SIMS Secondary School Yearbook

2023/2024

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

Core Data	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).
Statutory Returns	Ensure all student data is up to date ready for returns using bulk update.
	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).
	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).
	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).
	Carry out dry runs of the applicable returns:
	▪ School Census Autumn Return (England only)
	▪ DENI Main Return (Northern Ireland only).
	Use SIMS to produce the Post 16 PLASC Return (Secondary and Middle schools in Wales only).
Attendance	Store an electronic copy of the Official Register for last month.
Lesson Monitor	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**.
Assessment	Review staff permissions and prepare marksheets.
Profiles	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.
Exams	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).
Curriculum	Fine tune timetable and/or edit lesson resources. Further modifications may be required at any time throughout the year – using Nova-T6.
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.
	Reforecast budget, if required.

September

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

Core Data	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.
Statutory Returns	Use SIMS to produce and submit the applicable returns:
	▪ School Census Autumn Return (England only).
	▪ DENI Main Return (Northern Ireland only).
	▪ Submit the Post 16 PLASC Return (Secondary and Middle schools in Wales only).
	Carry out dry runs of the applicable returns:
	▪ School Workforce Census (England only)
	▪ DENI Leavers Return, which is enabled only after 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	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.
	Reforecast budget, if required.
Personnel and Staff Performance	Maintain staff records.

November

Core Data	Own Admission Authority schools should enter data for an ASL file.
Statutory Returns	Ensure all student data is up to date using bulk update. Use SIMS to produce and submit the applicable returns: - School Workforce Census (England only). - DENI Leavers 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	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.
Profiles	No specific tasks for this month.
Exams	Sit the November series. Organise seating for the January series.
Curriculum	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 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.
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. Reforecast budget, if required.
Personnel and Staff Performance	Maintain staff records.

December

Core Data	Own Admission Authority schools should export an ASL file to their Local Authority (LA).
	Prepare for next year's new intake – create admission groups.
Statutory Returns	Ensure all student data is up to date ready for returns using bulk update.
	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).
	Carry out dry runs of the applicable returns:
	▪ PLASC Return (Wales only)
	▪ CES Census (England and Wales only)
	▪ School Census Spring Return (England only).
Attendance	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.**
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	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.
	Reforecast budget, if required.
Personnel and Staff Performance	Add new members of staff for Spring term.
	Maintain staff records.
	Review first term staff objectives.

January

Core Data	Create the new academic year for the following September.
Statutory Returns	Use SIMS to produce and submit the applicable returns: ▪ School Census Spring Return (England only) ▪ CES Census (England & Wales) ▪ PLASC Return (Wales 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

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

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 this year to next year. Start updating QNs 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

Core Data	Update data on applicants during the Summer term. Allocate applicants to admission groups.
Statutory Returns	Ensure all student data is up to date using bulk update in readiness for returns. 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). Carry out dry runs of the School Census Summer Return (England only).
Attendance	Store an electronic copy of the Official Register for last month. Run the Persistent Absence report to view the progression of poorly attending students across terms 1 to 4.
Lesson Monitor	No specific tasks for this month.
Assessment	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.
Profiles	No specific tasks for this month.
Exams	Organise seating for the main June series.
Curriculum	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.
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 to complete the Consistent Financial Reporting Return (CFR).
Personnel and Staff Performance	Maintain staff records. Review staff objectives for the Spring term.

May

Core Data	Begin your end of year procedures *(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***)*.
	Accept applicants as details are received.
Statutory Returns	Enter TAs into the relevant Key Stage Wizard.
	Ensure all student data is up to date using bulk update in readiness for returns.
	Use SIMS to produce and submit the School Census Summer Return (England only).
	Carry out dry runs of the Attendance Collection Return (Wales only).
	Ensure that classes have been defined in Nova-T6 for this year and the next year 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.
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	No specific tasks for this month.
Profiles	Complete a reporting session for the year group and send reports home.
Exams	Distribute individual candidate timetables for the June series.
	Submit course marks for the June series.
	June series starts.
	Read the latest version of the *Results Day Survival Kit*, which provides key information about the current results period. This is available from the SIMS **Documentation Centre** (click the **Documentation** button on the SIMS Home Page).
Curriculum	No specific tasks for this month.
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.
	Reconcile old year accounts with external bodies (bank and LA).
	Prepare to complete the CFR Return.
Personnel and Staff Performance	Maintain staff records.

June

Core Data	Record leavers.
	Run promotion routines and check results *(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**)*.
	Allocate applicants to registration groups for the new academic year.
Statutory Returns	Marked KS scripts returned. Enter results into Assessment.
	Ensure that classes have been defined in Nova-T6 for the current year to the next year 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.
	Use SIMS to produce the Attendance Collection Return (Wales only).
Attendance	Allocate applicants to registration groups for the new academic year.
	Store an electronic copy of the Official Register for last month.
Lesson Monitor	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.
Assessment	Enter statutory assessment results into relevant Key Stage Wizards, where appropriate (for schools in England, Wales and Northern Ireland).
Profiles	No specific tasks for this month.
Exams	June series completed.
Curriculum	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.
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.
	Close the old financial year.
	Complete and submit the CFR Return in line with LA CFR submission date.
	Prepare reports for Governors.
Personnel and Staff Performance	Maintain staff records.
	Review all yearly staff objectives, associated CPD and observation records.

July

Core Data	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.
Statutory Returns	Ensure that classes have been defined in Nova-T6 for the current year to the next year 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.
	Export KS3 TAs to NAA (England only).
	Export KS3 TAs to WJEC (Wales only).
Attendance	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.
Lesson Monitor	No specific tasks for this month.
Assessment	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.
Profiles	Complete a reporting session for the year group and send reports home.
Exams	Download copies of any relevant DfE guidance on Ebacc, Progress 8, Performance Points and Statement of Intent to ensure that your Performance Indicators are correct and up to date.
Curriculum	Produce student and staff timetables.
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 month.
Personnel and Staff Performance	Maintain staff records.
	Terminate any contracts that expire at the end of the academic year.
	Create staff objectives for the next academic year.

August

Core Data	Consider running various housekeeping routines, including Address Validation, merging agents and agencies, merging addresses, merging contacts, deleting students, etc.
Statutory Returns	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 the current year and next year 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.
	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	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 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	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	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	Create next year's academic year.
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 month.
	Add new members of staff for Autumn term.
Personnel and Staff Performance	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	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).

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	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	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	Own Admission Authority schools should enter data for an ASL file.
Dec	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	Create the new academic year for the following September.
Feb	No specific tasks for this month.
Mar	Import any ATF file sent by your LA.
Apr	Update data on applicants during the Summer term.
	Allocate applicants to admission groups.
May	Begin your end of year procedures *(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)*.
	Accept applicants as details are received.
Jun	Record leavers.
	Run promotion routines and check results *(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)*.
	Allocate applicants to registration groups for the new academic year.
Jul	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	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	Ensure all student data is up to date ready for returns using bulk update.
	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).
	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).
	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).
	Carry out dry runs of the applicable returns:
	▪ School Census Autumn Return (England only)
	▪ DENI Main Return (Northern Ireland only).
	Use SIMS to produce the Post 16 PLASC Return (Secondary and Middle schools in Wales only).
Oct	Use SIMS to produce and submit the applicable returns:
	▪ School Census Autumn Return (England only).
	▪ DENI Main Return (Northern Ireland only).
	Submit the Post 16 PLASC Return (Secondary and Middle schools in Wales only).
	Carry out dry runs of the applicable returns:
	▪ School Workforce Census (England only)
	▪ DENI Leavers Return, which is enabled only after the export of the DENI Main Return (Northern Ireland Secondary schools only)
	▪ School Workforce Annual Census (Wales only).
Nov	Ensure all student data is up to date using bulk update.
	Use SIMS to produce and submit the applicable returns:
	▪ School Workforce Census (England only).
	▪ DENI Leavers Return (Northern Ireland Secondary schools only)
	▪ School Workforce Annual Census (Wales only).
Dec	Ensure all student data is up to date ready for returns using bulk update.
	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).
	Carry out dry runs of the applicable returns:
	▪ 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	Use SIMS to produce and submit the applicable returns: - School Census Spring Return (England only). - CES Census (England & Wales) - PLASC Return (Wales only).
Feb	No specific tasks for this month.
Mar	Prepare for End of Key Stage returns. Carry out Key Stage registration (NI schools only).
Apr	Ensure all student data is up to date using bulk update in readiness for returns. 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). Carry out dry runs of the School Census Summer Return (England only).
May	Enter TAs into the relevant Key Stage Wizard. Ensure all student data is up to date using bulk update in readiness for returns. Use SIMS to produce and submit the School Census Summer Return (England only). Carry out dry runs of the Attendance Collection Return (Wales only). Ensure that classes have been defined in Nova-T6 for the current and next year 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.
Jun	Marked KS scripts returned. Enter results into Assessment. Ensure that classes have been defined in Nova-T6 for the current and next year 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. Use SIMS to produce the Attendance Collection Return (Wales only).
Jul	Ensure that classes have been defined in Nova-T6 for the current and next year 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. Export KS3 TAs to NAA (England only). Export KS3 TAs to WJEC (Wales 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**.

Aug	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 the current and next year 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.
	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	Store an electronic copy of the Official Register for last month.
Oct	Store an electronic copy of the Official Register for last month.
Nov	Store an electronic copy of the Official Register for last month.
Dec	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	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	Store an electronic copy of the Official Register for last month.
Mar	Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month.
Apr	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	Print a Registration Certificate for students. Store an electronic copy of the Official Register for last month.
Jun	Allocate applicants to registration groups for the new academic year. Store an electronic copy of the Official Register for last month.
Jul	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	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	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	No specific tasks for this month.
Nov	No specific tasks for this month.
Dec	No specific tasks for this month.
Jan	No specific tasks for this month.
Feb	No specific tasks for this month.
Mar	No specific tasks for this month.
Apr	No specific tasks for this month.
May	No specific tasks for this month.
Jun	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	No specific tasks for this month.
Aug	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	Review staff permissions and prepare marksheets.
Oct	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	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	No specific tasks for this month.
Jan	Secondary performance tables published by the DfE to (https://www.compare-school-performance.service.gov.uk).
Feb	No specific tasks for this month.
Mar	Collect and review school's internal assessments.
Apr	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	No specific tasks for this month.
Jun	Enter statutory assessment results into relevant Key Stage Wizards, where appropriate (for schools in England, Wales and Northern Ireland).
Jul	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	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	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	No specific tasks for this month.
Nov	No specific tasks for this month.
Dec	Complete a reporting session for the year group and send reports home.
Jan	Complete a reporting session for the year group and send reports home.
Feb	No specific tasks for this month.
Mar	Complete a reporting session for the year group and send reports home.
Apr	No specific tasks for this month.
May	Complete a reporting session for the year group and send reports home.
Jun	No specific tasks for this month.
Jul	Complete a reporting session for the year group and send reports home.
Aug	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	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	Download basedata and make entries for the January series (GCE/GCSE units, etc.).
Nov	Sit the November series.
	Organise seating for the January series.
Dec	No specific tasks for this month.
Jan	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	Submit entries for the June series.
Mar	Sit March series (mainly GCSE modules for Northern Ireland).
	Receive and process results for the January series – report and analyse.
	Clone Performance Indicators from the current for next year.
	Start updating QNs in readiness for Summer results.
Apr	Organise seating for the main June series.
May	Distribute individual candidate timetables for the June series.
	Submit coursemarks for the June series.
	June series starts.
	Read the latest version of the *Results Day Survival Kit*, which provides key information about the results period. This is available from the SIMS **Documentation Centre** (click the **Documentation** button on the SIMS Home Page).
Jun	June series completed.
Jul	Download copies of any relevant DfE guidance on Ebacc, Progress 8, Performance Points and Statement of Intent to ensure that your Performance Indicators are correct and up to date.
Aug	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	Fine tune timetable and/or edit lesson resources. Further modifications may be required at any time throughout the year – with Nova-T6.
Oct	Begin to plan next year's curriculum requirements.
Nov	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	Prepare for post-Christmas timetable changes, e.g. resulting from staff turnover. This involves using Manage Classroom staff.
Jan	Check External Subject Codes have been set in Nova-T6 for Class Activities.
Feb	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	Complete the Options process.
Apr	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	No specific tasks for this month.
Jun	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	Produce student and staff timetables.
Aug	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	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.
	Reforecast budget, if required.
Oct	Review/monitor budget for the current year.
	Check salary projections against actual salaries and for variations on salaries.
	Check for any outstanding commitments for the month.
	Reforecast budget, if required.
Nov	Review/monitor budget for the current year.
	Check salary projections against actual salaries and for variations on salaries.
	Check for any outstanding commitments for the month.
	Prepare reports for Governors.
	Reforecast budget, if required.
Dec	Review/monitor budget for the current year.
	Check salary projections against actual salaries and for variations on salaries.
	Check for any outstanding commitments for the month.
	Reforecast budget, if required.
Jan	Review/monitor budget for the current year.
	Check salary projections against actual salaries and for variations on salaries.
	Check for any outstanding commitments for the month.
	Update Pay Scales and National Insurance contributions in Personnel.
Feb	Review/monitor budget for the current year.
	Check salary projections against actual salaries and for variations on salaries.
	Check for any outstanding commitments for the month.
	Prepare reports for Governors.
	Review next year budget scenarios.
Mar	Review/monitor budget for the current year.
	Check salary projections against actual salaries and for variations on salaries.
	Check for any outstanding commitments 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.

FMS

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

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	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	Maintain staff records.
Nov	Maintain staff records.
Dec	Add new members of staff for Spring term.
	Review first term staff objectives
	Maintain staff records.
Jan	Maintain staff records.
Feb	Enter New Pay Awards for Service Terms and the National Insurance Table.
	Review contracts for staff and award appropriate increments.
	Maintain staff records.
Mar	Add new members of staff for Summer term.
	Maintain staff records.
Apr	Review staff objectives for the Spring term.
	Maintain staff records.
May	Maintain staff records.
Jun	Review all yearly staff objectives, associated CPD and observation records.
	Maintain staff records.
Jul	Maintain staff records.
	Terminate any contracts that expire at the end of the academic year.
	Create staff objectives for the next academic year.
Aug	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	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).