oneeducation

Setting Up Transfer Groups

last updated for the Autumn 2020 (3.73) release

Handbook

CAPITA

Copyright

www.capita-one.co.uk

Contact Capita Software Support

You can log a call at https://support.capitasoftware.com/

Providing Feedback on Documentation

We always welcome comments and feedback on our all documentation. If you have any comments, feedback or suggestions please email:

onepublications@capita.com

Contents

01 | Document Change Control

Date	Release	Description
Autumn 2020	3.73	Transfer Groups have an additional checkbox and date range to set the period(s) during which schools can download ATF files on the School Admissions Portal. This is applicable to Home LEAs only. See *Adding Basic Details (Phased)* on page *6*. See *Adding Basic Details (In Year)* on page *26*.
Spring 2020	3.71	A new section has been added to the Sub Groups tab to allow users to select which offer statuses are displayed in the School Admissions Portal when viewing applications. See *Application Statuses Displayed to Schools* on page *12*
Summer 2019	3.69	Updates and improvements to bring the document in line with latest releases. The following reference guides have been merged into this handbook: Transfer Group E-App Settings Transfer Group Set Up In Year Transfer Group Set Up Phased Transfer Group Sub Groups A new section has been added for setting up a new academic year. See *Adding a new Academic Year* on page *33*.
Spring 2019	3.68	A new Hide in School Admissions Portal checkbox has been added to Sub Group Details to determine which applications are displayed in School Admissions Portal See *Adding a New Sub Group* on page *11*
		Edit Ranks now has additional functionality. Ticking the checkbox determines which preference reasons are displayed in School Admissions Portal ie. LA or Applicant. See *Adding a New Sub Group* on page *11*

02 | Transfer Groups

Overview

A transfer group is a group of children who are applying to change school. In order for a child's application for a new school place to be processed and an offer made, they must be a member of a transfer group.

Transfer groups can be phased transfer groups or in year transfer groups (see the topics below). Some of the setup processes are the same for both, but some are unique to one type.

Each transfer group is subdivided into sub groups. These give Local Authorities more granular control of inclusion in the offer processes, waiting lists, the oversubscription criteria and online parameters.

Phased Transfer Groups

Phased transfers are those in which children move from one stage of compulsory education to another (for example primary to secondary or lower to middle), usually in September, and involve a change of school.

Features of a phased transfer group:

- The children are all in the same NCY (the Admissions Online public facing software uses a child's date of birth to determine which transfer group or groups they are eligible to be in).

- The children are moving from one phase of compulsory education to another (for example primary to secondary or lower to middle), usually in September.

- There are multiple phased groups per academic year (at least one per phase change).

- All offers for a transfer group are made at the same time, on the appropriate National Offer Day for that phase.

- Each phased transfer group can consist of any number of sub groups, each with different oversubscription criteria and online settings.

For more information, see *Setting up Phased Transfer Groups* on page *5*.

In Year Transfer Groups

In year transfers are those in which children move from one school to another outside the normal phased transfer times.

Features of an in year transfer group:

- The children can be from any NCY.

- The children are changing schools outside the normal phased transfer times e.g. due to a house move.

- A Local Authority has one in year transfer group per academic year.

- Offers can be made at any time. If required, process periods can be used to define mini application rounds to process in year admissions.

- Each in year transfer group can consist of any number of sub groups, each with different oversubscription criteria and online settings.

For more information, see *Setting up In Year Transfer Groups* on page *25*.

Sub Groups

Sub groups enable Local Authorities to coordinate all available school places at all admissions authorities. They can use them to define oversubscription criteria, special reason codes and some online parameters for individual schools or groups of schools within their transfer groups.

For example, a sub group can be used for Voluntary Aided schools. These are the responsibility of another admissions authority and might have different criteria to those schools for which the Local Authority is the admissions authority.

For schools that use banding or are their own admissions authority (OAA), it might be useful to create a separate sub group for each receiver school. This enables each school to set their own oversubscription criteria, special reason codes and sub group online parameters.

For more information, see *Setting up Sub Groups* on page *11*.

03 | Setting up Phased Transfer Groups

Introduction

Phased transfer groups are set up via **Process | Transfer Groups**, either by setting up a new group from scratch or by copying an existing transfer group.

To set up a new phased transfer group, either:

■ Select **Process | Transfer Groups | Add New Transfer Group** to create a new transfer group from scratch. For more information, see *Creating a New Phased Transfer Group* on page *5.*

Or

■ Select **Process | Transfer Groups** and copy an existing transfer group (this method saves time if the sub groups and subscription criteria do not change much from year to year). For more information, see *Copying an Existing Phased Transfer Group* on page *5*.

Creating a New Phased Transfer Group

1. Select **Process | Transfer Groups | Add New Transfer Group** to display the **Transfer Group Basic Details** page.
2. Add transfer group basic details. See *Adding Basic Details (Phased)* on page *6*.
3. Add coordinating Local Authorities, or edit copied LAs. See *Adding Coordinating Local Authorities* on page *7*.
4. Add **Feeders**. See *Adding Feeders* on page *8*.
5. Add **Students**. See *Adding Students* on page *8*.

   Define sub groups or edit copied sub groups. See *Adding a New Sub Group* on page *11*.
6. If the transfer group is to be made available for online applications, add **E-Application Settings**. See *Adding E-Application Settings* on page *21*.
7. Associate tests with transfer groups if test scores are to be used as part of the allocation process. See *Defining and Associating Tests with a Transfer Group* on page *21*.

Copying an Existing Phased Transfer Group

During the copy process the following items are copied to the new transfer group:

■ Most of the transfer group basic details.

■ All sub groups, the sub group **Special Reason Codes** and sub group **Online Parameters**.

■ Feeders.

■ Coordinating Local Authorities.

■ Most of the **E-Application Settings** information associated with the transfer group (including memo text and the **Online Label** for the transfer group).

The following items are not copied to the new transfer group:

■ The setting of the **Use Admission Address** check box in the transfer group basic details.

■ Any sub groups without receivers.

■ The **E-Application Settings** dates.

1. Select **Process | Transfer Groups** to display the list of transfer groups.

2. Select a phased transfer group to copy.

3. Click the grey arrow next to the **Intake NCY** field to display the details panel.

4. Click the **Copy Transfer Group** hyperlink.

    A new transfer group is created, with the same **Code** and **Description** as the original, and the **Year** field incremented by one.

> **NOTE**: *The combination of transfer group code and year must be unique. If there is already a transfer group in the next academic year with the same transfer group code as the selected transfer group, then you cannot create a copy.*

5. Amend the **Description** and **Group Code** and make any other appropriate changes to the basic details. See *Adding Basic Details (Phased)* on page *6*.

6. Click the **Save** button.

7. Make all other necessary changes to the transfer group as described in this handbook.

Adding Basic Details (Phased)

1. Select **Process | Transfer Groups** to display the **Transfer Group Basic Details** page.

2. Click the **Add New Transfer Group** hyperlink to display the basic details fields.

3. Ensure that the **In Year** check box is deselected. If necessary, the **In Year** check box of an in year transfer group can be deselected to convert it to a phased transfer group, but this is only possible if process periods have not yet been defined.

4. Complete the mandatory fields: **Transfer Group Description**, **Group Code**, **Academic Year** (academic years are added via v4 Client or v4 Bases – see *Adding a new Academic Year* on page *33*), **Intake NCY** (the year the children will transfer into) and **Student NCY** (the year the children are currently in). There can only be one phased transfer group for each NCY and date combination.

    ■ The **Intake NCY** is used by the **Offer Scheme** processes to compare the numbers of applications against the **Published Admission Number** (PAN) to allocate places in phased transfer groups.

    ■ The **Student NCY** is used by the **Student Selection** process, which adds students of this NCY to the transfer group.

> **NOTE**: *If the NCY routine in One v4 **Tools | Year Settings | NCY** is run to promote students to a new academic year, the **Student Selection NCY** must be updated manually.*

5. Select the **Use GIS** check box to measure distances using GIS and to use geocoded catchment polygons combined with the easting and northing of the student's address for allocations, rather than postcode catchments.

6. Select the **Use Admission Address** check box to use admission addresses instead of correspondence addresses (if different) when running the distance and catchment flagging processes.

7. In the **System Generated Preferences Starting No.** field, enter the starting number for Local Authority generated preferences.

8. If required, select the **Allow Schools to Download ATF** check box to display **Starting Date** and **Closing Date** fields. This will set the period(s) during which schools can download ATF files on the School Admissions Portal. This applies to Home LEA receivers only.

9. Select appropriate **No Application**, **Withdrawn**, **No Offer** and **Import Feeder** pseudo bases.

10. Ensure that the **Active** check box is selected.

11. Click the **Save** button.

Adding Coordinating Local Authorities

Coordinating Local Authorities are other Local Authorities with which your Local Authority has an agreement concerning the allocation of school places. For Local Authorities in England this list must, as a minimum, include all English Local Authorities.

1. Select **Process | Transfer Groups | Coordinating LAs** to display the **Coordinating LAs** tab.

2. Enter part or all of the **LA Name** or **LA Number**.

3. Click the **Search** button to display a list of Local Authorities (LAs) meeting the search criterion. Any that have already been added to this transfer group are selected and listed first, followed by the other available Local Authorities. The two sets of LAs are separated by a thick brown line.

- Click the **Show Available First** hyperlink to move all the LAs that have not yet been selected (but that meet the search criteria) to the top.

- Click the **Show Selected First** hyperlink to move the selected LAs back to the top of the list.

4. Select or deselect the check boxes as appropriate.

5. Click the **Save** button.

6. If necessary, carry out the search again using different criteria to add more coordinating Local Authorities.

Adding Feeders

Feeders are the schools that children currently attend. They are used during the student selection process to determine which children are added to phased transfer groups and from whom the LA (or the relevant Home LA) should expect an application.

1. Select **Process | Transfer Groups | Feeders** to display the **Feeders** tab.

2. Enter the required search criteria for the feeders you wish to add to the transfer group..

3. Click the **Search** button to display a list of feeders that meet the search criteria.

If any of these feeders have already been selected for this transfer group they are listed first with their check boxes selected, followed by the other available feeders. The two sets of feeders are separated by a thick brown line.

- Click the **Show Available First** hyperlink to display the feeders that have not yet been selected (but that meet the search criteria) at the top of the list.

- Click the **Show Selected First** hyperlink to display the selected feeders at the top of the list (the default).

4. Select or deselect the check boxes to add or remove the feeders from the transfer group.

5. Click the **Save** button.

6. If necessary, carry out the search again using different criteria to add more feeders to the transfer group.

Adding Students to a Phased Transfer Group

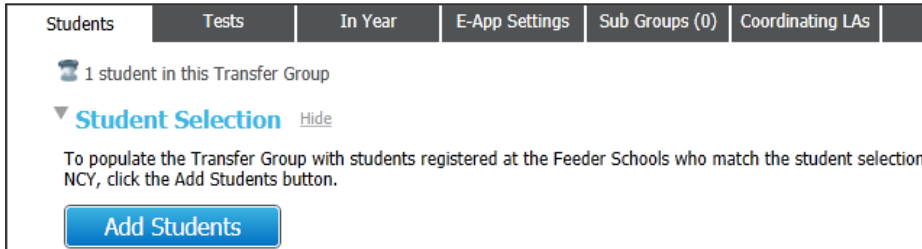Students can be added to phased transfer groups by:

- Running the **Student Selection** process.

- Adding an application manually via the **Students** area.

- Importing an online application and matching the imported student to a student in One who is not already in the transfer group.
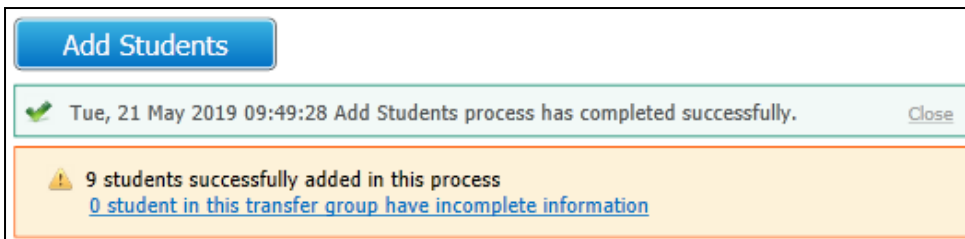
Phased Student Selection

Student Selection populates the transfer group by attaching a cohort of students to a transfer group based on its **Student NCY** and the feeders associated with the transfer group.

Before adding students, ensure that as many of the students as possible have a correspondence address with a postcode and a Local Authority attached, unless their address is flagged as **Overseas**.

1. Select **Process | Transfer Groups | Students | Student Selection**.

2. Click the **Add Students** button to run the process.

   - All students registered at the feeders and in the National Curriculum Year selected as the **Student NCY** in **Transfer Group | Basic Details** are added to the transfer group.

   - The number of students successfully added is displayed.

   - If any of these students have incomplete information (e.g. no post code recorded as part of their correspondence address) they are added to the transfer group but are also recorded in an error log.

   - A Unique ID number (UID) is generated for each student.

3. If an error message is displayed, click the hyperlink in the message to view the error log.

If receivers are to be allocated on the basis of catchment areas, any postcode errors must be corrected before using **Pre-Offer Processing**, or these students will be automatically placed within the **No Application** base (from where they can be manually allocated via **Bases | Receivers | Preferences**).

Student Selection can be run more than once, for example:

- If new students have been registered at a feeder school.

- If new feeders have been added to the transfer group.

Each time, the **Student Selection** process is run, any new students are added and the count of these is displayed.

If students are added to the transfer group after this process has been carried out (e.g. by adding an application via the **Students** area), their UIDs are generated when they are manually added to a transfer group.

NOTE: *Any student who resides in another Local Authority will be added to the transfer group during this process but their application must be made to their Home Local Authority. An LA can advise the other LAs of such students through the use of the DfE APT (Admissions Pre-Transfer) schema file, which can be generated via the **A&T v3 | Inter Authority Transfer** processes.*

---

04 | Setting up Sub Groups

Introduction

Sub Groups enable the efficient coordination and resolution of all student places within a Local Authority.

In order to handle the coordination of all available school places at all admissions authorities, Local Authorities can define oversubscription criteria for specific sub groups of receiver schools within a transfer group, such as voluntary aided schools, which, being the responsibility of Own Admission Authorities (OAA) might have different criteria to those schools for which the Local Authority is the admissions authority.

Each sub group has its own appropriate receivers, set of oversubscription criteria and special reason codes.

> *NOTE: Local Authorities should consider setting up one sub group for each receiver. This enables oversubscription criteria to be defined separately for each school, thus enabling maximum flexibility if these need to be changed. Although the initial setup of these sub groups will be time consuming, they can be copied from year to year by using the **Copy Transfer Group** function.*

Adding a New Sub Group

1. Select **Process | Transfer Groups | Sub Groups**.

2. Click the **Add Sub Group** hyperlink to display the sub group options dialog.

3. Enter the **Sub Group Name** and select the appropriate check boxes:

   ■ If the **Maintain Waiting List** check box is selected, then when the **Final Allocation** routine is run, children with applications to this sub group who have a **No Offer** status have this changed to **Waiting List**.

   ■ Selecting the **Edit Rank** check box enables the rank of students who have expressed preferences at the receiver bases for this sub group to be edited (ranking is edited via **Manage Allocation | Offer Scheme**). These bases are Own Admissions Authorities (OAA).

     • For users of the School Admission portal who are mapped to OAA bases, only Applicant preference reasons will be shown for Catchment, Feeder and Distance when **Edit Rank** has been ticked.

     • For users of the School Admission portal who are mapped to non-OAA bases, only LA preference reasons will be shown for Catchment, Feeder and Distance when **Edit Rank** has been ticked.

   ■ Selecting the **Use Feeder Link** check box enables the use of the **Feeder Receiver** process to support allocation within this sub group.

- Selecting the **Use Flag Catchment** check box enables the use of the **GIS Catchment** process or **Postcode Catchment** process to support allocation within this sub group.

- Selecting the **Do Not Include in Offer Processing** check box enables schools within the Local Authority that are not part of coordination to be ignored by the **Make Offers** and **Resolve Offers** routines, and makes them invisible to parents using A&T Online. Typical examples of these are Independent Schools, Pupil Referral Units etc.

- If the **Hide in School Admissions Portal** check box is selected, then when a Portal user who is mapped to a base which is part of this Sub Group logs in they will not be shown any active applications for this base.

4. Click the **Save** button.

5. Repeat steps 2-4 to add additional sub groups to the transfer group and add them to the list on the **Sub Groups** tab.

6. The number of sub groups added is indicated on the tab label:

Students	Tests	In Year	E-App Settings	Sub Groups (20)	Coordinating LAs	Feeders

Sub Groups in this Transfer Group ✚ Add Sub-Group

Sub Group Name	No. Receivers	Edit Rank			
Academy	6	Yes	🗑 Delete	View Details ▶
Applegreen	1	Yes	🗑 Delete	View Details ▶

7. Click the **View Details** hyperlink to edit the **Details** entered in step 3, and to add **Receivers**, **Oversubscription Criteria**, **Special Reasons** and **Additional Online Parameters** to a sub group.

Application Statuses Displayed to Schools

When viewing applications in the **School Admissions Portal**, the **Receiver Summary** panel displays offer statuses once the **Show Offers to Receivers** date is reached. If the **Show Offers to Receivers** date is not populated, then this is only available on and after the **Transfer Group Publicise** date.

To select which statuses are displayed in the School Admissions Portal:

1. Select **Process | Transfer Groups | Sub Groups** to display the **Sub Groups** tab.

2. Click the **View Details** hyperlink for the sub group.

3. Open the **Application Statuses Displayed to Schools** section to display selection fields relating to application statuses.

4. Select a status and use the arrows to display or hide the status in the School Admissions Portal.

5. Click the **Save** button to save your changes.

Adding Receivers

Receivers are the schools that children are applying to. All receivers in a sub group have the same oversubscription criteria.

To add receivers to a sub group:

1. Select **Process | Transfer Groups | Sub Groups** to display the **Sub Groups** tab.

2. Click the **View Details** hyperlink for the sub group.

3. Click the **Edit** hyperlink in the **Receivers** section.

4. Enter the required search criteria for schools you want to add as receivers.

5. Click the **Search** button to display a list of receivers meeting the search criteria.

6. If any of these receivers have already been selected for this sub group they are listed first with their check boxes selected, followed by the other available receivers. The two sets of receivers are separated by a thick brown line.

   - Click the **Show Available First** hyperlink to display the receivers that have not yet been selected (but that meet the search criteria) at the top of the list.

   - Click the **Show Selected First** hyperlink to display the selected receivers at the top of the list (the default).

7. Select or deselect the check boxes to add or remove the receivers from the transfer group:

8. Click the **Save** button.

9. If necessary, carry out the search again using different criteria to add more receivers to the transfer group.

> **NOTE:** *A receiver can only be associated with one sub group for each transfer group.*

Oversubscription Criteria

Oversubscription or Admissions Criteria are used to decide which children are allocated places when schools are oversubscribed. They can be different for each receiver and are held against receivers via the sub groups with which they are associated. They are added to sub groups and assigned their order of priority via **Process | Transfer Groups | Sub Groups | View Details**.

- Some oversubscription criteria can be explicitly chosen by parents (e.g. **Religion**, **Siblings** and **Distance**). These are **Applicant's** preference reasons.

- Some oversubscription criteria are used as preference reasons but cannot be explicitly chosen by applicants. They are implicit and are derived from information provided by the applicant (e.g. **Named School** and **Public Care**). These are added automatically as preference reasons during the pre-offer processes.

- Some are **LA Only** preference reasons in **Applications | Application Details | View Reasons** (e.g. **Late Application** and **Test Mark**). These are derived from imported data or added manually, rather than from information supplied by the applicants.

Oversubscription Criteria Descriptions

Catchment

Catchment can be selected as an applicant's preference reason. It is automatically selected as an LA reason if **Use GIS** is selected for the transfer group and the student's address is within the catchment of the receiver base. This applies to both GIS and postcode catchments.

Distance

Distance from Home can be selected as an applicant's preference reason. The distance from the student's correspondence or admission address to the receiver is then displayed in the **Applications | Application Details | View Reasons | LA Preference Reasons** column. Distances are calculated via **Process | Transfer Groups | Students | Pre-Offer Processing**, or for an individual application by clicking the **Applications | Application Details | Calculate Catchments and Distances** hyperlink.

> **NOTE:** *The A&T processes can be run based on either correspondence address or admission address for each transfer group. This is specified by selecting the **Use Admission Address** check box on **Process | Transfer Groups | Details**. School places are allocated in ascending order of distance.*

In most cases the admission address is the same as the current correspondence address, however there are some exceptions to this, such as returning service personnel or Crown Servants who are applying for a school place because of a confirmed future posting.

Feeder Link

After the Feeder Receiver process has been run (via **Process | Transfer Groups | Students | Pre-Offer Processing**), if a student's registered base is linked to the preferred receiver, then the **Feeder Link** check box in the **Application Details | LA Preference Reasons** panel is selected automatically. This can be edited.

Late Application

The treatment of late applications varies from authority to authority; some treat them as on time if they are late for a good reason (but are received before a specified date), but others exclude them from the process altogether. If **Late** is an oversubscription criterion, then students whose applications were received on time are ranked higher than those whose applications were late.

The **Late Application** check box on the **Application Details | View Reasons | LA Only** panel should be selected if an application was submitted after the closing date for the transfer group or sub group. These students are then included in a Late ADT file. When Make Offers is run, there is the opportunity to choose whether or not to include any late applications.

Medical Reasons

Applicants can indicate that they wish to apply to a school on medical grounds. Local Authorities might request supporting information from the applicants who select this.

Named School

If an applicant has claimed that their child has a statement of special educational needs and this is the school named on their statement, this criterion is applied automatically.

Preference

This criterion takes into account the preference rank number chosen by an applicant. Preference ranks greater than 20 or the **Process Start Number** defined in **Process | Transfer Group** are Local Authority-generated preference ranks.

Public Care

This indicates that an applicant has stated that the student is in public care. The applicant must also select the name of the **Care Authority**. This is imported with the preference and can be edited.

Pupil Premium

If the student attracts the **Pupil Premium**, this criterion can be used when considering the allocation of places. This must be verified by the Local Authority.

Religion

This criterion (the parental reason **Faith School**) can be selected by applicants to indicate that they are applying to a faith school on religious grounds. Use the lookup table to select the faith of the school.

Siblings

The **Siblings** criterion enables an applicant to indicate that the student has a sibling currently attending the receiver school or a linked or partner receiver. Partner schools are those that are linked for admissions purposes, e.g. an applicant is applying to a girls' school, for a girl whose older brother attends a partner boys' school. The details of the sibling and, if they attend a partner school, the school number, are entered by the applicant.

Social Reasons

Applicants can indicate that they wish to apply to a school for **Social Reasons**. Local Authorities might request supporting information from applicants who select this.

Special Reasons

Local Authorities can define up to three **Special Reasons** and assign them a position in the priority order of the selection criteria. Each special reason is made up of a group of codes with allocated weightings, and these are used during the allocation process to rank the students.

■ Special reasons are defined and weighted according to points assigned on the **Administration | Applications | Special Reasons** tab.

■ Special reasons and their groups of codes are added to sub groups on the **Process | Transfer Groups | Sub Groups** tab.

Weighting Codes

A group of codes with assigned weightings can be chosen within each special reason. Student ranking is carried out according to the special reason, then by the weighting of the codes within the reason, with a weight of 1 being the highest priority.

To define special reasons and reason codes, see *Configuring Special Reasons* on page *17*.

Staff Child

If an applicant has indicated that the child is a child of a member of staff working at the preference school, this criterion can be used when considering the allocation of places. This must be verified by the Local Authority.

Test Mark

Test results (the parental reason **Entrance Test**) can be used as a selection criterion by Admission Authorities with selective schools, and by those using ability or fair banding. Tests are defined via **One v4 Client | Tools | Administration | Lookups | Table ID 0421** and are associated with transfer groups and the results imported and processed on the **Process | Transfer Groups | Tests** tab.

For more information about defining tests and importing or editing test results, see *Using Test Results as an Oversubscription Criterion* on page *21*.

Configuring Oversubscription Criteria

Oversubscription criteria are selected for a sub group via the **Oversubscription Criteria** section of the **Sub Group Details**.

1. Select **Process | Transfer Groups | Sub Groups | Sub Group Details | Oversubscription Criteria**.

2. Click the **Edit** hyperlink to display the criteria.

3. Enter the priority order number for each criterion you wish to use.

   NOTE: The priority order must start at 1 (highest priority) and use consecutive numbering.

4. Click the **Save** button.

> **IMPORTANT NOTE:** *Amending the oversubscription criteria after the offer routines have been run may reset the allocations. For in year transfer groups, this resets allocations for students with an application status that is not **CLOS** (Closed/Completed).*

Configuring Special Reasons

Up to three special reasons can be used as extra oversubscription criteria. These enable Local Authorities to define and prioritise more precise criteria if necessary, for example to distinguish between different medical reasons.

Within each special reason a group of codes can be added. For example, a special reason of **Medical Reasons** might consist of a list of different medical reasons, all with weights assigned. Ranking proceeds according to the priority order of the special reasons within the selection criteria, then by the weight of the codes within the reasons. A weight of 1 has the highest priority.

Special reasons are configured in four steps:

1. Select up to three special reasons as oversubscription criteria via **Process | Transfer Groups | Sub Groups | Sub Group Details | Oversubscription Criteria**. See *Configuring Oversubscription Criteria* on page *16*.

2. Define the special reason codes and allocate them to the master list for each special reason via **Administration | Applications | Special Reasons**. See *Defining Special Reason Codes* on page *17*.

3. For each special reason that has been selected as an oversubscription criterion, add codes from the master lists via **Process | Transfer Groups | Sub Groups | View Details | Add Codes**. These codes will be available for selection during the application process. See *Selecting Special Reason Codes* on page *18*.

4. For each special reason that is available to online applicants, add a label and description to enable them to choose the most appropriate code. See *Adding Online Special Reason Labels and Descriptions* on page *18*.

Defining Special Reason Codes

1. Select **Administration | Applications | Special Reasons** to display the **Special Reasons** tab.

2. Click the **Add Code** hyperlink to display the special reason code fields in edit mode.

3. Enter a **Code** (mandatory), a clear **Description**, and a **Weight**.

4. Click the **Save** button.

Selecting Special Reason Codes

1. Select **Process | Transfer Groups | Sub Groups | View Details** to display the **Sub Group Details** panel.

   The **Special Reasons** section of this panel lists the special reasons and enables you to add any of the codes defined for each reason (see *Defining Special Reason Codes* on page *17*).

2. Click the **Add Codes** hyperlink to display the **Choose Special Reason Codes** dialog, listing all the codes that have been added to this special reason.

3. Select the check boxes to choose the codes.

   After a check box has been selected, the **View O/L** check box for that code is activated.

4. To make codes available to online applicants, select the relevant **View O/L** check boxes.

5. Click the **Save** button.

Adding Online Special Reason Labels and Descriptions

If any of the special reasons are to be available for online applicants to select, you must add labels and descriptions.

1. Select **Process | Transfer Groups | Sub Groups | View Details** to display the editable details.

2. Click the **Edit** hyperlink for a special reason to display the editable fields.

3. Enter an appropriate **Label** and **Description**.

   ■ Avoid the use of any jargon, internal codes or abbreviations.

   ■ If more than one code has been added for a special reason, applicants must select a code from a drop-down list, so it may be appropriate to include this instruction in the description.

4. Click the **Save** button.

Configuring Additional Online Parameters

The **Additional Online Parameters** section of the **Sub Group Details** enables the setting of options for each sub group that are available when an online applicant selects a receiver from that sub group. These options include the text of online memos and the preference reasons that are displayed online for applicants to choose.

All other online parameters are set for the Local Authority as a whole, and are managed via **Administration | Applications | Online Parameters**.

Editing Online Memos

Four sub group-specific memos are available. These are displayed in the online software to assist applicants when they are selecting preference reasons for a receiver.

Medical Question: This explains the Local Authority's policy regarding medical reasons, and informs them that they may need to supply extra evidence.

Other Reasons Supporting Text: This explains that the applicant can select this if their reasons for preference are not covered fully by the onscreen options, and informs them that they will be able to explain their reasons fully on the next page.

Oversubscription Criteria: This gives an overview of the criteria and explains how applicants should select them appropriately.

Sibling Question: This displays the question that asks an online applicant whether or not their child has a sibling at the preferred school. An example is given below. Further text should be added to include your Local Authority's definition of who is considered to be a sibling for the purposes of school admissions.

> Example: "Does your child have a sibling who will still be attending the school when your child starts?"

1. Select **Process | Transfer Groups | Sub Groups | Sub Group Details | Additional Online Parameters**.

2. Select the required memo from the drop-down list.

3. Click the **Edit** hyperlink to display the memo editor.

4. Enter and format a suitable message.

5. Click the **Save** button.

Configuring Preference Reasons Displayed Online

This section of **Sub Group Details | Additional Online Parameters** determines whether or not each preference reason is available on screen for an applicant to select. The reasons correspond to the **Applicant Reasons** displayed in **Students | Applications | Application Details | Preferences | View Reasons**.

By default all the check boxes are selected except **Staff Child**. Deselect those that you do not wish to be available for applications to this sub group. If a check box is selected, the appropriate label and check box or selector is displayed online for all receivers in this sub group.

If the **Do not consider for Mainstream** check box is selected, it is only displayed online for bases that use either **Ability** or **Aptitude** banding. If an applicant selects this but has not indicated a **Specialist** school (for **Aptitude** banding) or **Selective** school (for **Ability** banding) as a reason for preference, a warning message is displayed.

The **Other Reasons** memo is always displayed online.

*NOTE: **Named School** is not available as a preference reason because this information is derived from the fact that the parent claims that their child has a statement.*

1. Click the **Edit** hyperlink.
2. Select or deselect the check boxes as appropriate.
3. Click the **Save** button.

05 | **Additional Tasks**

Adding E-Application Settings

E-Application settings for transfer groups are configured via **Process | Transfer Groups | E-App Settings**. Each transfer group can have different settings, which must be set before online applications open. Additional sub group settings are configured via **Process | Transfer Groups | Sub Groups | Additional Online Parameters**. For more information, see *Setting up Sub Groups* on page *11*.

Select the **E-App Settings** tab to display the following sections:

- **Basic Details**: Online labels, dates, enabling online responses, and the control of the number of permitted preferences, the UID entry prompt and the display of the **Moving House** question.
- **Online Text**: Blocks of user defined text, displayed online and in emails. Welsh LAs can define these in English and Welsh.
- **Additional Questions:** Select and manage additional questions that will be asked of all applicants for this transfer group.
- **Additional Questions (subgroup default):** Select and manage additional questions that will be asked of all applicants selecting particular schools as identified by their subgroup
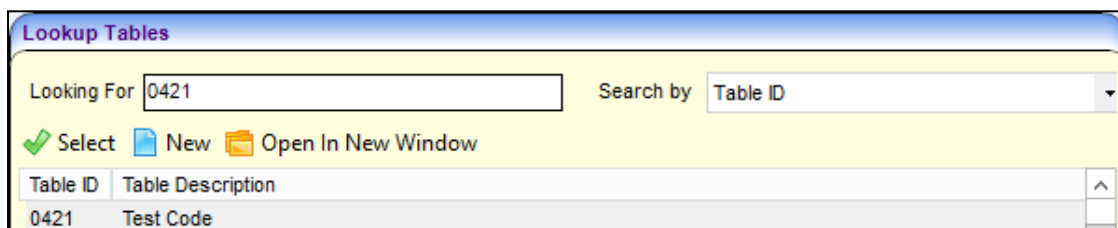- **Supporting Evidence**

Using Test Results as an Oversubscription Criterion

Admission Authorities with selective schools and those using ability or fair banding can use test results as a selection criterion by following these steps:

1. Select **Test Mark** as an oversubscription criterion via **Process | Transfer Groups | Sub Groups | Sub Group Details**.
2. Define tests by adding them via **One v4 Client | Tools | Administration | Lookups**.
3. Associate tests with the transfer group via **One v4 Online | A&T Back Office | Process | Transfer Groups | Tests**.
4. Import or add test results for the students in this transfer group.
5. Process the test results.

Defining and Associating Tests with a Transfer Group

1. In One v4 Client, select **Tools | Administration | Lookups | Table ID 0421**.

2. In the **Lookup Code** panel, click the **New** button.
3. Add the required test codes, ensuring the **Active** check box is selected.

4. In v4 Online A&T Back Office, select **Process | Transfer Groups | Tests | Test Definitions**.

5. Click the **Associate Test with Transfer Group** hyperlink.

6. Select a code from the **Test Code** drop-down (the drop-down includes all active test codes).

   The **Test Description** is completed automatically.

7. Enter the **Test Date** (mandatory). This can be in the future.

8. Click the **Save** button to associate the test definition with the transfer group.

   Click the **Edit** hyperlink to change the test details or date.

Importing Test Results

When test codes have been associated with a transfer group, the **Test Results** section is displayed at the top of the **Tests** tab to enable the results to be imported or manually added.

> NOTE: *Test results for import must be in a .csv file containing: Surname, Forename, DOB, UPN, Transfer Group Code, Transfer Group Year, Test Code, Results, Result Date and Student ID.*

1. Select **Process | Transfer Groups | Tests** to display the **Tests** tab.

2. In the **Test Results** section, click the **Import Results** hyperlink to display the **Import Results** dialog.

3. Click the **Browse** button to select the appropriate .csv file and click the **Process** button to import the results.

   The following validations and updates are carried out:

   ■ The file is validated against the details of the students in the transfer group. If any data fails validation, an error message is displayed.

   ■ If a test result has already been recorded for a student in this transfer group, the result and result date are updated with the imported data.

   ■ If a test result has not previously been recorded for a student, a new record is added.

The imported results are listed in the **Test Results** section. Filters (**Current Base Name**, **Current LA**, **URN**, **Current School No**, **Receiver Base Name**, **Receiver LA**, **Receiver School No**, **Student Surname** or **Student Surname and Forename**) enable the display of a group or an individual student's results.

Users with at least read/write permission for **Test Results - Manual Entry** can edit test results for individual students.

Processing Test Results

The **Process | Transfer Groups | Tests | Process Results** section is displayed when at least one student in the transfer group has a test result recorded.

The following test result processing methods (or algorithms) are available:

- Average of All Tests
- Average of Best N Tests
- Customised Method
- Sum of all Tests
- Sum of Best N Tests
- Sum of Best Two Results

The value for N is entered in the **Process Results** panel.

To use a customised method, contact the One Service Desk.

1. Select **Process | Transfer Groups | Tests | Process Results**.

2. Select a **Processing Method** from the drop down (Lookup ID 0420).

3. If the processing method includes N, an additional field is displayed for N. Enter the value of N.

4. If required, enter a **Cut Off Mark**.

5. If a cut off mark is not entered, when the results are processed all the students are deemed to have passed.

6. Click the **Process** button. The following procedures are carried out:

   - The processing method uses the individual, imported test results to calculate an overall score (or **Test Result**) for each student to four decimal places.

   - A record for the overall score is added to each student's **Application History**.

   - The numbers of students that achieved and did not achieve the cut off mark are displayed above the **Process** button.

This calculated overall score is displayed in the **Test** column in the following locations:

- The **Bases | Receivers** page for selective receivers and receivers using ability or fair banding.
- The **LA Only Reasons** panel of **Students | Applications | Application Details | Preferences**.
- The **Assign Students to Selected Band** window of **Bases | Receivers | Preferences**.

The students' status is updated by the results processing as follows:

- Students who achieve the cut off mark are left as **Not Processed**, leaving them available for processing by the **Make Offers** routine.
- Students who do not achieve the cut off mark have the preference for the selective school set to **Refused by LA**, so the **Make Offers** routine ignores the preference.

  These students re-enter the allocation process depending on their preference details for non-selective schools.

- Students who have applied to an **Ability Assessed** band at a selective school, but do not achieve the cut off mark, are refused a place in the assessed band but may still be considered for a place in a mainstream band at the same school.

Reprocessing Test Results

Test results can be processed more than once. This is necessary if any of the following have occurred since the last time the routine was run:

- Any student results have been added or updated.
- The processing method calculation has been changed.
- The cut off mark has been changed.

Each student is reassessed based on the latest information. Preferences that were set to **R** (refused by Local Authority) by the original processing of test results are checked, to confirm whether or not that status is still correct according to the latest results and parameters.

This includes the following preferences:

- Home Local Authority preferences.
- Band preferences that are ability assessed.
- Band preferences linked to a parent band that is ability assessed.

IMPORTANT NOTE: If you reprocess test results after changing the processing method or cut off mark, the existing results and offer status will be overwritten.

06 | **Setting up In Year Transfer Groups**

Introduction

In year transfers are those in which children move from one school to another outside the normal phased transfer times.

To set up a new in year transfer group, either:

- Select **Process | Transfer Groups | Add New Transfer Group** to create a new transfer group from scratch. For more information, see *Creating a New In Year Transfer Group* on page *25*.

  or

- Select **Process | Transfer Groups** and copy an existing transfer group. This method is recommended by Capita One when adding the first in year transfer group, to save time. For more information, see *Copying an Existing In Year Transfer Group* on page *25*.

Creating a New In Year Transfer Group

1. Select **Process | Transfer Groups | Add New Transfer Group** to display the **Transfer Group Basic Details** page.

2. Add transfer group basic details. See *Adding Basic Details (In Year)* on page *26*.

   Note that:

   - The **In Year** check box must be selected. This supports students of different ages from multiple NCYs in one transfer group.

   - Intake NCY and Student NCY are not used for in year transfer groups.

3. Add coordinating Local Authorities, or edit copied LAs. See *Adding Coordinating Local Authorities* on page *7*.

4. Define sub groups or edit copied sub groups. See *Setting up Sub Groups* on page *11*.

5. Define process periods and record vacancies. See *Process Periods and Vacancies* on page *29*.

6. Select feeder transfer groups. See Adding *Feeder Transfer Groups and Students* on page *27*.

7. Add students. See Adding *Feeder Transfer Groups and Students* on page *27*.

8. Add **E-Application Settings** if the transfer group is to be made available for online applications. See *Adding E-Application Settings* on page *21*.

9. Associate tests with transfer groups if test scores are to be used as part of the allocation process. See *Defining and Associating Tests with a Transfer Group* on page *21*.

Copying an Existing In Year Transfer Group

During the copy process the following items are copied to the new transfer group:

- Most of the transfer group basic details.

- All sub groups, the sub group **Special Reason Codes** and sub group **Online Parameters**.

- Feeders.

- Coordinating Local Authorities.

- Most of the **E-Application Settings** information associated with the transfer group (including memo text and the **Online Label** for the transfer group).

The following items are not copied to the new transfer group:

- The setting of the **Use Admission Address** check box in the transfer group basic details.

- Process periods. These are year specific so do not apply to the new transfer year.

- Any sub groups without receivers.

- The **E-Application Settings** dates.

1. Select **Process | Transfer Groups** to display the list of transfer groups.

2. Select the transfer group that contains the most schools (usually primary schools).

3. Click the grey arrow next to the **Intake NCY** field to display the details panel.

4. Click the **Copy Transfer Group** hyperlink.

5. A new transfer group is created, with the **Year** field incremented by one.

> *NOTE: The combination of transfer group code and year must be unique. If there is already a transfer group in the next academic year with the same transfer group code as the selected transfer group, then you cannot create a copy.*

6. Select the **In Year** check box, amend the **Description** and **Group Code** and make any other appropriate changes to the basic details. See *Adding Basic Details (In Year)* on page *26.*

7. Click the **Save** button.

8. Make all other necessary changes for in year transfer groups as detailed in this handbook.

Adding Basic Details (In Year)

1. Select **Process | Transfer Groups** to display the **Transfer Group Basic Details** page.

2. Click the **Add New Transfer Group** hyperlink to display the basic details fields.

3. Select the **In Year** check box. This enables students of different ages from multiple NCYs to be in one transfer group. If necessary, a phased transfer group can be converted to an in year transfer group by deselecting the **In Year** check box and clicking the **Save** button. This can only be done if there are no students in the transfer group.

4. Complete the mandatory fields: **Transfer Group Description**, **Group Code** and **Academic Year** There can only be one in year transfer group per academic year.

> *NOTE: Academic Years are added via v4 Client or v4 Bases. See* Adding a new Academic Year *on page* 33

5. Select the **Use GIS** check box to measure distances using GIS and to use geocoded catchment polygons combined with the easting and northing of the student's address for allocations, rather than postcode catchments.

6. Select the **Use Admission Address** check box to use admission addresses instead of correspondence addresses (if different) when running the distance and catchment flagging processes.

7. In the **System Generated Preferences Starting No** field, enter the starting number for Local Authority generated preferences.

8. Select the **Hide Applic. Verified** check box to omit the **Application Verified** indicator from **Students | Applications | Application Details**.

9. If required, select the **Allow Schools to Download ATF** check box to display **Starting Date** and **Closing Date** fields. This will set the period(s) during which schools can download ATF files on the School Admissions Portal. This applies to Home LEA receivers only.

10. Select appropriate **No Application**, **Withdrawn**, **No Offer** and **Import Feeder** pseudo bases.

11. Ensure that the **Active** check box is selected.

12. Click the **Save** button.

Adding Feeder Transfer Groups and Students

Students can be added to in year transfer groups by:

- Running the in year **Student Selection** process.

- Adding an application manually via the **Students** area.

- Importing an online application and matching the imported student to a student in One who is not already in the transfer group.

In Year Student Selection

The in year student selection process is carried out at the beginning of the academic year. It carries the following groups of students forward to the current in year transfer group:

- Home LA students on a waiting list in selected normal phased transfer groups from the previous academic year

- Any students with incomplete, outstanding applications from the previous year's in year transfer groups.

Feeder transfer groups must be selected for in year transfer groups before the **In Year Student Selection** process can be run.

*NOTE: Before running **Student Selection**, ensure that as many students as possible have a correspondence address with a postcode, unless their address is flagged as **Overseas**.*

1. Select **Process | Transfer Groups | Students | Student Selection** and click the **Edit Feeder Transfer Groups** hyperlink to display the available feeder transfer groups.

The list of groups is determined by the academic year of the new (receiver) in year transfer group. It includes:

- The in year transfer group from the academic year before the new in year transfer group.

- Phased transfer groups from the academic year before the new in year transfer group.

2. If necessary, filter the list by **Code**, **Description** or **Year**.

3. Select all the appropriate transfer groups, i.e. all the phased groups for the year that has just finished or is about to finish, and the current in year group.

4. Click the **Select** button to return to the **Students** tab.

5. The **Date Place Required** defaults to 1st September of the in year transfer group's academic year. Select a different date if appropriate. This date will be added to any applications carried over to the new transfer group if a date has not already been specified.

6. Click the **Add Students** button to add the relevant students from the selected transfer group to the new in year transfer group.

The numbers of students successfully added to the transfer group and the number that could not be added are displayed as hyperlinks on the **Students** tab. Click on either of these links to display a printable report listing the students and giving further information relating to their applications.

07 | Process Periods and Vacancies

Introduction

Process periods and vacancies must be recorded at the receiver schools before running the in year offer processes or manually allocating children who have made in year applications.

Process periods define the start and end time of the mini application rounds that can be used to process in year admissions. They are defined via the **Process | Transfer Groups | In Year** tab.

After setting up process periods, the numbers of vacancies at receiver schools can be recorded for the process periods as they arise throughout the year. Vacancies are recorded via **Bases | All Bases | PAN & Vacancies**.

Because vacancies are logged against process periods, in order for vacancies to be kept up to date, at least one process period must be added to cover the whole academic year.

> *NOTE: Capita One recommend that vacancies are recorded before the application closing date for the selected process period.*

Using Multiple Process Periods

Multiple process periods enable you to use the **Make Offers** and **Resolve Offers** processes for in year transfer applications.

If your Local Authority plans to allocate all in year places manually, Capita One still recommend that you define multiple process periods, enabling you to manage vacancies and allocations more effectively.

> *NOTE: The coordination of in year applications between neighbouring Local Authorities will be most effective if their process periods are coordinated.*

If multiple periods are used, they must be set up so that when an application closing date passes, the next one starts immediately. This enables applications to be made at any time.

- **Make Offers** is run once for each process period.
- **Resolve Offers** can be run multiple times for each process period.
- **Final Allocation** is run once for each process period.

Using a Single Process Period

Local Authorities that plan to allocate all places manually only need to define one process period in order to keep vacancy numbers up to date. However, only one set of vacancy information can be logged for a process period, therefore these Local Authorities will have to overwrite the vacancy information each time it changes.

> *NOTE: In order to allocate places manually, the **Exceptional** check box must be selected for the preferences.*

A single process period could have, for example, a start date and time of 01/09/2013 00:01, application closing date of 31/08/2014 23:58 and offer date of 31/08/2014 23:59.

Adding Process Periods

1. Select **Process | Transfer Groups | In Year** to display a list of any existing process periods.

2. Click the **Add Process Period** hyperlink to display the **Starting**, **Closing**, and **Offer** date and time fields.

3. Enter the dates and times.

4. Click the **Save** button to display the new process period on the In Year tab.

5. Add subsequent process periods as appropriate. Period numbers are generated automatically and increment by one when a new process period is added.

   Process periods cannot overlap:

   - The **Starting** date of one period cannot fall between the **Starting** and **Application Closing** dates of another.

   - The **Offer** date of one period cannot fall between the **Start** and **Offer** dates of another process period.

Click the **Delete** hyperlink to remove incorrectly added process periods. A process period cannot be deleted if any vacancy data is recorded against it.

Recording Vacancies

Vacancies must be recorded on the **PAN and Vacancies** tab for the receiver schools before the in year offer processes are run and before children who have made in year applications are manually allocated. The vacancy numbers should then be updated throughout the year as new vacancies arise.

Before vacancies can be recorded, you must ensure that:

- The bases for which you are recording the vacancies have been added as receivers in sub groups of the in year transfer group via **Process | Transfer Groups | Sub Groups**.

- Process periods have been defined via **Process | Transfer Groups | In Year**.

1. Select **Bases | All Bases**, select a base, then select the **PAN & Vacancies** tab to display the PAN details for the base.

2. Enter the **Application Closing Date** for the process period for which you wish to add vacancy numbers (a corresponding process period is auto-suggested), or select a process period by clicking the browse button.

> *NOTE: By default only current and future process periods are listed in the **Process Period** browse. Deselect the **Show Current/future Periods** check box on the browse to include process periods in the past. This enables you to view a historical record of vacancies.*

3. Enter the current vacancy numbers.

4. Click the **Save** button to return to the **PAN & Vacancies** tab with the vacancy numbers displayed:

- Any NCYs without a vacancy number are assumed to have zero vacancies for that process period. When the offer routines are run, no students will be allocated for these NCYs.

- When vacancy data has been entered and saved for a process period, only the NCYs for which vacancies have been added are displayed. In this example, NCY 11 has no vacancies. Click the **Edit** hyperlink to add vacancies for other NCYs.

- If a process period where the offer date is in the past is selected, then the vacancy information is read-only.

Process Periods and Vacancies

- In Local Authorities that only define one process period for an academic year, the historical record only includes the latest data entered for each academic year rather than a breakdown of vacancy data as it changes through the year.

08 | Adding a new Academic Year

Introduction

The first step in setting up new transfer groups for the next admissions round is to create a new academic year. Once the new year has been created, you can copy the current year's groups to the new year.

New academic years can be created via the v4 Client's **Year Definitions** screen or the v4 Online Bases module.

V4 Client

1. Enter the current vacancy numbers.

2. Optionally, ensure that the year you wish to create has not already been created:

    a. Enter the year into the **Start Year** field.

    b. Click the **Search** button to display a list of existing business processes with the specified **Start Year**. If One displays an Admissions business process, then the year already exists in A&T.

3. Click the **New** button to display editable fields relating to year details.

4. Select **Admissions** from the **Business Process** dropdown menu.

5. Select **Academic** from the **Year Type** field.

6. Enter the relevant **Start Year**. The **Start Date**, **End Date** and **Year Range** fields are filled out automatically.

7. Click the **Save** button to save the new year.

V4 Online Bases

1. Open the **Bases** module in v4 Online and select **Administration | Academic Years** to display the Academic Years screen.

One Home	Bases	Base Groups	Reports	Administration	
Initialise Opening Times	Base Days	Manage Agencies	**Academic Years**		Copy PAN

➕ Add New Academic Year

Year	Start Date	End Date	Year Range		
2020	01/09/2020	31/08/2021	2020/2021	✏ Edit	Delete
2019	01/09/2019	31/08/2020	2019/2020	✏ Edit	Delete

2. Click the **Add New Academic Year** hyperlink to display editable fields relating to year details.

3. Enter a **Year.**

➕ Add New Academic Year

	*	Start Date	📅	End Date	📅	Year Range

Cancel   *Save*

4. Enter the **Start Date** and **End Date**. The **Year Range** field is populated automatically.

5. Click the **Save** button to add the new year.

Index