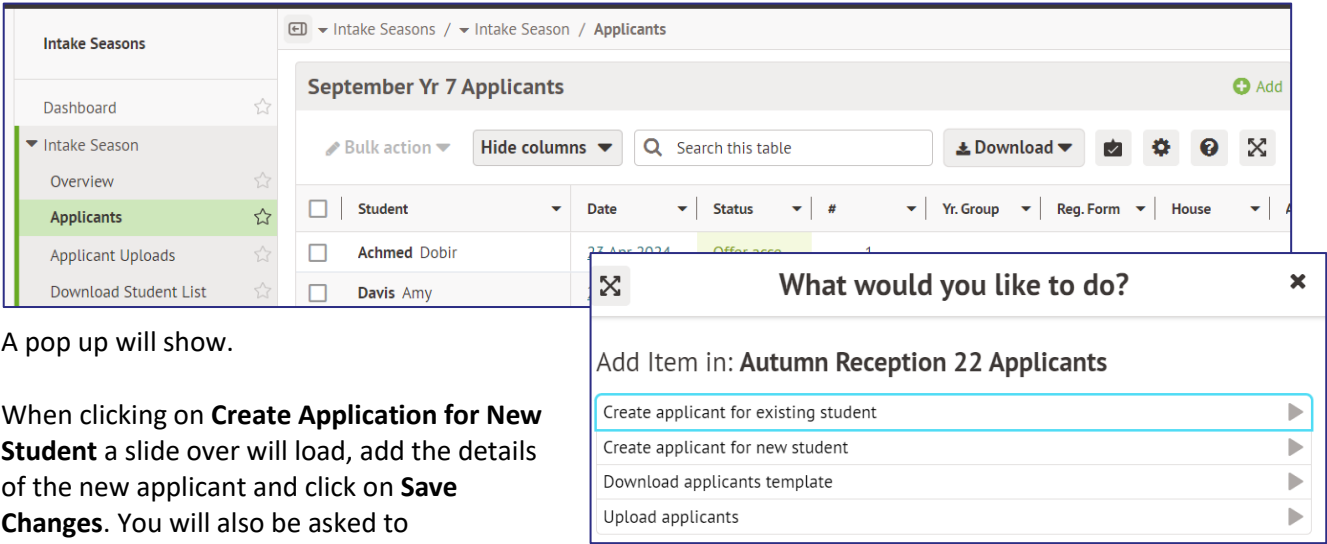
September Yr 7 04 Sep 2024 - 31 Aug 2025

Academic Year 2024/2025

Click on the arrow next to the Academic Year of the intake season to access the **Season Overview**



From the **Applicants** list on the left, click **+Add** in the top right-hand corner of the table.

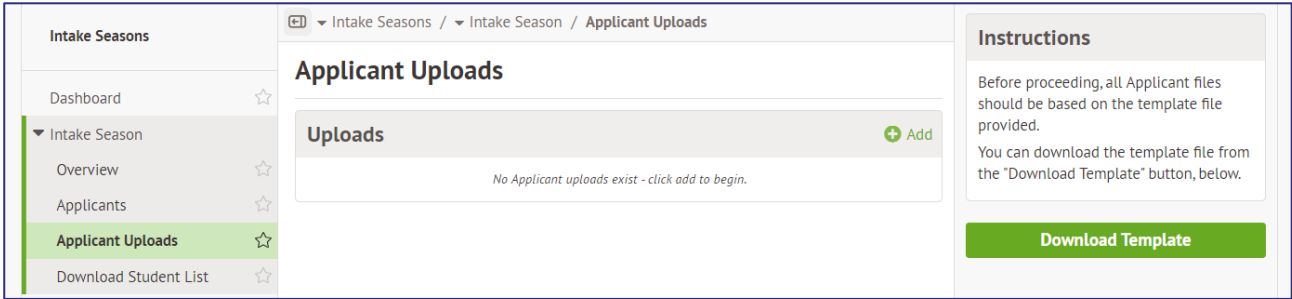


A pop up will show.

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!

Option 3 - Uploading Applicants from spreadsheet.

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

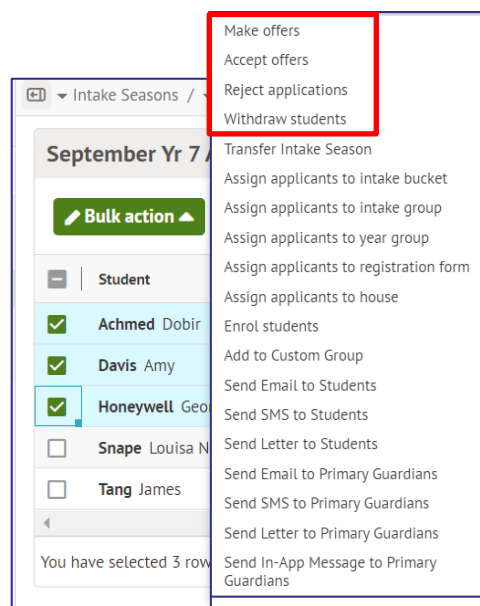


Log applicants as accepted, withdrawn or rejected.

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.

Just go to **Students > All Students > Applicants**, select the intake season, then go to **Applicants** on the left-hand side. From here you can simply select the students to update, then click the **Bulk action** button to either **Make Offers**, **Make Accepted**, **Withdraw** or **Reject applications**.

Student	Date	Status	#	Yr. Group	Reg. Form	House
Achmed Dobir	23 Apr 2024	Offer accepted	1			
Davis Amy	23 Apr 2024	Offer accepted	2			



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.

Adding applicants to a Year Group, Registration Group or House can now be done through the Bulk Update of applicant area and is covered later in the manual.

Chapter 3 Leavers

Introduction

The facility to record leavers enables accurate records to be kept of pupils after they have left the school. Pupils should only be marked as leavers if you are sure they are leaving, e.g. Year 6 pupils moving to Secondary school.

Statutory Guidance

There are various criteria to follow for student leavers as per the DfE Statutory Guidance ***Working Together to Improve School Attendance (August 2024)***.

In-Year Leavers (those not at the end of phase of Education):

223. Where a pupil is transferring to another school, the original school must delete the pupil's name from the admission register as soon as they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed or been told the pupil will attend the school as explained under Expected First Day of Attendance.

As the DfE have also advised that leaving dates should be in alignment with dates that the school is open and cannot be during holidays, it is presumed that the last day of your summer term would be used.

Year 11 Leavers:

265. 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.

For information between the date of a student's last examination and 27th June attendance code C should be used.

Post 16 Leavers:

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.

IMPORTANT NOTES:

Refer to **CME Guidance "Children who have moved away without an identified school place | Moving within the UK | Moving Overseas"** issued in January 2023 for the removal of pupils off roll.

Pupils Moving House: If a pupil is moving house, enter an end date to their address and all family members linked to that address (incl. contacts and other siblings). If you do not have the forwarding address, enter the **Postcode** as '**XX99 9XX** and **Street name** of '**Moved Out of County**'.

Pupils Leaving the Country: Follow **CME (Children Missing in Education) guidance:**

<https://schoolsweb.buckinghamshire.gov.uk/behaviour-wellbeing/children-missing-education/>

If a pupil has left the country, enter an end date to their address and all family members linked to that address (incl. contacts and other siblings).

Enter the **Postcode** as '**XX99 9XX** and **Street name** of '**Moved Overseas**'.

Pupils Leaving the England/Wales Maintained Sector: When a pupil moves to a non-maintained school or one outside of England and Wales, the CTF destination code MMMMMMMM should be used. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school. Each such file should hold information on only one pupil.

Free School Meal Eligibility End Date

No requirement to put an end date.

Refer to guidance on **SchoolsWeb**:

<https://schoolsweb.buckinghamshire.gov.uk/school-management-support/free-school-meals/>

<https://schoolsweb.buckinghamshire.gov.uk/school-management-support/free-school-meals/free-school-meal-eligibility-for-pupils-transferring-between-schools/>

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.

Recording Leavers

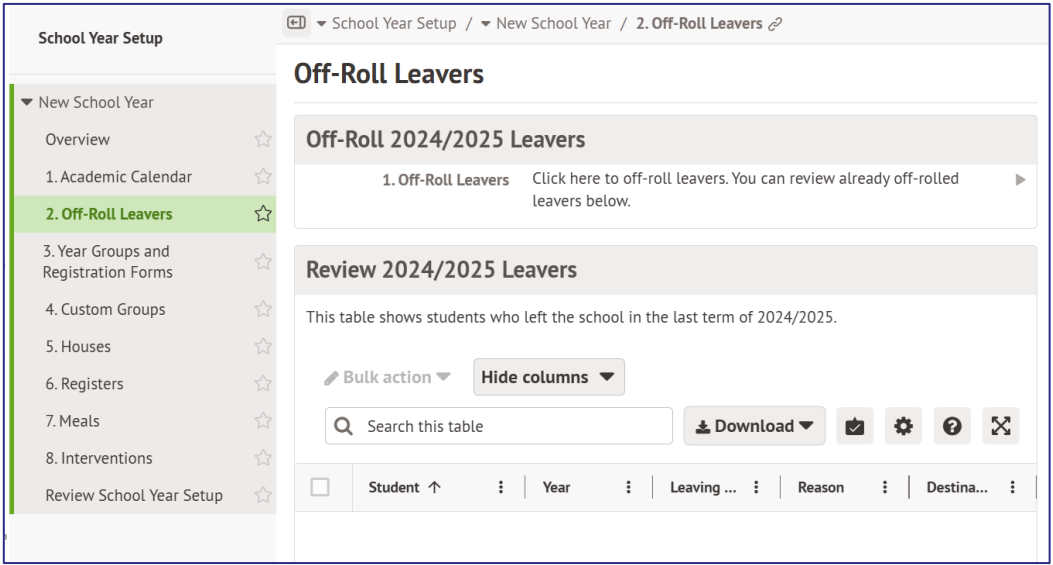
Go to **School > School Structure > School Year Setup**. Click on the second step **2. Off Roll Leavers** to unenroll the students who are leaving your school, in bulk, which helps save you time as you don't need to end students who are moving on individually via their Student Profile.

School Year Setup	
2024/2025	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Available
3. Year Groups and Registration Forms	Available
4. Custom Groups	Available
5. Houses	Locked
6. Registers	Locked
7. Meals	Locked
8. Interventions	Available
Review School Year Setup	

Leavers from earlier in the year

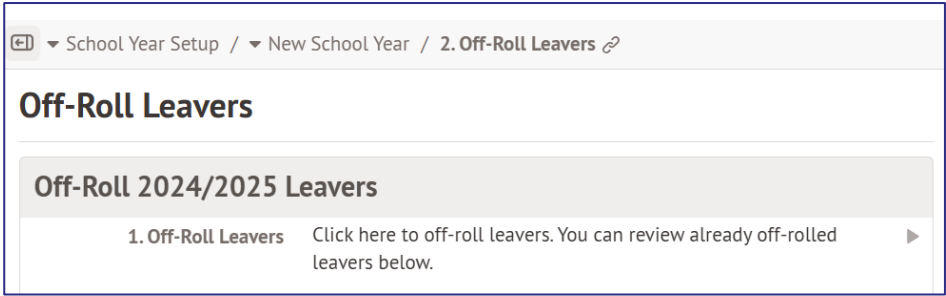
Before you get started, on this page you'll see in the Review section any students who have already left or have been given an end date within the current summer term, for example, if a student emigrated halfway through the year.

The Leavers routine is optional in the steps in the School Year Setup and can be 'skipped' at this point, if you do not have the information available at the time of completing the set up



Recording ‘End of Phase’ Leavers in bulk

To Off-roll your leavers, click the Off-Roll Leavers field.



In the slide over, choose which year group to off-Roll leavers from. This will usually be:

- Year 2 if you are an Infant School
- Year 6 if you're a Primary School
- Year 11 if you're a Secondary
- Year 13 if you have a post-16 provision.



Click the year group to end - this will bring up a list of all students who have not already been marked as leavers.

Keep ticked any students you want to be off-rolled with the same leaving date and leaving reason.

Untick any students who will be staying at your school moving from year 11 to your sixth form).

The leaving date should be a date when the pupil could have attended School i.e. the last school day of the 2024/25 academic year e.g. 23/07/2025. Do not make a date of leaving during a school holiday or a staff INSET day.

Do not make a date of leaving on the last day of the academic year i.e. 31/08/2024.

Year 11, the Leaving Reason is ‘End of Phase Transfer – and the appropriate destination (Maintained School or college)

Pupils Leaving out of Phase / Reason for Leaving

Pupils in **Year 1 to Year 5**, or **Year 7 to Year 10** should have their **Reason for Leaving** as “**In Year Transfer – Maintained School**” (or other applicable reason). **Date of Leaving** should be the last day of the Summer Term 2024 or other applicable date if earlier.

You can un-enrol these pupils in the same way. Just select the year group they are part of and untick every other student in that year group.

IMPORTANT: Refer to **CME Guidance “Children who have moved away without an identified school place | Moving within the UK | Moving Overseas”** issued in January 2023 for the **removal of pupils off roll**.

CME guidance on April 2022 states: all Buckinghamshire Schools are required to complete a “**removal from Roll Notification Form**” for any pupil who leaves at a **non-transition point**. This is available on Schoolsweb.

Adding destinations

Select pupil(s) and click the **Bulk action** button to select **Set destination School**.

Don't see the destination school you're looking for?

You can add it to your Linked Organisations.

Generating CTFs for your leavers

Once you've set destination schools, you can generate a CTF with your Leaver's information. Scroll down to the very bottom of the page.

CTF

« Back

Set Destination School

Students

The below students will have their destination school set to the school selected.

Davis Ken	Leaving Date: 31 Aug 2023
Palmer Hannah	Leaving Date: 31 Aug 2023

Destination School*

Destination School Details

Address: 520 Canalot Studios, 222 Kensal Road, London, W10 5BN

Email: examplearbor@arbor-mail.com

Telephone: None recorded

Expected Entry Date*

Cancel Set Destination School

Leaver Destinations		
AP school (31 Aug 2023)	1 student	Create CTF for these students ▶
Arbor Example School (31 Aug 2023)	2 students	Create CTF for these students ▶

Don't see the school's name in the School field?

Click Back then select Unknown Destination in England or Wales to generate a CTF that can be imported into any school!

New CTF Export (step 1 of 2)

CTF Details

CTF Type Full CTF file

Destination*

Cancel Next »

« Back

New CTF Export (step 2 of 2)

CTF Details

CTF Type Full CTF file

Destination LA

School*

Notes (output in CTF)

Address format

Confirm Included Students

The students who will be included in the CTF. You can untick any you would like not to be included. Students that are not enrolled at the time of export (or not enrolled at the end or start date of the chosen academic year for past and future academic year exports respectively) are unticked by default.

Students ☒ Davis Ken ☒ Palmer Hannah

Cancel Create CTF

When the CTF is ready to download you'll get a notification in the top right of your Arbor site. Click the notification. **Don't see the notification? Click the refresh button in your browser.**

Notifications



CTF Generated: Unknown destination in

England/Wales

2 students

in less than a minute

In the slide over, click the **Download** button.

The CTF will then download to your computer into your default downloads file. **Do not open the file.**

When you are happy that this section is now complete, click the green **Mark as Complete** button.

« Back

Download CTF File

CTF Details

Type	Full CTF file
Sender	Local Authority: 207, Estab No: 0000
Destination	Unknown destination in England/Wales (XXX/XXXX)
File name	2070000_CTF_XXXXXXX_004.xml
Exported on	14 Feb 2023, 08:30
Exported by	Arbor Admin
Students	Ken Davis Hannah Palmer

Delete

Cancel

Download

School Year Setup / New School Year / 2. Off-Roll Leavers

Off-Roll Leavers

Off-Roll 2023/2024 Leavers

1. Off-Roll Leavers

Click here to off-roll leavers. You can review already off-rolled leavers below.

Review 2023/2024 Leavers

This table shows students who left the school in the last term of 2023/2024.

Instructions

Off-Roll Leavers setup steps are optional. Once you have reviewed Off-Roll Leavers, click Mark as complete to complete setup or click Skip for now to review later.

Mark as complete

Skip for now

If you wish to return to this step and make any changes, click the red **Return to incomplete** button.

School Year Setup / New School Year / 2. Off-Roll Leavers

Off-Roll Leavers

Off-Roll 2023/2024 Leavers

1. Off-Roll Leavers

The leavers process has been marked as completed. You can review already off-rolled leavers below.

Review 2023/2024 Leavers

Instructions

Off-Roll Leavers setup was marked as complete on **29 May 2024, 09:24** , click the button below to return Off-Roll Leavers to incomplete.

Return to incomplete

Amend Off-Roll Leavers

Returning Off-Roll Leavers to incomplete will **prevent any steps** that depend on this from being completed.

Are you sure you want to do this?

Cancel

Return to Incomplete

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

Chapter 4 Year Groups & Registration Forms

Introduction

Promotions will be applied based on what is chosen here and will not be updated if you move students between registration forms. For example, if you promote 7A into 8A, then move a student into 7B, they'll still be promoted into 8A.

Once you complete this step, Primary Guardians of your applicants will be able to log in to Parent Portal (if you have this module) to see and update details of their child once you send out their welcome email.

Go to **School > School Structure > School Year Setup** and click on step 3.

School Year Setup	
2024/2025	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Available
3. Year Groups and Registration Forms	Available
4. Custom Groups	Available
5. Houses	Locked
6. Registers	Locked
7. Meals	Locked
8. Interventions	Available
Review School Year Setup	

Copy year groups and registration forms

Click on Copy year groups and registration forms.

Year Groups and Registration forms set up is optional and can be 'skipped' at this point, if you do not have the information available at the time of completing the set up

School Year Setup

New School Year

Overview

1. Academic Calendar

2. Off-Roll Leavers

3. Year Groups and Registration Forms

4. Custom Groups

5. Houses

6. Registers

7. Meals

8. Interventions

Review School Year Setup

School Year Setup / New School Year / 3. Year Groups and Registration Forms

Year Groups and Registration Forms

Setup 2025/2026

3a. Copy year groups and registration forms

Incomplete

▶

3b. Assign tutors to year groups and registration forms

Copy or add year groups and registration forms to assign tutors

▶

3c. Promote Year Group Students

No Year Groups exist for 2025/2026.

▶

3d. Enrol Applicants

Incomplete

▶

3e. Review and tweak Year Group enrolments

Optional

▶

3f. Promote Registration Form Students

No Registration Forms exist for 2025/2026.

▶

3g. Review and tweak registration form enrolments

Optional

▶

Review

Year Groups (2025/2026)

+ Add

No Year Groups exist for 2025/2026

Registration Forms (2025/2026)

+ Add

No Registration Forms exist for 2025/2026

Instructions

Year Groups and Registration Forms setup steps are optional. Once you have reviewed Year Groups and Registration Forms, click Mark as complete to complete setup or click Skip for now to review later.

✓ Mark as complete

➡ Skip for now

Don't worry if your registration forms will have different names next year. Just copy over the number of forms you will need, then change the names later.

Untick any year groups and registration forms you don't want to copy over, then click **Copy Year Groups**. If you untick a year group but leave a registration form for the year group ticked, the registration form will still be copied, but it will not be linked to a year group.

Copy Year Groups and Registration Forms

Tick the year groups and registration forms you would like to copy to the next academic year. If you untick a year group but leave a registration form for the year group ticked, the registration form will still be copied, but it will not be linked to a year group. Student enrolments will not be carried forward in this step.

Year 7

Year group ☒ Year 7

Registration forms ☐ 7A

☐ 7B

☒ Form 7FO

☒ Form 7JX

☒ Form 7JY

☒ Form 7KY

☒ Form 7NP

☒ Form 7NZ

☒ Form 7SL

☒ Form 7XV

Cancel

Copy Year Groups

You can also choose whether to copy over registration forms not linked to a year group.

Registration Forms not linked to a Year Group

Form 10CU ☒

Form 10KV ☒

Editing registration forms

Click on a registration form to link to a year group.

You can also link multiple year groups to a registration form, for example, if you register your sixth form students together.

School Year Setup

School Year Setup / New School Year / 3. Year Groups and Registration Forms

Year Groups and Registration Forms

Setup 2025/2026

3a. Copy year groups and registration forms

7 out of 7 year groups copied, 56 out of 58 registration forms copied

3b. Assign tutors to year groups and registration forms

Incomplete

3c. Promote Year Group Students

0 out of 7 promoted

3d. Enrol Applicants

Incomplete

3e. Review and tweak Year Group enrolments

Optional

3f. Promote Registration Form Students

0 out of 58 promoted

3g. Review and tweak registration form enrolments

Optional

Review

Year Groups (2025/2026)

Year 7

Heads of Year: None assigned

0 students

Year 8

Heads of Year: None assigned

0 students

Year 9

Heads of Year: None assigned

0 students

Year 10

Heads of Year: None assigned

0 students

Year 11

Heads of Year: None assigned

0 students

Year 12

Heads of Year: None assigned

0 students

Year 13

Heads of Year: None assigned

0 students

Registration Forms (2025/2026)

8A

Tutors: None assigned

0 students

8B

Tutors: None assigned

0 students

9A

Tutors: None assigned

0 students

9ab

Tutors: None assigned

0 students

9B

Tutors: None assigned

0 students

9C

Tutors: None assigned

0 students

21

Adding more Year Groups or Registration forms

You can add additional Year Groups or Registration forms if needed by clicking **+Add**.

Assign tutors to year groups and registration forms

Click **Assign Tutors** field to produce the above slide over then choose the staff members you would like to assign as heads of year and registration forms. Arbor will pre-fill these fields based on your setup this year.

- You can amend them if you wish by clicking the X button next to a name and adding a **new** name from the list (if you already have a staff profile set up for them).
- When you have chosen your tutors, click the green **Assign Tutors** button.

If you know there will be staffing changes but don't know who will be teaching each class, you can assign the staff you know will be registration tutors and leave the forms with no tutor yet confirmed blank. You'll need to assign the tutors from the class page when you do know.

If you've left a registration form with no tutor, you'll see a message telling you that some year groups and forms do not have tutors assigned.

Make a note that this will need to be entered when you do have the information.

2. Assign tutors to year groups and registration forms 7 out of 17 year group tutors assigned, 11 out of 30 registration form tutors assigned ▶

Add or edit form tutors

Click on a registration form to change or add teachers as Form Tutors, or to link to a year group.

Registration Forms (2025/2026)			+ Add
8A	Tutors: None assigned	0 students ▶	
8B	Tutors: None assigned	0 students ▶	
9A	Tutors: None assigned	0 students ▶	
9ab	Tutors: None assigned	0 students ▶	
9B	Tutors: None assigned	0 students ▶	
9C	Tutors: None assigned	0 students ▶	

Please note: If you want to change teachers after you've already completed Step 6 of New School Year Setup, you'll need to also add the tutor to the registers using these instructions: [Change teachers](#)

Add or edit a head of year

Click on a year group to add a Head of Year.

Year Groups (2024/2025)			+ Add
Nursery	Heads of Year: None assigned	0 students ▶	
Reception	Heads of Year: None assigned	0 students ▶	
Year 1	Heads of Year: None assigned	0 students ▶	

Promote year group students

Click on **Promote Year group** Students by clicking this next field.

Choose which year groups to promote students into.

- If only some students are moving up, promote the whole year. You can then move the students who are remaining in nursery back in the 'tweak' step later.
- If you'll be splitting classes, promote the whole year. You can then move the students who will be in a different class in the 'tweak' step later.

You can also see that your highest year group is not automatically promoted. You can leave that field blank, then click **Promote**.

When promoting your year groups in Arbor, you will always be at least one short.

3. Promote Year Group Students 16 out of 17 promoted

Also note the warnings below if you do not promote all at once.

School Year Setup / New School Year / 3. Year Groups and Registration Forms

Year Groups and Registration Forms

Setup 2025/2026

3a. Copy year groups and registration forms	7 out of 7 year groups copied, 56 out of 58 registration forms copied	▶
3b. Assign tutors to year groups and registration forms	7 out of 7 year group tutors assigned, 45 out of 56 registration form tutors assigned	▶
3c. Promote Year Group Students	2 out of 7 promoted	▶
3d. Enrol Applicants	Incomplete	▶
3e. Review and tweak Year Group enrolments	Optional	▶
3f. Promote Registration Form Students	0 out of 58 promoted	▶
3g. Review and tweak registration form enrolments	Optional	▶

There are students enrolled at ICT Schools Team Buckinghamshire Council who do not have an enrolment for (2025/2026). These should either be off-rolled or assigned to a year group. Please review the students below and either go back to Step 2 (Off-roll Leavers) to off-roll them entirely or assign them to a year group, as appropriate.

Enrol Applicants

School Year Setup / New School Year / 3. Year Groups and Registration Forms

Year Groups and Registration Forms

Setup 2025/2026

3a. Copy year groups and registration forms	7 out of 7 year groups copied, 56 out of 58 registration forms copied	▶
3b. Assign tutors to year groups and registration forms	7 out of 7 year group tutors assigned, 45 out of 56 registration form tutors assigned	▶
3c. Promote Year Group Students	2 out of 7 promoted	▶
3d. Enrol Applicants	Incomplete	▶
3e. Review and tweak Year Group enrolments	Optional	▶
3f. Promote Registration Form Students	0 out of 58 promoted	▶
3g. Review and tweak registration form enrolments	Optional	▶

In this step, you'll be able to enrol your Applicants into Registration Forms and year groups, as you've now set them up. Click on **3d. Enrol Applicants**

If you haven't yet added your applicants to Arbor and finished processing them, you won't be able to enrol them yet. When you click the **Enrol Applicants** option, you'll see the below message.

Enrol Applicants

You have 1 unprocessed application for which the applicants cannot yet be enrolled. To manage your applications please click 'Manage Applications' below. Note! Enrol applicants setup as part of School Year Setup will remain with a red 'Incomplete' status, until all unprocessed applications have been dealt with.

Cancel Manage Applications »

Click the **Manage Applicants** button and select the intake season.

Make sure all the students you want to enrol have the Status of **Offer Accepted**.

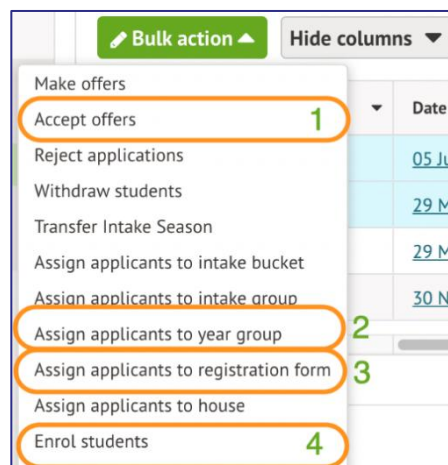
☐	Student	Date	Status
☐	Wright Charlie	09 Feb 2023	Offer acce...

1. Tick the students who have accepted their offers.
2. Click the **Bulk action** button to assign them to a year group.
3. Repeat and assign them to a registration form.

When you assign applicants to a registration form, this will automatically also assign them to a year group and potentially override a year group already input. If the registration form is linked to multiple year groups, it will choose the one that was set up first.

Arbor recommend checking that students have been assigned to the right year group before enrolling them. If they are not, you can repeat the Assign applicants to year group option to re-add them to the right year group.

Finally click **Enrol students**. The students will then be enrolled in the Applicants section.



School Year Setup / New School Year / 3. Year Groups and Registration Forms

Year Groups and Registration Forms

Setup 2025/2026

- 3a. Copy year groups and registration forms 7 out of 7 year groups copied, 56 out of 58 registration forms copied
- 3b. Assign tutors to year groups and registration forms 7 out of 7 year group tutors assigned, 45 out of 56 registration form tutors assigned
- 3c. Promote Year Group Students 2 out of 7 promoted
- 3d. Enrol Applicants **Incomplete**
- 3e. Review and tweak Year Group enrolments Optional
- 3f. Promote Registration Form Students 0 out of 58 promoted
- 3g. Review and tweak registration form enrolments Optional

There are students enrolled at ICT Schools Team Buckinghamshire Council who do not have an enrolment for (2025/2026). These should either be off-rolled to year group. Please review the students below and either go back to Step 2 (Off-roll Leavers) to off-roll them entirely or assign them to a year group, as appropriate.

Review

Enrol Applicants

Here you can enrol any applicants that have had their application accepted, and not withdrawn it, but who are yet to be enrolled. Each applicant will be enrolled in the academic level and registration form that have been set in the Applications section (shown in parenthesis). If no academic level or registration form has been set they will simply be enrolled in the academic year and you will be able to set the year group and academic level later in the process.

Applicants

- ☒ Alexander Ahmed (year group TBC, registration form TBC)
- ☒ Sammie Davis (year group TBC, registration form TBC)
- ☒ Row Honeywell (year group TBC, registration form TBC)
- ☒ Stephanie N Snape (year group TBC, registration form TBC)
- ☒ Phillip Tang (year group TBC, registration form TBC)
- ☒ Wesley Donaldson (year group TBC, registration form TBC)

Cancel Enrol Applicants

In the New School Year Setup, the **Enrol Applicants** section should also now be marked as complete.

1. Copy year groups and registration forms	7 out of 7 year groups copied, 45 out of 45 registration forms copied	
2. Assign tutors to year groups and registration forms	7 out of 7 year group tutors assigned, 44 out of 45 registration form tutors assigned	▶
3. Promote Year Group Students	6 out of 7 promoted	▶
4. Enrol Applicants	Complete	
5. Review and tweak Year Group enrolments	Optional	▶
6. Promote Registration Form Students	8 out of 45 promoted	▶
7. Review and tweak registration form enrolments	Optional	▶

If any remaining applicants have accepted a place but haven't yet been enrolled, click the **Enrol Applicants** option within Step 2 of the New School Year Setup to enrol these applicants.

Please note that this will not automatically enrol them into a Year Group and Registration form. If you haven't done this for these students, you should first follow the instructions shown above.

Review and tweak year group enrolments

The next step is to make any changes to the year group a student has been automatically promoted to if necessary. It is an optional step. Click on **3e. Review and tweak year group enrolments**.

Setup 2025/2026		
3a. Copy year groups and registration forms	7 out of 7 year groups copied, 56 out of 58 registration forms copied	▶
3b. Assign tutors to year groups and registration forms	7 out of 7 year group tutors assigned, 45 out of 56 registration form tutors assigned	▶
3c. Promote Year Group Students	2 out of 7 promoted	▶
3d. Enrol Applicants	Incomplete	▶
3e. Review and tweak Year Group enrolments	Optional	▶
3f. Promote Registration Form Students	0 out of 58 promoted	▶
3g. Review and tweak registration form enrolments	Optional	▶

Click a student's name to edit the enrolment or select multiple rows and use the **Bulk action** button to change the student's year group.

You can only edit a student's future enrolment from this page. If you need to change their current enrolment, use the Enrolment section on the Student Profile.

Review Year Groups - 2025/2026	
Please note that you can only edit these enrolments if they are future enrolments or if the student does not yet have an enrolment. To edit a student's current enrolment please use the individual student's enrolment page.	
Bulk action ▼ ↶ ↷ Hide columns ▼ Q Search this table 📄 ⚙️ ⓘ ✕	
Student ↑	Year Group
Adams Andy	Year 11 (2025/2026)
Ahmed Alexander	
Allen Rachel	Year 7 (2025/2026)
Allen Tom	Year 8 (2025/2026)
Allen Tyler	Year 9 (2025/2026)
Allen Vicky	Year 10 (2025/2026)
Anderson Claire	Year 11 (2025/2026)
Anderson Helen	Year 11 (2025/2026)

Click the **Back** button to return to the Year Group & Registration Forms.

Promote Registration Forms

The next step is to promote students' Registration Forms from this year's registration forms into next year. Don't worry if at this point you are not sure which students belong in which new registration form - you can move students around later.

Click on **3f. Promote Registration Form Students**

Setup 2025/2026		
3a. Copy year groups and registration forms	7 out of 7 year groups copied, 56 out of 58 registration forms copied	▶
3b. Assign tutors to year groups and registration forms	7 out of 7 year group tutors assigned, 45 out of 56 registration form tutors assigned	▶
3c. Promote Year Group Students	2 out of 7 promoted	▶
3d. Enrol Applicants	Incomplete	▶
3e. Review and tweak Year Group enrolments	Optional	▶
3f. Promote Registration Form Students	0 out of 58 promoted	▶
3g. Review and tweak registration form enrolments	Optional	▶

In the slide over, select which registration form students should be promoted to for next year.

- If you have any registration forms without a year group assigned, you'll need to add them before you complete this.

Promote Registration Form Students

Here you can enrol students from 2024/2025 registration forms into 2025/2026 registration forms. Don't worry if you at this point are not sure which students belong in which new registration forms - you will get a chance to review and move students around at a later step.

Year 9 (2024/2025) to Year 10 (2025/2026)

9A (2024/2025)10A (2025/2026)

9b (2024/2025)

9B (2024/2025)10B (2025/2026)

9C (2024/2025)10C (2025/2026)

Form 9CH (2024/2025)

Form 9EF (2024/2025)

Form 9HU (2024/2025)

Form 9IQ (2024/2025)

Form 9OL (2024/2025)

Form 9PA (2024/2025)

Form 9QJ (2024/2025)

Form 9RU (2024/2025)

Year 10 (2024/2025) to Year 11 (2025/2026)

10A (2024/2025)

10B (2024/2025)

Cancel

Promote

Review and tweak registration form enrolments

The last step is to make any changes to the registration forms a student has been automatically promoted to if necessary. It is an optional step.

Click on **3g. Review and tweak registration form enrolments**.

Setup 2025/2026		
3a. Copy year groups and registration forms	7 out of 7 year groups copied, 56 out of 58 registration forms copied	▶
3b. Assign tutors to year groups and registration forms	7 out of 7 year group tutors assigned, 45 out of 56 registration form tutors assigned	▶
3c. Promote Year Group Students	2 out of 7 promoted	▶
3d. Enrol Applicants	Incomplete	▶
3e. Review and tweak Year Group enrolments	Optional	▶
3f. Promote Registration Form Students	0 out of 58 promoted	▶
3g. Review and tweak registration form enrolments	Optional	▶

Click on the cell and a page will load for the first year group in your school. Select the year group you wish to make changes to by clicking on the top right-hand corner and selecting the year group from the drop-down.

28

Arbor End of Year Procedures

« Back

Review Registration Forms

Year Group

Year 10 (2025/2026)

Year 7 (2025/2026)

Year 8 (2025/2026)

Year 9 (2025/2026)

Year 10 (2025/2026)

Year 11 (2025/2026)

Year 12 (2025/2026)

Year 13 (2025/2026)

Review Registration Forms - Year 10 (2025/2026)

Please note that you can only edit these enrolments if they are future enrolments or if the student does not yet have an enrolment. To edit a student's current enrolment please use the individual student's enrolment page.

Bulk action

Hide columns

Search this table

Student	Registration Form
Allen Rachel	10A (2025/2026)
Allen Tom	
Allen Vicky	
Anderson Matilda	10A (2025/2026)
Apte Diya	
Ball Sabina	
Baker Alexander	
Baker Keith	10B (2025/2026)
Baker Lucy	
Baker Rosie	10A (2025/2026)

You can either:

- Click on the cell containing the Registration Form information. A drop-down will appear offering the choices of Registration Groups for that year group. Select the group you wish to move them to.
- Select multiple rows and use the **Bulk action** button to change the student's registration form.

Please note: You can only move students to registration forms in the same year from here. To move a student to a reg form in a different year, they'll need to be added to the year group.

« Back

Review Year Groups

Review Year Groups - 2024/2025

Please note that you can only edit these enrolments if they are future enrolments or if the student does not yet have an enrolment. To edit a student's current enrolment please use the individual student's enrolment page.

Bulk action

Search this table

Student	Year
Kapur Kalyan	Year 1 (2024/2025)
Kelly Holly	Year 2 (2024/2025)
Kelly Wendy	Year 3 (2024/2025)
Kennedy Mason	Year 3 (2024/2025)

Bulk Fill

You are about to edit 1 cells.

New Value

Reception (2024/2025)

Cancel

Submit

Resolving students without an enrolment

If you have any students who were not assigned a year group this academic year, they will not have been promoted to the next year group during Step 2. Instead, these students will appear in the **Review** section.

School Year Setup / New School Year / 3. Year Groups and Registration Forms

Year Groups and Registration Forms

Setup 2025/2026

3a. Copy year groups and registration forms	7 out of 7 year groups copied, 56 out of 58 registration forms copied	
3b. Assign tutors to year groups and registration forms	7 out of 7 year group tutors assigned, 45 out of 56 registration form tutors assigned	
3c. Promote Year Group Students	2 out of 7 promoted	
3d. Enrol Applicants	Incomplete	
3e. Review and tweak Year Group enrolments	Optional	
3f. Promote Registration Form Students	0 out of 58 promoted	
3g. Review and tweak registration form enrolments	Optional	

There are students enrolled at ICT Schools Team Buckinghamshire Council who do not have an enrolment for (2025/2026). These should either be off-rolled or assigned to a year group. Please review the students below and either go back to Step 2 (Off-roll Leavers) to off-roll them entirely or assign them to a year group, as appropriate.

Review

Students without an Enrolment for 2025/2026

Hide columns

Search this table

Download

Student	Current Year Group	Current Registration Form
Adams Amber		
Adams Andrew	Year 13	Form 10AV
Adams Dan		
Adams Harvey	Year 13	Form 13BI
Adams James		
Adams Jonathan	Year 11	Form 11FY
Adams Ken		
Adams Leanne	Year 14	Form 14FB

Enrolling students

If they will be attending your school next year, you will need to add them to a year group and registration form. Click the student’s name to visit their profile and assign them to a year group and registration form.

First, change the academic year to next year. In the Enrolments section for this year, click **+Add** to add their enrolment into the required year group etc.

Students / All Students / Browse Students / Jamie Thomas / Enrolment

Jamie Thomas

Form 2PT

Year Year 2

House Ladbroke

Date of Birth 02 Feb 2018 (6y 3m)

Mother Chelsea Thomas

Out Of Age Group Cohort

Buckinghamshire Council Primary Enrolment

Current Enrolment 01 Sep 2021 - ongoing
Joined in Reception

2024/2025 Enrolments

Academic Year Enrolment	2024/2025
Year group	Year 3 (2024/2025)
Registration form	Form 3TL (2024/2025)

Enrol Student in Academic Year

Academic year 2024/2025

Student Jamie Thomas

Enrolment mode* Single Registration

Attendance pattern Only required for early years

Year group Leave blank to choose year group later

Registration form Leave blank to choose registration form later

House Leave blank to choose house later

Notes

Cancel

Enrol Student

Removing students

To off-roll leavers if they will not be attending your school next academic year, you will need to end their enrolment. Click the student's name to visit their profile.

Click their enrolment in your school. In the slide over, click the orange **Edit** button.

The screenshot shows two panels. The left panel is the student profile for Elliott Carter, born 28 Aug 2004 (Age: 18), with father Dylan Carter. It notes 'Pupil Premium Eligible' and 'Arbor Example School Enrolment' with 'Current Enrolment' from 01 Sep 2018 - ongoing, joined in Year 10. The right panel is the 'Enrolment at Arbor Example School' page, showing the same student details and 'Enrolment Period' from 01 Sep 2018 - ongoing, with 'Alternative Provision Reason' as 'Not recorded'. An orange 'Edit' button is visible in the top right.

You can then:

- Un-enrol the student if they no longer attend by clicking Unenroll Student.
- Delete their enrolment completely by clicking Delete if the student never attended your school.

Whichever method is correct; to resolve your missed enrolments, the student should no longer appear in the Review section of your New School Year Setup Step 3. You should aim to remove all the students listed in this section.

NOTE: If you delete the student's enrolment and you added the student as an applicant, they will still be marked as **Enrolled** in the **Applicants** section. Only delete if the student was never expected to attend, otherwise you should follow the DfE guidance.

The 'Update Entry Date' form for Elliott Carter shows the 'Entry Date*' as 1st Sep 2018. There is a dropdown for 'Alternative Provision Reason' and a text area for 'Note'. At the bottom are buttons for 'Cancel', 'Delete', 'Unenrol Student' (orange), and 'Save Changes' (green).

☐	Wright Charlie	09 Feb 2023	Enrolled
--------------------------	-----------------------	-----------------------------	----------

Make sure your students will be in the right year

To check that all your students have the correct year group for next year, go to **Students > Enrolment**. You will be taken to the Year Groups page. Change the academic year using the drop-down menu.

If you have not yet properly completed the setup for the next academic year, you will not see any year groups here. Complete the section above to promote your students into their year groups for next year.

The screenshot shows the 'Year Groups: 2025/2026' page. The 'Academic Year' dropdown is set to 2025/2026. There are tabs for 'Listing' and 'Enrolments'. Below, a table lists year groups from Year 7 to Year 13, each with a head of year and a link to view the number of students. For example, Year 10 has 207 students and is headed by Shannon Morris.

If you completed this step, you could check your enrolments are correct. You can click on the Enrolments tab to directly edit student enrolments.

Students / Enrolment / Pastoral / Year Groups

Year Groups: 2025/2026

Academic Year: 2025/2026

ListingEnrolments

Review Year Groups - 2025/2026

Please note that you can only edit these enrolments if they are future enrolments or if the student does not yet have an enrolment. To edit a student's current enrolment please use the individual student's enrolment page.

Bulk action ↕ ↶ ↷ Hide columns 🔽 🔍 Search this table ⌵ ⚙ ⚙ ⌵

Student ↓	Year Group
Young Mary	Year 11 (2025/2026) ⌵ ⬆
Young Isla	Year 10 (2025/2026) ⌵ ⬇
Young Faye	Year 10 (2025/2026) ⌵
Wright Ruth	Year 11 (2025/2026) ⌵
Wright Isabella	Year 11 (2025/2026) ⌵
Wright Finley	Year 11 (2025/2026) ⌵
Wright Duncan	Year 11 (2025/2026) ⌵

Return to School Year Set up and select 3. Year Group and Registration Forms

Mark as complete

When you are happy that this section is now complete, click the green **Mark as Complete** button.

School / School Structure / School Year Setup / School Year Setup / New School Year / Overview

School Year Setup

2025/2026

1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Available
5. Houses	Available
6. Registers	Locked
7. Meals	Available
8. Interventions	Available
Review School Year Setup	

If you wish to return to this step and make any changes, click the **Year Group and Registration Forms** on the School Year Setup and then click **Return to incomplete** button.

Amend Year Groups and Registration Forms

Returning Year Groups and Registration Forms to incomplete will **prevent Houses, Registers, Meals** from being completed.

Are you sure you want to do this?

CancelReturn to Incomplete

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

Chapter 5 Custom Groups

If the School does not use Custom Groups, this section can be ‘Mark as Complete’.

Please note that when selecting **Copy Group and Members**:

- Custom groups where students, staff or guardians have been added manually will have the people in the custom group copied over
- Where they’ve been added using **Automatic Membership Criteria**, the people will **not** be copied over, and you’ll need to add the Automatic Membership Criteria again. This is because Automatic Membership Criteria are based on information for a specific academic year.

Copy custom groups from this year to next year

Go to *School > School Structure > School Year Setup* and select step **4. Custom Groups**.

Custom Groups

Setup 2025/2026

1. Copy custom groups from 2024/2025 Optional

Review

Custom Groups (2025/2026)

+ Add

No Custom Groups exist for 2025/2026

Click **1. Copy custom groups from 2024/2025** to copy them.

In the slide over, you can select:

- Copy Group only
- Copy Group and Members (includes the current students who are enrolled in the group.)
- Do Not Copy

Copy Custom Groups

Custom groups

At Risk*

Copy Group Only

At Risk*

Copy Group and Members

fsm*

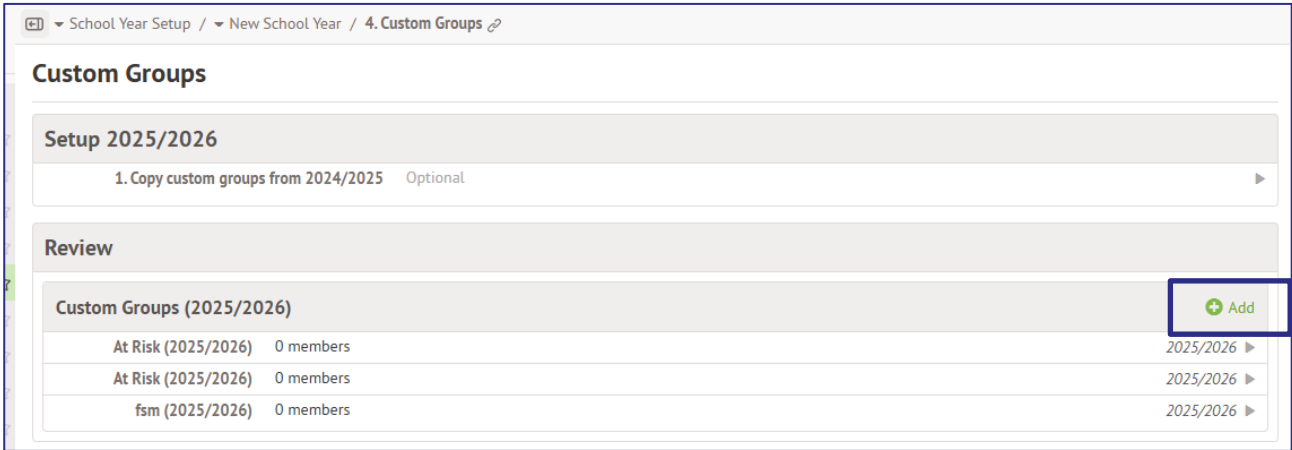
Copy Group and Members

Non AP*

Do Not Copy

Add new custom groups

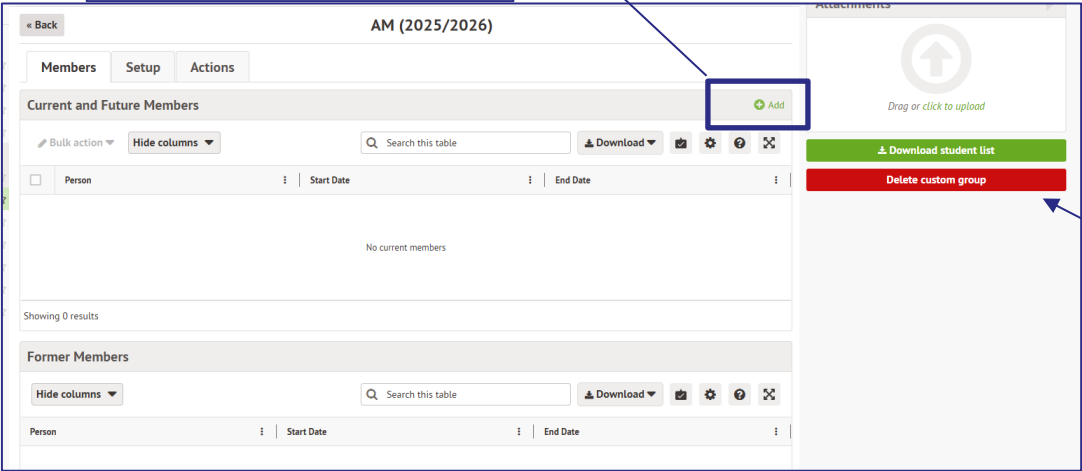
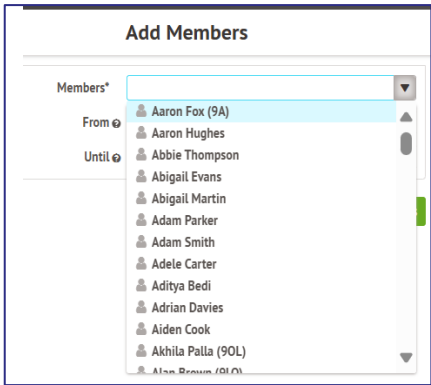
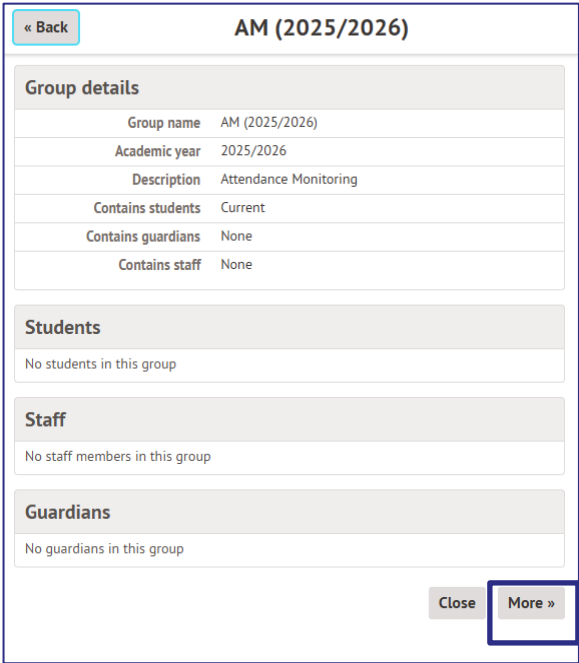
You can also set up entirely new custom groups as needed by clicking **+Add** in the **Review** section.



Editing the custom groups

Click into a custom group, then click **More**.

As your current students aren't members of the custom groups yet, it'll show as nobody being in this group in the slide over.



You can also delete a group you've set up incorrectly from here.

When you are happy that this section is now complete, click the green **Mark as Complete** button.

School Year Setup	
2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete

If you wish to return to this step and make any changes, click the red **Return to incomplete** button.

Amend Custom Groups

Returning Custom Groups to incomplete will **prevent Registers** from being completed.

Are you sure you want to do this?

CancelReturn to Incomplete

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

Chapter 6 Houses

If the School does not use Houses, then this section can be marked as complete by clicking the green ‘Mark as Complete’ icon.

Houses and Applicants

You may want to create your houses for the next academic year before you enrol your applicants, to allow you to assign them to the relevant groups quicker.

Copy houses from this year to next year

Go to *School > School Structure > School Year Setup* and select step **5. Houses**.

Houses

Setup 2025/2026

1. Copy houses and house enrolments 0 out of 4 houses copied

Review

Houses (2025/2026)

+ Add

No Houses exist for 2025/2026

Click **1. Copy houses and house enrolments** to copy them. In the slide over, select which houses you would like to copy over. Students who are enrolled in a house for the current academic year will be enrolled in the same house in the next academic year. Current house tutors will remain assigned.

Copy Houses and House Enrolments

Below is a list of all houses in the current academic year. Tick the ones you would like to copy to the next academic year and untick the ones that should not be copied. Students who are enrolled in a house for the current academic year will be enrolled in the same house in the next academic year as part of copying the houses. Current house tutors will also be set as tutors of the new house.

Houses (2024/2025)

Acklam☒ Copy House and Members

Colville☒ Copy House and Members

Ladbroke☒ Copy House and Members

Westbourne☒ Copy House and Members

Cancel

Copy

Add new houses

You can also set up entirely new houses as needed by clicking **+Add** in the **Review** section.

Review

Houses (2025/2026)

+ Add

No Houses exist for 2025/2026

36

Editing the houses

To edit the student enrolments in the House, or change the staff assigned, click into a House.

« Back

Acklam (2025/2026)

House Overview - Acklam (2025/2026)

Name	Acklam	►
Short name	Acklam	►
Academic year	2025/2026	►
Students	105	

Head of House

No results found

+ Add

Automatic Enrolments into Courses

No results found

+ Add

Registration Forms linked to Acklam (2025/2026)

No results found

+ Add

Current Students

+ Add

Bulk action ▼

Hide columns ▼

Q Search this table

Download ▼

☐	Student	Start Date	End Date
☐	Allen Rachel	01 Sep 2025	31 Aug 2026
☐	Bailey Ella	01 Sep 2025	31 Aug 2026
☐	Bell Julie	01 Sep 2025	31 Aug 2026
☐	Bell Keith	01 Sep 2025	31 Aug 2026

When you are happy that this section is now complete, click the green **Mark as Complete** button.

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

If you wish to return to this step and make any changes, click the red **Return to incomplete** button, or click **Make further changes to Houses**.

School Year Setup

2024/2025

1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

Houses

Setup 2024/2025

1. Copy houses and house enrolments 8 out of 8 houses copied

Review

Houses (2024/2025)

Acklam	Tutor: Carrie Paul	59 students
Acklam	Tutors: None assigned	42 students
Colville	Tutors: None assigned	53 students
Colville	Tutors: None assigned	38 students
Ladbroke	Tutors: None assigned	42 students

Houses setup was marked as complete on 30 May 2024, 12:29. click the button below to return Houses to incomplete.

Return to incomplete

Chapter 7 Registers

For schools using Edval See Appendix A

Schools using TimeTabler or no timetable software read on...

Registers

Setup 2025/2026

You need to complete one of these steps to ensure you have registers. Please choose only one setup option for each class. Completing more than one option per class could create duplicate lessons.

A. Schedule Sessions from Registration Forms	<i>recommended for primary schools</i>	►
B. Set up and promote Courses, Classes, Teaching Groups and import Timetable	<i>recommended for secondary schools</i>	►
C. Import Courses & Classes from TimeTabler, and manually enrol students		►
D. Copy Courses & Classes from 2024/2025	Optional	►
E. Set up new Courses & Classes from scratch		►

Review Registers (2025/2026)

➕ Add

No Registers exist for 2025/2026

If you use TimeTabler or no timetabling software, to set up your courses and classes you can choose between the following three options after completing Option A:

- B - Set up and promote Courses, Classes, Teaching Groups and Timetable
- C - Import Courses & Classes from TimeTabler, and manually enrol students
- D - Set up new Courses & Classes from scratch

Option A. Schedule Sessions from Registration Forms

Set up registration form registers

This step is the same no matter which option you're using. Arbor recommend scheduling your registration sessions in Arbor rather than in TimeTabler, so the Registration column on the [Teacher Hours](#) report can recognise these events correctly.

Select **Option A**.

Please note:

- If you have different registration times on different weeks, please see the *How do we schedule different registration times for Week A and B* on the Arbor Help Centre.
- If you don't have specific registration sessions to take attendance in, you can skip to the section for your specific setup option.

This will bring you to a list of all the registration forms you have. Select the registration forms, then click the Bulk action button to select Schedule Registration Forms.

Arbor End of Year Procedures

Setup Registration Forms

Academic Year2025/2026

Registration Forms in 2025/2026

Bulk action ▼Hide columns ▼

Search this table

☐	Registration Form	Year Group(s)	Status
☐	Form 7FO (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	Form 7IX (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	Form 7IY (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	Form 7KY (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	Form 7NP (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	Form 7NZ (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	Form 7SL (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	Form 7XV (2025/2026)	Year 7 (2025/2026)	Not Timetabled
☐	8A (2025/2026)	Year 8 (2025/2026)	Not Timetabled
☐	8B (2025/2026)	Year 8 (2025/2026)	Not Timetabled

A slide over will appear where you enter the start and end times for the Registration Forms you have selected.

You might want to [check what they are this year](#) first.

Make sure your registration times overlap your [Roll Call times](#).

« Back

Schedule Registration Forms

Morning start time08:40

Morning end time09:05

Afternoon start time13:35

Afternoon end time14:00

Registration Forms to be scheduled

Form 7FO (2025/2026)

Form 7IX (2025/2026)

Form 7IY (2025/2026)

Form 7KY (2025/2026)

Form 7NP (2025/2026)

Form 7NZ (2025/2026)

Form 7SL (2025/2026)

Form 7XV (2025/2026)

8A (2025/2026)

8B (2025/2026)

Form 8BT (2025/2026)

Form 8CD (2025/2026)

Cancel

Schedule Registration Forms

Schedule registration fo...

You're about to schedule the selected registration forms. The scheduling process happens in the background and may take a few minutes to complete. Once the registration forms are being scheduled, feel free to leave the page and check back later.

Cancel

Schedule

You can see that they've been timetabled. You can click into these to view more information.

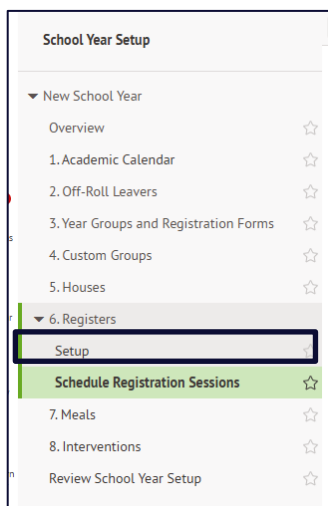
Academic Year2025/2026

Registration Forms in 2025/2026

Bulk action ▼Hide columns ▼

Search this table

☒	Registration Form	Year Group(s)	Status
☒	Form 7FO (2025/2026)	Year 7 (2025/2026)	Already Timetabled
☒	Form 7IX (2025/2026)	Year 7 (2025/2026)	Already Timetabled
☒	Form 7IY (2025/2026)	Year 7 (2025/2026)	Already Timetabled
☒	Form 7KY (2025/2026)	Year 7 (2025/2026)	Already Timetabled
☒	Form 7NP (2025/2026)	Year 7 (2025/2026)	Already Timetabled
☒	Form 7NZ (2025/2026)	Year 7 (2025/2026)	Already Timetabled



When you return to step 6 (by clicking Setup in the left-hand menu), you will now see a list of all the scheduled Registration Forms.

Review Registers (2025/2026)		Add
← Year 10		
10A		▶
10B		▶
10C		▶
Form 10AV		▶
Form 10IJ		▶
Form 10KH		▶
Form 10KJ		▶
Form 10SP		▶
Form 10WJ		▶
Form 10WX		▶
Form 10XM		▶
← Year 11		
11A		▶
11B		▶

Timetabler schools should then use either Option B or Option C

Option B - Setup and promote Courses, Classes, Teaching Groups and Timetable

Arbor recommend this option for schools that use teaching groups and have complex timetable requirements, large numbers of students or a large choice of courses.

Accessing the 8-step workflow

Click into **option B**.

Registers

Setup 2025/2026

You need to complete one of these steps to ensure you have registers. Please choose only one setup option for each class. Completing more than one option per class could create duplicate lessons.

A. Schedule Sessions from Registration Forms	<i>recommended for primary schools</i>	▶
B. Set up and promote Courses, Classes, Teaching Groups and import Timetable	<i>recommended for secondary schools</i>	▶
C. Import Courses & Classes from TimeTabler, and manually enrol students		▶
D. Copy Courses & Classes from 2024/2025	Optional	▶
E. Set up new Courses & Classes from scratch		▶

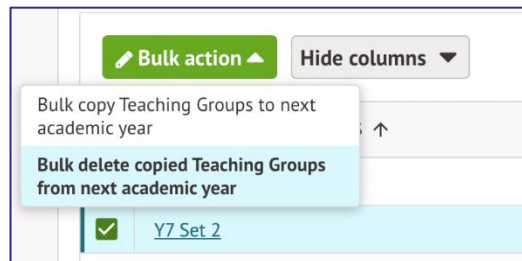
You'll be taken to an 8-step workflow to copy classes over to next year. You will need to either:

- Complete steps 1 to 8 in order, to copy courses and classes from the previous academic year, then import your timetable, then promote your students - this will copy the course structure from the previous academic year.
- Skip steps 1 and 2 and move straight to step 3 to import a brand-new timetable for that academic year - this will create a new course structure in Arbor from the information in the imported TimeTabler file.

Arbor recommend the second option, although it takes longer to promote the students, any subsequent imports or changes you do will be quicker. You can then continue from step 4 to promote student enrolments from their classes this year into next year.

To delete any teaching groups from next year that you didn't want to copy over, tick the box next to all the teaching groups you want to not copy over to the next academic year, then click the Bulk action button to select Bulk delete copied Teaching Groups from next academic year.

Please note, this will only work if you have not yet enrolled students into the teaching group. If you've already completed steps 5 or 6 to enrol students into the teaching group, you won't be able to delete the teaching group from here. You'd need to do this instead by clicking into the teaching group in step 6 and deleting it from there.



Once you have completed any bulk copying, mark this step as complete using the green button and move to the next step.

You can always make further changes to teaching groups by clicking into the Review section to get to the main [Teaching Groups](#) area, or by clicking Return to incomplete.

Instructions

Copy Teaching Groups setup was marked as complete on **21 Feb 2023, 14:45**, click the button below to return Copy Teaching Groups to incomplete.

Please note that once you have imported your Timetable, this screen will no longer be available.

Return to incomplete

Next step

Instructions

Copy Teaching Groups setup steps are optional. Once you have reviewed Copy Teaching Groups, click Mark as complete to complete setup or click Skip for now to review later.

✓ Mark as complete

↪ Skip for now

Review

Make further changes to Teaching Groups

Step 2 (optional) - Copy Courses

This step allows you to copy just the Courses and attributes (such as description and subject) from this academic year into the next academic year. No students will be enrolled yet during this step - students will be promoted into your courses in a later step.

In this example, we’re going to look at copying over this Applied Art and Design subject. Here you can see that Applied Art and Design is the top-level course, under that you have Year 10 and then within year 10, you have sets.

 Bulk action	 Hide columns	Search this table				
☐	Course 2024/2025	Year Group	Subject	Group copied to 2025/2026		
☒	Applied Art and Design		Applied Art and Design			
☐	Applied Art and Design: Year 10		Applied Art and Design			
☐	Applied Art and Design: Year 10: Y10Set1		Applied Art and Design			
☐	Applied Art and Design: Year 10: Y10Set2		Applied Art and Design			
☐	Applied Art and Design: Year 10: Y10Set3		Applied Art and Design			
☐	Applied Art and Design: Year 10: Y10Set4		Applied Art and Design			

Tick the box next to all the courses you want to copy over to the next academic year, then click the **Bulk action** button to select **Bulk copy Courses to next academic year**.

Copy Course Containers to 2025/2026

 **Information**

This page allows you to copy just the Courses and attributes (such as description and subject) from this academic year into next academic year.

To use:

- Bulk select the Courses that you want to copy to next academic year, and click the the bulk action to copy e.g. "Year 7 Maths Group A" this year will still exist next year as "Year 7 Maths Group A"
- You can delete any Courses you created by accident. Courses that have modules or any enrolments will not be deleted.
- Once you have completed any bulk copying, you can make any other adjustments from the Courses page. It is strongly advised to do the bulk copying first to avoid any duplicates.

WARNING: This copying process will create new Courses for the next academic year. Please check carefully before marking as complete.

 Bulk action

 Hide columns



☐

Course 2024/2025

Year Group

Subject

Group copied to 2025/2026

☐

Applied Art and Design

Applied Art and Design



☐

Applied Art and Design: Year 10

Applied Art and Design

The courses you’ve copied over will then have a tick next to them. This means the group and the academic lead assigned will be copied over. Notice that copying over the bottom-level courses also copies the courses that these modules are a part of.

 Bulk action	 Hide columns	Search this table				
☐	Course 2024/2025	Year Group	Subject	Group copied to 2025/2026		
☐	Applied Art and Design		Applied Art and Design			
☐	Applied Art and Design: Year 10		Applied Art and Design			

To delete any courses from next year that you didn't want to copy over, tick the box next to all the courses you want to not copy over to the next academic year, then click the **Bulk action** button to select **Bulk delete copied Courses from next academic year**.

Please note, this will only work if you have not yet enrolled students in the course. If you've already completed steps 5 or 6 to enrol students into the teaching group, you won't be able to delete the teaching group from here.

Note that if you only delete the bottom-level courses, the parent courses will remain. Be sure to delete all the courses from the structure that you don't want to copy over.

Bulk action ▼ Hide columns ▼ Search this table				
☐	Course 2022/2023 ↑ ▼	Year Group	Subject	Group copied to 2023/2024 ▼
☐	Art		Art and Design / Art	✓
☐	Art: Year 7	Year 7	Art and Design / Art	✓
☐	Art: Year 7: 7A Art	Year 7	Art and Design / Art	✗
☐	Art: Year 7: 7B Art	Year 7	Art and Design / Art	✓

Once you have completed any bulk copying, mark this step as complete using the green button and move to the next step.

You can always make further changes to your class structure by clicking into the **Review** section to get to the main [Courses](#) area, or by clicking **Return to incomplete**.

Review

Make further changes to Courses

Step 3 – Import Timetable

This step is for importing your timetable from TimeTabler.

- If you don't use TimeTabler you'll need to timetable your sessions manually. You can mark this step as skipped, then look at how to do this below.
- To import from TimeTabler, click **+Add** to upload your file. Follow the instructions in the **Importing your TimeTabler file** section of this article to import your timetable: [Importing a timetable from TimeTabler](#)

Top Tip: Want to make everything run as fast as possible? Wait until you've completed all the other steps and schedule your timetable slots as your last step.

« Back

Setup for Courses, Classes and Timetable

Steps to complete	
1. Copy Teaching Groups	Complete
2. Copy Courses	Complete
3. Import Timetable	Available
4. Automatic Enrolments	Locked
5. Promote Teaching Group Enrolments	Locked
6. Manual Teaching Group Enrolments	Locked
7. Promote Course Enrolments	Locked
8. Manual Course Enrolments	Locked

3. Import Timetable

Import Timetable setup is available and needs to be marked as complete

Import Timetable 2025/2026

Information

To import the timetable for your new academic year click the add button below.

After uploading your timetable file, you'll be taken to the timetable import steps, to match your groups in Arbor with your timetable file.

To get back to this page, navigate back via School > School Structure > School Year Setup

If your school is using EdVal to create your timetable, you can skip this step. You can import your timetable from EdVal at this point, or at the end of this process. We recommend doing a sync from Arbor to EdVal, then sending your timetable from EdVal to Arbor.

Import timetable process

1. Generate timetable file from TimeTabler
2. Upload file in to Arbor - click 'Add' on table below
3. Review the uploaded file, make changes and import to finalise your timetable

Please note: You cannot import the same file twice and importing multiple files at the same time can result in errors. After you have finished importing your file, you can click on the 'Updates' cell to view all changes that have occurred on Arbor as result of the imported file, and actions you may want to take. You can also click the 'Errors' cell to view errors that require your attention.

Upload timetable

+ Add

Hide columns

Search this table

Download

File	Started date	Completed date	Updates	Errors	Status

Click **+Add** to upload your timetable.

TimeTabler File Upload

Academic Year* 2025/2026

Select file* 1WK-2025-2026-TTX-TIM.xml

Browse...

Cancel

Upload

Arbor End of Year Procedures

Work through the Upload wizard:

The screenshot shows the 'TimeTabler File Import Wizard' interface. It has a breadcrumb trail: School / Timetable / TimeTabler Integration / Import Timetable / TimeTabler File Import Wizard / Pastoral Groups. The interface is divided into several sections:

- Progress Summary:** A table showing the progress of various import steps. 'Import Pastoral Groups' is highlighted in yellow with a yellow circle icon. Other steps like 'Import Sites and Rooms', 'Import Teachers', 'Import Courses and Classes', 'Import Non-teaching Activities', and 'Import Timetable Slots' are marked with red 'X' icons.
- Academic Year:** A table with fields for 'Academic year' (2025/2026), 'Timetable start date' (01 Sep 2025), 'Timetable end date' (31 Aug 2026), and 'Days per cycle' (5).
- Year Groups:** A section with a warning message and a table for mapping year groups. The table has columns for 'Year' (e.g., Year 7 (2025/2026)*), 'Map to' (e.g., Map to Year 7 (2025/2026) (existing record)), and a dropdown menu.
- Registrations Forms and Teaching Groups:** A section with a warning message and a table for mapping registration forms and teaching groups. The table has columns for 'Form/Group' (e.g., 7A (2025/2026)*), 'Import as' (e.g., Import as Registration Form (creates new record)), and a dropdown menu.

At the bottom right, there are 'Cancel' and 'Next' buttons.

Note: You cannot import a timetable if you have not completed the Academic Calendar, copied teaching groups or copied courses.

The screenshot shows a 'Setup Warning' message box titled 'Import Timetable 2025/2026'. The message states: 'This step is locked until you have completed Academic Calendar, Copy Teaching Groups and Copy Courses.' Below the message is a 'Click to resolve' link with a right-pointing arrow.

If you haven't imported a timetable from TimeTabler, your courses will show that they don't have lessons within **6. Registers** section of the main New School Year Setup.

The screenshot shows the 'Review Registers (2025/2026)' section. It has a green '+ Add' button in the top right corner. Below the title, there is a list of registers. The first register is 'Applied Art and Design' with a right-pointing arrow. Below it, 'Year 10' is listed with the text '(No lessons scheduled)' in red and a right-pointing arrow.

You'll need to click into each course and schedule lessons in the **Classes & Lessons** section.

The screenshot shows the 'Classes & Lessons' section. A modal dialog box is open in the center with the title 'What would you like to do?'. The dialog has a close button (X) in the top right corner. Below the title, it says 'Add Item in: Classes & Lessons'. There are two options in the dialog: 'Schedule single lesson' and 'Schedule multiple lessons', each with a right-pointing arrow.

Schedule multiple lessons

Day of week (term time only)

☐ Monday

☒ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

Lesson start time*

09:00

Lesson end time*

10:00

Effective date*

1st Sep 2023

End date*

31st Aug 2024

Location

Site 1: 419 (Capacity: 33 students)

Staff member

Usually leave this blank to use Academic Leads

Cancel

Save Changes

Classes & Lessons		+ Add
Tuesday: 09:00 - 10:00		Scheduling In Progress, Site 1: 419 ▶
Effective Dates: 01 Sep 2023 - 31 Aug 2024		

Once you’ve added lesson slots for all your courses, they won’t have any red text against them, and you’ve finished this step.

Review Registers (2023/2024)		+ Add
— Art		▶
— Year 7		▶
7A Art		▶

Click back into option B. You can then mark this step as complete using the green button and move to the next step.

You can always import a new file by clicking **Return to incomplete**.

Instructions

Import Timetable setup was marked as complete on **21 Feb 2023, 15:21** , click the button below to return Import Timetable to incomplete.

Return to incomplete

Next step

Instructions

Import Timetable setup steps are optional. Once you have reviewed Import Timetable, click Mark as complete to complete setup or click Skip for now to review later.

✔ Mark as complete

↪ Skip for now

Step 4 – Automatic Enrolments

This step allows you to copy over the automatic enrolments that you had for Teaching Groups this academic year into the next academic year. The table will give you suggestions of the teaching group, and a class it thinks you would like to create an automatic enrolment into, so any student added to the teaching group can be automatically enrolled in the class.

Tick the box next to all the automatic enrolments you want to set up, then click the **Bulk action** button to select **Bulk copy Course and Teaching Group mappings to the next academic year**.

Arbor End of Year Procedures

	Suggested 2025/2026 Automatic Enrolment into Courses	Mapping copied to 2025/2026
☒	Art and Design / Art: Year 8: 8G/Ar1 (2025/2026)	✓
☒	Computer Science: Year 8: 8A/Co (2025/2026)	✓
☒	English: Year 8: 8A/En (2025/2026)	✓
☒	French: Year 8: 8A/Fr (2025/2026)	✓
☒	Geography: Year 8: 8A/Ge (2025/2026)	✓
☒	Year 13: Form 13BI (2025/2026)	✓

The automatic enrolments you've set up will then have a tick next to them.

To remove any automatic enrolments set up in error, tick the box next to all the teaching groups you want to not copy over to the next academic year, then click the **Bulk action** button to select **Bulk delete copied Course and Teaching Group mappings from the next academic year**.

To add any more automatic enrolments for next year, just click **+Add**.

Add Automatic Enrolment into Courses

Students in..* Y8Set1 (2025/2026)

.. with Attendance Pattern..* Optional - leave blank for no Attendance Pattern

.. will automatically be enrolled into Courses..*

- Art and Design / Art: Year 8: 8G/Ar1 (2025/2026)
- Computer Science: Year 8: 8A/Co (2025/2026)
- English: Year 8: 8A/En (2025/2026)
- French: Year 8: 8A/Fr (2025/2026)
- Geography: Year 8: 8A/Ge (2025/2026)

French: Year 8: 8A/Fr (2025/2026) ✓

French: Year 8: 8B/Fr (2025/2026)

French: Year 9: 9A/Fr (2025/2026)

French: Year 9: 9B/Fr (2025/2026)

French: Year 9: 9C/Fr (2025/2026)

French: Year 10: 10D/Fr1 (2025/2026)

French: Year 11: 11D/Fr1 (2025/2026)

French: Year 11: 11D/Fr3 (2025/2026)

Geography: Year 7: 7A/Ge (2025/2026)

Geography: Year 7: 7B/Ge (2025/2026)

Geography: Year 8: 8A/Ge (2025/2026) ✓

Geography: Year 8: 8B/Ge (2025/2026)

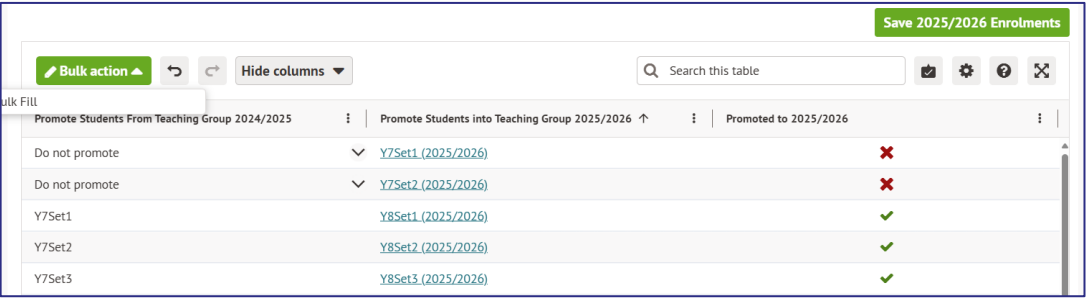
Once you have completed any bulk copying, mark this step as complete using the green button and move to the next step.

You can always make further changes by clicking **Return to incomplete**.

Step 5 – Promote Teaching Group Enrolments

In the middle column, you'll see the teaching group you've copied over to next year. In the left-hand column, pick the Teaching Group from this year that you want to move into the teaching group for next year. For example, moving students from a Year 7 teaching group into the Year 8 teaching group for next year.

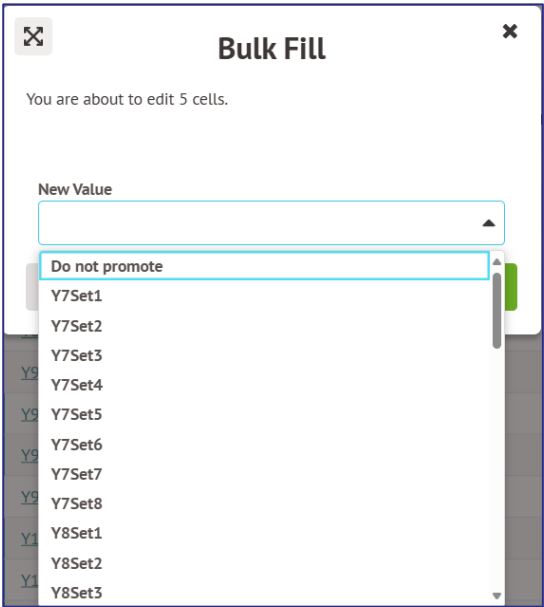
- If you don't see all the teaching groups you want to copy over, you can always return to one of the previous steps.
- Teaching groups for year 7 – these will be set up in the next step.



The screenshot shows a table with three columns: 'Promote Students From Teaching Group 2024/2025', 'Promote Students into Teaching Group 2025/2026', and 'Promoted to 2025/2026'. The first column contains dropdown menus with options like 'Do not promote', 'Y7Set1', 'Y7Set2', and 'Y7Set3'. The second column shows the corresponding teaching groups for the next year, such as 'Y7Set1 (2025/2026)', 'Y8Set1 (2025/2026)', etc. The third column contains green checkmarks or red X marks indicating the status of the promotion. A 'Bulk action' button is visible on the left, and a 'Save 2025/2026 Enrolments' button is in the top right corner.

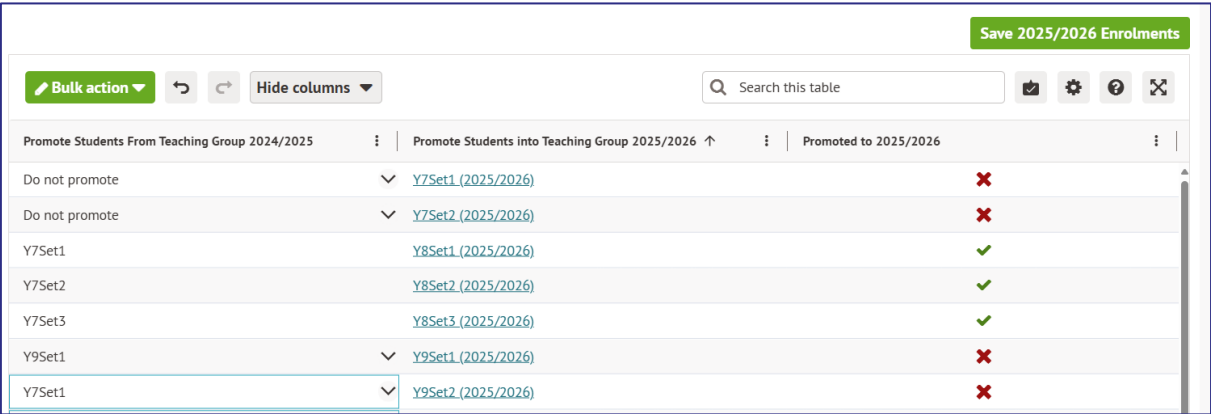
Promote Students From Teaching Group 2024/2025	Promote Students into Teaching Group 2025/2026	Promoted to 2025/2026
Do not promote	Y7Set1 (2025/2026)	✗
Do not promote	Y7Set2 (2025/2026)	✗
Y7Set1	Y8Set1 (2025/2026)	✓
Y7Set2	Y8Set2 (2025/2026)	✓
Y7Set3	Y8Set3 (2025/2026)	✓

This can also be done in bulk (for example Year 7 where there are no previous groups to promote, select shift and click and then Bulk Action to get the Bulk Fill pop up.



The 'Bulk Fill' dialog box is shown, indicating that 5 cells are about to be edited. It features a 'New Value' input field and a dropdown menu. The dropdown menu is open, showing a list of teaching groups: 'Do not promote', 'Y7Set1', 'Y7Set2', 'Y7Set3', 'Y9Set1', 'Y9Set2', 'Y9Set3', 'Y9Set4', 'Y9Set5', 'Y9Set6', 'Y9Set7', 'Y9Set8', 'Y8Set1', 'Y8Set2', and 'Y8Set3'. The 'Do not promote' option is currently selected.

Once you've chosen all the teaching groups, click the green **Save 2025/2026 Enrolments** button. **Be sure you are ready to save as you can't make any further changes to the groups you've copied over from here once you do.**



The screenshot shows the same table as before, but with additional rows. The 'Do not promote' option has been selected for 'Y9Set1' and 'Y7Set1' in the first column. The second column shows the corresponding teaching groups for the next year, such as 'Y9Set1 (2025/2026)' and 'Y9Set2 (2025/2026)'. The third column contains green checkmarks or red X marks indicating the status of the promotion. The 'Save 2025/2026 Enrolments' button is still visible in the top right corner.

Promote Students From Teaching Group 2024/2025	Promote Students into Teaching Group 2025/2026	Promoted to 2025/2026
Do not promote	Y7Set1 (2025/2026)	✗
Do not promote	Y7Set2 (2025/2026)	✗
Y7Set1	Y8Set1 (2025/2026)	✓
Y7Set2	Y8Set2 (2025/2026)	✓
Y7Set3	Y8Set3 (2025/2026)	✓
Y9Set1	Y9Set1 (2025/2026)	✗
Y7Set1	Y9Set2 (2025/2026)	✗

This will then run in the background, so don't make any further changes. You can refresh your page to check if this is completed.

Once the teaching group enrolments have copied over, the table will show ticks next to these teaching groups.

 This process will be run in the background, please check back later. 

Once you have completed any bulk copying, mark this step as complete using the green button and move to the next step.

Step 6 – Manual Teaching Group Enrolments

If you need to manually enrol students into teaching groups, you can use this step – for example adding Year 7 students into their teaching groups.

Just click the teaching group, then click the **More information** button.

Setup Academic Groups / 6. Manual Teaching Group Enrolments

Manual Teaching Group Enrolments 2025/2026

Information

If you do not wish to use Teaching Groups, then you can use the skip button and move onto the next step.
If not all your Teaching Groups are here, then please go to the Teaching Group screen and add any missing groups in before starting this step.

Hide columns

Search this table

Teaching Group 2025/2026	Teachers	Students
Y7Set1 (2025/2026)	None assigned	0
Y7Set2 (2025/2026)	None assigned	0
Y8Set1 (2025/2026)	None assigned	0
Y8Set2 (2025/2026)	None assigned	0
Y8Set3 (2025/2026)	None assigned	0
Y9Set1 (2025/2026)	None assigned	26
Y9Set2 (2025/2026)	None assigned	0
Y9Set3 (2025/2026)	None assigned	0
Y9Set4 (2025/2026)	None assigned	0
Y10Set1 (2025/2026)	None assigned	0

Back

Teaching Group

Academic year2025/2026

NameY9Set2 (2025/2026)

Description

Tutors

More Information

In the teaching group overview, click **+Add** in the **Current and Future Members** section.

Choose to add students, select the students then add them as members. Note that **new** pupils **MUST** be enrolled to show in the choice of students.

Back

Y7 Set 1 (2023/2024)

What would you like to do?

Add Item in: Current and Future Members

Add Students

Copy Students from 2022/2023 Teaching Groups

Cancel

Add Members

Add Teaching Group Enrolment

Students*

Alexander Ahmed

Ratan Subramanian

Bimla Keer

Balaji Jha

Teaching group

Y7Set1 (2025/2026)

From*

1st Sep 2025

Until*

31st Aug 2026

Cancel

Add Members

Back

Y7Set1 (2025/2026)

Teaching Group Overview - Y7Set1 (2025/2026)

Group name

Y7Set1 (2025/2026)

Academic Year

2025/2026

Description

Students

1

Teachers

No results found

Add

Automatic Enrolments into Courses

No automatic enrolments for this group

Add

Current and Future Members

Bulk action

Hide columns

Search this table

Download

	Student	Start Date	End Date
	Ahmed Alexander	15 Sep 2025	31 Aug 2026

Add

You can then return to **School > School Structure > School Year Setup > Step 6 > B. Setup Courses, Classes & Timetable > 6. Manual Teaching Group Enrolments** to mark this step as complete using the green button and move to the next step.

You can make further changes by clicking **Return to incomplete**.

Step 7 – Promote Course Enrolments

In the second column, you’ll see the course you’ve copied over to next year. In the left-hand column, pick the bottom-level course from this year that you want to move into the course for next year. For example, moving students from a Year 10 art class into the Year 11 art class for next year.

- If you don’t see all the courses you want to copy over, you can always return to step 2 and copy them over there.
- You may notice a link symbol in the middle column.  This means there’s an automatic enrolment set up into that class, meaning you might not need to promote students.
- Classes for year 7 – carried out in the next step.

Save 2025/2026 Enrolments

Bulk action

Hide columns

Search this table

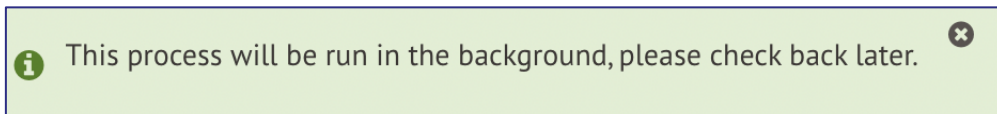
Promote Students...	Promote Stud...	Year Group 2025/...	Start Date	End Date	Promoted to 2025...
Design (2025/2026)					
Do not promote	Applied Art and Design: Year 10 (2025/2026)		01/09/2025	31/08/2026	
Applied Art and Design: Year 10	Applied Art and Design: Year 11 (2025/2026)		01/09/2025	31/08/2026	
Art and Design / Art (2025/2026)					
Do not promote	Art and Design / Year 7 (2025/2026)		01/09/2025	31/08/2026	

Only bottom level courses can be promoted

Once you’ve chosen all the classes, click the green **Save** button. **Be sure you are ready to save as you can’t make any further changes to the groups you’ve copied over from here once you do.**

This will then run in the background, so don't make any further changes. You can refresh your page to check if this is completed.

Once the enrolments have copied over, the table will show ticks next to these classes.



Save 2025/2026 Enrolments						
Bulk action ▼	↶	↷	Hide columns ▼	Search this table	📄	⚙️
Promote Students...	Promote Stud...	Year Group 2025/...	Start Date	End Date	Promoted to 2025...	
Applied Art and Design: Year 10	Applied Art and Design: Year 11 (2025/2026)		01/09/2025	31/08/2026	✓	

Once you have completed this, mark this step as complete using the green button and move to the next step. You can always make further changes by clicking **Return to incomplete**.

Step 8 – Manual Course Enrolments

If you haven't set up automatic enrolments during step 4 and want to enrol students into courses, you can either:

- import enrolments from TimeTabler's Options area following these instructions: [Importing Options from TimeTabler](#)
- use step 8 - just click the course, then click the **Enrol Students** button.

Course	Year Group	Subject	Academic Lead	Students
☐ Art and Design / Art		Art and Design / Art		0
☐ Art and Design / Art: Year 7	Year 7	Art and Design / Art		0
☐ Art and Design / Art: Year 7	Year 7	Art and Design / Art		0
☐ Art and Design / Art: Year 7: 7G/Ar1	Year 7	Art and Design / Art	Grant Davies	0
☐ Art and Design / Art: Year 7: 7G/Ar2	Year 7	Art and Design / Art	Grant Davies	0
☐ Art and Design / Art: Year 7: 7G/Ar3	Year 7	Art and Design / Art	Grant Davies	0

In the slide over, select the students then enrol them.

Manual Course Enrolments 2025/2026

Information

If you do not wish to use Courses, then you can use the skip button and move onto the next step. If not all your Courses are here, then please go to the Course screen and add any missing groups in before starting this step.

Search Course

Course	Year Group	Subject	Academic Lead	Students
☐ Art and Design / Art		Art and Design / Art		0
☐ Art and Design / Art: Year 7	Year 7	Art and Design / Art		0
☐ Art and Design / Art: Year 7	Year 7	Art and Design / Art		0
☐ Art and Design / Art: Year 7: 7G/Ar1	Year 7	Art and Design / Art	Grant Davies	0
☐ Art and Design / Art: Year 7: 7G/Ar2	Year 7	Art and Design / Art	Grant Davies	0
☐ Art and Design / Art: Year 7: 7G/Ar3	Year 7	Art and Design / Art	Grant Davies	0
☐ Art and Design / Art: Year 8	Year 8	Art and Design / Art	Grant Davies	0
☐ Art and Design / Art: Year 9	Year 9	Art and Design / Art	Grant Davies	0
☐ Art and Design / Art: Year 10	Year 10	Art and Design / Art	Grant Davies	0

Showing 410 results

Art and Design / Art: Year 7: 7G/Ar1 (2025/2026)

[Back](#)

Details

Component of: Art and Design / Art

Component of: Year 7

Abbreviation: Not set

Subject: Art and Design / Art

Year Group: Year 7 (2025/2026)

Academic Lead: Grant Davies

0 Students (on 01 Sep 2025)

None

Schedule

Monday 13:30 - 14:20
Effective Dates: 01 Sep 2025 - 31 Aug 2026
Staff: Grant Davies
Provisional, Site 1: 209

Monday 14:20 - 15:10
Effective Dates: 01 Sep 2025 - 31 Aug 2026
Staff: Grant Davies
Provisional, Site 1: 209

Enrol Students **More Information**

Once you have completed this, mark this step as complete using the green button and move to the next step.

You can always make further changes by clicking **Return to incomplete**.

All your steps on the overview page should now be marked as complete (or skipped if you haven't imported a timetable from TimeTabler).

« Back Setup for Courses, Classes and Timetable	
Steps to complete	
1. Copy Teaching Groups	Complete
2. Copy Courses	Complete
3. Import Timetable	Complete
4. Automatic Enrolments	Complete
5. Promote Teaching Group Enrolments	Complete
6. Manual Teaching Group Enrolments	Complete
7. Promote Course Enrolments	Complete
8. Manual Course Enrolments	Complete

Return to **School > School Structure > School Year Setup > Step 6 Registers** and mark this as complete.

School Year Setup	
2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Registers	Complete
7. Meals	Available
8. Interventions	Available

Option C - Import from TimeTabler, and manually enrol students

Arbor recommend this option for schools with complex timetable requirements, large numbers of students or a large choice of courses, but who don't want to copy over their teaching groups. To be able to use this option, you must first have generated a timetable file in TimeTabler to be imported into Arbor.

Importing your timetable

Click on **Option C** to be taken to the Import Timetable page.

Follow the instructions in the **Importing your TimeTabler file** section of this article to import your timetable: [Importing a timetable from TimeTabler on the Arbor Help Centre](#)

Enrolling your students

The next step is to enrol your students into this class, so they will appear on the registers.

- You can import enrolments from TimeTabler's Options area following these instructions: [Importing Options from TimeTabler on the Arbor Help Centre](#)
- If you don't use Options, Arbor recommend using our bulk enrolment page by going to **Students > Enrolment > Courses > Bulk Enrolment**. [Bulk enrol students into lesson registers](#)

Option D – Copy Courses & Classes from 2024/2025

Use this option if you wish to copy Courses and Classes from the previous year without importing a new (different) timetable. Please note that copying courses will **not copy students** enrolled into them. Selecting a course will also copy any parent course(s)

If you select to copy over the timetable this will copy all scheduled lessons from the previous academic year.

If needed, Course Staff and the location (Room) of the course can also be copied over.

Copy Courses & Classes

Please Read!

Please note that copying courses will **not copy students** enrolled into them. Selecting a course will also copy any parent course(s).
If you select to copy over the timetable this will copy all scheduled lessons from the previous academic year.
If needed, Course Staff and the location (Room) of the course can also be copied over.

Options

Copy Timetables ☐

Copy Staff ☐

Copy Locations ☐

Courses & Classes

Applied Art and Design

- ☐ Applied Art and Design (Top Level Course) (Already copied)
- ☐ Applied Art and Design: Year 10 (Already copied)
- ☒ Applied Art and Design: Year 10: Y10Set1
- ☒ Applied Art and Design: Year 10: Y10Set2
- ☒ Applied Art and Design: Year 10: Y10Set3
- ☒ Applied Art and Design: Year 10: Y10Set4
- ☒ Applied Art and Design: Year 10: Y10Set5
- ☒ Applied Art and Design: Year 10: Y10Set6
- ☒ Applied Art and Design: Year 10: Y10Set7
- ☒ Applied Art and Design: Year 10: Y10Set8
- ☐ Applied Art and Design: Year 11 (Already copied)

Cancel Copy Courses & Classes

Option E - Schedule from Registration Forms, then add classes manually

Arbor recommend this option for schools that don't use TimeTabler and don't want to copy over teaching groups, or who don't use teaching groups at all.

Setting up the classes

Once you've scheduled your registration sessions, you'll need to set up your other classes. Make sure you have these pieces of information ready:

- What you will call the class and the subject name
- What room the class will be in
- Which teachers will be assigned to the class
- When the classes take place

You will also need to have a plan for how you intend to structure your courses and classes. There are a variety of models that can be applied when setting up courses from scratch, the key is determining which one is suitable for your school structure before you start to add them. In the example below, we'll be following [Arbor's Recommended Course Structure](#).

Choose **Option E** to Setup Courses & Classes from scratch.

A slide-over will appear where you need to enter information about the course/class you are setting up.

You can only select one year group per course you create. Leave the **Year group** field blank to be able to create sub-modules assigned to different year groups.

When all the details are correct, click on the green **Add Course** button.

This creates the course (the top-level component). The next step is to set up class groups if not all students will be in this lesson at the same time.

To do this, from the Course Overview, click **+Add** in the **Modules** section.

In the slide over add the name of the module and fill in the other details.

Add a module for each Year Group. Select the year group then click the green **Add Module** button.

You will be taken to the module overview. To schedule lessons for this class, click **+Add** in the **Classes & Lessons** section.

You can then choose to schedule multiple regular lessons.

In the side over, select the days the lessons will run on, the time, effective dates, location, and the teacher. This ensures this person sees this lesson in their calendar.

Schedule multiple lessons

Day of week (term time only)

☐ Monday

☒ Tuesday

☐ Wednesday

☐ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Lesson start time*

09:00

Lesson end time*

10:00

Effective date*

1st Sep 2025

End date*

31st Aug 2026

Location

Site 1: 106 (Capacity: 31 students)

Staff member

Abbie Lewis

Cancel

Save Changes

Enrolling your students

The next step is to enrol your students into this class, so they will appear on the registers.

You can also import enrolments from TimeTabler’s Options area following these instructions: [Importing Options from TimeTabler](#)

Back

Enrol Students

Information

Please note that it may take a moment for the enrolments to complete, so please be patient.
Student(s) will be automatically enrolled into the parent course Ancient Studies (2025/2026).

Course

Ancient Studies: Ancient Studies (2025/2026)

Students*

Diya Apte (9LQ)

Lucy Baker (9OL)

Rachel Allen (9A)

Lakshmi Bhatti (9C)

Maisie Brown (9LQ)

Riley Butler (9LQ)

Eva Bell (9OL)

Start date

1st Sep 2025

End date

31st Aug 2026

Notify timetabled staff members

☐

Cancel

Enrol Students

If you don’t use Options or TimeTabler, Arbor recommend using our bulk enrolment page by going to **Students > Enrolment > Courses > Bulk Enrolment**. You can see how to enrol students into their registers from here following this guide: [Bulk enrol students into lesson registers](#)

Checking Registers for September

If you don't have registers set up, your teachers won't be able to take attendance on your first day back! To check they've been set up, first take a look at when your registers should start. Go to **School > School Structure > Academic Years**, then select the upcoming academic year.

In the example, the 1st and 2nd September still form part of the school holidays and 3rd September is an INSET day therefore the first day that attendance should be taken is 4th September.

Academic Calendar		
Academic Year 2025/2026		
Academic year name	2025/2026	
Dates	01 Sep 2025 - 31 Aug 2026	
Terms (2025/2026)		
Autumn	05 Sep 2025 - 19 Dec 2025	
Spring	05 Jan 2026 - 27 Mar 2026	
Summer	13 Apr 2026 - 22 Jul 2026	
Holidays (2025/2026)		
School Holidays	01 Sep 2025 - 02 Sep 2025	Vacation
Staff Training	03 Sep 2025	Inset
Autumn Half	27 Oct 2025 - 31 Oct 2025	Half-Term
Christmas	20 Dec 2025 - 02 Jan 2026	Vacation
Spring Half	16 Feb 2026 - 20 Feb 2026	Half-Term
Easter Break	30 Mar 2026 - 10 Apr 2026	Vacation
May Bank Hol	25 May 2026	Public Holiday
Summer Half	26 May 2026 - 29 May 2026	Half-Term
Summer Holidays	23 Jul 2026 - 31 Aug 2026	Vacation

Next, go to **Students > Attendance > Registers By Date**. Click the calendar icon and select the first day your registers should exist for, then click **Change Date**.

If you've set up your registrations correctly, they should appear on this page! If they don't, and you're sure you haven't scheduled a holiday on this day, this means either:

- you haven't scheduled your timetable to start on the right date - you can see how to change this here: [Editing timetable slots, lesson times, rooms and staff](#)
- you haven't enrolled students in your Courses and Classes - you can see how to do this here: [Bulk enrol students to add them into lesson registers](#)

Registers By Date

4th Sep 2025  **Change Date**

Thu, 04 Sep 2025

Hide columns     

Period	Lesson/Event	Staff	Opened	Complete + Valid	Marks
08:40 - 09:05	Year 7: Form 7FO (2025/20...	Donna Davis			
08:40 - 09:05	Year 7: Form 7JX (2025/20...	Will Butler			
08:40 - 09:05	Year 7: Form 7JY (2025/202...	Evie Davis			
08:40 - 09:05	Year 7: Form 7KY (2025/20...	Bethany Fox			
08:40 - 09:05	Year 7: Form 7NP (2025/20...	Devendra Ganguly			
08:40 - 09:05	Year 7: Form 7NZ (2025/20...	Donna Jackson			
08:40 - 09:05	Year 7: Form 7SL (2025/20...	Jacob Richardson			
08:40 - 09:05	Year 7: Form 7XV (2025/20...	Fakruddin Babu			

When you are happy that this section is now complete, click the green **Mark as Complete** button.

If you wish to return to this step and make any changes, click the red **Return to incomplete** button.

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

Enrol Students into Classes

The next step is to enrol your new students into their classes, so they will appear on the registers.

Arbor recommend using the bulk enrolment page by going to **Students > Enrolment > Academic > Courses > Bulk Enrolment**.

The page will default to show the lowest year group at your school, but you can click into the filters at the top of the page to change this.

- Use the **Students who are...** filter to narrow down the students to a particular year group. This ensures the table loads quickly if you have loads of students.
- Use the **Course year groups** filter to narrow down the registers you can display in the table. If you select a year group here, we'll only show the registers linked to that year group, or that aren't linked to any year group (for when you have mixed year groups).

Bulk Enrol Settings

Effective Date: 1st Sep 2025 

Students who are...: Year 10 (2025/2026) 

Course year groups: Year 10 (2025/2026) 

Courses: All courses 

Cancel **Save Changes**

If you select to only show certain courses, these will display in the table.

Tick the boxes next to all the students who will be enrolled into the same classes. Click the **Bulk action** button and select **Bulk enrol students**.

Course Enrolments

Bulk action

Hide columns

Search this table

Download

Bulk enrol students

Bulk end student enrolments

Bulk delete student enrolments

	Year Group	Ye...	Ye...	10...	Ye...	Ye...	10...	10...	Ch...	10...	10...	10...
☒	Allen Tom	Year 10 (2025/2026)										
☒	Allen Vicky	Year 10 (2025/2026)										
☒	Anderson Matilda	Year 10 (2025/2026)										

In the slide over, choose the dates they should be enrolled into these registers for, select the registers, and whether to notify the teachers of the new memberships, then click **Enrol students**.

Back

Enrol Students

Please note that it may take a moment for the enrolments to complete, so please be patient.
Student(s) will be automatically enrolled into the parent courses.

Students

Rachel Allen, Zachary Baker, Vicky Allen, Rosie Baker, Alexander Baker, Keith Baker, Matilda Anderson, Tom Allen, Diya Apte, Sabina Bail and Lucy Baker

Start date

1st Sep 2025

End date

31st Aug 2026

Notify timetabled staff members

☐

Enrol in courses

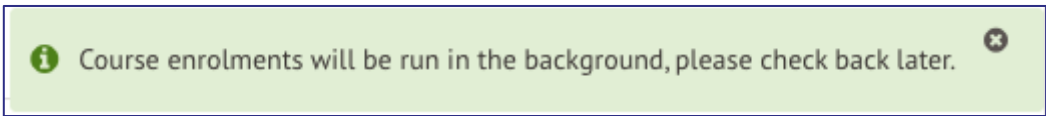
Applied Art and Design: Year 10 (2025/2026)

Cancel

Enrol Students

The enrolments will then process in the background.

This can take some time for the enrolments to completely pull through onto this page, so you may need to refresh your page to get them to show.



Effective Date 01 Sep 2025

Students who are Year 10 (2025/2026)

Course year groups Year 10 (2025/2026)

Course Enrolments

Bulk action

87 columns hidden

Search this table

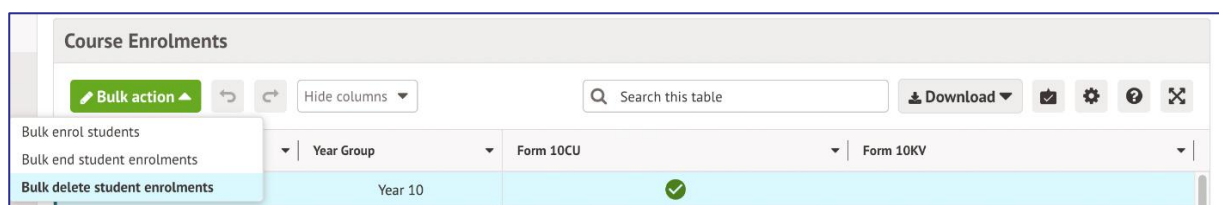
Download

☐	Student	Year Group	Year 10 (2025/2026)	10...	10...	10...	10...	10A (2...	10B (20...
☐	Allen Rachel	Year 10 (2025/2026)	☒					☒	
☐	Allen Tom	Year 10 (2025/2026)	☒						
☐	Allen Vicky	Year 10 (2025/2026)	☒						
☐	Anderson Matilda	Year 10 (2025/2026)	☒					☒	
☐	Apte Diya	Year 10 (2025/2026)	☒						

Deleting an enrolment

If you've added an enrolment incorrectly, you can remove it if you've not already started taking attendance for this register.

Tick the boxes next to all the students who you've added incorrectly, then click the **Bulk action** button and select **Bulk delete student enrolments**.



In the slide over, choose which registers to remove the enrolment into.

Students Lexi Gray

Courses enrolments

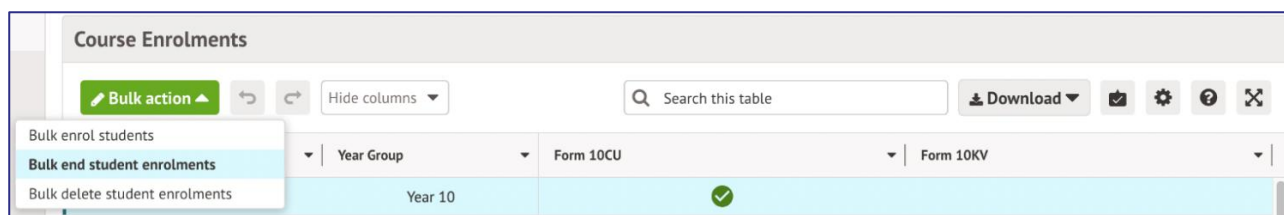
- ☒ KS5 Computer Science: Year 12: Comp Sci Mon 3pm
- ☐ KS5 Computer Science: Year 12: Comp Sci Tue 3pm
- ☐ KS5 Computer Science: Year 12: Comp Sci Tue 8am

Delete Enrolments **Cancel**

Changing enrolments

If a student is changing the sessions they are attending for, you can end their current enrolments and add new ones.

Tick the boxes next to all the students for who you want to change enrolments, then click the **Bulk action** button and select **Bulk end student enrolments**.



In the slide over, choose which registers to end the enrolment into.

The students will then no longer be enrolled into those registers from the **End date** you select. You can check the students' enrolment has changed by using the date selector in the filters.

Students Melissa Lewis

End date* 19th Nov 2021

Courses enrolments

- ☒ KS5 Computer Science: Year 12: Comp Sci Mon 3pm
- ☒ KS5 Computer Science: Year 12: Comp Sci Tue 3pm
- ☐ KS5 Computer Science: Year 12: Comp Sci Tue 8am

Cancel **End Enrolments**

Return to School / School Year Set up

When you are happy that this section is now complete, click the green **Mark as Complete** button.

School Year Setup / New School Year / 6. Registers

Registers

Setup 2024/2025

You need to complete one of these steps to ensure you have registers. Please choose only one setup option for each class. Completing more than one option per class could create duplicate lessons.

A. Schedule Sessions from Registration Forms

recommended for primary schools ▶

B. Set up and promote Courses, Classes, Teaching Groups and import Timetable

recommended for secondary schools ▶

Instructions

Registers setup steps are optional. Once you have reviewed Registers, click Mark as complete to complete setup or click Skip for now to review later.

✔ Mark as complete

↶ Skip for now

If you wish to return to this step and make any changes, click the red **Return to incomplete** button.

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

Chapter 8 Meals

If your School is using Arbor Meals, please follow the below instructions. If not, you can ‘mark as completed’

Meals and Meal Provisions

Go to **School > School Structure > School Year Setup** and select step **7. Meals**.

School Year Setup		
2025/2026		
1. Academic Calendar		Complete
2. Off-Roll Leavers		Complete
3. Year Groups and Registration Forms		Complete
4. Custom Groups		Complete
5. Houses		Complete
6. Registers		Complete
7. Meals		Available
8. Interventions		Available
Review School Year Setup		

Meals		
Setup 2025/2026		
1. Copy Meals and Meal Provisions	Incomplete	▶
2. Copy Meal Sitings and Attendees	Incomplete	
3. Copy Meal Prices	Incomplete	
4. Copy Meal Choices	Optional	

Click on **Copy Meals and Meal Provisions**. A slide over will appear containing a list of the Meals and Meal Provisions for the next year. Tick the ones you would like to copy to next year and untick the ones that should not be copied. For any provision that is ticked, the meal it belongs to will automatically be copied over.

When you are happy you have selected the meals you want to copy over, click on the green **Copy** button at the bottom of the slide-over.

Lunch

Meal provisions

☒ Absent

☒ Cold Lunch

☒ Hot Lunch

☒ Packed Lunch

Cancel

Copy

Adding new provisions

You can set up meals from this page, by clicking into the **Make further changes to meals** section if you already have other meals. The process is then similar to the standard process, shown here: [Setting Up Meals](#)

Need More Changes?

If you need to make more complex changes than can be achieved by copying the setup from 2020/2021, please click below. This will take you to the Meals module where you can make more changes manually.

Make further changes to Meals

Copy Meal Settings and Attendees

Click on step 2. Tick the meal sittings and attendees you would like to copy and untick the ones that should not be copied. **If you do not copy the sitting timetable or at least one sitting attendee group, the sitting itself will not be copied.**

Arbor recommend copying over your attendees to make sure teachers can access the Meal Register for their classes.

Lunch Sitting

Sitting 1

Copy sitting timetable ☒ Mon: 12:00 - 12:45, Tue: 12:00 - 12:45, Wed: 12:00 - 12:45, Thu: 12:00 - 12:45 and Fri: 12:00 - 12:45

Copy sitting attendees ☒ Form 1MJ (2021/22)

☒ Form 1TP

☒ Form 1P

☒ Form 1A (2021/22)

☒ Form 1B (2021/22)

☒ Form 1C (2021/22)

☒ Form 1D (2021/22)

☒ Form 1E (2021/22)

☒ Form 1F (2021/22)

☒ Form 1G (2021/22)

☒ Form 1H (2021/22)

☒ Form 1I (2021/22)

☒ Form 1J (2021/22)

☒ Form 1K (2021/22)

☒ Form 1L (2021/22)

☒ Form 1M (2021/22)

☒ Form 1N (2021/22)

☒ Form 1O (2021/22)

☒ Form 1P (2021/22)

☒ Form 1Q (2021/22)

☒ Form 1R (2021/22)

☒ Form 1S (2021/22)

☒ Form 1T (2021/22)

☒ Form 1U (2021/22)

☒ Form 1V (2021/22)

☒ Form 1W (2021/22)

☒ Form 1X (2021/22)

☒ Form 1Y (2021/22)

☒ Form 1Z (2021/22)

☒ Form 1AA (2021/22)

☒ Form 1AB (2021/22)

☒ Form 1AC (2021/22)

☒ Form 1AD (2021/22)

☒ Form 1AE (2021/22)

☒ Form 1AF (2021/22)

☒ Form 1AG (2021/22)

☒ Form 1AH (2021/22)

☒ Form 1AI (2021/22)

☒ Form 1AJ (2021/22)

☒ Form 1AK (2021/22)

☒ Form 1AL (2021/22)

☒ Form 1AM (2021/22)

☒ Form 1AN (2021/22)

☒ Form 1AO (2021/22)

☒ Form 1AP (2021/22)

☒ Form 1AQ (2021/22)

☒ Form 1AR (2021/22)

☒ Form 1AS (2021/22)

☒ Form 1AT (2021/22)

☒ Form 1AU (2021/22)

☒ Form 1AV (2021/22)

☒ Form 1AW (2021/22)

☒ Form 1AX (2021/22)

☒ Form 1AY (2021/22)

☒ Form 1AZ (2021/22)

☒ Form 1BA (2021/22)

☒ Form 1BB (2021/22)

☒ Form 1BC (2021/22)

☒ Form 1BD (2021/22)

☒ Form 1BE (2021/22)

☒ Form 1BF (2021/22)

☒ Form 1BG (2021/22)

☒ Form 1BH (2021/22)

☒ Form 1BI (2021/22)

☒ Form 1BJ (2021/22)

☒ Form 1BK (2021/22)

☒ Form 1BL (2021/22)

☒ Form 1BM (2021/22)

☒ Form 1BN (2021/22)

☒ Form 1BO (2021/22)

☒ Form 1BP (2021/22)

☒ Form 1BQ (2021/22)

☒ Form 1BR (2021/22)

☒ Form 1BS (2021/22)

☒ Form 1BT (2021/22)

☒ Form 1BU (2021/22)

☒ Form 1BV (2021/22)

☒ Form 1BW (2021/22)

☒ Form 1BX (2021/22)

☒ Form 1BY (2021/22)

☒ Form 1BZ (2021/22)

☒ Form 1CA (2021/22)

☒ Form 1CB (2021/22)

☒ Form 1CC (2021/22)

☒ Form 1CD (2021/22)

☒ Form 1CE (2021/22)

☒ Form 1CF (2021/22)

☒ Form 1CG (2021/22)

☒ Form 1CH (2021/22)

☒ Form 1CI (2021/22)

☒ Form 1CJ (2021/22)

☒ Form 1CK (2021/22)

☒ Form 1CL (2021/22)

☒ Form 1CM (2021/22)

☒ Form 1CN (2021/22)

☒ Form 1CO (2021/22)

☒ Form 1CP (2021/22)

☒ Form 1CQ (2021/22)

☒ Form 1CR (2021/22)

☒ Form 1CS (2021/22)

☒ Form 1CT (2021/22)

☒ Form 1CU (2021/22)

☒ Form 1CV (2021/22)

☒ Form 1CW (2021/22)

☒ Form 1CX (2021/22)

☒ Form 1CY (2021/22)

☒ Form 1CZ (2021/22)

☒ Form 1DA (2021/22)

☒ Form 1DB (2021/22)

☒ Form 1DC (2021/22)

☒ Form 1DD (2021/22)

☒ Form 1DE (2021/22)

☒ Form 1DF (2021/22)

☒ Form 1DG (2021/22)

☒ Form 1DH (2021/22)

☒ Form 1DI (2021/22)

☒ Form 1DJ (2021/22)

☒ Form 1DK (2021/22)

☒ Form 1DL (2021/22)

☒ Form 1DM (2021/22)

☒ Form 1DN (2021/22)

☒ Form 1DO (2021/22)

☒ Form 1DP (2021/22)

☒ Form 1DQ (2021/22)

☒ Form 1DR (2021/22)

☒ Form 1DS (2021/22)

☒ Form 1DT (2021/22)

☒ Form 1DU (2021/22)

☒ Form 1DV (2021/22)

☒ Form 1DW (2021/22)

☒ Form 1DX (2021/22)

☒ Form 1DY (2021/22)

☒ Form 1DZ (2021/22)

☒ Form 1EA (2021/22)

☒ Form 1EB (2021/22)

☒ Form 1EC (2021/22)

☒ Form 1ED (2021/22)

☒ Form 1EE (2021/22)

☒ Form 1EF (2021/22)

☒ Form 1EG (2021/22)

☒ Form 1EH (2021/22)

☒ Form 1EI (2021/22)

☒ Form 1EJ (2021/22)

☒ Form 1EK (2021/22)

☒ Form 1EL (2021/22)

☒ Form 1EM (2021/22)

☒ Form 1EN (2021/22)

☒ Form 1EO (2021/22)

☒ Form 1EP (2021/22)

☒ Form 1EQ (2021/22)

☒ Form 1ER (2021/22)

☒ Form 1ES (2021/22)

☒ Form 1ET (2021/22)

☒ Form 1EU (2021/22)

☒ Form 1EV (2021/22)

☒ Form 1EW (2021/22)

☒ Form 1EX (2021/22)

☒ Form 1EY (2021/22)

☒ Form 1EZ (2021/22)

☒ Form 1FA (2021/22)

☒ Form 1FB (2021/22)

☒ Form 1FC (2021/22)

☒ Form 1FD (2021/22)

☒ Form 1FE (2021/22)

☒ Form 1FF (2021/22)

☒ Form 1FG (2021/22)

☒ Form 1FH (2021/22)

☒ Form 1FI (2021/22)

☒ Form 1FJ (2021/22)

☒ Form 1FK (2021/22)

☒ Form 1FL (2021/22)

☒ Form 1FM (2021/22)

☒ Form 1FN (2021/22)

☒ Form 1FO (2021/22)

☒ Form 1FP (2021/22)

☒ Form 1FQ (2021/22)

☒ Form 1FR (2021/22)

☒ Form 1FS (2021/22)

☒ Form 1FT (2021/22)

☒ Form 1FU (2021/22)

☒ Form 1FV (2021/22)

☒ Form 1FW (2021/22)

☒ Form 1FX (2021/22)

☒ Form 1FY (2021/22)

☒ Form 1FZ (2021/22)

☒ Form 1GA (2021/22)

☒ Form 1GB (2021/22)

☒ Form 1GC (2021/22)

☒ Form 1GD (2021/22)

☒ Form 1GE (2021/22)

☒ Form 1GF (2021/22)

☒ Form 1GG (2021/22)

☒ Form 1GH (2021/22)

☒ Form 1GI (2021/22)

☒ Form 1GJ (2021/22)

☒ Form 1GK (2021/22)

☒ Form 1GL (2021/22)

☒ Form 1GM (2021/22)

☒ Form 1GN (2021/22)

☒ Form 1GO (2021/22)

☒ Form 1GP (2021/22)

☒ Form 1GQ (2021/22)

☒ Form 1GR (2021/22)

☒ Form 1GS (2021/22)

☒ Form 1GT (2021/22)

☒ Form 1GU (2021/22)

☒ Form 1GV (2021/22)

☒ Form 1GW (2021/22)

☒ Form 1GX (2021/22)

☒ Form 1GY (2021/22)

☒ Form 1GZ (2021/22)

☒ Form 1HA (2021/22)

☒ Form 1HB (2021/22)

☒ Form 1HC (2021/22)

☒ Form 1HD (2021/22)

☒ Form 1HE (2021/22)

☒ Form 1HF (2021/22)

☒ Form 1HG (2021/22)

☒ Form 1HH (2021/22)

☒ Form 1HI (2021/22)

☒ Form 1HJ (2021/22)

☒ Form 1HK (2021/22)

☒ Form 1HL (2021/22)

☒ Form 1HM (2021/22)

☒ Form 1HN (2021/22)

☒ Form 1HO (2021/22)

☒ Form 1HP (2021/22)

☒ Form 1HQ (2021/22)

☒ Form 1HR (2021/22)

☒ Form 1HS (2021/22)

☒ Form 1HT (2021/22)

☒ Form 1HU (2021/22)

☒ Form 1HV (2021/22)

☒ Form 1HW (2021/22)

☒ Form 1HX (2021/22)

☒ Form 1HY (2021/22)

☒ Form 1HZ (2021/22)

☒ Form 1IA (2021/22)

☒ Form 1IB (2021/22)

☒ Form 1IC (2021/22)

☒ Form 1ID (2021/22)

☒ Form 1IE (2021/22)

☒ Form 1IF (2021/22)

☒ Form 1IG (2021/22)

☒ Form 1IH (2021/22)

☒ Form 1II (2021/22)

☒ Form 1IJ (2021/22)

☒ Form 1IK (2021/22)

☒ Form 1IL (2021/22)

☒ Form 1IM (2021/22)

☒ Form 1IN (2021/22)

☒ Form 1IO (2021/22)

☒ Form 1IP (2021/22)

☒ Form 1IQ (2021/22)

☒ Form 1IR (2021/22)

☒ Form 1IS (2021/22)

☒ Form 1IT (2021/22)

☒ Form 1IU (2021/22)

☒ Form 1IV (2021/22)

☒ Form 1IW (2021/22)

☒ Form 1IX (2021/22)

☒ Form 1IY (2021/22)

☒ Form 1IZ (2021/22)

☒ Form 1JA (2021/22)

☒ Form 1JB (2021/22)

☒ Form 1JC (2021/22)

☒ Form 1JD (2021/22)

☒ Form 1JE (2021/22)

☒ Form 1JF (2021/22)

☒ Form 1JG (2021/22)

☒ Form 1JH (2021/22)

☒ Form 1JI (2021/22)

☒ Form 1JJ (2021/22)

☒ Form 1JK (2021/22)

☒ Form 1JL (2021/22)

☒ Form 1JM (2021/22)

☒ Form 1JN (2021/22)

☒ Form 1JO (2021/22)

☒ Form 1JP (2021/22)

☒ Form 1JQ (2021/22)

☒ Form 1JR (2021/22)

☒ Form 1JS (2021/22)

☒ Form 1JT (2021/22)

☒ Form 1JU (2021/22)

☒ Form 1JV (2021/22)

☒ Form 1JW (2021/22)

☒ Form 1JX (2021/22)

☒ Form 1JY (2021/22)

☒ Form 1JZ (2021/22)

☒ Form 1KA (2021/22)

☒ Form 1KB (2021/22)

☒ Form 1KC (2021/22)

☒ Form 1KD (2021/22)

☒ Form 1KE (2021/22)

☒ Form 1KF (2021/22)

☒ Form 1KG (2021/22)

☒ Form 1KH (2021/22)

☒ Form 1KI (2021/22)

☒ Form 1KJ (2021/22)

☒ Form 1KK (2021/22)

☒ Form 1KL (2021/22)

☒ Form 1KM (2021/22)

☒ Form 1KN (2021/22)

☒ Form 1KO (2021/22)

☒ Form 1KP (2021/22)

☒ Form 1KQ (2021/22)

☒ Form 1KR (2021/22)

☒ Form 1KS (2021/22)

☒ Form 1KT (2021/22)

☒ Form 1KU (2021/22)

☒ Form 1KV (2021/22)

☒ Form 1KW (2021/22)

☒ Form 1KX (2021/22)

☒ Form 1KY (2021/22)

☒ Form 1KZ (2021/22)

☒ Form 1LA (2021/22)

☒ Form 1LB (2021/22)

☒ Form 1LC (2021/22)

☒ Form 1LD (2021/22)

☒ Form 1LE (2021/22)

☒ Form 1LF (2021/22)

☒ Form 1LG (2021/22)

☒ Form 1LH (2021/22)

☒ Form 1LI (2021/22)

☒ Form 1LJ (2021/22)

☒ Form 1LK (2021/22)

☒ Form 1LL (2021/22)

☒ Form 1LM (2021/22)

☒ Form 1LN (2021/22)

☒ Form 1LO (2021/22)

☒ Form 1LP (2021/22)

☒ Form 1LQ (2021/22)

☒ Form 1LR (2021/22)

☒ Form 1LS (2021/22)

☒ Form 1LT (2021/22)

☒ Form 1LU (2021/22)

☒ Form 1LV (2021/22)

☒ Form 1LW (2021/22)

☒ Form 1LX (2021/22)

☒ Form 1LY (2021/22)

☒ Form 1LZ (2021/22)

☒ Form 1MA (2021/22)

☒ Form 1MB (2021/22)

☒ Form 1MC (2021/22)

☒ Form 1MD (2021/22)

☒ Form 1ME (2021/22)

☒ Form 1MF (2021/22)

☒ Form 1MG (2021/22)

☒ Form 1MH (2021/22)

☒ Form 1MI (2021/22)

☒ Form 1MJ (2021/22)

☒ Form 1MK (2021/22)

☒ Form 1ML (2021/22)

☒ Form 1MM (2021/22)

☒ Form 1MN (2021/22)

☒ Form 1MO (2021/22)

☒ Form 1MP (2021/22)

☒ Form 1MQ (2021/22)

☒ Form 1MR (2021/22)

☒ Form 1MS (2021/22)

☒ Form 1MT (2021/22)

☒ Form 1MU (2021/22)

☒ Form 1MV (2021/22)

☒ Form 1MW (2021/22)

☒ Form 1MX (2021/22)

☒ Form 1MY (2021/22)

☒ Form 1MZ (2021/22)

☒ Form 1NA (2021/22)

☒ Form 1NB (2021/22)

☒ Form 1NC (2021/22)

☒ Form 1ND (2021/22)

☒ Form 1NE (2021/22)

☒ Form 1NF (2021/22)

☒ Form 1NG (2021/22)

☒ Form 1NH (2021/22)

☒ Form 1NI (2021/22)

☒ Form 1NJ (2021/22)

☒ Form 1NK (2021/22)

☒ Form 1NL (2021/22)

☒ Form 1NM (2021/22)

☒ Form 1NN (2021/22)

☒ Form 1NO (2021/22)

☒ Form 1NP (2021/22)

☒ Form 1NQ (2021/22)

☒ Form 1NR (2021/22)

☒ Form 1NS (2021/22)

☒ Form 1NT (2021/22)

☒ Form 1NU (2021/22)

☒ Form 1NV (2021/22)

☒ Form 1NW (2021/22)

☒ Form 1NX (2021/22)

☒ Form 1NY (2021/22)

☒ Form 1NZ (2021/22)

☒ Form 1OA (2021/22)

☒ Form 1OB (2021/22)

☒ Form 1OC (2021/22)

☒ Form 1OD (2021/22)

☒ Form 1OE (2021/22)

☒ Form 1OF (2021/22)

☒ Form 1OG (2021/22)

☒ Form 1OH (2021/22)

☒ Form 1OI (2021/22)

☒ Form 1OJ (2021/22)

☒ Form 1OK (2021/22)

☒ Form 1OL (2021/22)

☒ Form 1OM (2021/22)

☒ Form 1ON (2021/22)

☒ Form 1OO (2021/22)

☒ Form 1OP (2021/22)

☒ Form 1OQ (2021/22)

☒ Form 1OR (2021/22)

☒ Form 1OS (2021/22)

☒ Form 1OT (2021/22)

☒ Form 1OU (2021/22)

☒ Form 1OV (2021/22)

☒ Form 1OW (2021/22)

☒ Form 1OX (2021/22)

☒ Form 1OY (2021/22)

☒ Form 1OZ (2021/22)

☒ Form 1PA (2021/22)

☒ Form 1PB (2021/22)

☒ Form 1PC (2021/22)

☒ Form 1PD (2021/22)

☒ Form 1PE (2021/22)

☒ Form 1PF (2021/22)

☒ Form 1PG (2021/22)

☒ Form 1PH (2021/22)

☒ Form 1PI (2021/22)

☒ Form 1PJ (2021/22)

☒ Form 1PK (2021/22)

☒ Form 1PL (2021/22)

☒ Form 1PM (2021/22)

☒ Form 1PN (2021/22)

☒ Form 1PO (2021/22)

☒ Form 1PP (2021/22)

☒ Form 1PQ (2021/22)

☒ Form 1PR (2021/22)

☒ Form 1PS (2021/22)

☒ Form 1PT (2021/22)

☒ Form 1PU (2021/22)

☒ Form 1PV (2021/22)

☒ Form 1PW (2021/22)

☒ Form 1PX (2021/22)

☒ Form 1PY (2021/22)

☒ Form 1PZ (2021/22)

☒ Form 1QA (2021/22)

☒ Form 1QB (2021/22)

☒ Form 1QC (2021/22)

☒ Form 1QD (2021/22)

☒ Form 1QE (2021/22)

☒ Form 1QF (2021/22)

☒ Form 1QG (2021/22)

☒ Form 1QH (2021/22)

☒ Form 1QI (2021/22)

☒ Form 1QJ (2021/22)

☒ Form 1QK (2021/22)

☒ Form 1QL (2021/22)

☒ Form 1QM (2021/22)

☒ Form 1QN (2021/22)

☒ Form 1QO (2021/22)

☒ Form 1QP (2021/22)

☒ Form 1QQ (2021/22)

☒ Form 1QR (2021/22)

☒ Form 1QS (2021/22)

☒ Form 1QT (2021/22)

☒ Form 1QU (2021/22)

☒ Form 1QV (2021/22)

☒ Form 1QW (2021/22)

☒ Form 1

Copy Meal Choices

Step 4 is optional and will depend on whether you want meal registers to be pre-filled with student’s regular meal choices. If you do, click **Copy Meal Choices**.

Check you’ll have meal registers in September.

You’ll need to make sure you’ve set up meals correctly to ensure you’ll be able to select student’s meal choices in the Meal Registers. If you have not yet set your attendees for meals, your meal register will be blank. To fix this:

- 1. go to **School > Meals > Setup**.
- 2. Select the next academic year from the drop-down menu.
- 3. Click into **Attendees** and go to the **Automatic Group Attendees** tab.
- 4. Click **+Add** to add students.
- 5. Select all the registration forms to add to the meal, then click **Add Automatic Attendees**.

This will then generate your meal registers. If you want to set a regular meal choice that students will have every day, you see how to do this in the **Optional - Regular Meal Choices** section here:

Add Automatic Attendees

Automatic Attendees*

Cancel

Add Automatic Attendees

Mark as complete

When you are happy that this section is now complete, click the green **Mark as Complete** button.

Instructions

Meals setup steps are optional. Once you have reviewed Meals, click Mark as complete to complete setup or click Skip for now to review later.

✔ Mark as complete

School Year Setup		
2024/2025		
1. Academic Calendar		Complete
2. Off-Roll Leavers		Complete
3. Year Groups and Registration Forms		Complete
4. Custom Groups		Complete
5. Houses		Complete
6. Registers		Complete
7. Meals		Complete

If you wish to return to this step and make any changes, click the red Return to incomplete button.

You must click the Mark as Complete button again to save your changes and enable you to continue editing the all the next sections.

Chapter 9 Interventions

If your School uses Arbor Interventions, please follow the below

Copy Interventions

Go to *School > School Structure > School Year Setup* and select step **8. Interventions**.

Interventions

Setup 2025/2026

1. Copy Interventions 0 out of 2 Interventions copied

Review

Interventions (2025/2026)

No Interventions exist for 2025/2026

Tick the interventions you would like to copy over to next year, and then click **Copy Interventions**.

Copy Interventions

Below is a list of all Interventions in the current academic year. Tick the ones you would like to copy to the next academic year.

Interventions (2024/2025)

Intervention ☒ Buddy for Yr 7

Intervention ☒ Flute

Cancel

Copy Interventions

Editing the intervention

Click on an intervention to visit the overview.

You'll need to then complete the intervention setup to create intervention groups, add students and schedule intervention sessions.

Buddy for Yr 7

Print to PDF

Overview

Timetable slots

Intervention Details

Students

Ad Hoc Sessions

Costs and Funding

Intervention details

Category

Transition Support

Participant Criteria

None set

Effective dates

01 Sep 2025 - 31 Aug 2026

Intervention Groups

Hide columns

Search this table

+

⚙

?

✕

Group Name

:

Enrolled Students

:

Timetable Slots

:

Lead Staff Member

:

When you are happy that this section is now complete, click the green **Mark as Complete** button.

If you wish to return to this step and make any changes, click the red **Return to incomplete** button, or click **Make further changes to interventions**.

You must click the **Mark as Complete** button again to save your changes and enable you to continue editing the all the next sections.

64

Chapter 10 Review School Year Setup

Before you finish, there are two things you'll need to do:

- Review your setup
- Set up other important things for next year that aren't built into the New School Year Setup workflow, like your Assessments and Behaviour

School Year Setup	
2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Registers	Complete
7. Meals	Complete
8. Interventions	Complete
Review School Year Setup	

Reviewing your setup

Click on the last step to review your setup.

Manage enrolments

- **Review enrolments for next academic year** - move students into different Year Groups, Registration Forms or Houses.
- **Review attendance patterns for next academic year** - if you've set up Nursery registers to use attendance patterns, you can manage attendance patterns from here.

Review School Year Setup	
It looks like some nursery students are not enrolled into a course yet. You can do this via the nursery bulk enrolment screen.	
Nursery bulk enrolment	
2025/2026 New School Year Setup Review	
Review enrolments for next academic year	►
Review attendance patterns for next academic year	►
Setup timetable for the next academic year	►
2025/2026 Year Groups and Registration Forms	
+ Add	

You can also review your Year Groups and Registration Forms. If you need to add any, just click **+Add**.

Year 10 (2025/2026)	207 students, promoted from Year 9 Head of Year: Shannon Morris Registration Forms 10A (2025/2026): 26 students, promoted from 9A Tutors : None assigned 10B (2025/2026): 26 students, promoted from 9B Tutors : None assigned 10C (2025/2026): 26 students, promoted from 9C Tutors : None assigned
---------------------	--

Clicking on a Year Group will allow you to see all the students enrolled in it, or you can click **More Information** to view and edit the setup of your year group further.

The screenshot displays the Arbor Year Group setup interface for Year 10 (2025/2026). On the left, a list of students is shown, including details like their form number and tutor. On the right, the 'Year Group Year 10 (2025/2026)' details are visible, including a 'Year Group Details' section with fields for Name and Head of Year, and a 'Students (207)' list.

Check your setup

1. Are your Academic Calendar term dates correct?
2. Have you recorded when your leavers will leave?
3. Will your students be in the right groups?
4. Have you scheduled your registers?
5. Do you have registers for your first day of term?

If you're seeing a banner on your site, it means you haven't quite completed one or more of the New School Year Setup steps. Be sure to follow the instructions in our 5 ways article to resolve this and remove the banner.

Urgent Action Required

Registration forms, classes and lessons have not been set up for next year. This means teachers won't be able to take attendance on the first day of term! To fix this, see part 4 of our Help Centre article by clicking the button below.

[Help Centre article](#)

Import CTF's for New Pupils

Ensure you have received and imported a CTF for all new pupils on roll from their previous schools.

Export CTF's for Leavers

Ensure a CTF has been sent for all leavers from your school to their destination (i.e. new school or LA).

Other things to prepare

It is recommended that the following actions are taken over the summer holidays or early in the academic year:

Parent / Student Portal

Parents are able to view any students on the Parent Portal and Arbor App until the end of the academic year the student was last enrolled in.

If they are linked to more than one student, at the end of the academic year they will lose access to the child who has left the school but will still be able to access their other child(ren).

If all of their children have left the school, they won't be able to log in.

If you want to prevent access to the Parent Portal before this time, you can disable their account from the User Details section of their profile.

For guardians to log in when their child is not a current student, you'll need to check your settings:

- For guardians of Future Students starting in September to log in, you will need to have completed step 3 **Year Group and Registration Forms** of the new school year setup process.
- For guardians of Applicants (applicants to your school for this or future years who have an application status that is not Enrolled, Withdrawn or Rejected) to log in, you'll need to have switched the Parent Portal on for guardians of applicants.

Personnel Records

Create Staff records for newly appointed staff and send Arbor 'Welcome' message to enable log in
End Employment for staff leaving at the end of the academic year.

Assessments

If you use assessments in Arbor, you'll need to copy your assessments across to next year. They will not automatically copy over.

Data Collection Policies are linked to the Assessment policy. Because you need to select the assessments to create or copy over each year, you also need to define your Data Collection Policies each year if you use them at your school.

Behaviour

When the new school year begins, you'll need to set up certain areas of behaviour.

Don't worry, you won't need to set everything up. To prepare for September, you'll just need to set up detentions and add your Internal exclusion types.

School Shop

If you use the School Shop on your site, the products will remain active, and available to the students who were in the student groups selected last year. To make the items available to new students, or different student groups, you'll need to add the new students groups, then add prices for them: [School Shop](#)

Shared Teaching

Only schools that currently use Shared Teaching need to complete this.

You must set up your Shared Teaching courses - please follow our instructions here: [Set up Shared Teaching courses for the next academic year](#)

Chapter 11 The New Academic Year 25 – 26

Introduction

Now that the Academic Year has started it is recommended to check your School Year set up to ensure a smooth beginning to the new School year.

Registers

To ensure that registers are available for your first day back:

Students > Attendance > Registers By Date. Click the calendar icon and select the first day your registers should exist for, then click **Change Date**.

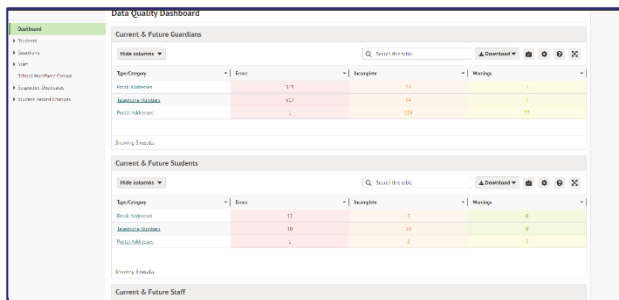
If you've set up your registrations correctly, they should appear on this page! If they don't, and you're sure you haven't scheduled a holiday on this day, this means either:

- you haven't scheduled your timetable to start on the right date – please check the scheduled sessions or Academic Year set up.
- You haven't enrolled students in your Courses and Classes

Data Quality Checking

Data Quality Dashboard allows you to check and update key elements of student, guardian and staff data. Just go to **School > Data > Data Quality Dashboard**.

First, you'll see an overview of how many data points we recommend you check.



Data Quality Dashboard				
Current & Future Guardians				
Type Category	Errors	Incomplete	Missing	
Event Addresses	1/5	11	1	
Academic Activities	12/	14	1	
Person Addresses	1	128	15	
Showing 3 results				
Current & Future Students				
Type Category	Errors	Incomplete	Missing	
Event Addresses	17	7	6	
Academic Activities	18	19	6	
Person Addresses	1	2	7	
Showing 3 results				
Current & Future Staff				

Use the left-hand menu to select the data you want to check - you can choose to work on Students, Guardians or Staff

Appendix A Schools Using Edval

Steps to take Prior to an Edval Import

If you are importing your timetable via Edval, Arbor recommend taking the following steps to ensure the smoothest possible experience.



Step 1 - Prepare your timetable in Arbor

Importing a timetable for the next Academic Year

Copy your courses over to the new year using Arbor's New School Year Setup

The timetable import relies on courses from Arbor being matched to courses in Edval, so Arbor strongly recommend copying over your existing courses to the next academic year, as you'll then be able to match them up within Edval.

You can copy your courses over by taking the following steps:

1. Head to *School > School Structure > School Year Setup*.
2. Select Step 6.
3. Choose option B: Setup and promote Courses, Classes, Teaching Groups and Timetable.
4. Select step 2: Copy Course Containers.

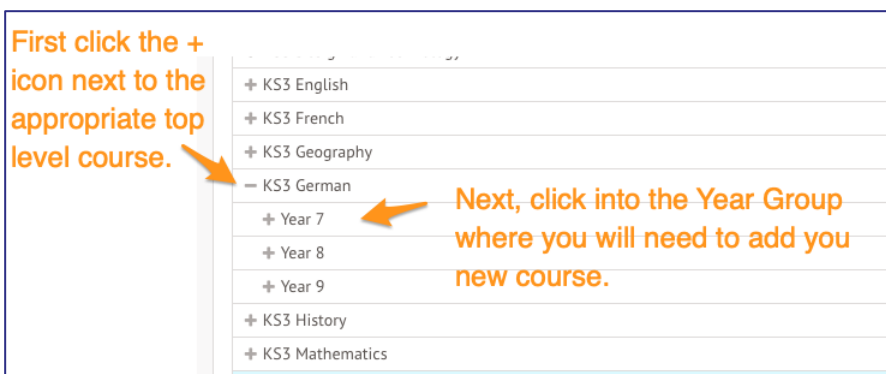
5. Within step 2, tick the courses you'd like to copy over to the new academic year, then use the bulk actions to bulk copy these over. For convenience, we'd recommend selecting all courses by ticking the checkbox in the top-left of the table, then running through the list and unticking any courses you don't want to copy over.
6. Once you have copied your courses over to the next academic year, you'll then be ready to import your Arbor courses into Edval - this step ensures that the timetable in Edval is written in against the appropriate courses in Arbor.

Create courses in Arbor for any new courses set up on Edval

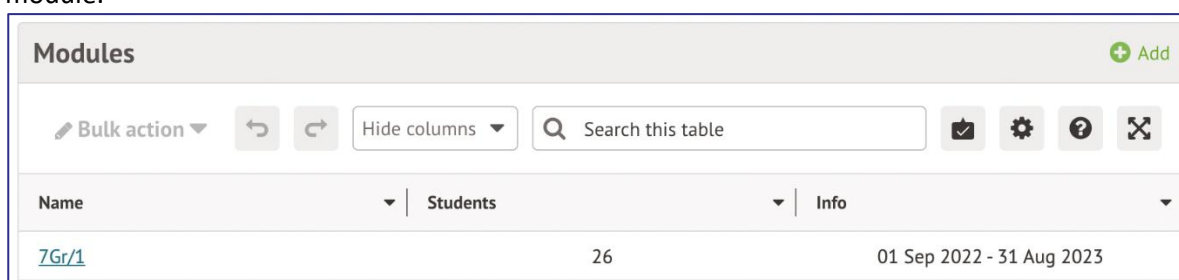
If new courses are being timetabled in Edval which aren't part of your current course structure on Arbor yet, you'll need to create these courses in Arbor before importing. This process isn't essential but will reduce the amount of manual work required after syncing your timetable into Arbor.

1. Head to *School > Programmes* and choose *(next academic year) Courses*.

2. Click the + icon next to the top-level course under which you need to add a new course - for example, KS3 German.



3. Once the underlying Year Group courses are shown, click into the Year Group that you need add a course to - for example, Year 7.
4. When viewing the course, click the +Add button next to Modules to create a new sub-module.



5. On the Add New Module slide over, set the class name as the Module Name - other details such as the Subject and Year Group should be set automatically. Click Add Module to create the new course.
6. Once you've added the course, you can head back to *School > Programmes > (next academic year) Courses* and repeat the above steps for any new courses.

Set the course's details, then click Add Module.

Make sure students are enrolled in your classes

When importing your timetable, Arbor won't automatically enrol students into classes and registers.

Because you create your course structure in Arbor prior to importing your timetable from Edval, Arbor also recommend enrolling students in your classes before importing from Edval.

You can use our bulk enrolment page by going to Students > Enrolment > Courses > Bulk Enrolment. You can see how to enrol students into their registers by following this guide: Bulk enrol students into lesson registers

Step 2 - Check the timetable slots

This step is important if you have ended or deleted any timetable slots because you will be replacing them with a new timetable next term or year.

Once the timetable slots have been deleted, wait at least 30 minutes. This is so all lessons in the background will have been deleted. Check there are no lessons scheduled for a few example courses from School > Programmes > Courses.

Courses & Classes	
— Applied Art and Design	
— Year 10	
Y10Set1	(No lessons scheduled)
Y10Set2	(No lessons scheduled)
+ Year 11	

Importing your new timetable

Contact Edval's support team for instructions on how to sync your timetable to Arbor.

Once your timetable has been imported, please follow these instructions where required:

Steps to take after an Edval import

Set Academic Leads

Edval's current importer cannot set Academic Leads for courses in Arbor. To input your Academic Leads for courses in bulk, you can either:

copy them from the timetable slot staff you already have: [Copy Academic Leads from timetable slot staff](#)

manually set them in bulk: [Bulk updating Academic Leads or Form Tutors](#)

Delete any no longer required courses

If you have copied your course structure over from the previous Academic Year, you may have some courses that are no longer being run and require removing. You can delete these by clicking into the course, and clicking the red **Delete** button on the right-hand side of the page.

Arbor End of Year Procedures

KS3 Art: Year 7: 7Ar/3
(2021/2022)

Overview

Attendance

Timetable

Assignments

Assessment

Behaviour

Download Student List



KS3 Art: Year 7: 7Ar/3

Academic Lead

Enrolment

Parent Course

KS3 Art: Year 7

0 Students

Admin

Course name	7Ar/3	▶
Abbreviation	Not set	▶
Academic year	2021/2022	▶
Component of	Year 7	▶
Top level parent	KS3 Art	▶
Year group	Not set	▶
Subject	Art and Design / Art	▶
Linked Departments	Not set	▶
Programmes	Not set	▶
Students	0	

Attachments



Drag or click to upload

Download Student List

Communications ▼

Delete Course

Check student enrolments

When importing your timetable, Arbor won't automatically enrol students into classes and registers.

