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SIMS 2016 Spring Pre-Release Note

7.168 - version 1.0

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Welcome to the SIMS 2016 Spring Release

The SIMS 2016 Spring Release contains updates to Admissions, AMPARK, Assessment, Attendance Collection (Wales), Course Manager, CTF, End of Key Stage (England and Wales), Examinations Organiser, Fees Billing, Home Page, Personnel, Reporting, School Census Summer 2016 Return, SIMS Core and SIMS Services Manager.

The FMS release contains updates for CFR, National Insurance rules, Accounts Payable and reporting.

Updates to Agora and the Teacher app will take place during the Spring term. Agora and Teacher app updates are not tied to a specific release.

A Beta release is planned to be made available at the beginning of February 2016. For further updates, please refer to the [SIMS Release](https://myaccount.capita-cs.co.uk/hot-topics/SIMS-Release/) Hot Topic on My Account (<https://myaccount.capita-cs.co.uk/hot-topics/SIMS-Release/>).

NOTE: This release is planned to be made available before close of business on Friday 11 March 2016.

Admissions

Enhancement to ATF Import SEN Status History Data

Applicable to schools in England only

Routines | Admission | Import ATF File

It is now possible to import more detailed SEN Status history data from an ATF. This ensures a more accurate record of a pupil/student's special educational needs.

Agora

SIMS Agora does not form part of the SIMS 2016 Spring Release but for information on the latest release of Agora, please refer to the Agora release notes, which are available from the My Account website (<https://myaccount.capita-cs.co.uk>).

AMPARK

Enhancements for the SIMS 2016 Spring Release

The Assessment Manager and Performance Analysis Resource Kit (AMPARK) provides a set of resources for use with SIMS Assessment. This kit has been updated for the SIMS 2016 Spring Release.

For more information, please refer to the *Assessment Manager and Performance Analysis Resource Kit* release note, available from the My Account website (<https://myaccount.capita-cs.co.uk>).

Assessment

Key Stage 4 Resources

Creating New Exams Aspects using the Assessment Mapping Tool

Tools | Performance | Assessment | Assessment Mapping Tool

It is now possible to create an Examinations Mapping Definition using the Assessment Mapping Tool, enabling the mapping of examination aspects to KS4 teacher assessment (TA) aspects.

This information can also be found in the new *Using the Assessment Mapping Tool* mini guide.

Provision of Mapping Tool Exam Result Sets File

Routines | Data In | Assessment | Import

Before attempting to create a new examination mapping definition, you must import the file named **MT Exam Result Sets.xml**, which is available from the **AMPA\England Secondary (and Middle Deemed Secondary)** folder.

This information can also be found in the new *Using the Assessment Mapping Tool* mini guide.

Availability of Discover Graphs Linked to the KS4 KPIs from AMPA

All Programs | SIMS Applications | Discover Administration Utility

Additional pre-defined graph definitions can be imported into Discover via the Discover Administration Utility. The reports output from these graph definitions enable the analysis of the performance of academic and pastoral groups in Key Stage 4 and the identification of students who are underachieving.

The report definitions are accessible from the [CAS Discover Graphs.xml](#) file in the [AMPA\English Secondary \(and Middle Deemed Secondary\)\Discover Graphs](#) folder and it contains the following report definitions:

- CAS Y11 5A* to C Venn TP Year 11 Autumn
- CAS Y11 Key Groups
- CAS Y11 Ebacc TP Year 11 Autumn
- CAS Y10 Key Groups
- CAS Y10 5 Good GCSEs EM Venn TP Year 10 Autumn
- CAS Y11 Attainment 8 and Progress 8.

Availability of KS4 Termly Tracking Templates from AMPA

A separate template is available for each Year 11 cohort of students for 2016, 2017 and 2018. These templates are accessible from the [CAS KS4 Overview Templates.xml](#) file in the [AMPA\English Secondary \(and Middle Deemed Secondary\)\Assessment Manager](#) folder and it contains the following templates:

- CAS KS4 Overview 2016
- CAS KS4 Overview 2017
- CAS KS4 Overview 2018.

Provision of KS4 Report Definitions

Reports | Import

The pre-defined reports library provided with the SIMS 2016 Spring Release includes the following report definitions for KS4:

- CAS KS4 Key Groups 2016
- CAS KS4 Key Groups 2017.

Programme of Study Changes for Schools in England

Creating User-Defined Subjects, Strands and Statements

Focus | Assessment | Programme of Study Management | Managing Content

It is now possible to add or edit user-defined subjects, strands and statements from the new [Managing Content](#) page, enabling the customisation of resources to reflect the language and curriculum being taught in your school.

Additional NC Year Filter when Adding Subjects and Subject Strands

Focus | Assessment | Programme of Study Management | Managing Content

An **NC Year** filter has been provided, enabling you to locate year-specific subjects and strands from the [Programme of Study Content Management](#) page. Additionally, the **Include Empty Strands** check box enables you to view all strands, including those that have not been allocated a statement.

Additional Permissions Provided for Creating User-Defined Resources

Focus | System Manager | Manage Users

Additional permissions have been provided, enabling the creation and maintenance of user-defined resources in the Programme of Study Tracking and Programme of Study Content Management areas.

Changing the Status of a Subject, Strand or Statement

Focus | Assessment | Programme of Study Management | Managing Content

It is now possible to mark a subject, strand or statement as inactive for a specified academic year or for multiple academic years.

Creation of Statements of Knowledge from the Programme of Study Tracking Grid

Focus | Assessment | Programme of Study Tracking Entry

A new **Manage** button has been added to the **Programme of Study Tracking Entry** page, enabling the addition of a statement to the tracking grid or the editing of an existing statement by selecting the required option from this button.

Any statements that you create are displayed with a pale yellow background, after the statutory columns (which are displayed with a green background) and before the non-statutory guidance columns (which are displayed with a pale blue background) on the **Programme of Study Tracking Entry** grid.

Defining the Display Order of Statements

Focus | Assessment | Programme of Study Management | Managing Content

It is now possible to specify the display order of user-defined statements by clicking the **Move Statement Up** and **Move Statement Down** buttons. Once you have arranged the statements into a preferred order, click the **Save Display Order** button. Alternatively, click the **Undo Display Order** button to discard any changes made to the arrangement of statements.

Deleting User-Defined Statements of Knowledge

Focus | Assessment | Programme of Study Management | Managing Content

It is now possible to delete unused or extraneous user-defined statements of knowledge.

Inclusion of User-Defined Statements in the PoST Reports

Focus | Assessment | Programme of Study Management | Managing Content

Any results entered against user-defined statements are visible from the Summative Attainment, Summative Progress, Formative Attainment and Formative Progress reports. The Subject/Strand individual report displays expectations based on the DfE guidelines only and does not support user-defined resources.

Searching for Subjects and Strands

Focus | Assessment | Programme of Study Management | Managing Content

A new search facility enables you to locate a specific subject/strand combination in the **Subjects/Strands** panel of the **Programme of Study Content Management** page.

Provision of Additional PoS Tags in Individual Reports

Focus | Assessment | Individual Report

Programme of Study statements, results and comments can now be used in an Assessment individual report.

Programme of Study Changes for Schools in Wales

Customising Programme of Study Resources in the Managing Content Area

Focus | Assessment | Programme of Study Management | Managing Content

It is now possible to customise existing Programme of Study resources. All customisations support the Welsh language and recognise Welsh characters. Customisations made are reflected in both Formative reports and the Subject/Strand individual report.

Provision of Additional PoS Tags in Individual Reports

Focus | Assessment | Individual Report

Programme of Study statements, results and comments can now be used in an Assessment individual report.

Welsh National Tests Changes for Schools in Wales

Annual Updates to National Numeracy Test Templates for 2016

Routines | Data In | Assessment | Import

To address the statutory responsibilities of schools, the existing National Numeracy templates have been updated to align with official government guidance and assessment reporting arrangements for 2016. Additionally, the <70 and >140 grades have been removed from the NNRT Ass and NNPT Ass aspects.

- **NNT Primary Templates 2016 Cy.xml** - this file contains:
 - NNT Nat Numeracy Tests Wales Y2 2016 Cy
 - NNT Nat Numeracy Tests Wales Y3 2016 Cy
 - NNT Nat Numeracy Tests Wales Y4 2016 Cy
 - NNT Nat Numeracy Tests Wales Y5 2016 Cy
 - NNT Nat Numeracy Tests Wales Y6 2016 Cy.
- **NNT Primary Templates 2016 En.xml** - this file contains:
 - NNT Nat Numeracy Tests Wales Y2 2016 En
 - NNT Nat Numeracy Tests Wales Y3 2016 En
 - NNT Nat Numeracy Tests Wales Y4 2016 En
 - NNT Nat Numeracy Tests Wales Y5 2016 En
 - NNT Nat Numeracy Tests Wales Y6 2016 En.
- **NNT Secondary Templates 2016 Cy.xml** - this file contains:
 - NNT Nat Numeracy Tests Wales Y7 2016 Cy
 - NNT Nat Numeracy Tests Wales Y8 2016 Cy
 - NNT Nat Numeracy Tests Wales Y9 2016 Cy.
- **NNT Secondary Templates 2016 En.xml** - this file contains:
 - NNT Nat Numeracy Tests Wales Y7 2016 En
 - NNT Nat Numeracy Tests Wales Y8 2016 En
 - NNT Nat Numeracy Tests Wales Y9 2016 En.

Annual Updates to National Reading Test Templates for 2016

Routines | Data In | Assessment | Import

To address the statutory responsibilities of schools, the existing National Reading Test templates have been updated to align with official government guidance and assessment reporting arrangements for 2016. Additionally, the <70 and >140 grades have been removed from the Reading Ass (Eng) and Reading Ass (Cym) aspects.

- **NRT Primary Templates 2016 Cy.xml** - this file contains:
 - NRT Nat Reading Tests Wales Y2 2016 Cy
 - NRT Nat Reading Tests Wales Y3 2016 Cy
 - NRT Nat Reading Tests Wales Y4 2016 Cy
 - NRT Nat Reading Tests Wales Y5 2016 Cy
 - NRT Nat Reading Tests Wales Y6 2016 Cy.
- **NRT Primary Templates 2016 En.xml** - this file contains:
 - NRT Nat Reading Tests Wales Y2 2016 En
 - NRT Nat Reading Tests Wales Y3 2016 En
 - NRT Nat Reading Tests Wales Y4 2016 En
 - NRT Nat Reading Tests Wales Y5 2016 En
 - NRT Nat Reading Tests Wales Y6 2016 En.
- **NRT Secondary Templates 2016 Cy.xml** - this file contains:
 - NRT Nat Reading Tests Wales Y7 2016 Cy
 - NRT Nat Reading Tests Wales Y8 2016 Cy
 - NRT Nat Reading Tests Wales Y9 2016 Cy.
- **NRT Secondary Templates 2016 En.xml** - this file contains:
 - NRT Nat Reading Tests Wales Y7 2016 En
 - NRT Nat Reading Tests Wales Y8 2016 En

- NRT Nat Reading Tests Wales Y9 2016 En.

Additional Export Routine Provided for Foundation Phase Baseline Assessments

Applicable to Primary schools only

[Routines](#) | [Data Out](#) | [NDC Results](#) | [Foundation Phase Baseline](#)

An additional menu route that enables the collection of a new statutory requirement to provide a Baseline Assessment (BA) has been provided, in addition to the Foundation Phase Outcomes (FO).

This is supported by the statutory introduction of the Foundation Phase Profile, which is an observation-based assessment tool that supports summative assessment of children throughout the Foundation Phase from September 2015 onwards.

The statutory areas of learning (AoL) for the Foundation Phase Baseline Assessments are:

- Personal and social development, well-being and cultural diversity (PSD)
- Language, literacy and communication skills (LCW or LCE)
- Mathematical development (MDT)
- Physical development (PDT).

The Foundation Phase Baseline Assessment assesses a child's abilities in these four areas of learning. The assessment should be carried out within the first six weeks of the pupil starting school in the Reception year.

Please note that if a Bronze 'Z' value has been entered in the Foundation Phase Baseline Assessment template for either the Reciting and sequencing numbers (MDT) or the Drawing (PDT) areas of learning, this grade must be replaced with a valid grade before the updated resources for the SIMS 2016 Spring Release are imported.

New Resources for the Foundation Phase Baseline Assessment

Applicable to Primary schools only

[Routines](#) | [Data In](#) | [Assessment](#) | [Import](#)

Additional resources that enable the collection of Foundation Phase Baseline Assessments in both the Welsh and English language have been provided. The new resources are available from the [AMPA\Wales Primary](#) folder.

Wizards

- [FP Baseline Assessment Wizard 2016 En.xml](#)
- [FP Baseline Assessment Wizard 2016 Cy.xml](#).

Templates and Individual Reports

- FP Baseline Assessment En 2016
- FP Baseline Assessment Cy 2016.

Attendance Collection (Wales)

Key Dates for the Attendance Collection 2016 Return

Primary school phase:

Submission Date: 16/09/2016

Attendance data period: the entire academic year or 01/09/2015 to 29/07/2016.

Secondary school phase:

Submission Date: 17/06/2016

Attendance data period: 01/09/2015 to 27/05/2016.

Current Pupil Detail Report - Display Change

[Routines](#) | [Statutory Returns](#) | [Attendance Collection](#)

In the Current Pupil report, the identification of pupil/students who are in a year group that is different to that expected (based on their date of birth) has been simplified. In such cases, the background colour of the applicable cell in the **Year Taught In** column is now yellow.

Providing Cohort Information when Designing Reports

[Reports](#) | [Design Reports](#)

To enable schools to create reports based on cohorts so that items collected in the Attendance Collection Return (e.g. pupil premium) can be tracked, a new sub-report has been made available.

The new Statutory Return sub-report is located in the Student data area (last node). Three options are available for selection under the sub-report: **Authorised Date, File Name** and **Description**.

Course Manager

YTI (Year Taught In) Column Added to the Find Student Browser

[Focus](#) | [Pupil \(or Student\)](#) | [Pupil \(or Student\) Details](#)

In the **Find Student** browser, a new column called **YTI** (Year Taught In) has been provided, enabling the sorting of students based on the year in which they are taught.

Improved Visibility of Course Details

[Tools](#) | [Academic Management](#) | [Course Manager](#) | [Maintain Course](#)

When saving a new course that contains a subject and level combination that is already in use by another course, the new course short name is now displayed and it is appended with a number in the *Course Details* label, enabling differentiation between courses.

Change to Menu Route Name in SIMS

Applicable to schools in England only

[Tools](#) | [Academic Management](#) | [Course Manager](#) | [Post 16 Maintain Programmes of Study](#)

To minimise confusion caused by similarly named functionality in SIMS, the name of the Course Manager Programmes of Study menu route has been amended to **Tools | Academic Management | Course Manager | Post 16 Maintain Programmes of Study**.

Improvements to the Course Classification Details

Applicable to schools in Wales only

[Tools](#) | [Academic Management](#) | [Course Manager](#) | [Maintain Course](#)

It is now possible to specify a **From** and **To** date range for a Learning Medium course classification, enabling the recording of details of a single course that is taught in various Learning Mediums at different times.

CTF

Enhancement to CTF Import of SEN Need Types, Ranks and Status History Data

Applicable to schools in England, Wales and Northern Ireland only

[Routines](#) | [Data In](#) | [CTF](#) | [Import CTF](#)

It is now possible to import more specific **SEN Need Type**, **Rank** and **Status History** data from a CTF, provided the **SEN Information** check box is selected in the **Data to be Imported** panel. This ensures a more accurate record of a pupil/student's Special Educational Needs. It is possible to transfer the data between schools in England, Wales and Northern Ireland.

Addition of External Exam Results to CTF Import and Export Settings

Applicable to schools in England, Wales and Northern Ireland with the exception of Nursery, Primary and Middle Deemed Primary schools

[Routines](#) | [Data Out](#) | [CTF](#) | [Export CTF](#)

[Routines](#) | [Data In](#) | [CTF](#) | [Import CTF](#)

[Tools](#) | [Setups](#) | [CTF](#)

External Exam Results is now a default option in the **Data to be Imported** and **Data to be Exported** panels on the **Import CTF** and **Export CTF** pages. It is also a default option in the **Data to be Imported by Default** and **Data to be Exported by Default** panels on the **Configure CTF Defaults** page. These can be removed by deselecting the relevant check box(es).

Hovering the cursor over the check boxes displays an in-depth list of what is included in the import or export.

Enhancement to CTF Import Ethnicity Data

Applicable to schools in England and Wales only

[Routines](#) | [Data In](#) | [CTF](#) | [Import CTF](#)

Changes have been made to ensure that a pupil/student's ethnicity data is imported as accurately as possible in a CTF.

Enhancement to CTF Import and Export of Assessment Data

Applicable to schools in Wales only

[Routines](#) | [Data In](#) | [CTF](#) | [Import CTF](#)

[Routines](#) | [Data Out](#) | [CTF](#) | [Export CTF](#)

All assessment data, including Foundation Phase Profile (FPP) assessment information, is now included when importing or exporting a **General CTF**, provided the **Assessment Data** check box is selected in the **Data to be Imported** or **Data to be Exported** panels. This enables the maintenance of accurate records of a pupil/student's assessments.

Discover

Availability of Discover Graph Definitions Linked to the KS4 KPIs

[All Programs](#) | [SIMS Applications](#) | [Discover Administration Utility](#)

Additional pre-defined graph definitions can be imported into Discover via the Discover Administration Utility. The reports output from these graph definitions enable the analysis of the performance of academic and pastoral groups in Key Stage 4, and the identification of students who are underachieving.

The report definitions are available from the **CAS Discover Graphs.xml** file, which can be found in the **\AMPA\English Secondary (and Middle deemed Secondary)\Discover Graphs** folder. The file contains the following report definitions:

- CAS Y11 5A* to C Venn TP Year 11 Autumn
- CAS Y11 Key Groups
- CAS Y11 Ebacc TP Year 11 Autumn
- CAS Y10 Key Groups

- CAS Y10 5 Good GCSEs EM Venn TP Year 10 Autumn
- CAS Y11 Attainment 8 and Progress 8.

End of Key Stage (England)

New Resources for Key Stages 1 and 2 for 2016

[Routines](#) | [Data In](#) | [Assessment](#) | [Import](#)

To address the statutory responsibilities for schools to report end of Key Stage information, new Key Stage wizards have been provided to align with official government guidance and assessment reporting arrangements for 2016. Additionally, the file names have been appended with the word **Wizard** for improved clarity.

- **Key Stage 1 Wizard England 2016.xml**
- **Key Stage 2 Wizard England 2016.xml**

Annual Updates to Phonics Resources for 2016

[Routines](#) | [Data In](#) | [Assessment](#) | [Import](#)

The following resources have been updated for 2016 and are available from the **AMPA\England Primary (and Middle Deemed Primary)** folder:

- **Phonics Screening Templates 2016.xml**
- **Year 1 Phonics Screening Wizard 2016.xml**
- **Year 2 Phonics Screening Wizard 2016.xml**

Annual Updates to the Early Years Foundation Stage Profile Resources for 2016

[Routines](#) | [Data In](#) | [Assessment](#) | [Import](#)

The following resources have been updated for 2016 and are available from the **AMPA\England Primary (and Middle Deemed Primary)** folder:

- **EYFS Profile Template 2016.xml**
- **EYFS Profile Wizard 2016.xml**

New Resources for Early Years Foundation Stage: Baseline Assessments

Three new templates have been provided for 2016 (one for each approved provider) and are available from the **AMPA\England Primary (and Middle Deemed Primary)** folder:

- **EYFS Baseline Assessment Template CEM 2016.xml**
- **EYFS Baseline Assessment Template EE 2016.xml**
- **EYFS Baseline Assessment Template NFER 2016.xml.**

End of Key Stage (Wales)

Additional Export Routine Provided for Foundation Phase Baseline Assessments

Routines | Data Out | NDC Results | Foundation Phase Baseline

An additional menu route has been provided, enabling the creation of export files containing Foundation Phase Baseline Assessments prior to sending to DEWI.

Annual Updates to the Key Stage Wizards for 2016

Routines | Data In | Assessment | Import

To address the statutory responsibilities for schools to report end of Key Stage information, the existing Key Stage wizards have been updated to align with official government guidance and assessment reporting arrangements for 2016. Additionally, the file names have been appended with the word **Wizard** for improved clarity.

- **Key Stage 2 Wizard Wales 2016 En.xml**
- **Key Stage 2 Wizard Wales 2016 Cy.xml**
- **Key Stage 3 Wizard Wales 2016 En.xml**
- **Key Stage 3 Wizard Wales 2016 Cy.xml.**

New Resources for the Foundation Phase Baseline Assessment

Routines | Data In | Assessment | Import

Additional resources have been provided, enabling the collection of Foundation Phase Baseline Assessments in both the Welsh and English language. The new resources are available from the **AMPA\Wales Primary** folder:

Wizards

- **FP Baseline Assessment Wizard 2016 En.xml**
- **FP Baseline Assessment Wizard 2016 Cy.xml.**

Templates and Individual Reports

- FP Baseline Assessment En 2016
- FP Baseline Assessment Cy 2016.

Updated Resources for Foundation Phase Outcomes

Routines | Data In | Assessment | Import

The following resources have been updated to align with official government guidance and assessment reporting arrangements for 2016.

Wizards

- **FP Outcomes Wizard 2016 Cy.xml**
- **FP Outcomes Wizard 2016 En.xml.**

Templates

- **FP Outcomes Template 2016 Cy.xml**
- **FP Outcomes Template 2016 En.xml.**

Additionally, the values of the Wales Foundation Phase Outcome gradeset in the PSD and PDT aspects, and in the associated reports, have been amended to include the grades of Z, S and G.

Examinations Organiser

Provision of Additional Menu Route in SIMS for Recording External Result Details

Tools | Examinations | External Results Manual Entry

A new menu route has been provided, enabling the recording of External Results with a QAN. Depending on the QAN, a number of fields may be populated automatically. The corresponding functionality in Examinations Organiser has been switched off and can no longer be used.

Enhancements to Progress 8 for 2016

Applicable to schools in England only

[Tools](#) | [Examinations](#) | [Edit PI](#)

The Key Stage 4 Attainment 8 and Progress 8 measures were optional for 2015 but are now statutory headline measures for 2016. Consequently, some of the rules and calculations have been modified for 2016.

Enhancements to the Key Stage 4 Report Outputs

Applicable to schools in England only

[Tools](#) | [Examinations](#) | [PI Reports](#)

A number of enhancements have been made to the various report outputs for Key Stage 4.

Summary Report Output

An additional row has been provided to display details of **Students included in Progress 8 Score**. The row previously called **Progress 8** has been renamed **Progress 8 Score**.

Detailed Report Output

A number of additional columns have been added to the Detailed report output to facilitate the interrogation of Progress 8 data. These are called **No. Att 8 English**, **No. Att 8 Maths**, **No. Att 8 Other Ebacc**, **No. Att 8 Open** and **Est. Attain 8**. For clarity, some existing column headings have been renamed; the **Attain 8** column is now called **Attain 8 Score**, the **Progress 8** column is now called **Progress 8 Score** and the **Score** column is now called **Total Score**. A column has also been provided for the display of **Best 8** records.

Full Report Output

Additional columns have been added to the Full report output to facilitate the interrogation of Progress 8 data. These are called **Counted in Ebacc**, **Counted Att.8 - English**, **Counted Att.8- Maths**, **Counted Att.8 - Ebacc** and **Counted Att.8 - Other**.

The columns called **L3 Entry** and **L3 A*-E** have been removed because they are no longer required.

Updated 16-18 PI Report Outputs

Applicable to schools in England only

[Tools](#) | [Examinations](#) | [PI Reports](#)

The reports have been enhanced to facilitate the interrogation of PI data.

Summary Report Output

Two additional rows have been provided in the Summary report output to facilitate the interrogation of PI data.

- **Number of Academic full time equivalent students at end of KS5**
- **Number of Vocational full time equivalent students at end of KS5.**

Detailed Report Output

Three additional columns have been provided in the Detailed report output to indicate student membership of each cohort.

- **A Level Cohort?**
- **Acad. Cohort?**
- **Voc. Cohort?.**

Full Report Output

An additional column (**16-18 Cohort**) has been provided in the Full report output to indicate the cohort that each specific qualification counts towards.

A2 Qualifications Not Counted in Key Stage 4 Calculations or Report Outputs

Applicable to schools in Wales only

[Tools](#) | [Examinations](#) | [Edit PI Data](#)

Results achieved for A2 qualifications are no longer included in the KS4 calculations or associated report outputs, ensuring that inaccurate discounting is not applied. An additional hover help message has been provided in the **Performance Results** grid.

Performance Table Reports - Summary Output Key Stage 4 Maximum Equivalence of Two

Applicable to schools in Wales only

[Tools](#) | [Examinations](#) | [PI Reports](#)

The following changes have been made, in accordance with the Welsh Government guidelines for Summer 2016.

KS4 qualifications are now counted as a maximum equivalence of two.

The following rows in the Summary report output reflect the new calculations:

- **Achieving the Level 2 Threshold**
- **Achieving the Level 1 Threshold**
- **Achieving the Level 2 Threshold including English/Welsh and Maths**
- **Wider Points Score**
- **Capped Score Best 8.**

The following columns in the Detailed report output reflect the new calculations:

- **Score**
- **Capped Score Best 8**
- **Average per Entry.**

Incorrect Discounting of QANs and AS Results Not Counted at KS4

When running the KS4 English Reports in the Summer 2016 season, there are some QANs that will be discounted incorrectly. Additionally, some AS results will not be counted at KS4. This issue will be resolved with the new Performance Measures file that will be provided as part of the SIMS 2016 Summer Release.

Fees Billing

Expansion of Supported Email Systems

[Tools](#) | [Fees Billing](#) | [Parameters](#)

Enhancements have been made so that Fees financial documents can now be emailed via cloud-based email accounts, including Office 365 and Gmail.

Selecting Multiple Payers with Credit Balances to Generate Refund Instalments via BACS

[Focus](#) | [Fees Billing](#) | [Transactions](#) | [Credit Refunds](#)

Credit balances (e.g. for a deposit or an overpayment) can now be refunded via BACS.

Enhancements to the Report Export Function

[Reports](#) | [Fees Billing](#) | [Billing](#) | [Bill Audit](#)

[Reports](#) | [Fees Billing](#) | [Billing](#) | [Charges Audit](#)

[Reports](#) | [Fees Billing](#) | [Transactions](#) | [Aged Debtors](#)

[Reports](#) | [Fees Billing](#) | [Transactions](#) | [Transactions List](#)

The export function on these reports has been enhanced so that the reports open immediately in Microsoft Excel, enabling easy viewing and analysis.

Additional Details Included when Aged Debtors Report is Exported

[Reports](#) | [Fees Billing](#) | [Transactions](#) | [Aged Debtors](#)

When exporting the Aged Debtors report, the following details are now included:

- Total direct debits still to be processed
- Total previous direct debits yet to be processed
- Total future direct debits
- Last receipt date
- Last receipt amount.

Reporting on Specific Charge Codes in the Bill Audit and Charges Audit Reports

[Reports](#) | [Fees Billing](#) | [Billing](#) | [Bill Audit](#)

[Reports](#) | [Fees Billing](#) | [Billing](#) | [Charges Audit](#)

The **Charge Code** panel has been added to the report criteria for these reports, enabling the reporting on relevant charge codes.

FMS

Changes to CFR

There are minor changes to the CFR report for 2015/16:

- All the CFR reports have been updated to display the correct year.
- The validation rule 780 for Expenditure line E17 has been updated to allow either a zero or positive value. An explanation should be entered only if a negative value is recorded.

National Insurance 2016/2017

National Insurance calculations have been updated to reflect recent changes by HMRC.

New National Insurance Rules for Apprentice Employees Under 25

[Focus](#) | [Personnel Links](#) | [Salary Projection](#)

[Focus](#) | [Personnel Links](#) | [Salary Calculator](#)

From 6 April 2016, the National Insurance employer's Class 1 secondary contribution will not be required for Apprentice employees under the age of 25 on earnings up to the upper earning level for the employee. The employer's contribution will be calculated from the 1st of the month in which the employee becomes 25. To ensure that Personnel Links accurately projects the National Insurance contribution for all employees, it is critical that the date of birth held in Personnel is accurate and that the employee is identified as an apprentice in the employee's contract. Additionally, within Salary Calculator, the **Apprenticeship Scheme** check box has been added to the contract to indicate that the employee's contract relates to an apprenticeship scheme for the duration of the financial year.

Recording General Notes Against a Supplier

[Focus](#) | [Accounts Payable](#) | [Supplier](#)

It is now possible to add general notes to a supplier via the **Supplier Details** page. This is achieved by clicking the **Notes** button on the Focus Bar.

Selecting a Specific Financial Period when Running the Salary Projection Report

[Focus](#) | [Personnel Links](#) | [Salary Projection](#)

It is now possible to select a financial period when running the salary projection reports, enabling you to identify variations between commitments and actuals.

Retirement of Old Detailed Supplier Account Status Report Format

[Reports](#) | [Accounts Payable](#) | [Supplier Analysis](#) | [Detailed Supplier Account Status](#)

This report can now be produced using the new reporting engine only.

School Details Displayed on the Title Bar

The Title Bar in FMS now indicates the school's name, together with their LA/Establishment Number.

Home Page

Implementation of the Admissions Summary Panel

[Focus](#) | [Home Page](#)

A new widget (**Admissions Summary**) can now be added to the SIMS **Home Page**. This enables a quick view of the current number of applications by application status (e.g. **Applied**, **Offered**, **Accepted**) in a bar chart format. The widget can be configured to allow the comparison of two time periods. To display more specific information, you can drill down into the data by double-clicking the bars of the chart.

Addition of Admissions Summary to Home Page Group Configuration Settings

[Routines](#) | [Home Page](#) | [Home Page Group Configuration](#)

[Routines](#) | [Home Page](#) | [Home Page Configuration Settings Report](#)

With the required permissions, the **Admissions Summary** widget can be configured in Home Page Group Configuration to be displayed on the SIMS **Home Page** for certain groups, e.g. Registration Tutor, Head of Year, etc.

An **Admissions Summary** column has also been added to the Home Page Configuration Settings report, which displays the groups that have the widget on their Home Page as configured in the Home Page Group Configuration.

Addition of Classes Group Type to Conduct Summary Panel Configuration

[Focus](#) | [Home Page](#)

When configuring the **Conduct Summary** widget, it is now possible to select **Classes** from the **Group Type** drop-down list in the **Conduct Summary Configuration** dialog. This enables the viewing of achievement and behaviour points by class for a given period.

Selecting **Classes** displays the **Course** and **Class** tables. Selecting check boxes from the **Course** table (e.g. **English**, **Maths**, etc.) populates the **Class** table, where you can select the required class(es) to be displayed in the **Conduct Summary** widget on the SIMS **Home Page**.

Addition of Class Column to Toggled Conduct Summary

[Focus](#) | [Home Page](#)

On the **Conduct Summary** widget on the SIMS **Home Page**, it is now possible to view Achievement and Behaviour Points for Today by Class for a given period, by selecting **Toggle** from the **Options** drop-down menu. This enables the viewing of pupil/students who have had behavioural issues or have done well in a particular class or lesson.

Personnel

Enhancements to Contract Allowance Details

[Focus](#) | [Person](#) | [Staff](#) | [Employment Details](#) | [Contract - Allowances](#)

When adding an allowance, the on-screen options now change depending on whether a permanent/temporary or spot allowance type is selected.

The figure that must be entered for a spot allowance is now the full amount of the allowance given, not the annual equivalent amount.

Indicating that an Employee is an Apprentice

[Focus](#) | [Person](#) | [Staff](#) | [Employment Details - Contract Details](#)

To ensure that apprentices are recorded and National Insurance contributions are managed correctly, the **Is an Apprentice** check box has been added to the **Contract Details** section of the **Employment Details** page.

Reporting

Changes to Report Privacy Permissions

[Focus](#) | [System Manager](#) | [Manage Groups](#)

The SIMS System Manager can now view reports that are marked as private and owned by other users. Access to these reports can also be granted to other users so that their ownership can be re-assigned, or for the purpose of updating or deleting the reports.

Enhancements to Report Ownership

[Reports](#) | [Design Report](#)

It is now possible to search for reports with a specific owner by clicking the **Owner** folder. If you have the required permissions, you can now delete or re-assign ownership of reports, regardless of privacy status.

Addition of Pupil Premium Option to Student List Reports

Reports | Student List | General Student List

Reports | Student List | Class List

Reports | Student List | Registration Group List

It is now possible to select **Pupil Premium** as an additional data field on the output of all Student List reports.

Inclusion of the Apprentice Field in the Reporting Dictionary

Reports | Design Report

It is now possible to include **Apprentice** as a reporting field when designing a user-defined report (via the Contracts sub-report), to enable reporting on staff members classed as an apprentice on the **New/Edit Contract** dialog in the Staff record.

School Census Summer 2016 Return

Key Dates for the School Census 2016 Summer Return

Census Date: 19/05/2016

Free School Meal Eligibility collection period: 22/01/2016 to 19/05/2016

Attendance collection period: 01/01/2016 to 27/03/2016 (**not applicable to Nursery schools and Special schools**)

Exclusions collection period: 01/09/2015 to 31/12/2015 (**not applicable to Nursery schools**)

Learner Support collection period: 01/08/2015 to 19/05/2016 (**not applicable to Nursery, Primary and Special schools**)

Age at Date: 31/08/2015.

Improved Validation Errors Summary Display

Routines | Statutory Returns | School Census

The width of the columns in the **Validation Errors Summary** panel have been adjusted to enable as much information as possible to be displayed.

On-Roll Basic Detail Report - Display Change

Routines | Statutory Returns | School Census

In the On Roll Basic Report, the identification of pupil/students who are in a year group that is different to that expected (based on their date of birth) has been simplified. In such cases, the background colour of the applicable cell in the **Year Taught In** column is now yellow.

Providing Cohort Information when Designing Reports

Reports | Design Reports

To enable schools to create reports based on cohorts so that items (e.g. pupil premium) collected in the School Census return can be tracked, a new sub-report has been made available.

The Statutory Return sub-report is located in the Student data area (the last node). Three options are available for selection under the sub-report: **Authorised Date, File Name and Description**.

SIMS Activities *NEW*

SIMS Activities is a web-based solution that supports the anytime, anywhere management of extra-curricular activities.

SIMS Activities can be used to manage any activities, whether they take place on-site or off-site, during the school day, after school, at weekends or during holidays. From sending out invites and managing responses to generating registers, SIMS Activities helps to reduce administration time for staff, improves safeguarding and can help to drive parental engagement.

SIMS Activities does not form part of the SIMS 2016 Spring Release.

For more information, please visit the SIMS Activities product page on the Capita SIMS website (<http://www.capita-sims.co.uk/>).

SIMS Core

Recording a History of a Pupil/Student's SEN Status

Focus | Pupil (or Student) | Special Educational Needs

Focus | Admissions | Application - SEN link in the Links panel

A number of changes have been made so that a history of a pupil/student's **SEN Status** can be maintained:

- On opening, the **Status** and **Calendar** fields in the **Basic SEN Details** panel are now read-only.
- The **New** and **Edit** buttons have been added to help maintain a history of changes to a pupil/student's **SEN Status**. Clicking the **New** button changes the **SEN Status** and applies an end date to the original status record of the day before. Clicking the **Edit** button should be used when correcting mistakes in the current status record.

Hiding the Home Language Field

Tools | Setups | School Options

As it is no longer collected by the Census, it is now possible to remove the **Home Language** field by selecting the **Hide Home Language** check box, so that it is no longer displayed on the **Pupil (or Student) Details** or **Application** pages. Whether selected or deselected, **Home Language** remains in CTF imports, CTF exports and the Reporting Dictionary.

Recording a Contact's National Insurance Number and Date of Birth

Applicable to schools in England, Wales and Northern Ireland only

Focus | Person | Contacts

Focus | Admission | Application

Focus | Student | Student Details

It is now possible to record the **NI Number** and **Date of Birth** for a contact, e.g. a carer. This assists the Local Authority in identifying pupils with Free School Meal eligibility and Pupil Premium funding for schools via B2B.

Addition of the Year Taught In (YTI) Column in Find Student Browsers

The **YTI** (Year Taught In) column has been added to all instances of the **Find Student** browser where the **Status**, **Tier**, **Year Group**, **Reg Group/Class** and **House** drop-down lists are displayed. This enables pupil/students to be sorted by the year in which they are taught because this can differ from a pupil/student's year group.

Enhancement to DENI Numbers

Applicable to schools in Northern Ireland only

The range of valid DENI numbers has been extended to incorporate the EOTAS (Educated Other Than At School) school phase and the Generic Management governance type.

EOTAS is identified by the number 7 in the second digit of the DENI number.

Generic Management is identified by the number 7 in the third digit of the DENI number.

Please note that this feature can be used only when an on-request patch has been installed by C2K.

SIMS Services Manager

The SIMS 2016 Spring Release includes an important update to SIMS Services Manager (SSM), taking the version number to 1.4.xx.

This update ensures compatibility between SIMS and SSM, as well as products that make use of SSM.

For customers that centrally host SSM, please refer to the most recent manual SSM update, which is available from **SIMS Release Download Links and Product Information** in the **Notifications** area on My Account (<https://myaccount.capita-cs.co.uk/Notifications/SIMS-Release-Download-Links/>).

SIMS Teacher app Compatibility

The SIMS Teacher app is guaranteed to support the previous two releases of SIMS, inclusive of any release it is shipped with.

The SIMS Teacher app Spring Release can be used alongside the following versions of SIMS:

- SIMS 2016 Spring Release (SIMS 7.168)
- SIMS 2015 Autumn Release (SIMS 7.166).

iOS Updates

- Attendance comments, providing the ability for teachers to add comments at registration directly into the Teacher app and view attendance comments that have been recorded directly in SIMS.
- User interface improvements, including updates to the registration screen and easier navigation.
- Seven day timetable support.
- Ability for the user to select the 'Keep me signed in' option for the Microsoft, O365 and Google login options.

Windows 8.1/Windows RT and Android 4.4.2 or above Versions

- Support staff access, providing the ability for any member of staff in SIMS to access the Windows/Android app (as per the Apple iOS app).
- User interface improvements, including updates to the registration screen and easier navigation.
- Ability for the user to select the 'Keep me signed in' option for the Microsoft, O365 and Google login options.

Revision History

| Version | Description | Date |
|-------------|------------------|------------|
| 7.168 – 1.0 | Initial release. | 28/01/2016 |