**Creating the New Academic Year**

**Step By Step Schools Guide For Primary Schools**

*This guide needs to be used in conjunction with Your ESS End of Year Procedure Guide which can be found on in your SIMS Documentation*

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## Term Dates

Term Dates for 2022 – 2023 are below:

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| Autumn Term 2022 |
| Thursday 1st September 2022 to Friday 16th December 2022 |
| **Autumn Half Term:** from Monday 24th October 2022 to Friday 28th October 2022 |
| ****Christmas Holiday**** |
| Saturday 17th December 2022 to Monday 2nd January 2023 |
| Spring Term 2023 |
| Tuesday 3rd January 2023 to Friday 21st March 2023 |
| **Spring Half Term:** from Monday 13th February 2023 to Friday 17th February 2023 |
| Spring (Easter) Holiday Saturday 1st April 2023 to Sunday 16th April 2023 |
| Summer Term 2014 Monday 17th April 2023 to Friday 21st July 2023 |
| **Summer Half Term:** from Monday 29th May 2023 to Friday 2nd June 2023 |

## Procedure for adding the New Acedemic year

Log into Sim.net

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| Select **Routines | School | Academic Year** to display the **Create**  **Academic Year** wizard. |
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| Click the **Next** button to display the **Define the school working week** page. As shown below. |

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|  |
| **N.B** Always tick AM and PM for Mon Tues Weds Thurs Fri. **This cannot be altered later** |
| Click the **Next** button and then yes to display the Define the terms and term holidays for the academic year screen  Term Dates can be seen on Page 1 |
|  |
| Defining School Terms |
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|  |
| When entering term dates, the start date should always be the date the term  starts, even if pupils are not in school on those days. The above illustration is not correct. It should show as the 3rd of September. |
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| If you are happy with the default three school terms, click the **Next** button to  display the **Define the half term holidays** page and proceed to Defining Half  Term Holidays as shown below. |
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| Click the **Next** button to display the **Define teacher training days** page. |
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| Defining Teacher Training Days |
| N.B. These can be entered at a later date if not known |
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| click the **Add** button to  display the **New Teacher Training Day** dialog. |
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| Add the relevant Category, Date and Description click ok repeat as required. |
| Click Next to Define public holidays. |
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| Defining Public Holidays |
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| **Click the Add holiday** button to  display the **New Public Holiday** dialog. |
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| Enter details as required then click ok. Repeat for all public holidays |
| Click the **Next** button to display the **Ready to create new academic year**  page. |

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| Creating the New Academic Year |
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| ***It is strongly recommended that all other users log***  ***out of SIMS before commencing this process*.** This is because a large amount  of processing resource is required to create an academic year.  Please be aware that this process may take a long time because the system  creates attendance records for the new year. |
|  |
| Once you are sure the information shown is correct. Click the **Update** button |
| **The following warning message is displayed:** |
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|  |
| Click Yes. Progress is displayed via a progress indicator at the bottom of the wizard. |
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| Once complete, the final page of the wizard is displayed: |

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| Click the **Close** button to close the wizard and complete the process. |
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| Validate Memberships |
| Go to **Tools | Validate Memberships**, say ok to message the following page is displayed. |
|  |
| Log off Sims.net and back on agin to complete the whole process. |

## Document Control

**Changes History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Amended By** | **Change** |  |
| **1** | **30/05/2013** | **Tina Jackaman** | **New Document** |  |
| **2** | **12/04/2022** | **Chris Skeet** | **Update** |  |
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