



SIMS

SIMS Secondary School Yearbook 2021/2022

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Disclaimer: The SIMS Yearbook provides a list of suggested tasks that can be carried out during the course of the academic year. Please note that the tasks and their timings are likely to vary according to the specific requirements of each school. The dates contained in this document are defined by the applicable educational body and are subject to change.

September 2021

Core Data	<p>Admit new pupils when they physically arrive at the school.</p> <p>Allocate UPNs to any new pupils who have never previously had a UPN.</p> <p>Use Data Collection Sheets to ensure all data is up to date.</p> <p>To help track Children Missing in Education, create CMJ files for new pupils, then send the files to the Local Authority (England only).</p>
Statutory Returns	<p>Ensure all student data is up to date ready for returns using bulk update.</p> <p>Schools taking part in the School Workforce/School Workforce Annual Census should use Personnel to enter details of staff for whom data will be reported (England and Wales only).</p> <p>Secondary schools with Sixth Forms in England should ensure that Post 16 courses are associated with the appropriate QANs (known as QNs in Exams in SIMS) and Discount Codes and that course memberships are also up to date (England only).</p> <p>Secondary schools in Wales should use Maintain Course to ensure that Post 16 courses are associated with Learning Activities, and that course memberships are up to date. Individual QWADs must be associated manually with a suitable course to ensure that they are correctly identified in the Post 16 PLASC return (Wales only).</p> <p>Carry out dry runs of the applicable returns:</p> <ul style="list-style-type: none"> ▪ School Census Autumn Return (England only) ▪ DENI Main Return (Northern Ireland only). <p>Use SIMS to produce the Post 16 PLASC Return (Secondary and Middle schools in Wales only). DEWi opens for the post 16 data collection on 14 September 2021.</p>
Attendance	<p>Store an electronic copy of the Official Register for last month.</p>
Lesson Monitor	<p>Check memberships of registration groups/lessons for start of term.</p> <p>Set up patterns of registration to periods via Tools Setups Lesson Monitor Options Lesson Monitor Setup.</p>
Assessment	<p>Review staff permissions and prepare marksheets.</p>
Profiles	<p>Review the previous year's reporting sessions.</p> <p>Edit and enter new comments into comment banks.</p> <p>Set up new sessions for each year group throughout the year.</p>
Exams	<p>Number candidates and generate UCIs.</p> <p>Download basedata and make entries for the September series – generally Registration only.</p> <p>Download basedata and make entries for the November series (GCSE retakes).</p>
Curriculum	<p>Fine tune timetable and/or edit lesson resources. Further modifications may be required at any time throughout the year – using Nova-T6.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>

September 2021

Personnel and Staff Performance

Maintain staff records.

Add a **Start Date** to the contract for any members of staff joining in this academic year.

Ensure that teacher service terms are up to date.

Set up the line management structure.

Record any new school objectives or professional standards.

Record any new staff objectives.

October 2021

Core Data	<p>Create intake/admission groups for the following academic year.</p> <p>Own Admission Authority schools should import ADT files.</p> <p>Create next year's academic year, if using Options.</p>
Statutory Returns	<p>Use SIMS to produce and submit the applicable returns:</p> <ul style="list-style-type: none"> ▪ School Census Autumn Return – 7 October 2021 (England only). ▪ DENI Main Return – 8 October 2021 (Northern Ireland only). ▪ Submit the Post 16 PLASC Return before 8 October 2021 (Secondary and Middle schools in Wales only). <p>Carry out dry runs of the applicable returns:</p> <ul style="list-style-type: none"> ▪ School Workforce Census (England only) ▪ DENI Leavers Return, which is enabled only <u>after</u> the export of the DENI Main Return (Northern Ireland Secondary schools only) ▪ School Workforce Annual Census (Wales only).
Attendance	Store an electronic copy of the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Read Assessment and Reporting Arrangements, which outline statutory assessment requirements for this academic year. These are published by local government departments in England, Wales and Northern Ireland to their respective websites.
Profiles	No specific tasks for this month.
Exams	Download basedata and make entries for the January series (GCE/GCSE units, etc.).
Curriculum	Begin to plan next year's curriculum requirements.
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>
Personnel and Staff Performance	Maintain staff records.

November 2021

Core Data	Own Admission Authority schools should enter data for an ASL file.
Statutory Returns	<p>Ensure all student data is up to date using bulk update.</p> <p>Use SIMS to produce and submit the applicable returns:</p> <ul style="list-style-type: none"> ▪ School Workforce Census – 4 November 2021 (England only). ▪ DENI Leavers Return – 12 November 2021 (Northern Ireland Secondary schools only). ▪ School Workforce Annual Census – 2 November 2021 (Wales only).
Attendance	Store an electronic copy of the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	<p>Analyse students' Key Stage results against national data from analysis reports that you can generate in SIMS.</p> <p>Carry out student attainment and progress reviews.</p> <p>Send interim student reports home to parents and carers.</p>
Profiles	No specific tasks for this month.
Exams	<p>Sit the November series.</p> <p>Organise seating for the January series.</p>
Curriculum	<p>Prepare for next year's Options.</p> <p>If you intend to use Options for next year's GCSE courses, this is a good time to prepare SIMS by setting up base bands and assigning students to these bands. Set up the bands for each year in Nova-T6 and export the curriculum plan to SQL for the next academic year. If the plan is incomplete, you can always do the export again later. Before you start to use Options, assign Year 9 students to Year 10 bands for the next working academic year in SIMS.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Prepare reports for Governors.</p> <p>Reforecast budget, if required.</p>
Personnel and Staff Performance	Maintain staff records.

December 2021

Core Data	<p>Own Admission Authority schools should export an ASL file to their Local Authority (LA).</p> <p>Prepare for next year's new intake – create admission groups.</p>
Statutory Returns	<p>Ensure all student data is up to date ready for returns using bulk update.</p> <p>Secondary schools in Wales with Sixth Forms should update courses and their memberships using Academic Management and Course Manager ready for PLASC in January (Wales only).</p> <p>Carry out dry runs of the applicable returns:</p> <ul style="list-style-type: none"> ▪ PLASC Return (Wales only) ▪ CES Census (England and Wales only) ▪ School Census Spring Return (England only).
Attendance	<p>Complete a Registration Certificate for students.</p> <p>Store an electronic copy of the Official Register for last month.</p> <p>Run the Persistent Absence report for terms 1 and 2 via Reports Attendance Whole Group Student Reports Persistent Absence Reports.</p>
Lesson Monitor	No specific tasks for this month.
Assessment	No specific tasks for this month.
Profiles	Complete a reporting session for the year group and send reports home.
Exams	No specific tasks for this month.
Curriculum	Prepare for post-Christmas timetable changes, e.g. resulting from staff turnover. This involves using Manage Classroom Staff.
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>
Personnel and Staff Performance	<p>Add new members of staff for Spring term.</p> <p>Maintain staff records.</p> <p>Review first term staff objectives.</p>

January 2022

Core Data	Create the new academic year for the following September.
Statutory Returns	Use SIMS to produce and submit the applicable returns: <ul style="list-style-type: none">▪ PLASC Return – 18 January 2022 (Wales only)▪ CES Census – 20 January 2022 (England) and 18 January 2022 (Wales)▪ School Census Spring Return – 20 January 2022 (England only).
Attendance	School Census – run the Student Analysis by Attendance Category report to check the return figures (England only). Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Secondary performance tables published by the DfE to (https://www.compare-school-performance.service.gov.uk).
Profiles	Complete a reporting session for the year group and send reports home.
Exams	Submit Course marks for the January series. Sit January series (mainly GCE units). Mock examinations. Receive and process results for the November series. Record and submit entries for the March series (mainly GCSE modules for Northern Ireland). Record entries for the June series.
Curriculum	Check External Subject Codes have been set in Nova-T6 for Class Activities.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Update Pay Scales and National Insurance contributions in Personnel.
Personnel and Staff Performance	Maintain staff records.

February 2022

Core Data	No specific tasks for this month.
Statutory Returns	No specific tasks for this month.
Attendance	Store an electronic copy of the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	No specific tasks for this month.
Profiles	No specific tasks for this month.
Exams	Submit entries for the June series.
Curriculum	Begin the Options process for Year 9 (next year's Year 10). This can be done between February and May, depending on your requirements.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Prepare reports for Governors. Review next year's budget scenarios.
Personnel and Staff Performance	Enter New Pay Awards for Service Terms and the National Insurance Table. Review contracts for staff and award appropriate increments. Maintain staff records.

March 2022

Core Data	Import any ATF file sent by your LA.
Statutory Returns	Prepare for End of Key Stage Returns. Carry out Key Stage Registration (Northern Ireland only).
Attendance	Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Collect and review school's internal assessments.
Profiles	Complete a reporting session for the year group and send reports home.
Exams	Sit March series (mainly GCSE modules for Northern Ireland). Receive and process results for the January series – report and analyse. Clone Performance Indicators from 2022 to 2023. Start updating QNs for 2022 in readiness for Summer results.
Curriculum	Complete the Options process.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Agree budget with Governors and submit to the Local Authority (LA). Open new financial year and prepare to close the old financial year.
Personnel and Staff Performance	Add new members of staff for Summer term. Maintain staff records.

April 2022

Core Data	<p>Update data on applicants during the Summer term.</p> <p>Allocate applicants to admission groups.</p>
Statutory Returns	<p>Ensure all student data is up to date using bulk update in readiness for returns.</p> <p>Secondary schools with Sixth Forms in England should ensure that courses are associated with the appropriate QNs and Discount Codes and that course memberships are also up to date (England only).</p> <p>Carry out dry runs of the School Census Summer Return (England only).</p>
Attendance	<p>Store an electronic copy of the Official Register for last month.</p> <p>Run the Persistent Absence report to view the progression of poorly attending students across terms 1 to 4.</p>
Lesson Monitor	<p>No specific tasks for this month.</p>
Assessment	<p>Import statutory assessment Key Stage Wizards for the current year in SIMS (for schools in England, Wales and Northern Ireland).</p> <p>Carry out student attainment and progress reviews.</p> <p>Analyse the school's internal results and send interim student reports home to parents and carers.</p>
Profiles	<p>No specific tasks for this month.</p>
Exams	<p>Organise seating for the main June series.</p>
Curriculum	<p>Complete the curriculum plan in Nova-T6 and export it to SQL.</p> <p>Set up promotion rules in Academic Management.</p> <p>Export Year 10 student class memberships prepared in Options to SQL.</p> <p>Begin to schedule the timetable in Nova-T6.</p> <p>Run the Academic Promotion wizard and assign students to classes where promotion does not occur then print the student timetables.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Prepare to complete the Consistent Financial Reporting Return (CFR).</p>
Personnel and Staff Performance	<p>Maintain staff records.</p> <p>Review staff objectives for the Spring term.</p>

May 2022

Core Data	<p>Begin your end of year procedures (<i>the End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>).</p> <p>Accept applicants as details are received.</p>
Statutory Returns	<p>Enter TAs into the relevant Key Stage Wizard.</p> <p>Ensure all student data is up to date using bulk update in readiness for returns.</p> <p>Use SIMS to produce and submit the School Census Summer Return – 19 May 2022 (England only).</p> <p>Carry out dry runs of the Attendance Collection Return (Wales only).</p> <p>Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 if some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.</p>
Attendance	<p>Print a Registration Certificate for students.</p> <p>Store an electronic copy of the Official Register for last month.</p>
Lesson Monitor	<p>No specific tasks for this month.</p>
Assessment	<p>No specific tasks for this month.</p>
Profiles	<p>Complete a reporting session for the year group and send reports home.</p>
Exams	<p>Distribute individual candidate timetables for the June series.</p> <p>Submit coursemarks for the June series.</p> <p>June series starts.</p> <p>Read the latest version of the <i>Results Day Survival Kit</i>, which provides key information about the 2022 results period. This is available from the SIMS Documentation Centre (click the Documentation button on the SIMS Home Page).</p>
Curriculum	<p>No specific tasks for this month.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reconcile old year accounts with external bodies (bank and LA).</p> <p>Prepare to complete the CFR Return.</p>
Personnel and Staff Performance	<p>Maintain staff records.</p>

June 2022

Core Data	<p>Record leavers.</p> <p>Run promotion routines and check results (<i>the End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>).</p> <p>Allocate applicants to registration groups for the new academic year.</p>
Statutory Returns	<p>Marked KS scripts returned. Enter results into Assessment.</p> <p>Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 if some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.</p> <p>Use SIMS to produce the Attendance Collection Return (Wales only). The submission deadline is not yet known.</p>
Attendance	<p>Allocate applicants to registration groups for the new academic year.</p> <p>Store an electronic copy of the Official Register for last month.</p>
Lesson Monitor	<p>Ensure that classes have been defined in Nova-T6 for the new academic year. Make sure that any changes in the timetable are applied in the future and not the past.</p>
Assessment	<p>Enter statutory assessment results into relevant Key Stage Wizards, where appropriate (for schools in England, Wales and Northern Ireland).</p>
Profiles	<p>No specific tasks for this month.</p>
Exams	<p>June series completed.</p>
Curriculum	<p>Complete the timetable in Nova-T6, including the assignment of PPA non-class codes to represent teachers' periods protected from cover duty.</p> <p>Transfer the timetable to SQL.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Close the old financial year.</p> <p>Complete and submit the CFR Return in line with LA CFR submission date.</p> <p>Prepare reports for Governors.</p>
Personnel and Staff Performance	<p>Maintain staff records.</p> <p>Review all yearly staff objectives, associated CPD and observation records.</p>

July 2022

Core Data	<p>Import CTF files from feeder schools.</p> <p>Create CTF files for leavers.</p> <p>To help track Children Missing in Education, create CML files for leavers, then send the files to the Local Authority (England only).</p> <p>Print registration group lists for the new term.</p>
Statutory Returns	<p>Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 of some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.</p> <p>Export KS3 TAs to NAA (England only).</p> <p>Export KS3 TAs to WJEC (Wales only).</p>
Attendance	<p>Print a Registration Certificate for students.</p> <p>Store an electronic copy of the Official Register for last month.</p> <p>Run a Persistent Absence report for the entire academic year.</p>
Lesson Monitor	<p>No specific tasks for this month.</p>
Assessment	<p>Read the DfE's statement of intent (Key Stage 4 and 5) available on the Government website (https://www.gov.uk/government/publications/school-and-college-performance-tables-statements-of-intent).</p> <p>Carry out student attainment and progress reviews.</p> <p>Send full annual student reports home to parents and carers.</p>
Profiles	<p>Complete a reporting session for the year group and send reports home.</p>
Exams	<p>Download copies of any relevant DfE guidance on Ebacc, Progress 8, Performance Points and Statement of Intent to ensure that your Performance Indicators for 2022 are correct and up to date.</p>
Curriculum	<p>Produce student and staff timetables.</p>
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for month.</p>
Personnel and Staff Performance	<p>Maintain staff records.</p> <p>Terminate any contracts that expire at the end of the academic year.</p> <p>Create staff objectives for the next academic year.</p>

August 2022

Core Data	Consider running various housekeeping routines, including Address Validation, merging agents and agencies, merging addresses, merging contacts, deleting students, etc.
Statutory Returns	<p>Ensure all student data is up to date using bulk update in readiness for returns.</p> <p>Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 of some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.</p> <p>Carry out dry runs of the Post 16 PLASC Return (Secondary and Middle schools in Wales only). Ensure that the forthcoming academic year has been defined before carrying out the dry run.</p>
Attendance	<p>Print out the OMR forms for the beginning of the new academic year to ensure that they are ready for the first day. The promotion and admissions processes must have been performed before printing OMR forms to ensure that the students are in the correct registration groups.</p> <p>DENI Return – Run the Group Analysis by Category report to check the DENI Return figures (Northern Ireland only).</p> <p>Store an electronic copy of the Official Register for last month.</p>
Lesson Monitor	No specific tasks for this month.
Assessment	Import Welsh Baseline Assessment resources for the current year in SIMS (Wales only).
Profiles	No specific tasks for this month.
Exams	<p>Update all basedata prior to receiving and processing results.</p> <p>Receive and process June results (report, analyse, delete superseded certifications, calculate PI values).</p> <p>Check the SIMS 7 Exams Information page on the support portal for any important notifications regarding Exams prior to the result download days.</p>
Curriculum	Create next year's academic year.
FMS	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for month.</p> <p>Add new members of staff for Autumn term.</p>
Personnel and Staff Performance	<p>Maintain staff records. Review contracts for staff and award appropriate increments.</p> <p>Design and run a report to view which members of staff have been recommended for a salary increase.</p>
Parent/Student App	<p>It is recommended that the following actions are taken over the Summer holidays:</p> <ul style="list-style-type: none"> ▪ Unregister staff members and students who are leaving the school. ▪ Unregister parents of students who are leaving the school (except parents who have other children remaining in the school). <p>Schools can invite users at any point in the year. However, it is recommended that the following actions are taken over the summer holidays or early in the academic year:</p> <ul style="list-style-type: none"> ▪ Invite staff members and students joining the school. ▪ Invite parents of students joining the school (except parents who have other children in the school already).

Core Data

A variety of documentation (handbooks tutorials, quick reference sheets, etc.) are available from the **SIMS Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the **SIMS Home Page**.

Sep 21	Admit new pupils when they physically arrive at the school. Allocate UPNs to any new pupils who have never previously had a UPN. Use Data Collection Sheets to ensure all data is up to date. To help track Children Missing in Education, create CMJ files for new pupils, then send the files to the Local Authority (England only).
Oct 21	Create intake/admission groups for the following academic year. Own Admission Authority schools should import ADT files. Create next year's academic year, if using Options.
Nov 21	Own Admission Authority schools should enter data for an ASL file.
Dec 21	Own Admission Authority schools should export an ASL file to their Local Authority (LA). Prepare for next year's new intake – create admission groups.
Jan 22	Create the new academic year for the following September.
Feb 22	No specific tasks for this month.
Mar 22	Import any ATF file sent by your LA.
Apr 22	Update data on applicants during the Summer term. Allocate applicants to admission groups.
May 22	Begin your end of year procedures (<i>the End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>). Accept applicants as details are received.
Jun 22	Record leavers. Run promotion routines and check results (<i>the End of Year Procedure handbooks are available from the Home page of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS Home Page</i>). Allocate applicants to registration groups for the new academic year.
Jul 22	Import CTF files from feeder schools. Create CTF files for leavers. To help track Children Missing in Education, create CML files for leavers, then send the files to the Local Authority (England only). Print registration group lists for the new term.
Aug 22	Consider running various housekeeping routines, including Address Validation, merging agents and agencies, merging addresses, merging contacts, deleting students, etc.

Statutory Returns

Detailed information about the statutory returns process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Sep 21	<p>Ensure all student data is up to date ready for returns using bulk update.</p> <p>Schools taking part in the School Workforce/School Workforce Annual Census should use Personnel to enter details of staff for whom data will be reported (England and Wales only).</p> <p>Secondary schools with Sixth Forms in England should ensure that Post 16 courses are associated with the appropriate QANs (known as QNs in Exams in SIMS) and Discount Codes and that course memberships are also up to date (England only).</p> <p>Secondary schools in Wales should use Maintain Course to ensure that Post 16 courses are associated with Learning Activities, and that course memberships are up to date. Individual QWADs must be associated manually with a suitable course to ensure that they are correctly identified in the Post 16 PLASC return (Wales only).</p> <p>Carry out dry runs of the applicable returns:</p> <ul style="list-style-type: none">▪ School Census Autumn Return (England only)▪ DENI Main Return (Northern Ireland only). <p>Use SIMS to produce the Post 16 PLASC Return (Secondary and Middle schools in Wales only). DEWi opens for the post 16 data collection on 14 September 2021.</p>
Oct 21	<p>Use SIMS to produce and submit the applicable returns:</p> <ul style="list-style-type: none">▪ School Census Autumn Return – 7 October 2021 (England only).▪ DENI Main Return – 8 October 2021 (Northern Ireland only). <p>Submit the Post 16 PLASC Return before 8 October 2021 (Secondary and Middle schools in Wales only).</p> <p>Carry out dry runs of the applicable returns:</p> <ul style="list-style-type: none">▪ School Workforce Census (England only)▪ DENI Leavers Return, which is enabled only <u>after</u> the export of the DENI Main Return (Northern Ireland Secondary schools only)▪ School Workforce Annual Census (Wales only).
Nov 21	<p>Ensure all student data is up to date using bulk update.</p> <p>Use SIMS to produce and submit the applicable returns:</p> <ul style="list-style-type: none">▪ School Workforce Census – 4 November 2021 (England only).▪ DENI Leavers Return – 12 November 2021 (Northern Ireland Secondary schools only)▪ School Workforce Annual Census – 2 November 2021 (Wales only).
Dec 21	<p>Ensure all student data is up to date ready for returns using bulk update.</p> <p>Secondary schools in Wales with Sixth Forms should update courses and their memberships using Academic Management and Course Manager ready for PLASC in January (Wales only).</p> <p>Carry out dry runs of the applicable returns:</p> <ul style="list-style-type: none">▪ PLASC Return (Wales only)▪ CES Census (England and Wales only)▪ School Census Spring Return (England only).

Statutory Returns

Detailed information about the statutory returns process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Jan 22	<p>Use SIMS to produce and submit the applicable returns:</p> <ul style="list-style-type: none">▪ PLASC Return – 18 January 2022 (Wales only)▪ CES Census – 20 January 2022 (England) and 18 January 2022 (Wales)▪ School Census Spring Return – 20 January 2022 (England only).
Feb 22	<p>No specific tasks for this month.</p>
Mar 22	<p>Prepare for End of Key Stage returns.</p> <p>Carry out Key Stage registration (NI schools only).</p>
Apr 22	<p>Ensure all student data is up to date using bulk update in readiness for returns.</p> <p>Secondary schools with Sixth Forms in England should ensure that Post 16 courses are associated with the appropriate QANs (known as QNs in Exams in SIMS) and Discount Codes and that course memberships are also up to date (England only).</p> <p>Carry out dry runs of the School Census Summer Return (England only).</p>
May 22	<p>Enter TAs into the relevant Key Stage Wizard.</p> <p>Ensure all student data is up to date using bulk update in readiness for returns.</p> <p>Use SIMS to produce and submit the School Census Summer Return – 19 May 2022 (England only).</p> <p>Carry out dry runs of the Attendance Collection Return (Wales only).</p> <p>Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 if some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.</p>
Jun 22	<p>Marked KS scripts returned. Enter results into Assessment.</p> <p>Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 if some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.</p> <p>Use SIMS to produce the Attendance Collection Return (Wales only). The submission deadline is not yet known.</p>
Jul 22	<p>Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 if some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.</p> <p>Export KS3 TAs to NAA (England only).</p> <p>Export KS3 TAs to WJEC (Wales only).</p>

Statutory Returns

Detailed information about the statutory returns process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Aug 22

Ensure all student data is up to date using bulk update in readiness for returns.

Ensure that classes have been defined in Nova-T6 for 2022/2023 to indicate both the subject and level to be taught and realistic start and end dates. Remember that you can use multiple transfers from Nova-T6 if some classes are expected to end at different times to others. Subject, level, start date and end date are very important elements in the automatic creation of course information, together with Academic Management. Time spent getting this right can save a very large amount of time editing in Maintain Course when preparing for the Post 16 aspects of the censuses.

Carry out dry runs of the Post 16 PLASC Return (**Secondary and Middle schools in Wales only**). Ensure that the forthcoming academic year has been defined before carrying out the dry run.

Attendance

Detailed information about the attendance process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Sep 21	Store an electronic copy of the Official Register for last month.
Oct 21	Store an electronic copy of the Official Register for last month.
Nov 21	Store an electronic copy of the Official Register for last month.
Dec 21	Complete a Registration Certificate for students. Store an electronic copy of the Official Register for last month. Run the Persistent Absence report for terms 1 and 2 via Reports Attendance Whole Group Student Reports Persistent Absence Reports .
Jan 22	School Census – run the Student Analysis by Attendance Category report to check the return figures (England only). Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month.
Feb 22	Store an electronic copy of the Official Register for last month.
Mar 22	Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month.
Apr 22	Run the Persistent Absence report to view the progression of poorly attending students across terms 1 to 4. Store an electronic copy of the Official Register for last month.
May 22	Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month.
Jun 22	Allocate applicants to registration groups for the new academic year. Store an electronic copy of the Official Register for last month.
Jul 22	Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month. Run a Persistent Absence report for the entire academic year.
Aug 22	Print out the OMR forms for the beginning of the new academic year to ensure that they are ready for the first day. The promotion and admissions processes must have been performed before printing OMR forms to ensure that the students are in the correct registration groups. DENI Return - Run the Group Analysis report by Category report to check the DENI Return figures (Northern Ireland only). Store an electronic copy of the Official Register for last month.

Lesson Monitor

Detailed information about the attendance process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Sep 21	Check memberships of registration groups/lessons for start of term. Set up patterns of registration to periods via Tools Setups Lesson Monitor Options Lesson Monitor Setup .
Oct 21	No specific tasks for this month.
Nov 21	No specific tasks for this month.
Dec 21	No specific tasks for this month.
Jan 22	No specific tasks for this month.
Feb 22	No specific tasks for this month.
Mar 22	No specific tasks for this month.
Apr 22	No specific tasks for this month.
May 22	No specific tasks for this month.
Jun 22	Ensure that classes have been defined in Nova-T6 for the new academic year. Make sure that any changes in the timetable are applied in the future and not the past.
Jul 22	No specific tasks for this month.
Aug 22	No specific tasks for this month.

Assessment

Detailed information about the assessment process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Sep 21	Review staff permissions and prepare marksheets.
Oct 21	Read Assessment and Reporting Arrangements, which outline statutory assessment requirements for this academic year. These are published by local government departments in England, Wales and Northern Ireland to their respective websites.
Nov 21	Analyse students' Key Stage results against national data from analysis reports that you can generate in SIMS. Carry out student attainment and progress reviews. Send interim student reports home to parents and carers.
Dec 21	No specific tasks for this month.
Jan 22	Secondary performance tables published by the DfE to (https://www.compare-school-performance.service.gov.uk).
Feb 22	No specific tasks for this month.
Mar 22	Collect and review school's internal assessments.
Apr 22	Import statutory assessment Key Stage Wizards for the current year in SIMS (for schools in England, Wales and Northern Ireland). Carry out student attainment and progress reviews. Analyse the school's internal results and send interim student reports home to parents and carers.
May 22	No specific tasks for this month.
Jun 22	Enter statutory assessment results into relevant Key Stage Wizards, where appropriate (for schools in England, Wales and Northern Ireland).
Jul 22	Read the DfE's statement of intent (Key Stage 4 and 5) available on the Government website (https://www.gov.uk/government/publications/school-and-college-performance-tables-statements-of-intent). Carry out student attainment and progress reviews. Send full annual student reports home to parents and carers.
Aug 22	Import Welsh Baseline Assessment resources for the current year in SIMS (Wales only).

Profiles

Detailed information about the profiles process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Sept 21	Review the previous year's reporting sessions. Edit and enter new comments into comment banks. Set up new sessions for each year group throughout the year.
Oct 21	No specific tasks for this month.
Nov 21	No specific tasks for this month.
Dec 21	Complete a reporting session for the year group and send reports home.
Jan 22	Complete a reporting session for the year group and send reports home.
Feb 22	No specific tasks for this month.
Mar 22	Complete a reporting session for the year group and send reports home.
Apr 22	No specific tasks for this month.
May 22	Complete a reporting session for the year group and send reports home.
Jun 22	No specific tasks for this month.
Jul 22	Complete a reporting session for the year group and send reports home.
Aug 22	No specific tasks for this month.

Exams

Detailed information about the exams process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Please refer to the Joint Council for Qualifications website (<http://www.jcq.org.uk>) for an up-to-date list of significant dates.

Sep 21	Number candidates and generate UCIs. Download basedata and make entries for the September series – generally Registration only. Download basedata and make entries for the November series (GCSE retakes).
Oct 21	Download basedata and make entries for the January series (GCE/GCSE units, etc.).
Nov 21	Sit the November series. Organise seating for the January series.
Dec 21	No specific tasks for this month.
Jan 22	Submit coursemarks for the January series. Sit January series (mainly GCE units). Mock examinations. Receive and process results for the November series. Record and submit entries for the March series (mainly GCSE modules for Northern Ireland). Record entries for the June series.
Feb 22	Submit entries for the June series.
Mar 22	Sit March series (mainly GCSE modules for Northern Ireland). Receive and process results for the January series – report and analyse. Clone Performance Indicators from 2021 to 2022. Start updating QNs for 2022 in readiness for Summer results.
Apr 22	Organise seating for the main June series.
May 22	Distribute individual candidate timetables for the June series. Submit coursemarks for the June series. June series starts. Read the latest version of the <i>Results Day Survival Kit</i> , which provides key information about the 2022 results period. This is available from the SIMS Documentation Centre (click the Documentation button on the SIMS Home Page).
Jun 22	June series completed.
Jul 22	Download copies of any relevant DfE guidance on Ebacc, Progress 8, Performance Points and Statement of Intent to ensure that your Performance Indicators for 2022 are correct and up to date.
Aug 22	Update all basedata prior to receiving and processing results. Receive and process June results - report, analyse, delete superseded certifications, calculate PI values. Check the SIMS 7 Exams Information page on the support portal for any important notifications regarding Exams prior to the result download days.

Curriculum

Detailed information about the curriculum process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Sep 21	Fine tune timetable and/or edit lesson resources. Further modifications may be required at any time throughout the year – with Nova-T6.
Oct 21	Begin to plan next year's curriculum requirements.
Nov 21	Prepare for next year's Options. If you intend to use Options for next year's GCSE courses, this is a good time to prepare SIMS by setting up base bands and assigning students to these bands. Set up the bands for each year in Nova-T6 and export the curriculum plan to SQL for the next academic year. If the plan is incomplete, you can do the export again later. Before you start to use Options, assign Year 9 students to Year 10 bands for the next working academic year in SIMS.
Dec 21	Prepare for post-Christmas timetable changes, e.g. resulting from staff turnover. This involves using Manage Classroom staff.
Jan 22	Check External Subject Codes have been set in Nova-T6 for Class Activities.
Feb 22	Begin the Options process for Year 9 (next year's Year 10). This can be done between February and May based on your requirements.
Mar 22	Complete the Options process.
Apr 22	Complete the curriculum plan in Nova-T6 and export it to SQL. Set up promotion rules in Academic Management. Export Year 10 student class memberships prepared in Options to SQL. Begin to schedule the timetable in Nova-T6. Run the Academic Promotion wizard and assign students to classes where promotion does not occur then print the student timetables.
May 22	No specific tasks for this month.
Jun 22	Complete the timetable in Nova-T6, including the assignment of PPA non-class codes to represent teachers' periods protected from cover duty. Transfer the timetable to SQL.
Jul 22	Produce student and staff timetables.
Aug 22	Create next year's academic year.

FMS

For more information, refer to the applicable Finance handbook. All handbooks can be accessed from the FMS **Documentation Centre** which is launched from FMS by selecting **Help | FMS Documentation**. Once open, click the **Handbooks** link and select the required handbook.

Sep 21	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reforecast budget, if required.</p>
Oct 21	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitments for the month.</p> <p>Reforecast budget, if required.</p>
Nov 21	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitments for the month.</p> <p>Prepare reports for Governors.</p> <p>Reforecast budget, if required.</p>
Dec 21	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitments for the month.</p> <p>Reforecast budget, if required.</p>
Jan 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitments for the month.</p> <p>Update Pay Scales and National Insurance contributions in Personnel.</p>
Feb 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitments for the month.</p> <p>Prepare reports for Governors.</p> <p>Review next year budget scenarios.</p>
Mar 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitments for the month.</p> <p>Agree budget with Governors and submit to the Local Authority (LA).</p> <p>Open new financial year and prepare to close the old financial year.</p>

FMS

For more information, refer to the applicable Finance handbook. All handbooks can be accessed from the FMS **Documentation Centre** which is launched from FMS by selecting **Help | FMS Documentation**. Once open, click the **Handbooks** link and select the required handbook.

Apr 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Prepare to complete the Consistent Financial Reporting Return (CFR).</p>
May 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Reconcile old year accounts with external bodies (bank and LA).</p> <p>Prepare to complete the CFR Return.</p>
Jun 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for the month.</p> <p>Close the old financial year.</p> <p>Complete and submit the CFR Return in line with LA CFR submission date.</p> <p>Prepare reports for Governors.</p>
Jul 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for month.</p>
Aug 22	<p>Review/monitor budget for the current year.</p> <p>Check salary projections against actual salaries and for variations on salaries.</p> <p>Check for any outstanding commitment for month.</p> <p>Add new members of staff for Autumn term</p>

Personnel and Staff Performance

Detailed information about the personnel process in SIMS is available from the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Sep 21	Maintain staff records. Add a Start Date into the contract for any members of staff joining in this academic year. Ensure that teacher service terms are up to date. Set up the line management structure. Record any new school objectives or professional standards. Record any new staff objectives.
Oct 21	Maintain staff records.
Nov 21	Maintain staff records.
Dec 21	Add new members of staff for Spring term. Review first term staff objectives Maintain staff records.
Jan 22	Maintain staff records.
Feb 22	Enter New Pay Awards for Service Terms and the National Insurance Table. Review contracts for staff and award appropriate increments. Maintain staff records.
Mar 22	Add new members of staff for Summer term. Maintain staff records.
Apr 22	Review staff objectives for the Spring term. Maintain staff records.
May 22	Maintain staff records.
Jun 22	Review all yearly staff objectives, associated CPD and observation records. Maintain staff records.
Jul 22	Maintain staff records. Terminate any contracts that expire at the end of the academic year. Create staff objectives for the next academic year.
Aug 22	Maintain staff records. Review contracts for staff and award appropriate increments. Design and run a report to view which members of staff have been recommended for a salary increase.

Parent/Student App

Detailed information about the Parent/Student App process is available via the SIMS **Documentation Centre**, which is launched by clicking the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Select **Other Products** | **SIMS Parent** or **SIMS Student** to launch the applicable documentation centre.

Aug 22

It is recommended that the following actions are taken over the Summer holidays:

- Unregister staff members and students who are leaving the school.
- Unregister parents of students who are leaving the school (except parents who have other children remaining in the school).

Schools can invite users at any point in the year. However, it is recommended that the following actions are taken over the summer holidays or early in the academic year:

- Invite staff members and students joining the school.
- Invite parents of students joining the school (except parents who have other children in the school already).