

Admissions Transfer Files in SIMS .net

Importing Admissions Transfer Files

During March, schools will receive an Admissions Transfer File (ATF) from their LA. This file will contain a list of applicants who have been offered a place at your school. These applicants will previously have been sorted and ranked using your specified admissions criteria. Importing this file will enable schools to finish their admissions process and begin their curriculum planning for the forthcoming academic year.

Welsh schools may use Common Transfer Files (CTF) instead of ATF files to import their new intake into the system.

Note for Primary Schools with Nursery Classes

Schools who receive an ATF file may encounter applicants in the file who are already members of the school, e.g. enrolled in a Nursery class. These applicants can be imported as pre-admission pupils but prior to accepting and subsequently admitting them, the admissions officer will be required to record these children as Leavers from the Nursery class.

NOTE: Applicants do not need to be recorded as a Leaver before the file is imported.

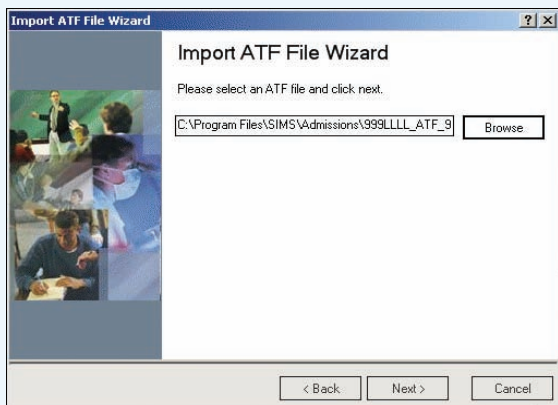
For further information on recording Leavers, please refer to the *Managing Pupil/Student Information handbook*, (STUDENTS.PDF) available from the **Help** menu in SIMS .net.

1. Select **Routines | Admissions | Import ATF** to open the **Import File Wizard**.



NOTE: You must ensure that you have received an ATF file from your LA and have stored it in a known location, before proceeding further. You must also have defined an Intake Group and Pre-Admission Group into which the applicants can be imported.

2. Click on the **Next** button to continue.
3. Click on the **Browse** button to display the **Open** dialog.
4. Navigate to the location of the stored ATF file and click on the **Open** button to attach the file.

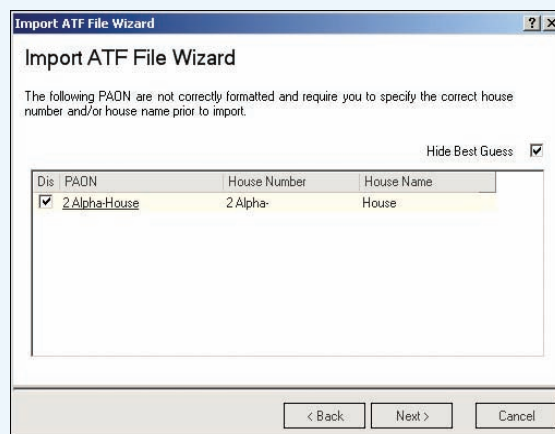


5. Click on the **Next** button to continue. The system begins the import by validating the details of the applicant's addresses that are

contained in the ATF file.

The **House Number** and **House Name** of an address are held in a single field of the XML file structure. This field is called a **PAON** (Primary Addressable Object Name).

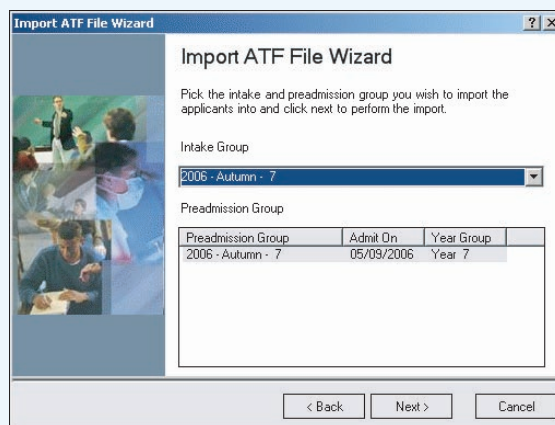
This page will only be displayed if the ATF file contains addresses with incorrectly formatted PAON fields and enables users to manually correct the address details to prevent the system from rejecting the address.



The **Hide Best Guess** check box will be selected by default.

Those addresses that the system can reconcile without user intervention will not be shown. The few that cannot be resolved automatically will be displayed in the lower section of the page. These addresses can be corrected by clicking into either the **House Number** or **House Name** field and manually entering the correct information. Alternatively, the address details can be discarded and not imported at all by clicking the **Discard** check box adjacent to the relevant entry. If a large number of addresses require correction during import, schools should request a correctly structured ATF file from their LA.

6. After correcting or discarding any incorrect addresses, click the **Next** button to continue with the import.
7. Select the required **Intake Group** from the drop-down list.



NOTE: Please ensure that your Admissions Policy complies with the DfES Codes of Practice before continuing. Please also ensure that the Intake Group and Pre-Admission Group selected, have been defined for the correct date of admission before proceeding with the import.

The system will check that the details contained in the ATF File header, correspond with the details of the **Intake Group** into which the file is being imported. All **Pre-Admission Groups** associated with this intake group will be displayed in the panel below.

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Importing Admissions Transfer Files (Continued)

8. Highlight the required **Pre-Admission Group** from the list and click on the **Next** button to continue. The contents of the file will continue being imported.

Schools who have started manually entering the details of next year's applications may encounter some duplicate people when importing the ATF file. To reduce the risk of this, the system will check all the application details within the file against existing people already held in the database.

Application Reference Numbers (ARNs) play a key role in the matching of applications. Applicants who have been manually entered into the system will not be issued with an Application Reference Number. An applicant already in the system after the import of an ADT file or previous ATF file may match with an applicant currently being imported. If their ARNs are the same, the system will automatically match them and their details will not be displayed here. ARNs are created as part of the LA process and applicants contained in the ATF file will each have been given their own unique number which will be imported into the system with the rest of their details. Non Own Admissions Authority schools, who have imported more than one ATF file, may encounter applicants within the current ATF file who have already been imported.

Any details that match based on **Surname** and **Forename** will be displayed.

NOTE: These details will require investigation to determine whether they are new applications or duplicates of manually entered existing applications.

The screenshot shows the 'Import ATF File Wizard' window. It contains a table with the following data:

Name	Reference	DOB	Gender	Matches	Action
Fiona Teale	999-2006-10-K-0606	10/06/1995	Female	☐ Update Application ☐ New Application ☒ New person	F
Sarah Teale	999-2006-10-K-0606	10/06/1995	Female	☒ New Application ☐ New person	S

- If an applicant in the ATF file is a match for an existing applicant, select the **Update Application** check box. This will update the existing application and add the applicant's ARN to their current record.
- If an applicant in the ATF file is a match for an existing person in the system, select the **New Application** check box. This may occur if an applicant applied to join the school for the Nursery year in Sept 2005 but their application was unsuccessful, they have now applied to join the Reception year in Sept 2006. Their existing application details will be updated, even if their application was originally part of a different Intake Group and Pre-Admission Group. The updated application will now be included in the Intake Group and Pre-Admission Group selected prior to beginning the import.
- If an applicant in the ATF file is a completely new applicant and not the same as the individual found by the system, select the **New person** check box.

View all the fields in the panel by using the scroll bar to move backwards and forwards across the page.

9. Click on the **Next** button to continue.

The system also checks for **Contact** matches, e.g. any applicant in the incoming ATF file who shares a contact who is already present in the system, will require investigation.

- If any of the contacts listed in the following page of the wizard prove to be a match for an existing person, select the **Matches** check box adjacent to the correct **Name**.
- If any of the contacts listed in the following page of the wizard prove to be a new contact altogether, select the **Matches** check box adjacent to the **New person** field.

The screenshot shows the 'Import ATF File Wizard' window. It contains a table with the following data:

Name	Title	Address	Matches	Title	Name	Address
Michael Pieterso	Miss	Unknown	☒	Mr	Michael Pieterso	
			☐		New person	

10. Once you have dealt with each applicant listed, click on the **Next** button to continue with the import.

As soon as the import is completed, the final page of the wizard will automatically be displayed. The **Number of applications in file**, the **Number of applications processed** and the **Number of new applications** will be displayed in the relevant boxes on the last page of the **Import ATF File Wizard**. Applicants will be imported with a status of **Offered** and their details can be viewed and updated through **Focus | Student | Pre-Admission Student**.

*NOTE: Please ensure that you click on the **Save** button so if any issues have been highlighted the information will be available for you to discuss with your LA Support Team.*

11. Click on the **Finish** button to close the wizard.

Once the import process has completed successfully, applicants can be accepted and admitted.

Additional information about the applicants can be obtained by producing individual **Data Collection Sheets** and sending them to the applicant's parents for completion and return. The Data Collection Sheets can be produced through **Reports | Run**.

This guide is based on the software version (7.66) in use at the time of publication.

For details of the changes to the software, please refer to the associated handbook and online help file.

For further copies of this, or other Quick Reference Sheets, please email publications@capita.co.uk.

For information on available training courses, please contact Capita Professional Services on 01234 763672 or email profserv@capita.co.uk.

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