

## 7.184 England Secondary and Northern Ireland Secondary Edition - version 1.1

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## Welcome to the SIMS 2018 Autumn Release

Please read these notes carefully before installing or upgrading your software. Do not attempt any installation or upgrade without first making a fully restorable backup of your SIMS system.

We publish highlights of the changes and benefits of each release on our blog (<http://www.capita-sims.co.uk/releaseblog>). The blog is available shortly after the release date.

Capita SIMS has made this release note available in PDF and Word formats. To take full advantage of the functionality available in this release note (e.g. links to handbooks and video tutorials), you must use the PDF version. Capita SIMS cannot be held responsible for any changes, errors or omissions resulting from subsequent editing of the supplied document.

### Important Information – please read before upgrading

If you are performing a SIMS upgrade spanning more than one release, it is essential that you read the release note associated with each version.

### Important Information for Schools in England

At the time this release note was produced, we had not yet received the validation and summary report files from the DfE for School Census Spring 2019 or School Workforce Census 2018. Schools should not provide their Return file to the DfE until they have imported a fileset that includes the official DfE validation and summary report files.

### Upgrading using SOLUS

The SIMS Online Update Service (SOLUS) enables you to download and run SIMS releases and patches via the Internet. This is achieved using **SOLUS3**.

For instructions on carrying out an upgrade with **SOLUS3**, please refer to the *SOLUS3 for Schools* or the *SOLUS3 for Local Authorities* handbook.

### Support for SQL Server

SIMS, FMS, Discover, SLG, Partnership Xchange, SOLUS and InTouch run on SQL Server 2012, SQL Server 2014 and SQL Server 2016. For more information on support for SQL Server and Windows environments, please refer to the *SIMS Technical Roadmap* on My Account (<https://myaccount.capita-cs.co.uk>).

### B2B

If you use B2B, and you want the SQL Server service to be configured to run as a Domain account instead of the built-in LocalSystem account on Windows 2008 R2 or Windows 2012 Server, a separate patch can be run to enable this functionality. This patch is available from your Local Support Unit (Patch 20419) and it must be applied to your SIMS database by a user with System Administrator permissions.

### SQL 2014 and SQL 2016 Migration

We support SIMS, FMS, Discover, SLG, Partnership Xchange, SOLUS and InTouch on SQL 2014 and SQL 2016.

To facilitate server migration, SQL Migration Tools are available for both platforms.

Please note:

- You must be running the SIMS 2014 Autumn Release or later before running the SQL 2014 Migration Tool.
- You must be running the SIMS 2017 Spring Release or later before running the SQL 2016 Migration Tool.

The Migration Tools assist with the migration of the SQL databases for SIMS, FMS and Discover.

- The SQL 2014 Migration Tool enables you to install a SQL Server 2014 Express Edition Instance and migrate the SIMS, FMS and Discover databases to the new database server.

- Currently, we are unable to incorporate an installer for a SQL Server 2016 Express Edition into the SQL 2016 Migration Tool. If you intend to migrate to SQL 2016, you should download SQL Server 2016 Express Edition (<https://www.microsoft.com/en-us/sql-server/sql-server-downloads-free-trial>), **install this onto your new database server and create** a new Instance. Once installed, you should use the SQL 2016 Migration Tool to migrate the SIMS, FMS and Discover databases to the new database server.

Before migration, you are strongly advised to read the appropriate mini guide:

- *Migrating SIMS, FMS and Discover to SQL 2014* mini guide; or
- *Migrating SIMS, FMS and Discover to SQL 2016* mini guide.

These mini guides will be available from My Account (<https://myaccount.capita-cs.co.uk>) on product release. They are also included as part of the Migration Tools.

For information on obtaining the Migration Tools, please contact your Local Support Team.

If you use both SIMS and FMS, both systems must be running on the same version of SQL Server, i.e. SQL Server 2012, SQL Server 2014 or SQL Server 2016.

For more information on support for SQL Server, please refer to the *SIMS Technical Roadmap*, which is available from My Account (<https://myaccount.capita-cs.co.uk>).

#### General

If your school uses both Fees Billing and FMS, then SIMS and FMS must be upgraded at the same time.

## Important Information for Windows 8 and Windows Server 2012 Users

If you are running SIMS on a Windows 8 or Windows Server 2012 workstation, you may encounter difficulties when attempting to open PDF files in SIMS. This is caused by Windows Reader being the default program used to open PDF files.

To resolve this issue, you must first ensure that Adobe Reader 10 or later is installed.

Next, you will need to associate Adobe Reader with all PDF files. From the Taskbar, click **File Explorer**, click **Computer** in the panel on the left-hand side of the page then from the Menu Bar, select **Computer | Open Control Panel**. Click **Programs | Default Programs | Associate a file type or protocol with a program**. In the **Extensions** list, scroll down to and click the **.pdf** item then click the **Change program** button. Click **Adobe Reader** then click the **Close** button.

## Backing up SIMS and FMS

Where SIMS Personnel is used to generate Salary Projections in FMS, SIMS and FMS backups should be carried out at the same time. If one of the databases needs to be restored, the other database must be restored to the same point, i.e. if you restore the SIMS database, you must restore the FMS database to the same point and vice versa.

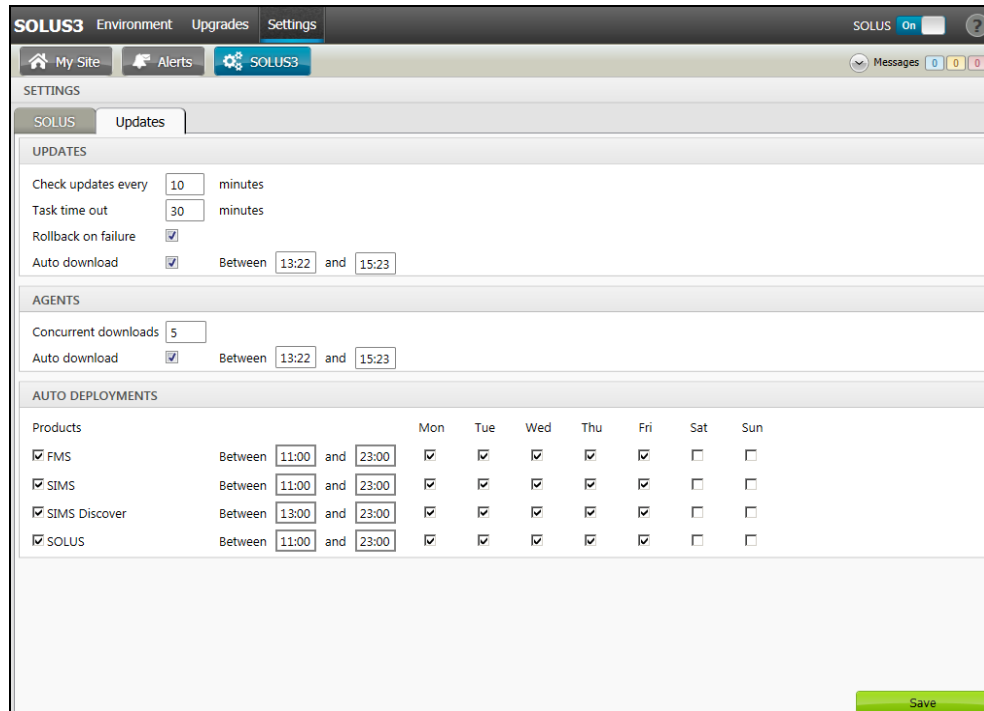
**IMPORTANT NOTE:** Backups are no longer zipped, because of the number of issues caused by zipping backup files. Recent operating systems now allow the use of compressed folders, which are recommended for automatically compressing backups. Please refer to your operating system documentation for instructions on applying compression to a folder.

## Important Information Regarding the Upgrade of SIMS and Discover

**IMPORTANT NOTE:** You must upgrade to the SIMS 2018 Autumn Release before upgrading Discover. If you upgrade Discover before upgrading SIMS, data will not be transferred between the SIMS and Discover databases until SIMS has been upgraded.

### Auto-Deployment of SIMS and Discover

If SOLUS3 auto-deployment is enabled for Discover, we recommend that the settings for Discover auto-deployment are set to start later than the SIMS auto-deployment start time plus the timeout.



The screenshot shows the SOLUS3 Settings page with the following configurations:

- UPDATES:**
  - Check updates every: 10 minutes
  - Task time out: 30 minutes
  - Rollback on failure:
  - Auto download:  Between 13:22 and 15:23
- AGENTS:**
  - Concurrent downloads: 5
  - Auto download:  Between 13:22 and 15:23
- AUTO DEPLOYMENTS:**

Products	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/> FMS	Between 11:00 and 23:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SIMS	Between 11:00 and 23:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SIMS Discover	Between 13:00 and 23:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SOLUS	Between 11:00 and 23:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the times are not set like this, and the Discover deployment starts before the SIMS deployment, then the data transfer between SIMS and Discover will not work until the SIMS upgrade is completed.

## Important Information Regarding SIMS Documentation

The SIMS [Documentation Centre](#) is accessed by clicking the [Documentation](#) button on the SIMS [Home Page](#). The principal benefit of the SIMS [Documentation Centre](#) is that resources for SIMS, FMS and Discover can all be accessed from a central repository.

It is possible to search for user documentation by output type (handbook, tutorial, QRS, etc.) and then by functional area. It is also possible to search by role (e.g. Teacher, Administrator, Returns Manager, etc.).

A range of Frequently Asked Questions guides can be accessed from the [FAQs](#) menu. The [Troubleshooting](#) section enables you to investigate any issues you may have when accessing the resources available.

**IMPORTANT NOTE:** You might encounter issues when attempting to open any New Feature videos or Tutorials whereby you are asked to install the required version of Flash Player and/or an on-screen dialog suggests that Online Help content cannot be displayed. For more information, please click the following link (<http://helpx.adobe.com/acrobat/kb/known-issues-acrobat-xi-reader.html>).

These issues can be resolved by downloading the latest version of Flash Player (<https://helpx.adobe.com/flash-player.html>).

A search facility is available in the SIMS, FMS and Discover Documentation Centres. This enables you to locate information across the Documentation Centres or within individual resources (handbooks, release notes, FAQs, etc.). The search facility operates in a similar way to a Google search. To perform a search, enter one or more keywords in the search field (located at the top right-hand side of the Menu Bar) then click the [Search](#) (magnifying glass) button. You can use **\*** and **?** as wildcards. To search for an exact phrase, enclose more than one word in double quotes, e.g. **"debit card"**.

We would welcome any feedback you have on the SIMS [Documentation Centre](#). If you have any comments, please email the SIMS Publications team ([publications@capita.co.uk](mailto:publications@capita.co.uk)).

**IMPORTANT NOTE:** If you are running SIMS on a Windows 8 or Windows Server 2012 workstation, you may encounter difficulties when you first log into SIMS after a SIMS upgrade because the What's New page is displayed automatically and cannot be closed easily. This is caused by Windows Reader being the default program used to open PDF files.

To resolve this issue, you must first ensure that Adobe Reader 10 or later is installed.

Next, you will need to associate Adobe Reader with all PDF files. From the Taskbar, click **File Explorer**, click **Computer** in the panel on the left-hand side of the page then from the Menu Bar, select **Computer | Open Control Panel**. Click **Programs | Default Programs | Associate a file type or protocol with a program**. In the **Extensions** list, scroll down to and click the **.pdf** item then click the **Change program** button. Click **Adobe Reader** then click the **Close** button.

If you require assistance with this or any other issue you encounter when attempting to access user documentation, please contact the SIMS Publications team ([publications@capita.co.uk](mailto:publications@capita.co.uk)).

User documentation that is accessible via the SIMS **Documentation Centre** (by clicking the **Documentation** button on the SIMS **Home Page**) is hosted on the web. This approach to delivering user documentation offers you the following benefits:

- A reduction in the download time of a SIMS release from SOLUS
- We can provide user documentation post-release, so you will always have access to the most up-to-date, accurate information.

As a result, documentation provided in PDF format is not deployed to the **\SIMS\Documentation** folder on your SIMS Server (with the exception of the What's New page, the main **Documentation Centre** navigation page and the Getting Started guide).

**NOTE:** If you wish to access the latest user documentation for the SIMS 2018 Autumn Release without logging into SIMS, the **Documentation Centre** is accessible using a web link (<http://simspublications.com/938271/index.html>).

Help files are delivered to the **\Program Files\SIMS\SIMS .net** folder on each SIMS workstation.

**IMPORTANT NOTES:** If Google Chrome is your default Web browser, you must download PDF files instead of opening them in Chrome to ensure that PDF files display correctly. This is achieved by entering **chrome://settings** in the Address Bar then pressing **Enter**. Scroll to the bottom of the page and click **Advanced**. In the **Privacy and security** section, click **Content settings**. Scroll towards the bottom of the list, click **PDF documents** and move the **Download PDF files instead of automatically opening them in Chrome** slider to the on position.

If you experience a problem when attempting to open a page in the **Documentation Centre**, please contact your System Administrator who can enable access to [www.simspublications.com](http://www.simspublications.com).

Advice is provided if you enter [simspublications.com](http://simspublications.com) in the Address Bar of your Web browser. The **Documentation Centre** location changes with each release, indicated by a six-digit identifier. To ensure that you access the **Documentation Centre** relating to the version of SIMS installed at your establishment, you are strongly advised to access it from the SIMS **Home Page** (via **Focus | Home Page**), by clicking the **Documentation** button.

If you require assistance with this or any other issue you encounter when attempting to access user documentation, please contact the SIMS Publications team ([publications@capita.co.uk](mailto:publications@capita.co.uk)).

We provide SIMS Documentation Centres and What's New pages for specific school phases, so that user documentation relevant only to your school phase is provided. When you click the **Documentation** button on the SIMS **Home Page**, SIMS interrogates the SIMS SQL database and displays the **Documentation Centre** relevant to your school phase. When a user logs into SIMS for the first time following an upgrade, a What's New page relevant to your school phase is provided.

We would welcome any feedback you have on the school phase-specific SIMS Documentation Centres and What's New pages. If you have any comments, please email the SIMS Publications team ([publications@capita.co.uk](mailto:publications@capita.co.uk)).

## Update of the SIMS Documentation Centre in line with the SIMS Software

Some customers have informed us that the SIMS **Documentation Centre** is not being updated in line with the SIMS software; clicking the **Documentation** button on the SIMS **Home Page** following an upgrade displays content from the [previous](#) release.

If you encounter this issue, then the part of the SIMS upgrade that deals with the update of the SIMS **Documentation Centre (SIMSApplicationSetup.exe)** has failed.

This is caused by the incorrect configuration of the SIMS File Server settings in SOLUS3; it is likely that the File Server has been pointed to the network SIMS drive rather than the [local](#) SIMS drive. To resolve this issue, please complete the following steps.

1. In SOLUS3, navigate to **Environment | Targets – Services** tab.
2. Highlight the **SIMS File Server** service and then click the **Edit** button.
3. Ensure that the **Server name** is the name of the server that hosts the mapped SIMS drive.
4. Change the **Installation path** to the [true](#) name of the mapped drive (e.g. **D:\Admin Data\SIMS**) - do [not](#) use a mapped drive letter.
5. After correcting the **Installation path** setting, re-deploy the upgrade (via **Upgrades | Deployment History | <select the update> - Redeploy** button), choosing [only](#) the **SIMS File Server** from the list of available **TARGETS**, and then run the upgrade manually.

## Where to Find More Information?

### Via SIMS...

For the software handbook, navigate to the SIMS **Home Page**, click the **Documentation** button to display the **Documentation Centre**, click the **Handbooks** button then click the required handbook title.

### Via My Account...

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

### Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

**NOTE:** You no longer need to use **+ / - / ""** when searching.

- Reduce the number of words you enter in the search field and use only key words, e.g. instead of entering **student showing as a contact**, search for the word **contact**.
- Use the **Product Type** filter to refine results further.
- Use the advanced filters located on the left-hand side of the **Search results** page.

If you are unable to obtain the required handbook using any of these methods, please email us ([publications@capita.co.uk](mailto:publications@capita.co.uk)) and we will be pleased to email a copy to you.

## Permissions

The permissions spreadsheet, which lists all permissions relating to SIMS 7.184, is available from the **Documentation Centre**. To access the SIMS **Documentation Centre**, click the **Documentation** button on the SIMS **Home Page**.

In My Account, select **Knowledge Base**, **SIMS Publications** (located in the **Popular Searches** list), enter **7.184 SIMS Permissions Spreadsheet** in the **Search for** field then click the **Find** button. Alternatively, use the search facility on the Home Page to display a list of all **Documents** containing the search criteria.

## Compatibility between One and SIMS

As part of the SIMS 2018 Autumn Release, we have undertaken full integration testing of both B2B:Student and B2B:Personnel. The following two tables show the version(s) of One and SIMS that have also been through a process of integration testing for each of the B2B products.

### B2B:Student

		One Release Version	
		One Summer 2018 Release (3.66)	One Autumn 2018 Release (3.67)
SIMS Release Version	SIMS 2018 Summer Release (SIMS 7.182) Running B2B:Student v4 Phase 1	x	x
	SIMS 2018 Summer Release (SIMS 7.182) Running B2B:Student v4 Phase 2	✓	✓
	SIMS 2018 Autumn Release (SIMS 7.184) Running B2B:Student v4 Phase 1	x	x
	SIMS 2018 Autumn Release (SIMS 7.184) Running B2B:Student v4 Phase 2	✓	✓

### B2B:Personnel

		One Release version	
		One Summer 2018 Release (3.66)	One Autumn 2018 Release (3.67)
SIMS Release Version	SIMS 2018 Summer Release (SIMS 7.182) without the Salary Range patch	✓	✓
	SIMS 2018 Summer Release (SIMS 7.182) with the Salary Range patch	✓	✓
	SIMS 2018 Autumn Release (SIMS 7.184) without the Salary Range patch	✓	✓
	SIMS 2018 Autumn Release (SIMS 7.184) with the Salary Range patch	✓	✓

There are various elements of functionality in One and SIMS that require compatibility between the two solutions. The following table provides information on the version(s) of schemas that are supported in release versions of One and SIMS, and therefore indicate version and release compatibility.

		One Release version	
		3.66 (Summer 2018)	3.67 (Autumn 2018)
SIMS Component	B2B:Student	v1.1	v1.1
	B2B:Personnel	v1.1	v1.1
	ATF	v14.0	v15.0
	CTF	v17 (for import) v18 (for import/export)	v17 (for import) v18 (for import/export)
	School Census	SC 2018/2019	SC 2018/2019
	PLASC	PLASC 2018	PLASC 2019
	ASL	v15	v15
	AMPARK	SIMS 7.180	SIMS 7.180
	ADT	v15.0	v15

## Version Support for FMS

The FMS support arrangements depend on the supported versions of SIMS where Personnel Links is being used. Support for FMS is detailed in the following table.

Release	SIMS Version	FMS Version	FMS with Personnel Links/Equipment Register	FMS without Personnel Links/Equipment Register
Autumn 2018	7.184	6.184	Supported	Supported
Summer 2018	7.182	6.182	Supported	Supported
Spring 2018	7.180	6.180	Not supported	Supported

**NOTE:** FMS 6.184 has been tested against SQL Server 2012, 2014 and 2016.

## SLG Compatibility

SLG is guaranteed to support the previous two releases of SIMS, inclusive of any release with which it is shipped.

## Supported SIMS Versions with SLG Autumn Release

The SIMS Learning Gateway Autumn Release can be used alongside the following versions of SIMS:

- SIMS 2018 Autumn Release (SIMS 7.184)
- SIMS 2018 Summer Release (SIMS 7.182).

**IMPORTANT NOTE:** If you install the SIMS 2018 Autumn Release (SIMS 7.184) and continue to run an older release of SLG, this is not guaranteed to work and is therefore not supported.



## Supported SIMS Versions with PX Autumn Release

The SIMS PX Agent should be upgraded to the PX 2018 Autumn Release immediately after, or in conjunction with, upgrading to the SIMS 2018 Autumn Release.

**IMPORTANT NOTE:** If you install the SIMS 2018 Autumn Release (SIMS 7.184) and continue to run an older release of the PX Agent, this is not guaranteed to work and is therefore not supported.

## Admissions

### New Features

#### On SEN Register Flag Added to the Application Record



*Focus | Admission | Application*

When recording an applicant's medical conditions, the **On SEN Register** check box has been added to the **Medical Condition** panel on the application record to indicate whether there is a linked SEN record.

#### Change of Behaviour for the Info. Received Date Field on the Application Record



*Focus | Admission | Application*

When recording the details of a medical condition on the application record, the completion of the **Info. Received Date** field is now optional.

## Recording the Grounds for Removal for an Applicant's Current or Previous School



Applicable to Maintained schools in England only

*Focus | Admission | Application*

When recording the details of an applicant's current or previous school, the **Grounds for Removal** can now be recorded.

### Updated ATF Version Number



Applicable to Maintained schools in England only

*Routines | Admission | Import ATF File*

It is now possible to import version 14.0 or 15.0 ATF files only.

### Fixes

This release includes fixes in the following areas:

- An error no longer occurs when Lithuanian (**WLIT**) and Hungarian (**WHUN**) ethnicities are imported into SIMS via ATF files (via **Routines | Admission | Import ATF File**).
- When a previous application record for an on-roll student is deleted, their **Country of Birth** and **Proficiency in English** are no longer removed (via **Focus | Student | Student Details**).

## Agora

SIMS Agora does not form part of the SIMS 2018 Autumn Release.

For information on the latest release of Agora, please refer to the Agora release note, which is available from the My Account website (<https://myaccount.capita-cs.co.uk>).

## AMPARK

### New Features

#### Enhancements for the SIMS 2018 Autumn 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 2018 Autumn 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

### New Features

#### Exporting PoS Grade Sets and User Defined Elements



Applicable to schools in England only

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

An additional export option has been provided on the first page of the **Export** wizard. This option enables Assessment Co-ordinators to **Export Programme of Study** grade sets and user-defined elements of the DfE Framework or other user-defined subject/strands so that they can be shared with other schools.

Any export applies to years 1-11; this does not include Early Years Foundation Stage.

#### Importing PoS Grade Sets and User Defined Elements



Applicable to schools in England only

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

It is now possible to import into SIMS a file containing Programme of Study grade sets and user-defined elements of the DfE Framework or other user-defined subject/strands, compiled by other schools or organisations.

Any import applies to years 1-11; this does not include Early Years Foundation Stage.

#### Provision of Medical Conditions as an Additional Student Column and a Group Filter



Applicable to schools in Northern Ireland only

[Focus](#) | [Assessment](#) | [Marksheet Entry](#)

[Focus](#) | [Assessment](#) | [Template](#)

It is now possible to display **Medical Conditions** as an additional student information column and when applying a group filter to a marksheet.

### Fixes

This release includes fixes in the following areas:

- When previewing or printing an individual report, students are now displayed alphabetically by surname and forename (via [Focus](#) | [Assessment](#) | [Individual Report](#)).
- An error no longer occurs when deleting an aspect with no associated results (via [Tools](#) | [Performance](#) | [Assessment](#) | [System Utilities](#) | [Aspects](#)).
- For Secondary schools in England, it is now possible to map a subject for the KS4 CAS Resources to the following qualifications: [BTEC Level 1&2 Technical Awards for Performing Arts and Creative Digital Media](#), [Pearson BTEC Level 1/Level 2 Tech Award in Performing Arts \(QN60304066\)](#), [Creative Digital Media \(QN60068310\)](#), [BTEC Level1/Level 2 First Award in Animal Care \(QN60145304\)](#), [NCFE Level 2 Certificate in Engineering Studies \(QN60145328\)](#) and [WJEC Level 1/Level 2 in Hospitality and Catering A](#) (via [Tools](#) | [Performance](#) | [Assessment](#) | [Assessment Mapping Tool](#)).

## Catholic Education Services (CES) 2019 Return

Applicable to Catholic schools in England only

### New Features

#### CES Census 2019 Key Dates

[Routines](#) | [Statutory Returns](#) | [Schools CES Census](#)

The census date is 17 January 2019.

#### Religion Codes

[Routines](#) | [Statutory Returns](#) | [Schools CES Census](#)

When accessing this menu route, a message now informs the user of any religion codes that are currently linked to a student that do not have a category of **Active**.

#### Enhancements to the Student Detail Report

[Routines](#) | [Statutory Returns](#) | [Schools CES Census](#)

New columns have been added to the Student Detail report, which provide information regarding religion and ethnicity categories. A yellow cell indicates that the category is missing or inactive.

#### Validation Rule Changes

The following changes have been made to the validation rules.

Code	Validation Information
1014	The validation message has been updated to read 'There are nn pupils who didn't have a religion code on the census day'.
1015	This new validation rule has been added to check that the totals of pupils by ethnicity and religion are the same.

## Course Manager

### Fixes

This release includes a fix in the following area:

- The following new levels can be assigned to courses: **BTEC National Award - BTNA, BTEC National Certificate - BTNC, BTEC National Certificate - B and D - BTNCB, BTEC National Diploma - BTND, BTEC National Diploma - B and J - BTNDB, BTEC National Extended Certificate - BTNEC, BTEC National Extended Diploma - BTNED and BTEC National Foundation Diploma – BTNFD** (via [Tools | Academic Management | Course Manager | Maintain Course Classification](#)).

## CTF

### New Features



#### Importing Grounds for Removal Information via CTF

Applicable to schools in England only

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

Grounds for removal can now be imported via CTF (the **<RemovalGrounds>** tag in the **<SchoolHistory>** container). If there is an invalid value for this field in the CTF file, the value is not imported and an exception is recorded.

#### Update to the CTF Attendance and School History Export for Sponsor-Led Academies

Applicable to Sponsor-Led Academies only

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

When a Sponsor-Led Academy exports a CTF, a student's Attendance and School History data is split into data before the change and data after the change (i.e. there are two sets of records for the school).

## Additional Information Included in CTFs

Applicable to schools in Northern Ireland only

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

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

The following tags are now included in a CTF import and export file:

- **Nurture Unit Start Date** (<NurtureUnitStartDate>)
- **Nurture Unit End Date** (<NurtureUnitEndDate>)
- **Nurture Unit Description** (<NurtureUnitDescription>)
- **Nationality** (<Nationality>)
- **Pupil Disability** (<PupilDisability>).

Following the separation of medical conditions from SEN needs, the <MedicalCodes> container is now included in a CTF import and export file if a student has any recorded medical conditions.

## Examinations Organiser

### Fixes

This release includes fixes in the following areas:

- The Attainment 8 figure is now calculated correctly when printing the Key Stage 4 Summary or Detailed edition of the Performance Table report (in SIMS, via [Tools | Examinations | PI Reports](#)).
- Only results of grade 5 and above are now counted and displayed in the **Counted in EBacc Strg Passes** column when printing the Key Stage 4 Full edition of the Performance Table report (in SIMS, via [Tools | Examinations | PI Reports](#)).
- The grade values for the JC A/2 Result and Forecast grade sets for AS Levels have been updated in line with the latest information provided by JCQ (in SIMS, via [Focus | Assessment | Grade Set](#)).
- For schools in Northern Ireland, duplicate exam results are no longer being counted where multiple discount codes are associated with a single QN code.

- For schools in Northern Ireland, the following discount codes are now available: **5970 Gujarati**, **6050 Panjabi**, **6030 Modern Hebrew**, **5910 Arabic**, **5710 Modern Greek** and **6650 Other Classical Languages** (via [Tools | Examinations | Edit PI Data](#)).

## Fees Billing

### Fixes

This release includes fixes in the following areas:

- If there are multiple applications for the same person, an error no longer occurs when amending bills (via [Focus | Fees Billing | Charging | Amend Bills](#)).
- When previewing the Cross Reference report with more than five year groups selected, a message now informs you that only the first five year groups will be displayed (via [Reports | Fees Billing | Billing | Cross Reference](#)).
- If the short name of a year group is edited, its name is now displayed correctly on the Cross Reference report (via [Reports | Fees Billing | Billing | Cross Reference](#)).

## FMS

For information on the new features, enhancements and fixes included in FMS 6.184, please refer to the *FMS 6.184* Release Note.

## InTouch

### Fixes

This release includes a fix in the following area:

- It is now possible for all users with access to school messages to delete a queued school message (via [Focus | Home Page](#) and [Focus | InTouch | Show Messages](#)).

## Lesson Monitor

### Fixes

This release includes a fix in the following area:

- All expected year groups are now displayed on the Registers with Missing Marks report ([Reports | Lesson Monitor | Module Reports | Registers with Missing Marks Report](#)).

## Options Online

Options Online does not form part of the SIMS 2018 Autumn Release.

For information on the latest release of Options Online, please refer to the Options Online Newsfeed notification, which is available from the My Account website (<https://myaccount.capita-cs.co.uk>).

## Personnel

### New Features



#### Removing a Staff Leaver as the Main User of a Room

*Focus | Person | Staff - Employment Details*

*Focus | School | Rooms*

To maintain the integrity of information passed from SIMS to FMS, when a member of staff who is assigned as the **Main User** of a room in SIMS leaves the school, they are removed as the main user of the room as part of the staff leaver process.

Additionally, the records of all members of staff with a leaving date in the past are checked on upgrade to the SIMS 2018 Autumn Release; where they were the **Main User** of a room, this information is removed from the room record.

#### Preventing Historical Personal Staff Data from being Passed to FMS

*Tools | Setups | School Options*

To assist schools in being GDPR compliant, it is now possible to prevent historical personal staff data (i.e. staff with a leaving date more than seven years in the past) from being passed to FMS via the salary extract XML file.

Please note that this action cannot be reversed.

## Anonymising Staff Data in FMS

*Tools | Setups | School Options*

To assist schools in being GDPR compliant and to retain the integrity of the salary related financial data held in FMS, where Personnel Links are in use and the option to exclude staff leavers from the salary extract has been selected in SIMS, excluded staff data will be substituted for anonymised data in FMS.

## Reporting

### New Features



#### Enhancements to the Reporting Dictionary

**Applicable to schools in Northern Ireland only**

*Reports | Design Report*

The following items have been added to the reporting dictionary.

- **Nurture Unit** sub-report (via **Student | History**)
- **Disability** (via **Student | Medical** and **Data Collection Sheet | Medical**)
- **Exceptional Teaching Arrangements** sub-report (via **Student | Registration**)
- **Registered Sure Start** (via **Data Collection Sheet | Additional information**)
- **Attended Sure Start** (via **Data Collection Sheet | Additional information**).

### Fixes

This release includes fixes in the following areas:

- Following valuable customer feedback, a restricted version of the Data Collection Sheet for student contacts only is now available. The Data Collection - Contacts Only populates with basic student details and provides blank spaces for parental and emergency contact information. This report is particularly helpful if schools want to provide a simple form for completion by parents so that important information can be gathered and checked (via **Reports | Run Report - Focus | Student | Data Collection (Contacts Only)**).

- When defining a **Detention Type** filter, only active detention types are now displayed until the **Show All** check box is selected (via [Reports | Design Report](#)).
- When defining a report filter, an error no longer occurs when deselecting the **Full List** check box (via [Reports | Design Report](#)).

## School Census Spring 2019 Return

### New Features



#### School Census Spring 2019 Return Key Dates

[Routines](#) | [Statutory Return](#) | [School Census](#)

- Census date 17/01/2019
- Attendance collected from the start of the 2018 Autumn term to 31/12/2018  
The **Attendance Collected from** date (located in the **Census Details** panel) is now read-only and displays the start date of the Autumn term as recorded in the School Diary (via [Focus | School | School Diary](#)).
- Exclusions collected from 02/04/2018 (Easter Monday) to 31/08/2018
- Free School Meal Eligibility collected from 05/10/2018 to 17/01/2019
- Learner Support collected from 01/08/2018 to 17/01/2019.

#### Removal of Alternative Provision Placement

Information relating to Alternative Provision Placements has been removed from the return because the data is currently not required by the DfE.

#### Early Years Pupil Premium

By the time Early Years Pupil Premium (EYPP) data is collected, the EYPP funding has already been allocated to schools.

Therefore, the previously named **Early Years Pupil Premium Eligibility** grid (in the **Early Years** panel) has been renamed **Early Years Pupil Premium Receipt** and new **Basis for EYPP Eligibility** values are now available for selection.

Similar changes have been made to the report.

## Report Changes

Changes to the School Census reports include the following:

- Proficiency in English information has been removed from the On-Roll Basic Details report because the information is no longer required by the DfE.
- The Absentees report is now based on students who have an absence rate of 10% or above. Previously, the report was based on students who had missed 14 sessions.
- The SEN status S (Statement) has been removed from the SEN detail report header. This SEN status is no longer valid and therefore is not collected in the return.
- The EYPPE report has been renamed EYPPR (Early Years Pupil Premium Receipt). The report now displays information applicable to pupils in receipt of Early Years Pupil Premium.
- The AP Placements report has been removed from the return because Alternative Provision Placement information is not required by the DfE.

## SIMS Core

### New Features

#### Deleting Student Data in Bulk



[Routines](#) | [Student](#) | [Bulk Delete Student Data](#)

To assist schools in being GDPR compliant, it is now possible for a school to bulk delete student data in line with its data retention policies. In addition to the functionality provided by the SIMS 2018 Summer Release, the following data areas can now be deleted:

- AD Provisioning
- Communication
- Interventions.

It is possible to run bulk delete in the background. However, you are strongly advised against running the routine at the same time as running any other process-intensive activities on the SIMS SQL Server (e.g. Database Diagnostics, Validate Memberships, etc.).

### Enhancement to the Bulk Update Routine



*Routines | Student | Bulk Update*

A new **Data Item (Medical Condition)** has been added to the Bulk Update routine.

### Enhancements to Maintain Lookups



*Tools | Lookups | Maintain*

To enhance the user experience and to increase the visibility of key information in Maintain Lookups, the table in the **Values** panel has been moved to beneath the panel title, enabling the default width of the **Description** column to be increased.

### On SEN Register Flag Added to the Student Record



*Focus | Student | Student Details*

When recording a student's medical conditions, the **On SEN Register** check box has been added to the **Medical Condition** panel on the student record to indicate whether there is a linked SEN record.

### Change of Behaviour for the Info. Received Date Field on the Student Record



*Focus | Student | Student Details*

When recording the details of a medical condition on the student record, the completion of the **Info. Received Date** field is now optional.

### Enhancements to the SEN User Interface



*Focus | Student | Special Educational Needs*

To enhance the user experience and to increase the visibility of key information, the following enhancements have been made to the SEN user interface.

- On the **Student SEN details** page, the tables in each of the panels have been moved to beneath the panel label, enabling the default width of various columns to be increased.
- The layout of various dialogs called from the **Student SEN details** page have been modified to make better use of the space available and to increase the default width of various fields and columns.

The tooltip for the **Copy I >> A** button in the **People Involved** panel of the **Add/Edit SEN Review** dialog has been corrected; instead of reading **Copy Invited to Attendees**, it now reads **Copy Invited to Attended**.

The **Current Needs** and **Full Descriptions** tables in the **Basic SEN Details** panel have been moved to beneath the table label, enabling the default width of various columns to be increased.

### Recording the Grounds for Removal for a Student's Current or Previous School



**Applicable to Maintained schools in England only**

*Focus | Student | Student Details*

When recording the details of a student's current or previous school, the **Grounds for Removal** can now be recorded.

## Removal of the SEN Status of 'S - Statement'



Applicable to Maintained and schools in England only

[Tools](#) | [Lookups](#) | [Maintain](#)

[Focus](#) | [Student](#) | [Special Educational Needs](#)

In line with the Special educational needs and disability code of practice 2015, the SEN Status of **Statement** (code **S**) has been made inactive and can no longer be selected on a student's SEN record.

Once you have upgraded to the SIMS 2018 Autumn Release, it will no longer be possible to select the SEN Status of **Statement** (code **S**) on new or existing records.

No SEN records are changed as result of the upgrade; current SEN records with a SEN Status of **Statement** at the time of the upgrade will retain this value.

Historical SEN records will continue to correctly show **Statement** as a valid SEN Status.

It is the responsibility of the school to identify a suitable alternative SEN Status for each student whose current status is **Statement** following the upgrade to the SIMS 2018 Autumn Release.

## Update to Ethnicity Lookups



Applicable to schools in Northern Ireland only

[Tools](#) | [Lookups](#) | [Maintain](#)

[Focus](#) | [Student](#) | [Student Details](#)

[Focus](#) | [Admission](#) | [Application](#)

Where it is not already present, the **UNC** lookup value has been added to the student Ethnicity lookup, with a **Description** of **No Ethnicity Recorded**. The lookup value is marked as **Active**.

Where it is already present, and where its properties are recorded differently, the **UNC** lookup value is set to **Active** and its **Description** is recorded as **No Ethnicity Recorded**.

## Update to Medical Condition Lookups



Applicable to schools in Northern Ireland only

[Tools](#) | [Lookups](#) | [Maintain](#)

[Focus](#) | [Student](#) | [Student Details](#)

[Focus](#) | [Admission](#) | [Application](#)

The range of Medical Condition lookup values has been updated.

## Update to SEN Need Type Lookups



Applicable to schools in Northern Ireland only

[Tools](#) | [Lookups](#) | [Maintain](#)

[Focus](#) | [Student](#) | [Special Educational Needs](#)

The range of SEN Need Type lookup values has been updated to meet the new requirements for DENI 2019.

## New SEN Records Created from Active SEN Need Types



Applicable to schools in Northern Ireland only

[Tools](#) | [Lookups](#) | [Maintain](#)

[Focus](#) | [Student](#) | [Special Educational Needs](#)

[Focus](#) | [Admission](#) | [Application](#)

On upgrade to the SIMS 2018 Autumn Release, the range of SEN Need Type lookup values is updated.

All SEN records with inactive SEN Need Types are ended as of Saturday 6 October 2018.

New records based on active SEN Need Types are created as of Sunday 7 October 2018.

These changes apply to applicants and on-roll students.



## Web Address Validation using the Spatial NI Portal



Applicable to schools in Northern Ireland only

[Tools](#) | [Setups](#) | [SIMS Services](#)

It is now possible for schools to validate addresses stored in SIMS against the Spatial NI portal by adding it as a Web Address Validation service.

To ensure that addresses are not invalidated by applying minor changes to an address, when carrying out Web Address Validation, the **District**, **Town** and **County** fields are not overwritten by the entries in the NI Pointer file. Additionally, changes to the district, town and county of an already validated postal address will not invalidate this address. If the district, town and county are populated or blank, these fields remain unaffected on validation, i.e. any data from Spatial NI for these fields is disregarded on import.

## Bulk Address Validation using the Spatial NI Portal



Applicable to schools in Northern Ireland only

[Tools](#) | [Setups](#) | [SIMS Services](#)

It is now possible for schools to validate a batch of addresses stored in SIMS against the Spatial NI portal by adding it as a Bulk Address Validation service.

To ensure that addresses are not invalidated by applying minor changes to an address, when carrying out Bulk Address Validation, the **District**, **Town** and **County** fields are not overwritten by the entries in the NI Pointer file. Additionally, changes to the district, town and county of an already validated postal address will not invalidate this address. If the district, town and county are populated or blank, these fields remain unaffected on validation, i.e. any data from Spatial NI for these fields is disregarded on import.

## Additional School Merge Data Items for Schools in Northern Ireland



Applicable to schools in Northern Ireland only

The following data is now transferred when merging school databases:

- Exceptional Teaching Arrangements
- Nurture Unit details.

### Fixes

This release includes fixes in the following areas:

- An error no longer occurs when enabling change tracking and saving the settings (via [Tools](#) | [Setups](#) | [Data Change Management](#)).
- User-defined fields associated with the student record are now displayed correctly when opening the student record from the Quick Search feature on the SIMS [Home Page](#) (via [Focus](#) | [Home Page](#)).
- When running the Person Data Output, the text and hyperlinks on the agreement page have been updated to refer to the GDPR Data Protection Act 2018 (via [Routines](#) | [Data Out](#) | [Person Data Output](#)).
- The generated UPRN is now saved after validating an agency address (via [Focus](#) | [Agency](#) | [Agencies](#)).
- When deleting a communication record, all associated documents are now also deleted (via [Focus](#) | [Communication](#)).
- When deleting unlinked contacts, where the contacts are part of a communication chain, neither the contact nor the communication are now deleted; a summary of the unlinked contacts who have not been deleted will be displayed (via [Tools](#) | [Housekeeping](#) | [Delete Unlinked Contacts](#)).
- The Database Diagnostics routine now matches the Personnel functionality, in that the date of birth can now be optional provided that the [Eligible for SWC](#) check box is selected (via [Tools](#) | [System Diagnostics](#) | [Database Diagnostics](#)).

## SIMS ID

SIMS ID enables a single login point for multiple pieces of software. It works by synchronising key user data between SIMS and SIMS ID, enabling a Single Sign On (SSO) experience for students, staff and parents. Accounts, groups and timetable data are synchronised between SIMS and SIMS ID, with both administrators and users accessing SIMS ID as their go to point entry for local and online services.

- **SIMS ID Light** manages users in Cloud Services such as Hosted SIMS, Office 365 and Google.
- **SIMS ID Standard** manages users in Local Services such as Active Directory, as well as Cloud Services where required.

SIMS ID does not form part of the SIMS 2018 Autumn Release. For more information, please visit the SIMS ID product page on the Capita SIMS website (<http://www.capita-sims.co.uk/simsid>).

## SIMS Parent and SIMS Parent Lite

SIMS Parent and SIMS Parent Lite do not form part of the SIMS 2018 Autumn Release.

For information on the latest releases of these products, please refer to the SIMS Parent (<https://myaccount.capita-cs.co.uk/hot-topics/sims-parent-app-student-app/>) and SIMS Parent Lite (<https://myaccount.capita-cs.co.uk/hot-topics/SIMS-Parent-Lite/>) Newsfeed notifications, which are available from the My Account website.

## SIMS Services Manager

The SIMS 2018 Autumn Release does not include an update to SIMS Services Manager and it does not provide the facility to install the product.

If SSM is not currently installed, the latest version 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/>).

The current version 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/>).

## Staff Performance

### New Features



### Enhancement to the Permissions for Members of the SP Administrator Group

#### Focus | System Manager

A new permissions group named SP Administrator was provided as part of the SIMS 2018 Spring Release. It was envisaged that members of this group would be staff who have responsibility for reporting on staff performance and for recording information on behalf of the Senior Management Team. Members could view and edit all of the Staff Performance details (with the exception of review details) of all members of staff in the Line Management Structure hierarchy, even if they were not represented on the Line Management Structure themselves.

In addition to the functionality provided by the SIMS 2018 Spring Release, the following additional functionality is now available to members of the SP Administrator group:

- Record objectives, observations and reviews for all member of staff.
- Run pre-defined and user-defined Staff Performance reports.
- Access all the Staff Performance items in the reporting dictionary, enabling report design.

## Teacher app

### SIMS Teacher app Compatibility

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

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

- SIMS 2018 Autumn Release (SIMS 7.184)
- SIMS 2018 Summer Release (SIMS 7.182).

Please note that the Teacher app does not form part of the SIMS 2018 Autumn Release. For information on new features and enhancements, please refer to the [What's New](#) section of the SIMS Teacher app [Help Centre](#), which is available by clicking the [Help Centre](#) button in the app.