

SIMS

helping
schools
inspire



CMJ and CML 17 - SIMS 7

SIMS 7 Summer Release 2017 (August Upgrade)

CTF and CME 17

SIMS 7 Summer Release 2017

1. CME (Children Missing in Education) files become available for the first time on the 01/08/2017 and consists of two new export files to be sent to a schools LA
 - a. CML (CME for Leavers) provides all the information an LA can legally require for leavers, apart from Grounds for Removal.
 - b. CMJ (CME for Joiners) provides all the information an LA can legally require for joiners. Grounds for Removal is not available, but is optional for a CMJ file.

Changes for CTFs

CTF and CME 17

Changes for CTF 17 compared to CTF 16

Service Child

1. Where Service Children in Education (Yes, No, Unknown, Refused) has been entered in pupil details it will be included in CTF export.
2. Where Service Children in Education is found in a CTF file on import, it will be used to update pupil details

CTF and CME 17

Changes for CTF 17 compared to CTF 16

SEN Needs End dates

1. Where an SEN Need has an end date that end date will be included in CTF export
2. Where an SEN Need end date is found in a CTF file on import, it will be used to update pupil SEN details.

Legal position for CME files

CTF and CME 17

Legal position for CME files

1. Once Grounds for Removal has been added by the SIMS 7 Autumn Release 2017, we believe that the provision of CML and CMJ files enable schools to fully discharge their legal responsibility for communicating with LAs when pupil's leave and join the school. Please let me know if your disagree
2. The legal requirement for the CME information only exists where the LA considers leaving and joining to be outside of normal phase transfers, but what a particular LA considers to be "normal phase transfer" is difficult to judge, so the software allows the CME information to be provided for all pupils joining and leaving.

CTF and CME 17

Legal position for CME files

3. Unlike CTF, the statutory nature of CME applies to independent schools as well as state schools. This has several implications.
 - a. CML and CMJ files can be used by independent schools to satisfy their legal obligations, but only if they store UPNs for the pupils involved.
 - b. Some independent schools already store UPNs to enable them to make use of CTF and for obtaining ULNs, but independent schools that don't already do so will need to decide if they want to move to storing UPNs for use with CML and CMJ files.

Using CTF, CML and CMJ
to avoid CME

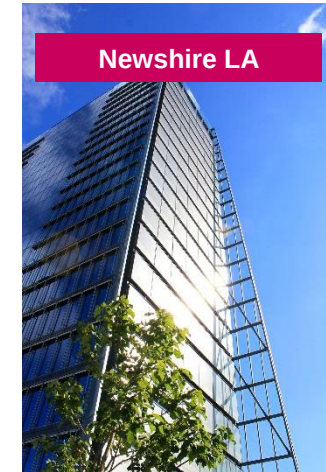
Using CTF, CML and CMJ file to avoid CME



CTF for Terry
moving from
Old Town School
to New Town
School



Colleagues who have not worked
in schools or LAs may be
surprised that CML and CMJ files
are needed given the statutory
requirement for schools to use
CTF



Using CTF, CML and CMJ file to avoid CME



CTF for Terry
moving from
Old Town School
to New Town
School



CML for
Terry
leaving
Old Town
School

Colleagues who have not worked
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Using CTF, CML and CMJ file to avoid CME



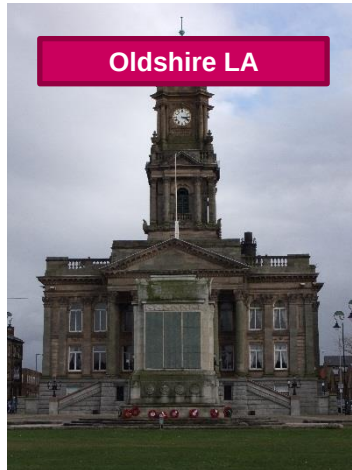
CTF for Terry
moving from
Old Town School
to New Town
School



CML for
Terry
leaving
Old Town
School

Colleagues who have not worked
in schools or LAs may be
surprised that CML and CMJ files
are needed given the statutory
requirement for schools to use
CTF

CMJ for
Terry
joining
New Town
School



Using CTF, CML and CMJ file to avoid CME



However, experience has shown the CTFs can easily go astray and CML and CMJ files together with communications between LAs should be help in sorting this out.



Using CTF, CML and CMJ file to avoid CME



However, experience has shown the CTFs can easily go astray and CML and CMJ files together with communications between LAs should be help in sorting this out.



Using CTF, CML and CMJ file to avoid CME

Old Inde School



New Town School



CML for
Terry
leaving
Old Inde
School

Independent schools have no statutory obligation to provide CTFs, so CML and CMJ fields, combined with LA communication, could be very helpful for avoiding children missing education

Oldshire LA



Newshire LA



Using CTF, CML and CMJ file to avoid CME



Old Inde School



New Town School

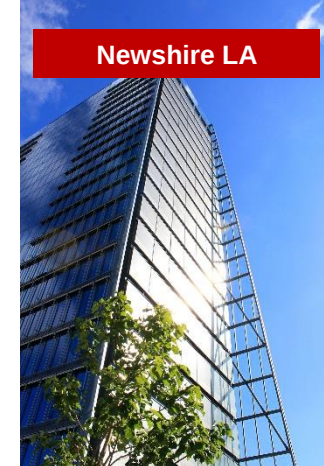
CML for
Terry
leaving
Old Inde
School

Independent schools have no statutory obligation to provide CTFs, so CML and CMJ fields, combined with LA communication, could be very helpful for avoiding children missing education

CMJ for
Terry
joining
New Town
School



Oldshire LA



Newshire LA

Using CTF, CML and CMJ file to avoid CME



Old Inde School



New Town School

CML for
Terry
leaving
Old Inde
School

Independent schools have no statutory obligation to provide CTFs, so CML and CMJ fields, combined with LA communication, could be very helpful for avoiding children missing education

CMJ for
Terry
joining
New Town
School

Oldshire LA



Newshire LA



Communications of
some sort

CTF and CME 17

Using CTF, CML and CMJ file to avoid CME

Two new options have been added for CTF Export to help schools meet the obligations placed on them by the Pupil Registration regulations and the DfE guidance for Children Missing Education.

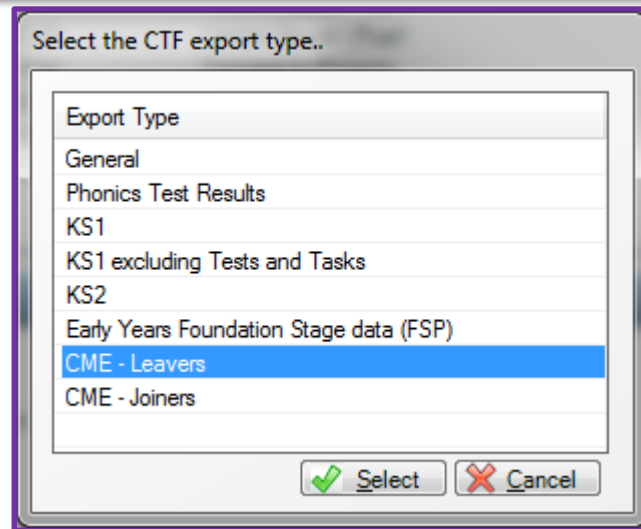
1. "CME - Leavers" can be used to provide the school's LA with information required when a pupil leaves the school outside of what the LA considers to be normal phase transfers.
2. "CME - Joiners" can be used to provide the school's LA with information required when a pupil joins the school outsider of what the LA considers to be normal phase transfers.

CTF and CME 17

Using SIMS 7 to Create CME Leavers files

CME for Leavers has been added as a CTF export choice.

Routines | Data Out | CTF | Export CTF



CTF and CME 17

Using SIMS 7 to Create CME Leavers files

The Effective Date provides the on and after filter for listing the pupils. Harvey's date of leaving was the 11/09/2017, so he's not listed as the Effective Date has defaulted to the System Date of the 15/09/2017

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Leavers)

Links Help Unpin

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date 15/09/2017 Refresh Students

2 Students

Surname	Forename	Reg Group	Year Group	Year Taught	CML Not Req'd	Destination	Expected Start Date
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Export CTF

CTF and CME 17

Using SIMS 7 to Create CME Leavers files

Now that the Effective Date has been changed to the 11/09/2017, the absence of a tick for 'CML file sent or not required' in School History means that Harvey is listed

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Leavers)

Links ▾ Help Unpin

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date 11/09/2017   Refresh Students

2 Students

UPN	Preferred Surna...	Preferred Forena...	Re... ▾	Yea... ▾	Year T... ▾	CML Not Req'd	Destination	Expected Start Date
C823299911002	Beynon	Harvey	3CB	3	3		Abbots Repton Primary Sch...	13/09/2017

 Export CTF

CTF and CME 17

Using SIMS 7 to Create CME Leavers files

If a tick is added for Harvey in the 'CML Not Required', he would not be include in the CME Leavers file, but a tick would be added for Harvey in "CML file sent or nor required" field of Pupil Details.

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Leavers)

Links Help Unpin

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date11/09/2017Refresh Students

2 Students

UPN	Preferred Surna...	Preferred Forena...	Re...	Yea...	Year T...	CML Not Reqd	Destination	Expected Start Date
C823299911002	Beynon	Harvey	3CB	3	3		Abbots Repton Primary Sch...	13/09/2017

Export CTF

CTF and CME 17

Using SIMS 7 to Create CME Leavers files

Exporting with Harvey's 'CML Not Required' unticked, will result in him being included in the CME Leavers file and a tick being added in his Pupil Details "CML file sent or nor required" field.

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Leavers)

Links Help Unpin

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date: 11/09/2017 Refresh Students

2 Students

UPN	Preferred Surna...	Preferred Forena...	Re...	Yea...	Year T...	CML Not Req...	Destination	Expected Start Date
C823299911002	Beynon	Harvey	3CB	3	3	☐	Abbots Repton Primary Sch...	13/09/2017

Export CTF

CTF and CME 17

Using SIMS 7 to Create CME Leavers files

Click Export CTF to create the CME Leavers file

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Leavers)

Links ▾ Help Unpin

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date: 11/09/2017   Refresh Students

2 Students

UPN	Preferred Surna...	Preferred Forena...	Re...	Yea...	Year T...	CML Not Req'd	Destination	Expected Start Date
C823299911002	Beynon	Harvey	3CB	3	3		Abbots Repton Primary Sch...	13/09/2017

 Export CTF

CTF and CME 17

Using SIMS 7 to Create CME Leavers files

CML is included in the XML file name

Routines | Data Out | CTF | Export CTF

The screenshot shows the 'Export CTF (CME - Leavers)' window in SIMS 7. A modal dialog box in the center displays the message 'Export complete. CTF file(s) creat...' and the filename '8232999_CML_823LLLL_001.xml', with 'CML' highlighted by a green box. The background window has tabs for '1 Student Options', '2 Students', and '3 Exception Log'. The '1 Student Options' tab shows an 'Effective Date' of '11/09/2017'. The '2 Students' tab contains a table with student data.

UPN	Preferred Surna...	Preferred Fore	Destination	Expected Start Date
C823299911002	Beynon	Harvey	Abbots Repton Primary Sch...	13/09/2017

At the bottom right of the window is an 'Export CTF' button.

CTF and CME 17

Using SIMS 7 to Create CME Leavers files

After the export Harvey's 'CML file sent or not required' is ticked, which will prevent Harvey from being included in further CML file, unless the tick is manually removed.

School History panel in Focus | Pupil | Pupil Details

Pupil Details: Harvey Beynon

Save Undo Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural

11 School History

Date of Leaving	11/09/2017	Reason for Leaving	In-year transfer - Maintained school
Destination After Leaving	Abbots Repton Primary Schol		
Destination Institution	Abbots Repton Primary School		
Destination Expected Start Date	13/09/2017	CMJ file sent or not required	☐
Grounds for Removal	Registered at another school	CML file sent or not required	☒

Trigger for providing
CME joiners information

CTF and CME 17

Trigger for providing CME joiners info

Oliver was admitted in year 4, which is not a normal year for a phase transfer. Which means that CME joiners information is likely to be required by the LA.

Registration panel in Focus | Pupil | Pupil Details

Pupil Details: Oliver Carrick

Save Undo Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural 9 Addit

2 Registration

Class	4ES	House	
Year Group	Year 4	Year Taught In	Curriculum Year 4
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	06/09/2017	Admission Number	001356
Former UPN		Attendance Mode	All day
UPN	L823299913021	Local UPN	

Using SIMS 7 to enter CME joiners information

CTF and CME 17

Using SIMS 7 to enter CME joiners info

Leaving the 'CMJ file sent or not required' field unticked for Oliver, allows him to appear in the list of pupils for exporting a CME Joiners file.

School History panel in Focus | Pupil | Pupil Details

Pupil Details: Oliver Carrick

Save Undo Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural 9 Additional

11 School History

Date of Leaving  Reason For Leaving

Destination After Leaving

Destination Institution  

Destination Expected Start Date  **CMJ file sent or not required** ☐ CML file sent or not required ☐

Previous Schools

School	Date of Arrival	Date of Leaving	Reason For Leaving	Enrolment Mode
Abbots Repton Primary School	01/09/2012	05/09/2017	In-year transfer - Mai...	Single Registration

New Open Delete

CTF and CME 17

Using SIMS 7 to enter CME joiners info

Oliver's previous school is known, so this can be included in the CME Joiners file.

School History panel in Focus | Pupil | Pupil Details

Pupil Details: Oliver Carrick

Save Undo Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural 9 Additional

11 School History

Date of Leaving  Reason For Leaving

Destination After Leaving

Destination Institution  

Destination Expected Start Date  CMJ file sent or not required ☐ CML file sent or not required ☐

Previous Schools

School	Date of Arrival	Date of Leaving	Reason For Leaving	Enrolment Mode
Abbots Repton Primary School	01/09/2012	05/09/2017	In-year transfer - Mai...	Single Registration

New Open Delete

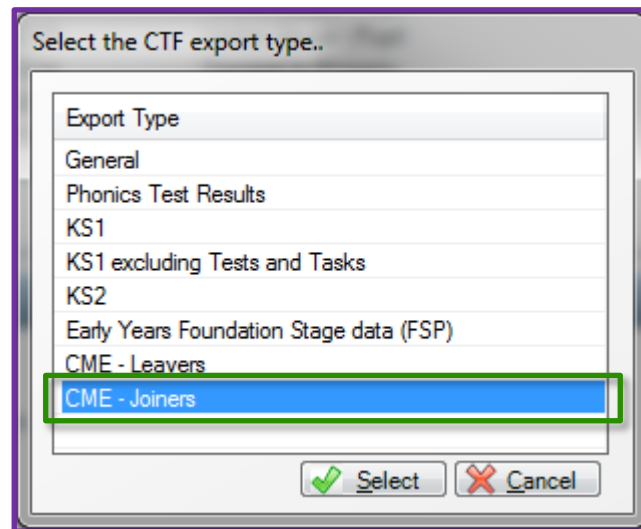
Using SIMS 7 to create CME Joiners files

CTF and CME 17

Using SIMS 7 to create CME Joiners files

CME Joiners has been added as a CTF export choice.

Routines | Data Out | CTF | Export CTF



CTF and CME 17

Using SIMS 7 to create CME Joiners files

The Effective Date provides the on and after filter for listing the pupils. Oliver's date of admission was the 06/09/2017, so he's not listed, as the Effective Date has defaulted to the System Date of the 15/09/2017.

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Joiners)

Links ▾

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date 15/09/2017   Refresh Students

2 Students

Surname	Forename	Reg Group	Year Group	Year Taught	CMJ Not Req'd	Date Of Admission
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 Export CTF

CTF and CME 17

Using SIMS 7 to create CME Joiners files

Now that the Effective Date has been changed to the 06/09/2017, the absence of a tick for 'CMJ file sent or not required' in School History means that Oliver is listed.

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Joiners)

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date   Refresh Students

2 Students

UPN	Preferred Surn...	Preferred Foren...	Re...	Ye...	Year...	CMJ Not R...	Date of Admiss...
L823299913...	Carrick	Oliver	4ES	4	4		06/09/2017

 Export CTF

CTF and CME 17

Using SIMS 7 to create CME Joiners files

If a tick is added for Oliver in the 'CMJ Not Required' column, he would not be include in the CME Joiners file, but a tick would be added for Oliver in "CMJ file sent or nor required" field of Pupil Details.

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Joiners)

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date: 06/09/2017   Refresh Students

2 Students

UPN	Preferred Surn...	Preferred Foren...	Re...	Ye...	Year...	CMJ Not R...	Date of Admiss...
L823299913...	Carrick	Oliver	4ES	4	4	☐	06/09/2017

 Export CTF

CTF and CME 17

Using SIMS 7 to create CME Joiners files

Exporting with Oliver's 'CMJ Not Required' unticked, will result in him being included in the CME Joiners file and a tick being added in his Pupil Details "CMJ file sent or nor required" field.

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Joiners)

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date: 06/09/2017   Refresh Students

2 Students

UPN	Preferred Surn...	Preferred Foren...	Re...	Ye...	Year...	CMJ Not R...	Date of Admiss...
L823299913...	Carrick	Oliver	4ES	4	4	☐	06/09/2017

 Export CTF

CTF and CME 17

Using SIMS 7 to create CME Joiners files

Click Export CTF to create the CME Joiners file.

Routines | Data Out | CTF | Export CTF

Export CTF (CME - Joiners)

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date:   Refresh Students

2 Students

UPN	Preferred Surn...	Preferred Foren...	Re...	Ye...	Year...	CMJ Not R...	Date of Admiss...
L823299913...	Carrick	Oliver	4ES	4	4		06/09/2017

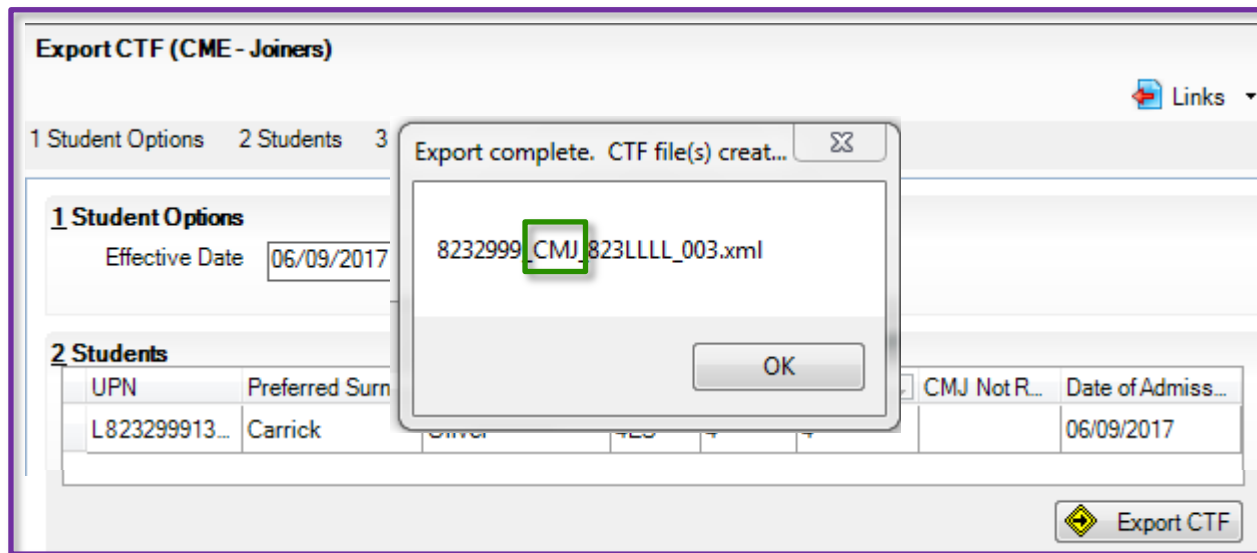
 Export CTF

CTF and CME 17

Using SIMS 7 to create CME Joiners files

CMJ is included in the XML file name.

Routines | Data Out | CTF | Export CTF



CTF and CME 17

Using SIMS 7 to create CME Joiners files

After the export Oliver's 'CMJ file sent or not required' is ticked, which will prevent Oliver from being included in further CMJ file, unless the tick is manually removed.

School History panel in Focus | Pupil | Pupil Details

Pupil Details: Oliver Carrick

Save | Undo | Print

1 Basic Details 2 Registration 3 Addresses 4 Telephones and Email Addresses 5 Family/Home 6 Dietary 7 Medical 8 Ethnic/Cultural 9 Additional

11 School History

Date of Leaving Reason For Leaving

Destination After Leaving

Destination Institution

Destination Expected Start Date CMJ file sent or not required ☐ CML file sent or not required ☒

Thank you for
your time