



Capita One

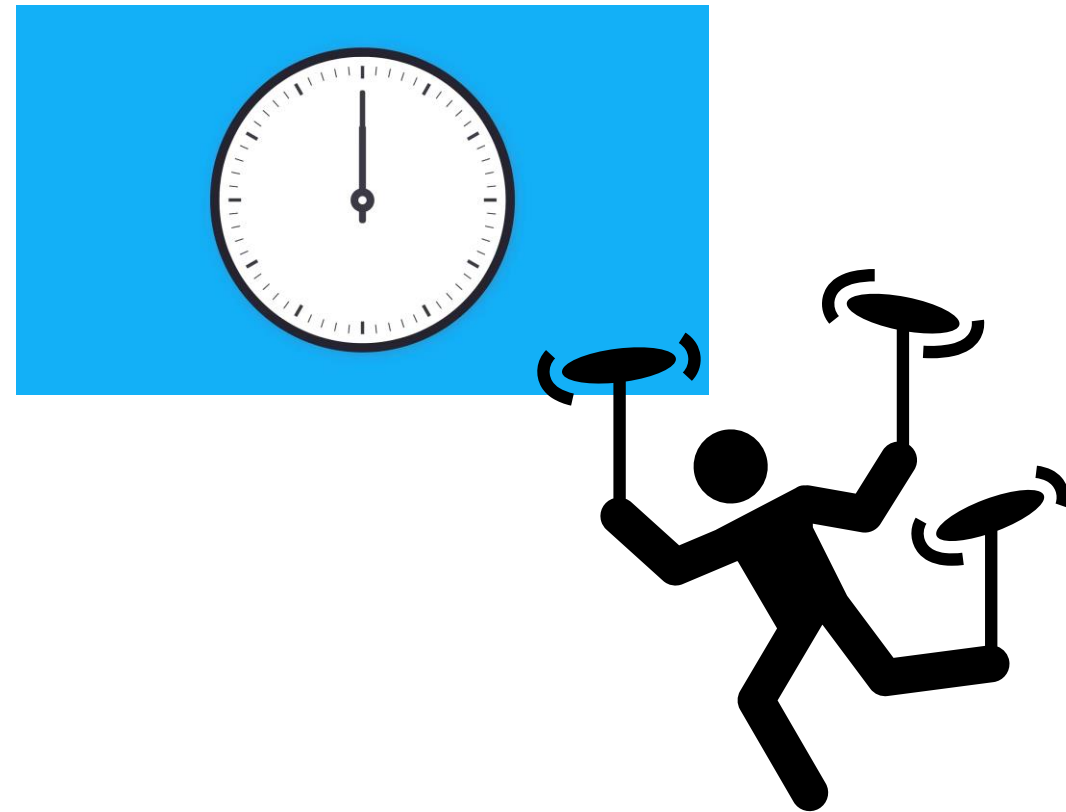
**Admissions
In Year
Reporting Pack**



Managing In-Year Admissions

DfE Code

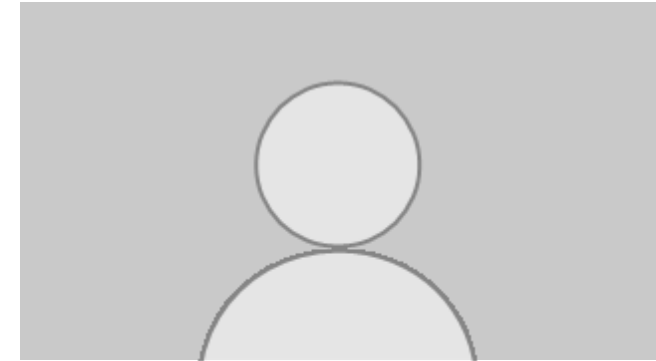
- 'should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days.'



In-Year Dashboard – What does do?

In Year Dash Board

- Open Cases
- Activity to close and chase
- Applications by school
- E-Applications
- Capacity Information
- Statistics



Applications

Pick Admissions Base Group AT Primary, AT Secondary



Open Cases Tracker

AT Primary
AT Secondary

Applications

E-Applications

Manage

Capacity

Statistics

Cases Not Offered (School Days)

| NCY | Below 7 | Between 7-10 | Above 10 | Total |
|--------------|---------|--------------|----------|--------------------|
| 0 | 0 | 0 | 1 | 1 |
| 1 | 0 | 0 | 1 | 1 |
| 2 | 0 | 0 | 1 | 1 |
| 3 | 1 | 0 | 0 | 1 |
| 4 | 1 | 0 | 0 | 1 |
| 5 | 0 | 2 | 1 | 3 |
| 6 | 1 | 0 | 1 | 2 |
| 8 | 0 | 0 | 1 | 1 |
| Total | 3 | 2 | 6 | 11 |

Started at allocated school

| | |
|-------|-------------------|
| Total | 2 |
|-------|-------------------|

All Open Cases being monitored (School Days)

| Status | Below 7 | Between 7-10 | Above 10 | Total |
|--------------------------------|---------|--------------|----------|--------------------|
| Pending | 3 | 2 | 5 | 10 |
| Processing, offer not yet made | 0 | 0 | 1 | 1 |
| Total | 3 | 2 | 6 | 11 |

Not Started at allocated school after 14 days

| NCY | Total |
|--------------|-------------------|
| 4 | 1 |
| Total | 1 |

Applications - Tracker

| RAG | SURNAME | FORENAME | DOB | GENDER | STUD ID | View | Letters | TG YEAR | NCY | Country | POSTCODE | APPLICATION STATUS | FAP | FORM ENTERED DATE |
|-------|------------|--------------|------------|--------|---------|----------------------|------------------------|---------|--------------|---------|----------|--------------------|-----|-------------------|
| R | Abbot | John | 01-05-2010 | M | 8915192 | View | Select | 2022 | 8 | | | WAOA | T | 12/12/2 |
| R | Bear | Billie | 31-03-2012 | F | 8915268 | View | Select | 2022 | 6 | | MK43 ODR | PEND | F | 04/01/2 |
| R | Blake | Maggie | 30-01-2009 | F | 8927143 | View | Sr | | | | | | | 07/12/2 |
| R | Cockley | Haniyya | 31-07-2016 | F | 8927300 | View | Sr | | | | | | | 19/12/2 |
| R | Harryy | Fred | 12-12-2016 | M | 8929668 | View | Sr | Student | Harryy, Fred | | | | | 15/12/2 |
| R | Jesswick | Blake | 12-12-2012 | M | 8929648 | View | Sr | Gender | M | | | | | 12/12/2 |
| R | Smith | John | 12-12-2013 | M | 8915197 | View | Sr | DOB | 12/12/2016 | | | | | 12/12/2 |
| R | Waters | Maureen | 17-10-2017 | F | 8905456 | View | Sr | | | | | | | 09/12/2 |
| G | Bole | Kaiya-Louise | 10-04-2010 | F | 8917149 | View | Sr | | | | | | | 15/12/2 |
| G | Dog | Digby | 31-03-2013 | M | 8915292 | View | Sr | | | | | | | 13/01/2 |
| G | Grape | Gilbert | 31-03-2014 | M | 8929708 | View | Sr | | | | | | | 23/01/2 |
| G | Greenhalle | John | 31-12-2011 | M | 8915290 | View | Sr | | | | | | | 23/01/2 |
| G | Hamster | Blobby | 31-12-2014 | M | 8915288 | View | Sr | | | | | | | 23/01/2 |
| G | Snail | Brian | 31-03-2013 | M | 8915291 | View | Sr | | | | | | | 13/01/2 |
| TOTAL | | 14 | | | | | | | | | | | | |

Application For a place in year: 1

AT ID: 3984

Stud ID: 8929668

Form Rec: 15/12/2022

Applicant: Mrs Karen Inyear

Contact: 01234567889 (Home)
0123434343 (Work)
07799408238 (Mobile)
karen@inyear.com

Moving Address: 66 Milton Road, Clapham, Bedford, MK41 6AS

| PREF | School | Sibling | EHCP | LAC | DIST | Med | REL | SOC | CAT | STF | DISTANC E |
|------|-----------------------------------|---------|------|-----|------|-----|-----|-----|-----|-----|-----------|
| 1 | Waters Edge Primary School (p4mt) | | - | - | - | - | - | - | - | - | |

Additional Questions

| Question | ANSWER | EXPLANATORY TEXT |
|-----------------------------------|--------|------------------|
| Have you told your current school | - | |
| Keep children together | - | |
| Do you have a Social Worker | - | |
| Remain on waiting list? | - | |

Manage E-Applications

Home > Capita One > Admissions and Transfers > INC_YEAR_DASH

Navigation bar with icons for back, forward, refresh, and search. Includes a search input field with "Find | Next" and a "100%" zoom level.



E-Applications

AT Primary

AT Secondary

Applications

E-Applications

Manage

Capacity

Statistics

Activity in last 3 Days

| SUBMIT STATUS | Total |
|----------------------|-------|
| SubmittedForFirstTim | 3 |
| Total | 3 |

Multiple In-Year Cases

| TG YEAR | Total |
|---------|-------|
| 2022 | 1 |
| Total | 1 |

Unmatched Applications

| NCY | Total |
|-------|-------|
| Total | 0 |

Imported in last 14 days

| | Total |
|-------|-------|
| 2022 | 5 |
| Total | 5 |

Closed E-apps

| Action OS | INY 2022 | Total |
|--------------|----------|-------|
| Not Actioned | 1 | 1 |
| Total | 1 | 1 |

Discard Resubmitted E-apps in last 7 days

| NCY | Total |
|-------|-------|
| Total | 0 |

Manage



In Year Cases Tracker

| |
|--------------|
| AT North |
| AT Primary |
| AT Secondary |

Applications

E-Applications

Manage

Capacity

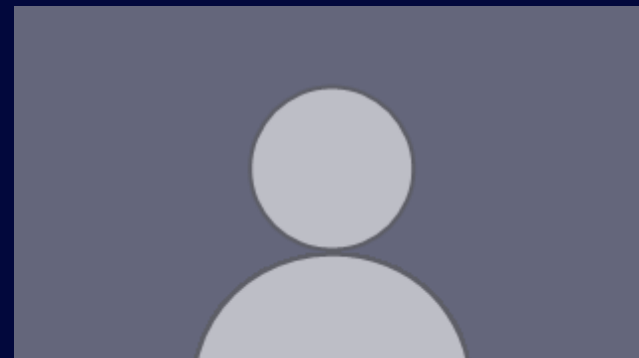
Statistics

All Cases

| APPLICATION STATUS | Below 7 | Between 7-10 | Over 10 | Total |
|--------------------------------|---------|--------------|---------|--------------------|
| Pending | 3 | 2 | 6 | 11 |
| Processing, offer not yet made | 0 | 0 | 2 | 2 |
| Total | 3 | 2 | 8 | 13 |

Schools

| School Name | NCY 0 | NCY 1 | NCY 2 | NCY 3 | NCY 4 | NCY 5 | NCY 6 | NCY 8 | NCY 9 | Total |
|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------------|
| Green Abbey School | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 2 | 8 |
| Milland Girls School (Discrete) | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Millennium School (Aptitude) | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Putnoe Primary School (p4r) | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Rainbow Primary School (p4r) | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Waters Edge Primary School (p4mt) | 1 | 1 | 0 | 1 | 1 | 3 | 2 | 0 | 0 | 9 |
| Total | 6 | 1 | 1 | 1 | 2 | 3 | 2 | 4 | 2 | |



Capacity – Where are places ?



Capacity

AT Primary

Balance for year groups : Registered, Guest, Dual, Other students + Children Offered. Provsional and Allocated who have not started at the school for schools with Open applications

Applications

E-Applications

Manage

Capacity

Statistics

| School | DFE NO | YEAR | L AGE | U AGE | NCY 0 | | NCY 1 | | NCY 2 | | NCY 3 | | NCY 4 | | NCY 5 | | NCY 6 | | NCY 7 | |
|-----------------------------|--------|------|-------|-------|-------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | | | PAN 0 | VAC Rec | PAN 1 | Vac 1 | PAN 2 | Vac 2 | PAN 3 | Vac 3 | PAN 4 | Vac 4 | PAN 5 | Bal 5 | PAN 6 | Bal 6 | PAN 7 | VAC 7 |
| Parish Primary School | | 2022 | 4 | 11 | 10 | 7 | 10 | - | 10 | - | 10 | (3) | 10 | (2) | 10 | (12) | 10 | (3) | 10 | 6 |
| Pinchmill School (p4mt) | 2041 | 2022 | 4 | 11 | 10 | 7 | 10 | 1 | 10 | (2) | 10 | (4) | 10 | (11) | 10 | - | 10 | 1 | 10 | 6 |
| Potton Lower School (p4r) | 2042 | 2022 | 4 | 11 | 10 | 8 | 10 | (5) | 10 | (5) | 10 | (3) | 10 | - | 10 | (7) | 10 | (8) | 10 | 6 |
| Priory Primary School (p4t) | 2043 | 2022 | 4 | 11 | 10 | 3 | 10 | (9) | 10 | (7) | 10 | (5) | 10 | (1) | 10 | (8) | 10 | 4 | 10 | 7 |
| Putnoe Primary School (p4r) | 2044 | 2022 | 4 | 11 | 10 | 6 | 10 | (3) | 10 | - | 10 | (5) | 10 | (5) | 10 | (4) | 10 | (10) | 10 | 7 |

Waters Edge Primary School (p4mt)

| STUD ID | FORENAME | SURNAME | DOB | NCY | START DATE | END DATE | TYPEOFREC | Offer | Reg | Guest | Dual | Resource | Other Sch Hist |
|---------|-----------------|--------------|------------|-----|------------|----------|----------------|-------|-----|-------|------|----------|----------------|
| 8926667 | Keelie | Crumby | 03/07/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8915292 | Digby | Dog | 31/03/2013 | 5 | 13/01/2023 | | 5-Offered-PEND | 1 | 0 | 0 | 0 | 0 | 0 |
| 8925287 | Myleene | Ellers | 24/09/2012 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8926211 | Abdul Rafay | Karimi | 29/09/2012 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8925341 | Kelly-Marie | McCosh | 05/02/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8916278 | Faye | McKay-Yau | 26/02/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8918822 | Emiliano | Muhammad | 24/06/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8916491 | Shahida | Rashad | 09/05/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8923459 | Tejay | Ridsdale | 06/03/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8929109 | Tapasvi | Subramaniam | 26/01/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8926035 | Hailey | Taylor-James | 21/11/2012 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8916320 | Mohammed Mazhar | Taylor-Law | 12/03/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 8918976 | Milla | Wonnacott | 09/07/2013 | 5 | 01/09/2019 | | 1-Reg | 0 | 1 | 0 | 0 | 0 | 0 |
| 13 | | | | | | | | 1 | 12 | 0 | 0 | 0 | 0 |

All School Pan

Statistics



In Year - Statistics

[Allocations](#)

Applications

[Abroad](#)

[Fair Access](#)

[All Data](#)

Leaving

[Time Taken](#)

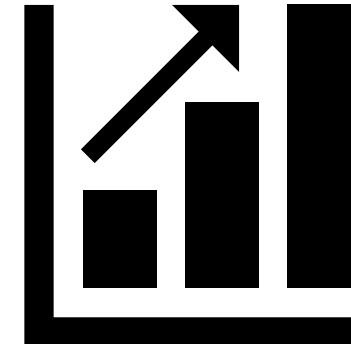
Distinct Children : 02/01/2023 to 26/01/2023

| RAG | SURNAME | FORENAME | DOB | GENDER | STUD ID | View | Apps Made | TG YEAR | NCY | Country | POSTCODE | APPLICATION STATUS |
|--------------|------------|----------|------------|--------|---------|----------------------|-----------|---------|-----|---------|----------|--------------------|
| R | Bear | Billie | 31-03-2012 | F | 8915268 | View | 1 | 2022 | 6 | | MK43 ODR | PEND |
| A | Dog | Digby | 31-03-2013 | M | 8915292 | View | 1 | 2022 | 5 | Ukraine | MK43 ODR | PEND |
| A | Snail | Brian | 31-03-2013 | M | 8915291 | View | 1 | 2022 | 5 | | MK43 ODR | PEND |
| G | Grape | Gilbert | 31-03-2014 | M | 8929708 | View | 1 | 2022 | 4 | | MK43 ODR | PEND |
| G | Greenhalle | John | 31-12-2011 | M | 8915290 | View | 1 | 2022 | 6 | | MK43 ODR | PEND |
| TOTAL | | 5 | | | | | 5 | | | | | |



Statistics for Managing Service

- Time Taken to Allocate - School
- School Preference – Alternative Offer
- Reasons for Moving
- Feeder School – any trends
- Fair Access
- Abroad – Country of origin



In-Year Dashboard – Perquisites

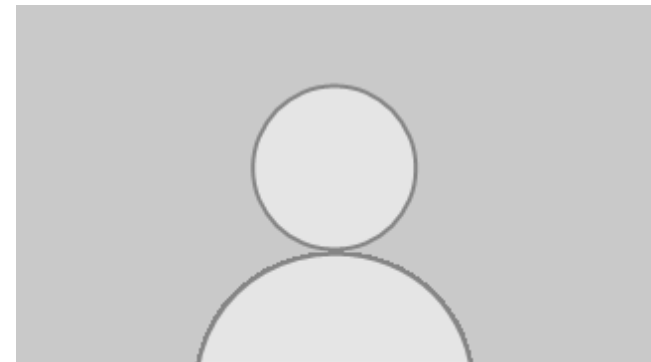
In Year Dash Board

- In Year Transfer Group
- Maintain a school calendar
- Use 'Allocated' for a parent offer
- E-Applications - optional
- Country of Origin



Key Benefits

- **Reports ready to go**
- **Track cases against RAG status**
- **Gathers data together**
- **Extracts data to manage the process**
- **Designed with input from Admissions Teams**



Looking ahead

