Capita

Admissions In-Year Dashboard

Professional Services

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Contents

Introduction

The Admissions in Year Dashboard is designed to provide a set of reports to manage In-Year Admissions, without the need of using further spreadsheets or reports to modify that information. Therefore, this should serve as a complete dashboard to help manage applications and work within the Admissions Code of Practice.

The report is split into 5 sections:

- Applications contains high level about current open applications.

- E-Applications Overview of e-applications that need to be processed.

- Manage School's summaries of applications by school.

- Capacity summary of potential places in schools.

- Statistics summary reports to review time taken, reasons for application etc.

Benefits of the report

- Reduce time and maximize productivity

- One version of the truth

- The ability to Self-Serve

- Consolidating reports

- Multi-audience reporting

- Reduce GDPR risk of data

- Can be customised

Parameters

When the report is first displayed, you will see a list of parameters:

Pick Admissions Group

- ☐ (Select All)
- ☐ AT North
- ☑ AT Primary
- ☑ AT Secondary
- ☐ AT South

Schools can be organised via Base Group, this means that you can review you data by phases, districts to suit your needs.

The reports also calculate school days taken to process and display with a traffic light grading; this is done by reference key schools in your database with maintained calendars.

Application

Lists key information for the open applications entered.

Sample Output

- Pending and Processing cases on left

- All cases that are not closed

- Applications that where a place has been offered by the school or to a parent.

- Start school at the allocated school.

- Allocated a place in the last 14 days and have not started

Drill down trackers to view applications.

| | | 1 | of 1 | | | | | | | | | | 100% | | | | Find | Next | | | | | | |

Tracker - Not Closed

R A G	LAST Update	SURNAME	FORENAME	DOB	GEN DER	STUD ID	APP REFERENCE NO	Days to Process	DAYS OLD	TG YEA R	NCY	POSTCODE
G	20-JUL-23KARENO	Abbot	John	01-05-2010	M	8915192	820-2023-57-K-001627	56		2023	9	
G	20-JUL-23KARENO	Agar	Owen	04-06-2016	M	8919450	820-2023-57-K-001636	86		2023	3	Z3 3CC
	27-OCT-23KARENO	Amarii	Tanya	11-03-2009	F	8916615	820-2023-57-K-001643	83		2023	10	Z1 1AB
G	27-OCT-23KARENO	Bear	Billie	31-03-2012	F	8915268	820-2023-57-K-001621	128		2023	7	MK43 0DR
G	27-OCT-23KARENO	Bilal	Ali	12-12-2010	M	8929952	820-2023-57-K-001635	0		2023	8	MK41 6AS
G	30-OCT-23KARENO	Blake	Maggie	30-01-2009	F	8927143	820-2023-57-K-001622	88		2023	10	Z1 5CB
G	20-JUL-23KARENO	Bole	Kaiya-Louise	10-04-2010	F	8917149	820-2023-57-K-001620	135		2023	9	Z1 8CC
	20-JUL-23KARENO	Dog	Digby	31-03-2013	M	8915292	820-2023-57-K-001624	119		2023	6	MK43 0DR
G	20-JUL-23KARENO	Eroy	Yell	12-12-2010	F	8930173	820-2023-57-K-001637	15		2023	8	MK41 6AS
G	20-JUL-23KARENO	Evans	Benny	10-10-2014	M	8903690	820-2023-57-K-001649	80		2023	4	
G	27-OCT-23KARENO	Fuller	Thomas	10-10-2011	M	8905206	820-2023-57-K-001644	55		2023	7	Z1 5CD
	20-JUL-23KARENO	Grape	Gilbert	31-03-2014	M	8929708	820-2023-57-K-001617	130		2023	5	MK43 0DR
G	20-JUL-23KARENO	grape	Win	12-12-2010	F	8929809	820-2023-57-K-001639	113		2023	8	AL4 0EY
G	20-JUL-23KARENO	Greenhalle	John	31-12-2011	M	8915290	820-2023-57-K-001614	126		2023	7	MK43 0DR
G	20-JUL-23KARENO	Hamster	Blobby	31-12-2014	M	8915288	820-2023-57-K-001615	0		2023	4	MK43 0DR
G	20-JUL-23KARENO	Harryy	Fred	12-12-2016	M	8929668	820-2023-57-K-001613	0		2023	2	MK41 6AS
	27-OCT-23KARENO	Horton	Error	12-12-2010	M	8930008	820-2023-57-K-001631	0		2023	8	Z1 1AB
	20-JUL-23KARENO	Inyear	Joe	12-12-2011	M	8929628	820-2023-57-K-001626	161		2023	7	MK41 6AS
G	20-JUL-23KARENO	July	Billy	12-12-2010	M	8930171	820-2023-57-K-001632	0		2023	8	Z1 4AD
G	20-JUL-23KARENO	Monday	Kito	12-12-2010	F	8930174	820-2023-57-K-001645	0		2023	8	MK41 6AS

E-application

The report displays incoming applications from the Citizen Portal that need to be processed.

Sample Outputs

Manage

In Year Cases Tracker	AT Primary
	AT Secondary

All Cases

Status	Total
A1-Pending	18
A2-Started	1
A3-ON Hold Missing Details	2
A4-Red Flagged	2
Acknowledge	1
B1-Processing	7
Comp-Closed on Waiting List	1
Comp-Offered Awating Start	1
Offered, waiting for response	6
Total	**39**

Schools

NAME	School	1	2	3	4	5	6	7	8	9	10	Total
AT Primary	Leagrave Junior School							3	3			6
	Parish Primary School		1						1			2
	Potton Lower School (p4r)							1				1
	Putnoe Primary School (p4r)			2	1	2	1	3				9
	Rainbow Primary School (p4r)			1		1						2
	Waters Edge Pimary School (p4mt)	1		1	1	3	4	3				13
AT Secondary	Green Abbey School	1						3	11	3	2	20
	John Bunyan Specialist Science School								1		1	2
	Milland Girls School (Discrete)	1										1
	Millennium School (Aptitude)	1							1	1		3
	Risedale Community College (Fair Band)									1		1
	Total	**4**	**1**	**4**	**2**	**6**	**8**	**15**	**12**	**5**	**3**	

Capacity

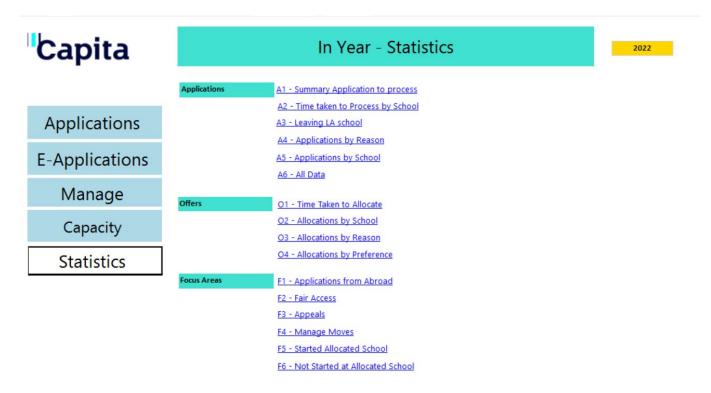| Phase	Row	School	DfE NO	YEAR	Type	NCY 0		NCY 1		NCY 2		NCY 3		NCY 4	
						PAN 0	VAC Rec	PAN 1	Vac 1	PAN 2	Vac 2	PAN 3	Vac 3	PAN 4	Vac 4
AT Primary	1	Leagrave Infant School	2081	2023	INF	10		10		10	(1)	10	4	10	
AT Primary	2	Parish Primary School	3456	2023	PRI	10	9	10	7	10	-	10	-	10	(3)
AT Primary	3	Pinchmill School (p4mt)	2041	2023	PRI	10		10	7	10	1	10	(2)	10	(4)
AT Primary	4	Potton Lower School (p4r)	2042	2023	PRI	10		10	8	10	(5)	10	(5)	10	(3)
AT Primary	5	Priory Primary School (p4r)	2043	2023	PRI	10		10	3	10	(9)	10	(7)	10	(6)
AT Primary	6	Putnoe Primary School (p4r)	2044	2023	PRI	10		10	6	10	(3)	10	(1)	10	(6)
AT Primary	7	Queen's Park Primary School (p4mt)	2045	2023	PRI	10		10	-	10	(4)	10	(1)	10	1
AT Primary	8	Rainbow Primary School (p4r)	2049	2023	PRI	10		10	4	10	(6)	10	(3)	10	(9)
AT Primary	9	Renhold Primary School (p4mt)	2949	2023	PRI	10		10	5	10	(4)	10	(7)	10	(2)
AT Primary	10	Rice Trevor School (p4mt)	2050	2023	PRI	10		10	8	10	(4)	10	(3)	10	2
AT Primary	11	Riseley School (p4t)	2052	2023	PRI	10		10	6	10	(5)	10	(4)	10	(4)
AT Primary	12	Robert Peel Primary School (p4t)	2053	2023	PRI	10		10	8	10	5	10	(1)	10	1
AT Primary	13	Roxton School (p4r)	2054	2023	PRI	10		10	5	10	(3)	10	(3)	10	(5)
AT Primary	14	Russell School (p4r)	2055	2023	PRI	10		10	5	10	(3)	10	2	10	(2)
AT Primary	15	Waters Edge Pimary School (p4mt)	2001	2023	PRI	30	29	30	22	30	13	30	11	30	20
AT Primary	16	Leagrave Junior School	2080	2023	JUN	:		:		:		10	4	10	(11)
AT Secondary	17	Green Abbey School	4321	2023	SEC	10		10		10		10		10	9

- Yellow highlights where there may be room based on an admission number for each year

- Drill down included Children on roll, places offered and SEN placements.

Green Abbey School

STUD ID	FORENAME	SURNAME	DOB	NCY	SEN STAGE	START DATE	END DATE	TYPE OF REG	A&T Offer	REGISTERED	GUEST	DUAL COUNT	SEN PLACE	Other Sch Hist
8916497	Allah	Abbey	26/05/2012	7		TBC		5-Offered-CWL	1	0	0	0	0	0
8929730	Allah	Abbeystone	26/05/2012	7		01/09/2023		4-SchHist	0	0	0	1	0	1
8905118	Veronica	Abrams	29/12/2011	7		01/09/2023		4-SchHist	0	0	0	1	0	1
8903255	Craig	Adams	15/01/2012	7		01/09/2023		4-SchHist	0	0	0	1	0	1
8906899	Kent	Alexander	21/11/2011	7		01/09/2023		4-SchHist	0	0	0	1	0	1
8888930	Craig	Bond	18/09/2011	7 E		01/09/2010		6-Placment-ORD	0	0	0	0	1	0
8888930	Craig	Bond	18/09/2011	7 E		01/09/2010		1-Reg	0	1	0	0	0	0
8926519	Suriya	Brandt	18/12/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8928523	Denise	Daymond	17/11/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8920441	Hartley	Di-Martino	15/11/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8916955	Katy	Gosney	20/02/2012	7		01/09/2023		4-SchHist	0	0	0	1	0	1
8915290	John	Greenhalle	31/12/2011	7		17/02/2023		1-Reg	0	1	0	0	0	0
8925572	Soroush	Halliday	07/12/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8919287	Andleeb	Hutchinson	24/11/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8923589	Akshayaa	Kromholc	01/12/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8926729	Nataniel	Murray	06/12/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8895679	Mai	Phan	12/06/2012	7 S		01/09/2002		6-Placment-ORD	0	0	0	0	1	0
8895679	Mai	Phan	12/06/2012	7 S		01/09/2002		1-Reg	0	1	0	0	0	0
8928003	Ciaran	Rackham	08/10/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
8925829	Rosie	Washington	14/12/2011	7		01/09/2021		1-Reg	0	1	0	0	0	0
	18								1	12	0	5	2	5

Statistics

- Applications, summary for time taken from start to finish

- Time taken with school

- School losing children

- Applications by reason

- Schools gaining children

- Variations on allocations

- Focus Areas

The focus areas are customised to suit you LA's business process for these areas.

Example A1:

Month of App Start	STUD ID	SURNAME	FORENAME	NCY	FAP	App Start	School Days to Process	Working Days to process			Provisional Offer	Divert	OAA PREF	Address LA	Home LA	Application Status	Wa
⊞ December	6					Average	0.67	7.83	Average	Total	0	0	0				
⊟ January	8915288	Hamster	Blobby	4	F	23/01/2023	0	0.00			0	0	0	820	820	PEND	
	8915291	Snail	Brian	6	F	13/01/2023	0	0.00			0	0	0	820	820	OFFW	
	8929708	Grape	Gilbert	5	F	23/01/2023	18	18.00			0	0	0	820	820	OFFW	
	3					Average	6.00	6.00	Average	Total	0	0	0				
⊞ February	1					Average	106.00	123.00	Average	Total	0	0	0				
⊞ March	2					Average	59.50	59.50	Average	Total	0	0	1				
⊞ April	1					Average	2.00	11.00	Average	Total	0	0	0				
⊞ July	2					Average	0.00	17.00	Average	Total	0	0	0				
⊞ August	1					Average	0.00	0.00	Average	Total	0	0	0				