# PRIMARY SCHOOL TRANSFER DATA

A SIMS report file (.rptDef) containing Primary Data fields to export from SIMS has been created for you and attached to this email. - Report Name: Primary Transfer Data (Fil Yr Group).RptDef

The Report extracts the following fields from SIMS and creates an Excel Spreadsheet:

1. Destination Institution
2. UPN
3. Legal Forename
4. Legal Surname
5. % Attendance to date
6. FSM
7. SEN Status
8. SEN Needs (Need Type and Need Code)
9. Exclusion Count
10. Child Protection Plan (Count)*
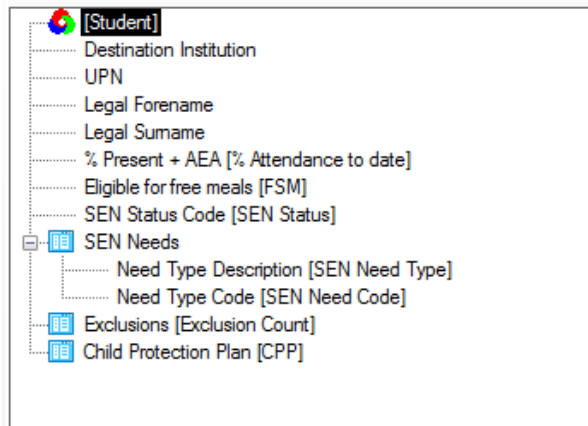
*CPP Information will only be extracted if the SIMS User account has the permissions to view this information. If the report is generated from an account without these permissions the CPP count will be omitted.

To use the report it must first be imported into SIMS. You may have already done this last year and in this instance you would just follow the instructions on page 2 **RUNNING THE REPORT IN SIMS**

1. Save the report file to a location which is accessible (for example C:\ or Desktop)
2. From within SIMS follow this route: Reports/Import
3. Click the Open button and navigate to where the report has been saved/stored
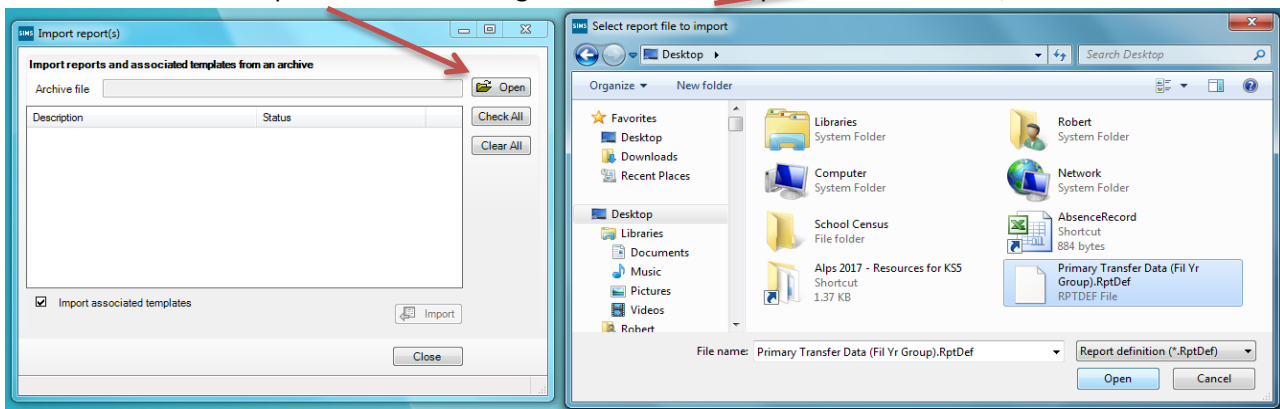
4. Click on the report name and click on the Open button
5. Click on the Import button, the status will change from pending to Imported.
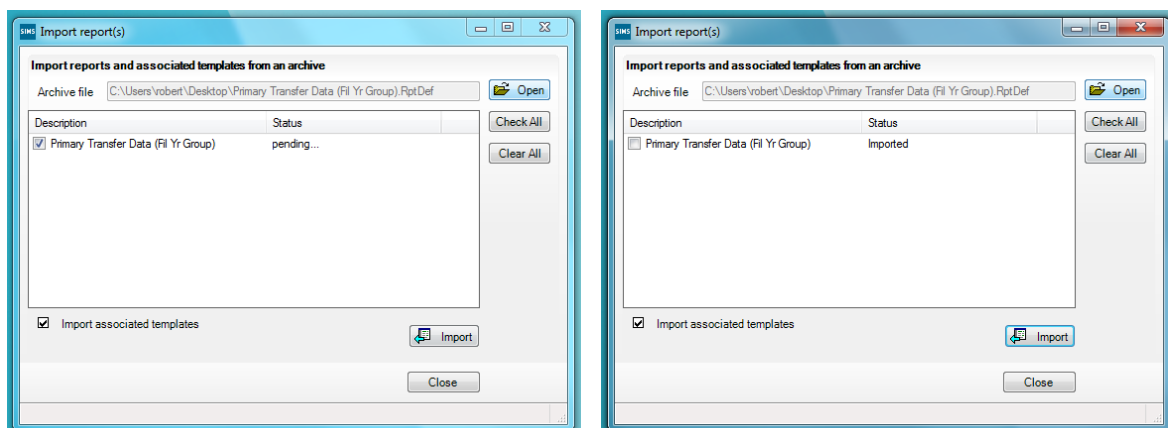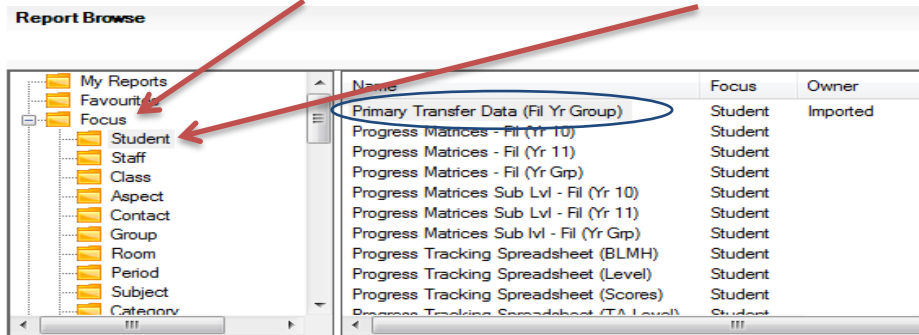

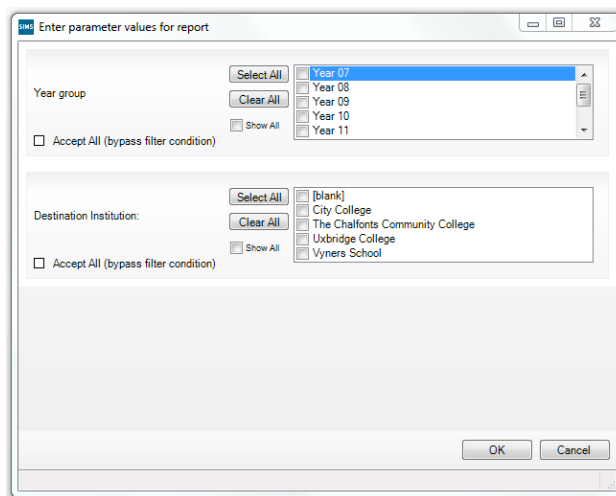6. The report has now been Imported, Click on the Close button.

Using the report:

1. From within SIMS follow this route: Reports\Run Report
2. Double click on the Focus (folder) and then click on the Student (folder)

3. Scroll down (the right hand panel) to the report called: Primary Transfer Data (Fil Yr Group)

4. Double click the report to run the report
5. Select the Year group (Year 6/Year 06)
6. If Destination Institutions have been entered into SIMS (School History Panel) for any students who will be leaving/or have already left a dropdown of selectable institutions will be listed. Selecting an institution will filter the students who will be exported to the Excel Spreadsheet. If Destination institutions have not been entered into SIMS please click on the Accept All (bypass filter condition)* in the Destination Institution Panel.

*If the bypass has been selected **ALL** Year 6 students will be exported to the Excel Spreadsheet and their Destination institution will have to be entered manually into the spreadsheet.

At the end of the spreadsheet's columns (**K** if CPP has been omitted or **L** if CPP is present) please could you add the title 'Safe Guarding Issues' into Row 1. If a student currently/or previously has/had any Safe Guarding Issues please can you indicate with a 'Y' next to that student.

For 2021 only please could you also add 4 additional columns at the end of the spreadsheet after Safeguarding Issues. Add the titles 'Reading', 'Writing', SPAG, and Maths to include Teacher Predicted attainment levels for the end of the year. Please ensure we all use the same coding BELOW, WORKING TOWARDS, EXPECTED, and HIGHER.

Please be aware that some students may appear more than once on the spreadsheet if they have multiple SEN Need Types. Each need type is treated as a new record (row).
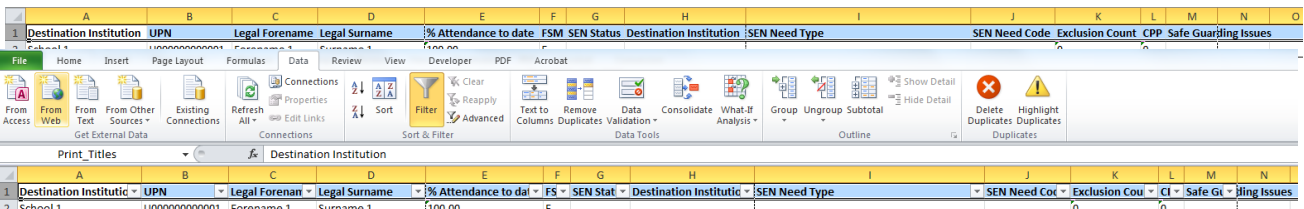
HOW TO FILTER AND SAVE THE SPREADSHEET PER SECONDARY SCHOOL

The following information is for Excel 2010 – there may be some minor differences between earlier or later versions.

Once all the Destination Institutions have been entered into the Spreadsheet you can add a filter which will aid in collating the data for each destination institution:
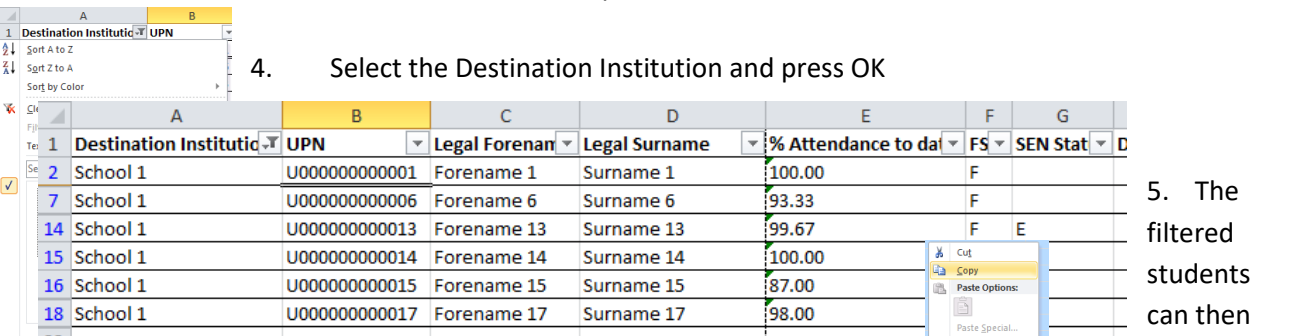

1. Click on row 1

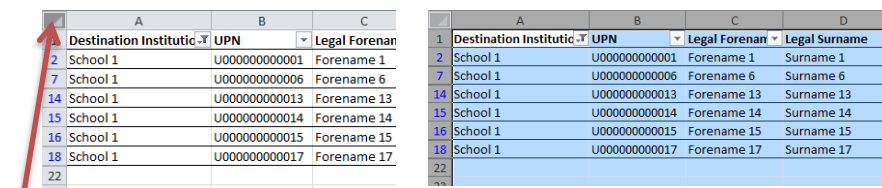2. Click on the data tab and filter
3. Click on the Destination Institution Dropdown/Filter Arrow

4. Select the Destination Institution and press OK

5. The filtered students can then be selected, copied and pasted to a new spreadsheet

Click here to the left of Column 'A' and above the top Row or Press CTRL A. This will highlight all the data on the spreadsheet. Press CTRL C or Right Click and Copy. Open a new Spreadsheet and press CTRL P or Right Click and Paste.

Save the new Spreadsheet and send **securely** to the relevant secondary school via the School to School system.