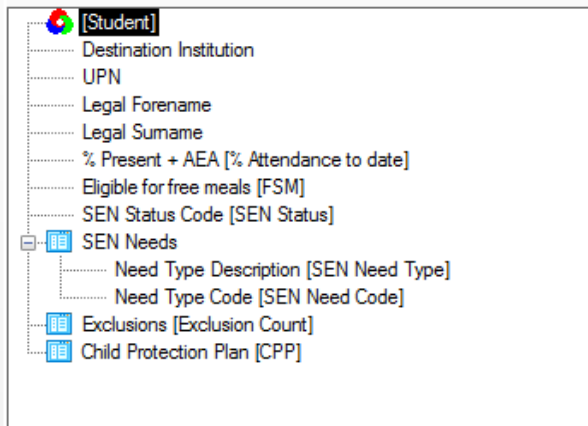


## PRIMARY SCHOOL TRANSFER DATA

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:

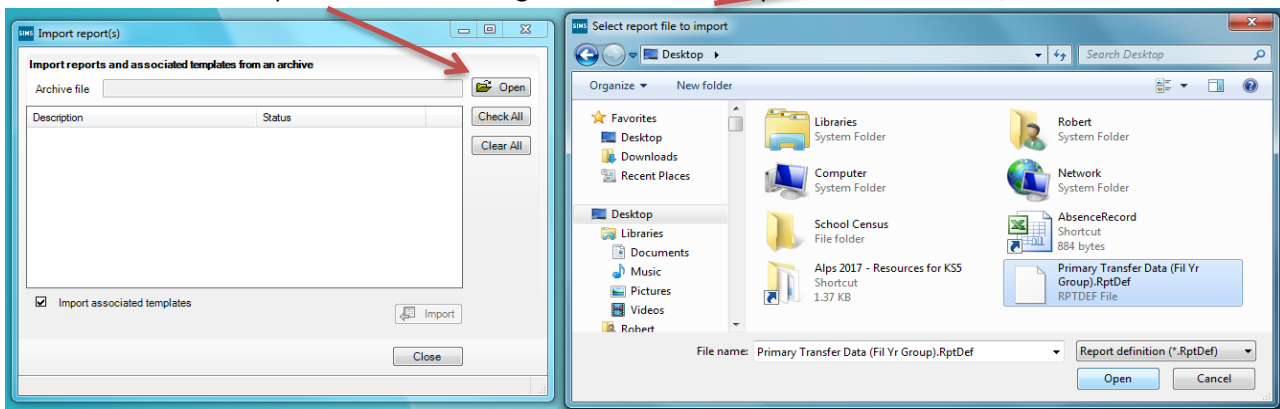
1. Destination Institution
2. UPN
3. Legal Forename
4. Legal Surname
5. % Attendance to date
6. FSM
7. SEN Status
8. SEN Needs (Need Type and Need Code)
9. Exclusion Count
10. Child Protection Plan (Count)\*



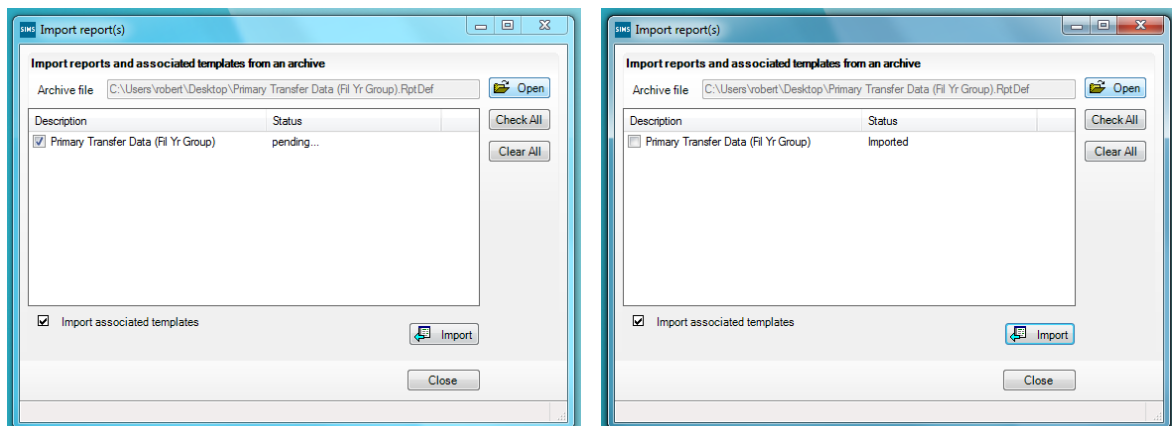
\*CPP Information will only be extracted if the SIMS User account has the permissions to view this information. If the report is generated from an account without these permissions the CPP count will be omitted.

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.

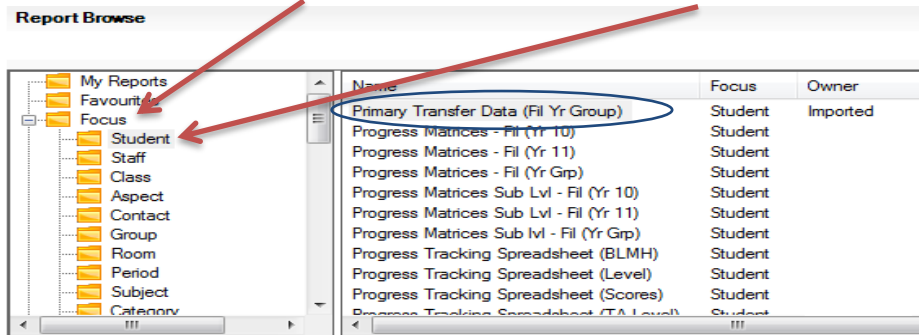


6. The report has now been Imported, Click on the Close button.

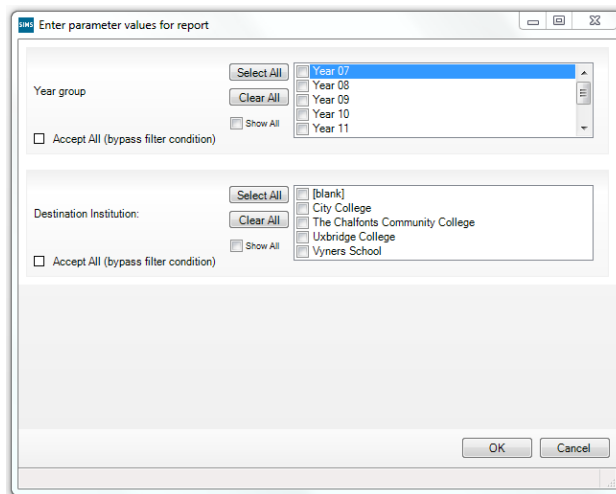
## RUNNING THE REPORT IN SIMS

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.**

	A	B	C	D	E	F	G	H	I	J	K	L
1	Destination Institution	UPN	Legal Forename	Legal Surname	% Attendance to date	FSM	SEN Status	SEN Need Type	SEN Need Code	Exclusion Count	CPP	Safe Guarding Issues
2		U000000000001	Forename 1	Surname 1	100.00	F				0	0	
3		U000000000002	Forename 2	Surname 2	90.67	T	K	No Specialist Assessment	NSA	0	0	Y
4		U000000000003	Forename 3	Surname 3	98.67	F				0	0	
5		U000000000004	Forename 4	Surname 4	100.00	F	N			0	0	Y
6		U000000000005	Forename 5	Surname 5	98.00	F	N			0	0	

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.

**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).

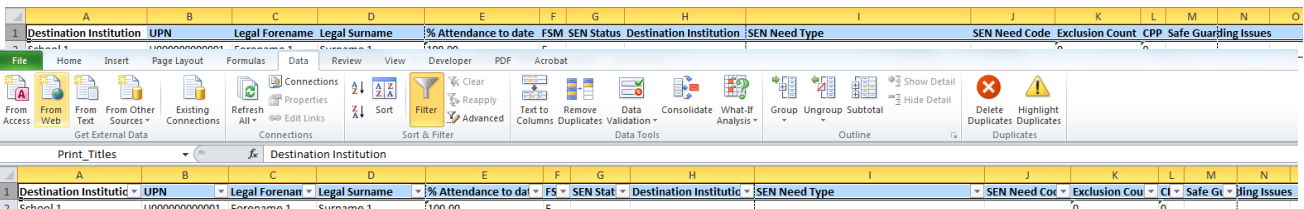
# HOW TO FILTER AND SAVE THE SPREADSHEET PER SECONDARY SCHOOL

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:

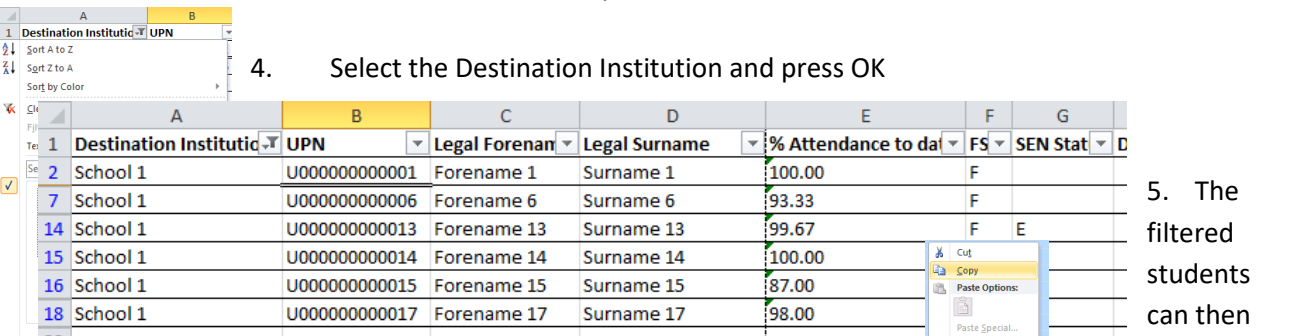
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Destination Institution	UPN	Legal Forename	Legal Surname	% Attendance to date	FSM	SEN Status	Destination Institution	SEN Need Type	SEN Need Code	Exclusion Count	CPP	Safe	Guarding Issues
2	School 1	U000000000001	Forename 1	Surname 1	100.00	F					0	0		
3	School 2	U000000000002	Forename 2	Surname 2	90.67	T	K		No Specialist Assessment	NSA	0	0	Y	
4	School 3	U000000000003	Forename 3	Surname 3	98.67	F					0	0		
5	School 4	U000000000004	Forename 4	Surname 4	100.00	F	N				0	0		
6	School 5	U000000000005	Forename 5	Surname 5	98.00	F	N				0	0	Y	
7	School 1	U000000000006	Forename 6	Surname 6	93.33	F					0	0		
8	School 2	U000000000007	Forename 7	Surname 7	98.67	F					0	0		
9	School 3	U000000000008	Forename 8	Surname 8	98.67	F	K		Speech, Language or Communication Need	SLCN	0	0		
10	School 4	U000000000009	Forename 9	Surname 9	98.67	T	K		Speech, Language or Communication Need	SLCN	0	0		
11	School 5	U000000000010	Forename 10	Surname 10	98.67	F					0	0		
12	School 3	U000000000011	Forename 11	Surname 11	99.67	F					0	0	Y	
13	School 4	U000000000012	Forename 12	Surname 12	99.33	F					0	0		
14	School 1	U000000000013	Forename 13	Surname 13	99.67	F	E		Autistic Spectrum Disorder	ASD	0	0		
15	School 1	U000000000014	Forename 14	Surname 14	100.00	F					0	0		
16	School 1	U000000000015	Forename 15	Surname 15	87.00	T	K		Social, Emotional and Mental Health	SEMH	0	0	Y	
17	School 2	U000000000016	Forename 16	Surname 16	87.00	T	K		Moderate Learning Difficulty	MLD	0	0	Y	
18	School 1	U000000000017	Forename 17	Surname 17	98.00	F					0	0		
19	School 2	U000000000018	Forename 18	Surname 18	100.00	F					0	0		
20	School 3	U000000000019	Forename 19	Surname 19	92.31	F	N				0	0		
21	School 5	U000000000020	Forename 20	Surname 20	97.33	F					0	0		

1. Click on row 1



2. Click on the data tab and filter

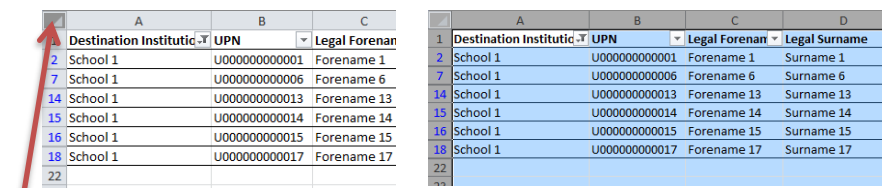
3. Click on the Destination Institution Dropdown/Filter Arrow



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.