



NEW SCHOOL YEAR SETUP GUIDE

2026/2027

Please log Arbor issues by emailing misadmin@bdcs.org.uk

Please note: screen shots in this guide are from a previous year

CONTENTS PAGE

	PAGE
STEP 1	
• Adding Your New Academic Year	4
• Setting Up the Academic Calendar (Adding Terms & Holidays)	5 - 8
STEP 2	
• Off Roll Leavers	9 – 11
• Generating CTFs for Leavers	12 – 13
• Adding a New Educational Institution	14
STEP 3	
• Year Groups and Registration Forms	15
• 3a. Copy Year Groups and Registration Forms	15 – 16
• Resolving students without an enrolment	16 – 17
• 3b. Assign tutors to year groups and registration forms	17
• 3c. Promote Year Group Students	18
• 3d. Enrol Applicants	18
• 3e. Review and tweak Year Group enrolments	19
• 3f. Promote Registration Form Students	20
• 3g. Review and tweak registration form enrolments	21
STEP 4	
• Custom Groups	22
• Copy any existing custom groups	23
• Add a new custom group	24
STEP 5	
• Houses	25

STEP 6	
• Registers	26
• Scheduling your Nursery Registers	26 – 30
• Scheduling your Reception Registers	31
• Scheduling your Year 1 to Year 6 Registers	32 – 33
• Changing Registration Form Names	34
STEP 7	
• Meals	35
• 1. Copy Meals and Meal Provisions	35 – 36
• 2. Copy Meal Sitings and Attendees	36
• 3. Copy Meal Prices	37 – 38
• 4. Copy Meal Choices	39
• Check you will have meal registers in September	39
STEP 8	
• Interventions	40
• Copy Interventions	40 – 41
• Edit Interventions	41

Arbor Support Resources:

- [New School Year Setup Guide from Arbor Help Centre](#)
- [New School Year Setup Steps 1-5 webinar recording and resources \(Arbor HQ\)](#)
- [New School Year Setup Steps 6-9 webinar recording and resources \(Arbor HQ\)](#) – scroll down to video for Primaries

STEP 1

Adding Your Next Academic Year

School > School Structure > School Year Setup

School Year Setup

Steps to prepare for the new academic year are locked until the Academic Calendar is [filled in and marked as complete](#).

1. Academic Calendar	Incomplete
----------------------	------------

- Click on the **1. Academic Calendar** option

Create Academic Year

Academic year name*	<input type="text" value="2025/2026"/>
Start date ⓘ	23 Jul 2025
End date* ⓘ	<input type="text" value="31st Aug 2026"/> ⓘ

- The start date will already be filled in for you – this is the next day after your previous year.
- Enter your **End Date** as 31st August 2027
- Click on the green **Create Academic Year** button

Setting Up the Academic Calendar (Adding Terms & Holidays)

School > School Structure > School Year Setup > Academic Calendar

Academic Calendar

Academic Year 2025/2026

Academic year name	2025/2026	▶
Dates	01 Sep 2025 - 31 Aug 2026	▶

Terms (2025/2026) + Add

No terms have been added for 2025/2026

Holidays (2025/2026) + Add

Caution: No holidays have been added for 2025/2026

- Within the Terms area, click on the green **Add** button
- Add in a **Term Name**
- Add in a **Short Term Name**
- Add your **Start Date**
- Add your **End Date**
- Click on the green **Add Term** button

Add Term

Academic Year	2025/2026
Term Name*	Autumn Term
Short Term Name	AUT
Start Date*	1st Sep 2025
End Date*	19th Dec 2025

Cancel Add Term

Note: if you use **helloData**, keep the term names the same as last year

- Repeat this process for the **Spring Term** and **Summer Term**

Add Term

Academic Year	2025/2026
Term Name*	Spring Term
Short Term Name	SPR
Start Date*	5th Jan 2026
End Date*	27th Mar 2026

Add Term

Academic Year	2025/2026
Term Name*	Summer Term
Short Term Name	SUM
Start Date*	13th Apr 2026
End Date*	20th Jul 2026

Cancel Add Term

You will now be left with some dates showing in red, which we will mark as Holidays

Academic Calendar

Academic Year 2025/2026

Academic year name	2025/2026
Dates	01 Sep 2025 - 31 Aug 2026

Terms (2025/2026) + Add

Autumn Term	01 Sep 2025 - 19 Dec 2025
Spring Term	05 Jan 2026 - 27 Mar 2026
Summer Term	13 Apr 2026 - 20 Jul 2026

Holidays (2025/2026) + Add

Caution: No holidays have been added for 2025/2026

Below is a list of days in the Academic Calendar which are currently unaccounted for. Add Terms and Holidays to ensure all days are accounted for. Once this is done, you'll be able to review and mark the Academic Calendar as complete.

22 Dec 2025 - 26 Dec 2025
29 Dec 2025 - 02 Jan 2026
30 Mar 2026 - 03 Apr 2026
06 Apr 2026 - 10 Apr 2026
21 Jul 2026 - 24 Jul 2026
27 Jul 2026 - 31 Jul 2026
03 Aug 2026 - 07 Aug 2026
10 Aug 2026 - 14 Aug 2026
17 Aug 2026 - 21 Aug 2026
24 Aug 2026 - 28 Aug 2026
31 Aug 2026

- Within the Holidays area, click on the green **Add** button
- Add in a **Holiday Name**
- Select the **Holiday Type** as **Half Term**
- Add your **Start Date**
- Add your **End Date**
- Click on the green **Add Academic Holiday** button

Add Academic Holiday

Holiday name: Autumn Half Term

Holiday type*: Half-Term

Start date*: 27th Oct 2025

End date*: 31st Oct 2025

Cancel Add Academic Holiday

Repeat this process for the **Spring Half Term** and **Summer Half Term**

Add Academic Holiday

Holiday name: Spring Half Term

Holiday type*: Half-Term

Start date*: 16th Feb 2026

End date*: 20th Feb 2026

Cancel Add Academic Holiday

Add Academic Holiday

Holiday name: Summer Half Term

Holiday type*: Half-Term

Start date*: 25th May 2026

End date*: 29th May 2026

Cancel Add Academic Holiday

Next we are going to add in the School Holidays

- Click on the green **Add** button

- Add in a **Holiday Name**
- Select the **Holiday Type** as **Vacation**
- Add your **Start Date**
- Add your **End Date**
- Click on the green **Add Academic Holiday** button

Add Academic Holiday

Holiday name: Christmas Holidays

Holiday type*: Vacation

Start date*: 22nd Dec 2025

End date*: 2nd Jan 2026

Buttons: Cancel, Add Academic Holiday

Repeat this process for the **Easter Holidays** and **Summer Holidays**

Add Academic Holiday

Holiday name: Easter Holidays

Holiday type*: Vacation

Start date*: 30th Mar 2026

End date*: 10th Apr 2026

Buttons: Cancel, Add Academic Holiday

Add Academic Holiday

Holiday name: Summer Holidays

Holiday type*: Vacation

Start date*: 21st Jul 2026

End date*: 31st Aug 2026

Buttons: Cancel, Add Academic Holiday

You can add any **INSET** days in the same way

Add Academic Holiday

Holiday name: INSET 1 & 2

Holiday type*: Inset

Start date*: 1st Sep 2025

End date*: 2nd Sep 2025

Buttons: Cancel, Add Academic Holiday

Add Academic Holiday

Holiday name: INSET 3

Holiday type*: Inset

Start date*: 3rd Nov 2025

End date*: 3rd Nov 2025

Buttons: Cancel, Add Academic Holiday

Add Academic Holiday

Holiday name: INSET 4 & 5

Holiday type*: Inset

Start date*: 17th Jul 2026

End date*: 20th Jul 2026

Buttons: Cancel, Add Academic Holiday

- When you have finished adding all of your dates, the screen will look like this and you should no longer have any dates in red

- If you are happy with the calendar, click on the green **Mark Calendar as Complete** button

Academic Calendar

Academic Year 2025/2026

Academic year name 2025/2026

Dates 01 Sep 2025 - 31 Aug 2026

Terms (2025/2026)

Autumn Term	01 Sep 2025 - 19 Dec 2025
Spring Term	05 Jan 2026 - 27 Mar 2026
Summer Term	13 Apr 2026 - 20 Jul 2026

Holidays (2025/2026)

INSET 1 & 2	01 Sep 2025 - 02 Sep 2025	Inset
Autumn Half Term	27 Oct 2025 - 31 Oct 2025	Half-Term
INSET 3	03 Nov 2025	Inset
Christmas Holidays	22 Dec 2025 - 02 Jan 2026	Vacation
Spring Half Term	16 Feb 2026 - 20 Feb 2026	Half-Term
Easter Holidays	30 Mar 2026 - 10 Apr 2026	Vacation
Summer Half Term	25 May 2026 - 29 May 2026	Half-Term
INSET 4 & 5	17 Jul 2026 - 20 Jul 2026	Inset
Summer Holidays	21 Jul 2026 - 31 Aug 2026	Vacation

Days Unaccounted For

All days have been accounted for.

Mark Calendar as Complete

A review screen will appear (as shown here)

- Click on the green **Mark as Complete** button

NOTE: If you do not do this step, you will not be able to proceed with the rest of the New Year Setup

Complete Academic Calendar

Please review the Academic Calendar dates below, and click "Mark as complete" when you are sure these are correct.

Academic Year Review

Autumn Term	01 Sep 2025 - 19 Dec 2025	
INSET 1 & 2	01 Sep 2025 - 02 Sep 2025	Inset
Autumn Half Term	27 Oct 2025 - 31 Oct 2025	Half-Term
INSET 3	03 Nov 2025 - 03 Nov 2025	Inset
Christmas Holidays	22 Dec 2025 - 02 Jan 2026	Vacation
Spring Term	05 Jan 2026 - 27 Mar 2026	
Spring Half Term	16 Feb 2026 - 20 Feb 2026	Half-Term
Easter Holidays	30 Mar 2026 - 10 Apr 2026	Vacation
Summer Term	13 Apr 2026 - 20 Jul 2026	
Summer Half Term	25 May 2026 - 29 May 2026	Half-Term
INSET 4 & 5	17 Jul 2026 - 20 Jul 2026	Inset
Summer Holidays	21 Jul 2026 - 31 Aug 2026	Vacation

Cancel **Mark as Complete**

School Year Setup

2025/2026

1. Academic Calendar	Complete
2. Off-Roll Leavers	Available
3. Year Groups and Registration Forms	Available
4. Custom Groups	Available
5. Houses	Locked
6. Registers	Locked
7. Meals	Locked
8. Interventions	Available

Review School Year Setup

Step 1 is now complete

STEP 2

Off Roll Leavers

School > School Structure > School Year Setup > Off-Roll Leavers

Off-Roll Leavers setup steps are optional. You can Skip this step to review later.

- Click on the **Off-Roll Leavers** Section

- Select **Year 6** from the slide out

- A list of Year 6 pupils will be listed, ensure they are all ticked
- Add in the **Leaving Date**
- Add in the **Leaving Reason**
- Click on the green **Process Leavers** button

NOTE: If the Leaving Reason is different for some students, for example, they go to an Independent school or their destination is Unknown, you will have to change these individually.

« Back

Off-Roll Year 6 (2024/2025) Leavers

- Stevens Jamie
- Stewart James
- Stewart Mary
- Taylor Alice
- Tiwari Aniruddh
- Turner Jonathan
- Wilkinson Vanessa
- Williams Ruth
- Wilson Jackson
- Wood Dan
- Wright Theresa

Leaving Details

Leaving Date*

Leaving Reason*

Cancel Process Leavers

To change the Leaving Reason:

- Click onto the students **Leaving Reason**
- Click on the orange **Edit** button
- Change the **Leaving Reason**, e.g. In year transfer – Independent School
- Click on the green **Save Changes** button

Review 2024/2025 Leavers

This table shows students who left the school in the last term of 2024/2025.

✏ Bulk action ▼
🔍 Hide columns ▼
🔍 Search 1
📄 Download ▼
📧
⚙
🔒
✂





<input type="checkbox"/>	Student	Year	Leaving Date	Reason	Destination
<input type="checkbox"/>	Martin Martin	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Wood Dan	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Clarke Bradley	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Hunt Kieran	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Morris Stacey	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Robertson Freddie	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Stewart Mary	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Wright Theresa	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Stevens Brandon	Year 6	22 Jul 2025	End of phase t...	

The destination school can now be added to the students, to do that:

- **Tick the students** that are all going to the same destination school
- Click on the green **Bulk Action** button
- Click on **Set Destination School**

Review 2024/2025 Leavers

This table shows students who left the school in the last term of 2024/2025.

Bulk action **Hide columns** Search **Download**    

<input type="checkbox"/>	Student	Year	Leaving Date	Reason	Destination
<input checked="" type="checkbox"/>	Martin Martin	Year 6	22 Jul 2025	End of phase t...	
<input checked="" type="checkbox"/>	Wood Dan	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Clarke Bradley	Year 6	22 Jul 2025	In year transfe...	
<input type="checkbox"/>	Hunt Kieran	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Morris Stacey	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Robertson Freddie	Year 6	22 Jul 2025	End of phase t...	
<input checked="" type="checkbox"/>	Stewart Mary	Year 6	22 Jul 2025	End of phase t...	
<input checked="" type="checkbox"/>	Wright Theresa	Year 6	22 Jul 2025	End of phase t...	
<input checked="" type="checkbox"/>	Stevens Brandon	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Adams Emily	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Anderson Keeley	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Reynolds Joe	Year 6	22 Jul 2025	End of phase t...	
<input type="checkbox"/>	Reilly Niall	Year 6	22 Jul 2025	End of phase t...	

You have selected 5 rows **Expand table**

- Select a **Destination School** from the drop down list
- Add in an **Expected Entry Date**
- Click on the green **Set Destination School** button
- Repeat this until all Leavers have a destination school

NOTE: See page 14 for instructions on how to Add a new Destination School

« Back **Set Destination School**

Students

The below students will have their destination school set to the school selected.

Martin Martin	Leaving Date: 22 Jul 2025
Stevens Brandon	Leaving Date: 22 Jul 2025
Stewart Mary	Leaving Date: 22 Jul 2025
Wood Dan	Leaving Date: 22 Jul 2025
Wright Theresa	Leaving Date: 22 Jul 2025

Destination School*

Destination School Details **Mulberry Academy Woodside**

Address: White Hart Lane, Wood Green, London, N22 5QJ

Email: None recorded

Telephone: 020 8889 6761

Expected Entry Date*

Cancel **Set Destination School**

Generating CTF's for Leavers

School > School Structure > School Year Setup > Off-Roll Leavers

Once all the leavers have had a Destination assigned, you can generate the CTF Files for the Schools.

Off-Roll Leavers

Off-Roll 2024/2025 Leavers

1. Off-Roll Leavers [Click here to off-roll leavers.](#) You can review already off-rolled leavers below. ▶

Review 2024/2025 Leavers

This table shows students who left the school in the last term of 2024/2025.

[Bulk action](#) ▼ [Hide columns](#) ▼ [Download](#) ▼

<input type="checkbox"/>	Student	Year	Leaving Date	Reason	Destination ↑
<input type="checkbox"/>	Shaw Benjamin	Year 6	22 Jul 2025	End of phase transfer - M...	Dukes Aldridge Academy
<input type="checkbox"/>	Jackson Roxanne	Year 6	22 Jul 2025	End of phase transfer - M...	Dukes Aldridge Academy
<input type="checkbox"/>	Wilson Jackson	Year 6	22 Jul 2025	End of phase transfer - M...	Dukes Aldridge Academy
<input type="checkbox"/>	Martin Martin	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Wood Dan	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Stewart Mary	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Wright Theresa	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Stevens Brandon	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Williams Ruth	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Jackson Teagan	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Clarke Ruby	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...
<input type="checkbox"/>	Stevens Jamie	Year 6	22 Jul 2025	End of phase transfer - M...	Mulberry Academy Woodsi...

Showing 54 results [Expand table](#)

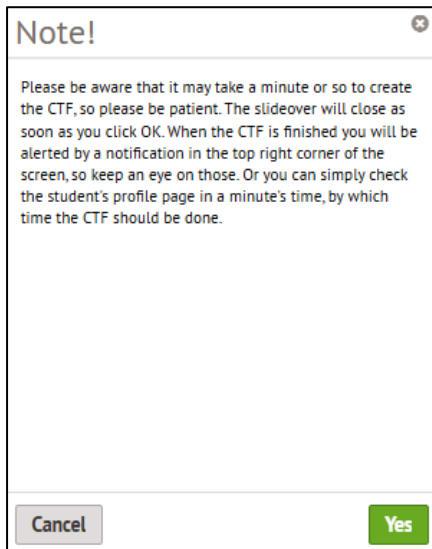
Leaver Destinations

Alexandra Park School (22 Jul 2025)	15 students	Create CTF for these students ▶
Alexandra Primary School (05 Jun 2025)	1 student	Create CTF for these students ▶
Dukes Aldridge Academy (22 Jul 2025)	10 students	Create CTF for these students ▶
Mulberry Academy Woodside (22 Jul 2025)	15 students	Create CTF for these students ▶
Norfolk House School (05 Jun 2025)	1 student	Create CTF for these students ▶
Pinewood Secondary (22 Jul 2025)	12 students	Create CTF for these students ▶

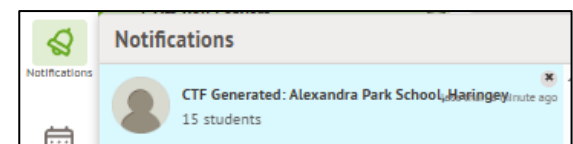
- At the bottom of the Leavers students list, you will find the Leavers Area, where the school CTF files can be created from

- Click on the first **School** you want to generate the CTF file for
- Select the **Destination**
- Click on the green **Next** button

- Select the **Destination LA** from the list
- Select the **School** from the list
- Ensure the correct pupil have been selected, remove any ticks if necessary
- Click on the green **Create CTF** button
- A warning message is displayed (as shown below)
- Click the green **Yes** button to confirm



- When the file is ready, you will receive a Notification
- Click on the **Notification Bell**
- Click on the **Message** informing you the CTF File is ready



- When the slide out appears, click on the green **Download** button and the CTF file will be saved to your computer
- Click on the **Back** button to close the slide out
- Repeat this for all other CTF Files
- When you are ready, click on the green **Mark as Complete** button

Step 2 is now complete

Adding a New Educational Institution

School > Linked Organisations > Educational Institutions

Educational Institutions				Create New Educational Institution
<input type="text" value="Search Educational Institutions"/> <input type="button" value="Search"/>				
<input type="button" value="Bulk action"/> <input type="button" value="Hide columns"/>		<input type="text" value="Search this table"/>		
<input type="checkbox"/>	Educational Institution	Address	Linked Students	
<input type="checkbox"/>	Alexandra Primary School		3	
<input type="checkbox"/>	Arbor ELouzao Primary School	320 Canalot Studios, 222 Kensal Road, L...	9	
<input type="checkbox"/>	Cherry Tree Primary		2	
<input type="checkbox"/>	Downhills Primary School		0	
<input type="checkbox"/>	Dukes Aldridge Academy	Trulock Road, Tottenham, London, N17 0PG	3	
<input type="checkbox"/>	Mulberry Academy Woodside	White Hart Lane, Wood Green, London, N...	61	
<input type="checkbox"/>	Mulberry Primary School	Parkhurst Road, London, N17 9RB	1	
<input type="checkbox"/>	Not Specified		3	
<input type="checkbox"/>	Pinewood Secondary	London	156	

- Click on the green **Create New Education Institution** button (top right corner)
 - **Type in the name** of the new educational institution
 - **Type in the short name** of the new educational institution
 - Click on the green **Add new educational institution** button
-
- To edit the new Educational Institution, **Click on the New Education Institution**
 - Click into each section and fill in the following fields:
 - ◆ Local Authority
 - ◆ Establishment Number
 - ◆ URN
 - ◆ UKPRN
 - ◆ School Phase
 - ◆ Governance type
 - ◆ Address
 - ◆ Telephone Number

New Educational Institution

Educational institution name*

Educational institution short name

« Back Norfolk House School

Norfolk House School

Educational Institution Details

Name	Norfolk House School	▶
Short name	Norfolk House School	▶
Opening dates	Ongoing	▶
Website	http://www.norfolkhouseschool.org	▶
Centre number		▶
Local authority	Haringey (309)	▶
Establishment number	6053	▶
URN	102165	▶
Provider reference number (UKPRN)	10078271	▶
School phase	Primary	▶
Governance type	Independent	▶
Intake type		▶
Intake sex	Coeducational	▶
Weekly Hours Open		▶

Contact Details

Home number	020 8883 4584	▶
Home address	10 Muswell Avenue Muswell Hill London N10 2EG	17 Jun 2025 - ongoing ▶

NOTE: All of this information can be found on the Get Information about School Website

<https://get-information-schools.service.gov.uk/>

STEP 3

Year Groups and Registration Forms

School > School Structure > New Year Setup > Year Groups & Registration Forms

This next step is where we setup the Year Groups and Registration Forms for the next year. This step is required but you can return to it once completed to make further changes.

Setup 2025/2026	
3a. Copy year groups and registration forms	Incomplete
3b. Assign tutors to year groups and registration forms	Copy or add year groups and registration forms to assign tutors
3c. Promote Year Group Students	No Year Groups exist for 2025/2026.
3d. Enrol Applicants	Incomplete
3e. Review and tweak Year Group enrolments	Optional
3f. Promote Registration Form Students	No Registration Forms exist for 2025/2026.
3g. Review and tweak registration form enrolments	Optional

Review	
Year Groups (2025/2026)	+ Add
No Year Groups exist for 2025/2026	
Registration Forms (2025/2026)	+ Add
No Registration Forms exist for 2025/2026	

3a. Copy Year Groups & Registration Forms

First, we must choose which year groups and registration forms to copy over to next year. Don't worry if your registration forms will have different names next year. Just copy the number of forms you will need, then change the name later.

- Click on the option **3a. Copy year groups and registration forms**
- Tick the Year groups and Registration Forms you want to copy
- Click on the green **Copy Year Groups** button

Tick the year groups and registration forms you would like to copy to the next academic year. If you untick a year group but leave a registration form for the year group ticked, the registration form will still be copied, but it will not be linked to a year group. Student enrolments will not be carried forward in this step.

Nursery

Year group Nursery

Reception

Year group Reception

Registration forms Form REKC
 Form RESC
 Nur AM
 Nur FT
 Nur PM

Year 1

Year group Year 1

Registration forms Form 1CA
 Form 1LM

Year 2

Year group Year 2

Registration forms Form 2AR
 Form 2JP

Year 3

Year group Year 3

Cancel Copy Year Groups

- You will then see the copied Year Groups and Registration Forms in the Review area

Review		
Year Groups (2025/2026) + Add		
Nursery	Heads of Year: None assigned	0 students ▶
Reception	Heads of Year: None assigned	0 students ▶
Year 1	Heads of Year: None assigned	0 students ▶
Year 2	Heads of Year: None assigned	0 students ▶
Year 3	Heads of Year: None assigned	0 students ▶
Year 4	Heads of Year: None assigned	0 students ▶
Year 5	Heads of Year: None assigned	0 students ▶
Year 6	Heads of Year: None assigned	0 students ▶
Registration Forms (2025/2026) + Add		
Form 1CA	Tutors: None assigned	0 students ▶
Form 1LM	Tutors: None assigned	0 students ▶
Form 2AR	Tutors: None assigned	0 students ▶
Form 2JP	Tutors: None assigned	0 students ▶
Form 3AM	Tutors: None assigned	0 students ▶
Form 3ER	Tutors: None assigned	0 students ▶
Form 4CA	Tutors: None assigned	0 students ▶
Form 4SM	Tutors: None assigned	0 students ▶
Form 5JT	Tutors: None assigned	0 students ▶
Form 5ZCMA	Tutors: None assigned	0 students ▶
Form 6LJ	Tutors: None assigned	0 students ▶
Form 6SC	Tutors: None assigned	0 students ▶
Form REKC	Tutors: None assigned	0 students ▶
Form RESC	Tutors: None assigned	0 students ▶
Nur AM	Tutors: None assigned	0 students ▶
Nur FT	Tutors: None assigned	0 students ▶
Nur PM	Tutors: None assigned	0 students ▶

NOTE: Each Registration Form will have an Academic Year and Year Group setting. Click on each registration form to ensure these are set correctly

Resolving students without an enrolment

If you have students who were not assigned a year group this academic year, they will not have been promoted to the next year group during step 2. Instead, they will appear in the **Review** section (as shown here)

If they are attending your school next year, you will need to add them to a year group and registration form.

- Click the **Student's Name** to visit their profile
- First, change the **Academic Year** to next year.

Review		
Students without an Enrolment for 2025/2026		
Hide columns ▼	Search this t	Download ▼
Student ↑	Current Year Group	Current Registration Form
Ford Thomas	Reception	Form REKC
Hogan Hulk	Nursery	Nur AM
Johnson Emily	Nursery	Nur FT
Melton Doug	Nursery	Nur PM
Showing 4 results		

Academic Year		2024/2025
View		2025/2026
		2024/2025
		2023/2024
		2022/2023
		2021/2022
		2020/2021

Arbor ELouzao Primary School Enrolment	
Current Enrolment	18 Jun 2025 - ongoing Joined in: Reception

- In the Enrolments section, click the green **Add** button
- Select the **Enrolment mode**
- Select the **Attendance pattern**
- Select the **Year Group** for next year
- Select the **Registration form** for next year
- Click on the green **Enrol Student** button

Return to **School > School Structure > New School Year > 3. Year Groups and registration Forms**

That Student will now not appear in the Review section. Repeat this process for all remaining students that appear.

3b. Assign tutors to year groups and registration forms

- Click on the option **3b. Assign tutors to year groups and registration forms**
- **Assign a Tutor** to each Year and Registration forms Tutor by choosing from the drop down lists
- Click on the green **Assign Tutors** button when finished

3c. Promote Year Groups Students

- Click on the option **3c. Promote Year Group Students**
- **Choose which year groups to promote** students into.
- Click on the green **Promote** button

NOTE:

If only some students are moving up (such as for nursery), promote the whole year. You can then move the students who are remaining in nursery back in the 'tweak' step later.

If you'll be splitting classes, promote the whole year. You can then move the students who will be in a different class in the 'tweak' step later.

Promote Year Group Students

Here you can promote the students from the 2024/2025 year groups to 2025/2026 year groups. We have made some suggestions, but you can change these as you want below. Don't worry if you at this point are not sure which new year groups students should go in - you will get a chance to review and move students around at a later step.

Nursery (2024/2025)	Reception (2025/2026)
Reception (2024/2025)	Year 1 (2025/2026)
Year 1 (2024/2025)	Year 2 (2025/2026)
Year 2 (2024/2025)	Year 3 (2025/2026)
Year 3 (2024/2025)	Year 4 (2025/2026)
Year 4 (2024/2025)	Year 5 (2025/2026)
Year 5 (2024/2025)	Year 6 (2025/2026)
Year 6 (2024/2025)	Promote to...

Cancel **Promote**

3d. Enrol Applicants

In this step, you'll be able to enrol your Applicants into Registration Forms and year groups, as you've now set them up.

If you haven't yet added your applicants to Arbor and finished processing them, you won't be able to enrol them yet. When you click the **4. Enrol Applicants** option, you'll see this message.

Enrol Applicants

You have 1 unprocessed application for which the applicants cannot yet be enrolled. To manage your applications please click 'Manage Applications' below. Note! Enrol applicants setup as part of School Year Setup will remain with a red 'incomplete' status, until all unprocessed applications have been dealt with.

Cancel **Manage Applications**

See the Admissions - Offers Day Guide on how to add Applicants into Arbor

Once all Applicants has accepted their offers, you can proceed with this step

- Click on the option **3d. Enrol Applicants**
- **Tick the Applicants** you want to enrol
- Click on the green **Enrol Applicants** button

Enrol Applicants

Here you can enrol any applicants that have had their application accepted, and not withdrawn it, but who are yet to be enrolled. Each applicant will be enrolled in the academic level and registration form that have been set in the Applications section (shown in parenthesis). If no academic level or registration form has been set they will simply be enrolled in the academic year and you will be able to set the year group and academic level later in the process.

Applicants	<input checked="" type="checkbox"/> Simon Bailey (year group TBC, registration form TBC)
	<input checked="" type="checkbox"/> Sarah Smith (year group TBC, registration form TBC)
	<input checked="" type="checkbox"/> Ethan Paine (year group TBC, registration form TBC)
	<input checked="" type="checkbox"/> Martha Collins (year group TBC, registration form TBC)
	<input checked="" type="checkbox"/> Christian Miller (year group TBC, registration form TBC)

Cancel **Enrol Applicants**

3e. Review and tweak Year Groups enrolments

The next step is to make any changes (if necessary) to the year group a student has been automatically promoted to. This is an optional step.

- Click on the option **3e. Review and tweak Year Group enrolments**

Review Year Groups - 2025/2026

Please note that you can only edit these enrolments if they are future enrolments or if the student does not yet have an enrolment. To edit a student's current enrolment please use the individual student's enrolment page.

Bulk action ▾ ↶ ↷ Hide columns ▾ 🔍 Search this table 📧 ⚙️ 📄 ✕

Student ↑	Year Group
Adams Arden	Year 2 (2025/2026)
Aggarwal Hetan	Year 3 (2025/2026)
Allen Sally	Year 3 (2025/2026)
Allen Zach	Year 3 (2025/2026)
Allery Lazar	Year 5 (2025/2026)
Anderson Wanda	Year 2 (2025/2026)
Badsey Brandon	Year 5 (2025/2026)
Bailey Adam	Year 6 (2025/2026)
Bailey Simon	
Baker Amber	Year 4 (2025/2026)
Baker Craig	Year 3 (2025/2026)
Baker Sophia	Year 3 (2025/2026)
Bennett Dominic	Year 3 (2025/2026)

Showing 288 results Expand table

- Click in the Year Group column against a student
- Select the Year Group the student will be in next year (as shown here)

Allery Lazar	Year 5 (2025/2026)
Anderson Wanda	Nursery (2025/2026)
Badsey Brandon	Reception (2025/2026)
Bailey Adam	Year 1 (2025/2026)
Bailey Simon	Year 2 (2025/2026)
Baker Amber	Year 3 (2025/2026)
Bailey Adam	Year 4 (2025/2026)
Bailey Simon	Year 5 (2025/2026)
Baker Amber	Year 6 (2025/2026)

- Or select multiple rows and use the **Bulk action** button to change the student's year group
- Click the **Back** button to return to the New School Year Setup.

3f. Promote Registration Form Students

- Click on the option **3f. Promote Registration Form Students**
- **Choose which year groups to promote** students into.
- Click on the green **Promote** button
- Once promoted, the registration forms will look like this

Promote Registration Form Students

Here you can enrol students from 2024/2025 registration forms into 2025/2026 registration forms. Don't worry if you at this point are not sure which students belong in which new registration forms - you will get a chance to review and move students around at a later step.

Nursery (2024/2025) to Reception (2025/2026)

Nur AM (2024/2025)	Already promoted to Form REKC (2025/2026)
Nur FT (2024/2025)	Already promoted to Form REKC (2025/2026)
Nur PM (2024/2025)	Already promoted to Form REKC (2025/2026)

Reception (2024/2025) to Year 1 (2025/2026)

Form REKC (2024/2025)	Already promoted to Form 1CA (2025/2026)
Form RESC (2024/2025)	Already promoted to Form 1LM (2025/2026)

Year 1 (2024/2025) to Year 2 (2025/2026)

Form 1CA (2024/2025)	Already promoted to Form 2AR (2025/2026)
Form 1LM (2024/2025)	Already promoted to Form 2JP (2025/2026)

Year 2 (2024/2025) to Year 3 (2025/2026)

Form 2AR (2024/2025)	Already promoted to Form 3AM (2025/2026)
Form 2JP (2024/2025)	Already promoted to Form 3ER (2025/2026)

Year 3 (2024/2025) to Year 4 (2025/2026)

Form 3AM (2024/2025)	Already promoted to Form 4CA (2025/2026)
----------------------	--

Cancel
Promote

Promote Registration Form Students

Here you can enrol students from 2024/2025 registration forms into 2025/2026 registration forms. Don't worry if you at this point are not sure which students belong in which new registration forms - you will get a chance to review and move students around at a later step.

Reception (2024/2025) to Year 1 (2025/2026)

Form REKC (2024/2025)	<input type="text" value="Form 1CA (2025/2026)"/> ✖ ▼
Form RESC (2024/2025)	<input type="text" value="Form 1LM (2025/2026)"/> ✖ ▼
Nur AM (2024/2025)	<input type="text"/>
Nur FT (2024/2025)	<input type="text"/>
Nur PM (2024/2025)	<input type="text"/>

Year 1 (2024/2025) to Year 2 (2025/2026)

Form 1CA (2024/2025)	<input type="text" value="Form 2AR (2025/2026)"/> ✖ ▼
Form 1LM (2024/2025)	<input type="text" value="Form 2JP (2025/2026)"/> ✖ ▼

Year 2 (2024/2025) to Year 3 (2025/2026)

Form 2AR (2024/2025)	<input type="text" value="Form 3AM (2025/2026)"/> ✖ ▼
Form 2JP (2024/2025)	<input type="text" value="Form 3ER (2025/2026)"/> ✖ ▼

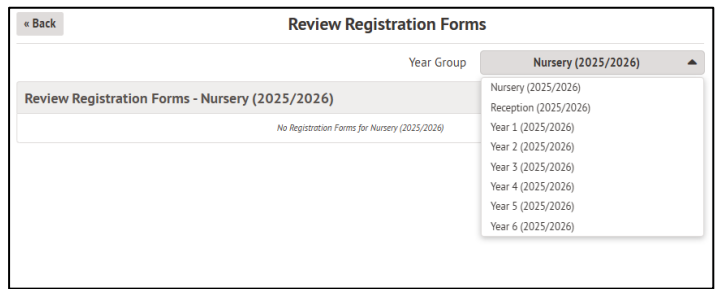
Year 3 (2024/2025) to Year 4 (2025/2026)

Form 3AM (2024/2025)	<input type="text" value="Form 4CA (2025/2026)"/> ✖ ▼
----------------------	--

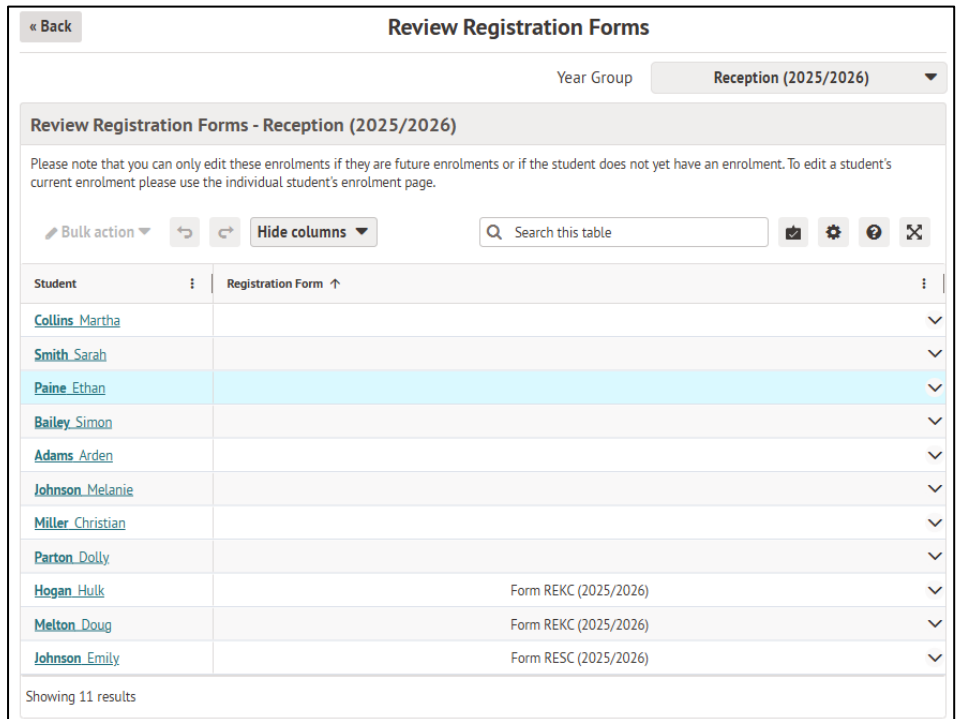
Cancel
Promote

3g. Review and tweak registration Form enrolments

- Click on the option **3g. Review and tweak registration form enrolments**
- Select the **Year Group** you wish to make changes to

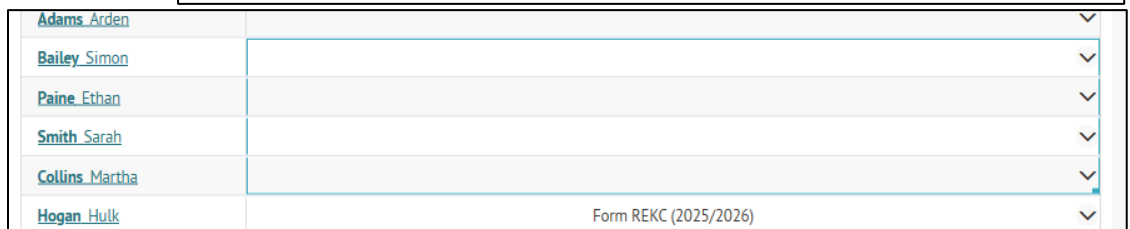


- **Click on the cell** containing the registration from information and a drop-down will appear offering the choices of classes for their year group
- **Select the class** you wish to move them to



NOTE: You are able to select multiple rows by clicking and dragging and then you are able to use the **Bulk action** button to change the student's registration form.

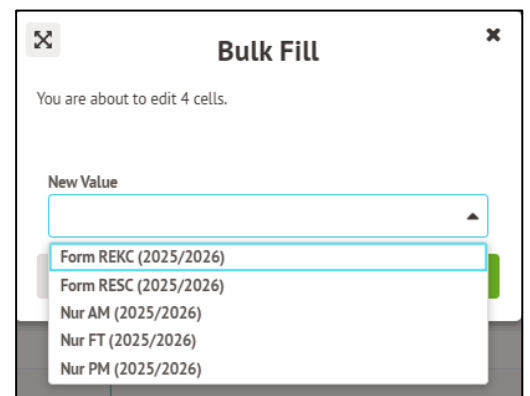
- **Select the cells** to fill in



- Click on the green **Bulk action** button
- Select the **Bulk Fill** option
- Select the **New Value** with the registration form you wish to apply to those students
- Click on the green **Submit** button

Repeat this process for all Year groups until you have made all the students changes to their registration form

- Click on the **<<Back** button to return to the Year Groups and Registration Forms screen
- When ready, click on the green **Mark as complete** button



Step 3 is now complete

STEP 4

Custom Groups

School > School Structure > School Year Setup > Custom Groups

In this area you can copy or creating Custom Groups for the upcoming academic year as part of the New School Year Setup process.

You are able to copy existing groups, add new ones, and edit or delete groups as needed.

This step is Optional, so if you either do not want to copy any existing custom groups or create any new custom groups, you should click on the green **Mark as Complete** button.

School Year Setup	
2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Available
5. Houses	Available
6. Registers	Locked
7. Meals	Available
8. Interventions	Available
Review School Year Setup	

4. Custom Groups

Custom Groups setup is available and needs to be marked as complete

NOTE: If this step is 'Locked', you will need to go back to the Academic Calendar step and click **Mark as Complete**

If you don't currently use custom groups but want to next year, you won't be able to copy them over. You will have to add them in next year in **School > School Structure > Custom Groups**

Copy any existing custom groups

- Click on the **Custom Groups** option

The screenshot shows the 'Custom Groups' setup page for the 2025/2026 school year. The page is divided into two main sections: 'Setup 2025/2026' and 'Review'. Under 'Setup 2025/2026', there is a step '1. Copy custom groups from 2024/2025' which is marked as 'Optional'. To the right, there is an 'Instructions' box stating that the setup steps are optional and can be marked as complete or skipped. Below the instructions are two buttons: a green 'Mark as complete' button and an orange 'Skip for now' button. The 'Review' section shows a list of 'Custom Groups (2025/2026)' with an 'Add' button. Below the list, it states 'No Custom Groups exist for 2025/2026'.

- Click on the **Copy custom groups from 2025/2026** option

A list of all custom groups in your current year will be listed in the slide out

- Here you can select
 - which groups you would not like to copy over
 - which groups you would like to copy over with no student enrolments
 - which groups you would like to copy over completely, including the students who are enrolled in the group.
- When you have made all your choices, click on the green **Copy Custom Groups** button

The screenshot shows the 'Copy Custom Groups' dialog box. It has a title bar 'Copy Custom Groups' and a section 'Custom groups'. There are three rows of criteria with dropdown menus: 'Attendance >95%*' (set to 'Copy Group Only'), 'Attendance Concern*' (set to 'Copy Group Only'), and 'Late Concern*' (set to 'Do Not Copy'). The 'Do Not Copy' option for 'Late Concern*' is highlighted with a blue checkmark. At the bottom right, there are two buttons: a grey 'Cancel' button and a green 'Copy Custom Groups' button.

NOTE: When selecting **Copy Group and Members:**

- Custom groups where students, staff or guardians have been added manually will have the people in the custom group copied over.
- Where they've been added using **Automatic Membership Criteria**, the people will be copied over, but the automatic membership criteria will NOT be. This means that to keep the custom group updated, you'll need to add the Automatic Membership Criteria again. This is because Automatic Membership Criteria are based on information for a specific academic year.

Add a New custom group

- Click on the green **Add** button in the **Review** section

The screenshot shows the 'Custom Groups' setup page for the 2025/2026 school year. The page is divided into two main sections: 'Setup' and 'Review'. The 'Setup' section is titled 'Setup 2025/2026' and contains a step: '1. Copy custom groups from 2024/2025' with an 'Optional' label and a right-pointing arrow. The 'Review' section is titled 'Review' and contains a box for 'Custom Groups (2025/2026)' with a green '+ Add' button. Below this box, it states 'No Custom Groups exist for 2025/2026'. On the right side of the page, there is an 'Instructions' box with text: 'Custom Groups setup steps are optional. Once you have reviewed Custom Groups, click Mark as complete to complete setup or click Skip for now to review later.' Below the instructions are two buttons: a green '✓ Mark as complete' button and an orange '↩ Skip for now' button.

- Add in the **Group name**
- Add in the **Description**
- Choose if it will contain **Students**
- Choose if it will contain **Guardians**
- Choose if it will contain **Staff**
- Click on the green **Create custom group** button

The screenshot shows the 'Create Custom Group' form. At the top left is a '« Back' button. The title is 'Create Custom Group'. Below the title is a 'Group Details' section. The form fields are: 'Academic year' (2025/2026), 'Group name*' (FSM Students), 'Description' (FSM Students), 'Contains students*' (Current), 'Contains guardians*' (None), and 'Contains staff*' (None). Each dropdown menu has a refresh icon and a downward arrow. At the bottom right, there are two buttons: a grey 'Cancel' button and a green 'Create custom group' button.

- When you are happy that this section is now complete, click on the green **Mark as complete** button

Step 4 is now complete

STEP 5

Houses

The next step is to copy your Houses over to the next academic year. **This step is Optional.**

NOTE: If this step is '**Locked**', you will need to go back to the Academic Calendar step and click **Mark as Complete**

If you don't currently use houses or do not want to copy this year's houses over, then click on the green **Mark as complete** button and move onto the next step.

School Year Setup	
2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Available
6. Registers	Available
7. Meals	Available
8. Interventions	Available
Review School Year Setup	

5. Houses

Houses setup is available and needs to be marked as complete

School > School Structure > School Year Setup > Houses

- Click on the **Houses** option
- Click on the **Copy houses and house enrolments** option
- **Tick which Houses** you want to copy over to the new academic year
- Click on the green **Copy** button

Houses		
Setup 2025/2026		
1. Copy houses and house enrolments 4 out of 4 houses copied		
Review		
Houses (2025/2026) + Add		
Acklam	Tutors: None assigned	54 students ▶
Colville	Tutors: None assigned	56 students ▶
Ladbroke	Tutors: None assigned	52 students ▶
Westbourne	Tutors: None assigned	51 students ▶

Copy Houses and House Enrolments	
Below is a list of all houses in the current academic year. Tick the ones you would like to copy to the next academic year and untick the ones that should not copied. Students who are enrolled in a house for the current academic year will be enrolled in the same house in the next academic year as part of copying the houses. Current house tutors will also be set as tutors of the new house.	
Houses (2024/2025)	
Acklam	<input checked="" type="checkbox"/> Copy House and Members
Colville	<input checked="" type="checkbox"/> Copy House and Members
Ladbroke	<input checked="" type="checkbox"/> Copy House and Members
Westbourne	<input checked="" type="checkbox"/> Copy House and Members
Cancel Copy	

- When you are happy that this section is now complete, click on the green **Mark as complete** button

Step 5 is now complete

STEP 6

Registers

School Year Setup	
2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Registers	Available
7. Meals	Available
8. Interventions	Available
Review School Year Setup	

6. Registers

Registers setup is available and needs to be marked as complete

If you have nursery children at your school, you will need to schedule the registers for them first. Because your students may not be attending full time, you will need to schedule registration forms and enrol your nursery students into them differently, depending on whether they attend during the same times every day or not.

Scheduling your Nursery registers

There are two ways of making sure students appear in the right registers only - using enrolments or using Attendance Patterns. Here are some details about each below:

Option 1 - Manage registers through enrolments

New students must be enrolled in their lessons.

On our **Students > Enrolment > Courses > Bulk Enrolment** page, you can enrol students into the right registers, add an end date if their enrolment will be changing and see what registers students are enrolled in at any point in the year.

Option 2 - Use Attendance Patterns if students attend the same times every day of the week

Using the Attendance Pattern method, you can include students in all morning roll call registers, all afternoon roll call registers, or both morning and afternoon roll-call registers.

For most schools, we recommend **option 1** instead, as you cannot use Attendance Patterns for students who do not attend during the same times every day of the week. For example, a student attends all day Monday-Wednesday but doesn't attend Thursday or Friday, or a student attends afternoon only on Monday and mornings the rest of the week.

Can we use a combination of the two options?

We don't recommend using a combination of options 1 and 2, as this process can be hard to manage.

School Year Setup / New School Year / 6. Registers

Registers

Setup 2025/2026

You need to complete one of these steps to ensure you have registers. Please choose only one setup option for each class. Completing more than one option per class could create duplicate lessons.

- A. Schedule Sessions from Registration Forms *recommended for primary schools*
- B. Set up and promote Courses, Classes, Teaching Groups and import Timetable *recommended for secondary schools*
- C. Import Courses & Classes from TimeTabler, and manually enrol students
- D. Copy Courses & Classes from 2024/2025 Optional
- E. Set up new Courses & Classes from scratch

Review Registers (2025/2026) + Add

No Registers exist for 2025/2026

Instructions

Registers setup steps are optional. Once you have reviewed Registers, click Mark as complete to complete setup or click Skip for now to review later.

✔ Mark as complete
↶ Skip for now

- Click on the option **A Schedule Sessions from Registration Forms**

Setup Registration Forms

Academic Year 2025/2026

Registration Forms in 2025/2026

✎ Bulk action
Hide columns
🔍 Search this table
📧 ⚙️ ? 🗕

<input type="checkbox"/>	Registration Form	Year Group(s)	Status
<input checked="" type="checkbox"/>	Nur AM (2025/2026)	Nursery (2025/2026)	Not Timetabled
<input checked="" type="checkbox"/>	Nur FT (2025/2026)	Nursery (2025/2026)	Not Timetabled
<input checked="" type="checkbox"/>	Nur PM (2025/2026)	Nursery (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form REKC (2025/2026)	Reception (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form RESC (2025/2026)	Reception (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form 1CA (2025/2026)	Year 1 (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form 1LM (2025/2026)	Year 1 (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form 2AR (2025/2026)	Year 2 (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form 2IP (2025/2026)	Year 2 (2025/2026)	Not Timetabled

- Tick the boxes to the left of the **Nursery registration forms** (as shown above)
- Click on the green **Bulk action** button
- Select the **Schedule Registration Forms** option

✎ Bulk action
Hide colu

Schedule Registration Forms

Registration Form

- Enter in the **Morning start time**
- Enter in the **Morning end time**
- Enter in the **Afternoon start time**
- Enter in the **Afternoon end time**
- In the **Use attendance pattern** box, select the option **Use bulk enrolment screen to manage nursery enrolment**
- Click on the green **Schedule Registration Forms** button
- Confirm again by clicking on the green **Schedule** button
- The status then changes to **Already Timetabled**

« Back

Schedule Registration Forms

Morning start time

⌵

Morning end time

⌵

Afternoon start time

⌵

Afternoon end time

⌵

Setup enrolment patterns for nursery pupils

Some Registration form(s) selected are Nursery classes. Please choose below how you would like to manage the enrolment of your nursery pupils.

- Select "Use attendance patterns" to automatically enrol pupils based on their AM only, PM only or full time attendance patterns.
- Select "Use bulk enrolment screen" to have more choice over which sessions nursery pupils attend.

Use attendance patterns?*

Use bulk enrolment screen to manage nursery enrolment
⌵

Registration Forms to be scheduled

Nur AM (2025/2026)
Nur FT (2025/2026)
Nur PM (2025/2026)

Cancel
Schedule Registration Forms

Within the Review Registers area, you will then see registers for each nursery registration form (as shown here)

Review Registers (2025/2026) + Add	
– Nursery	▶
– Nur AM	▶
Monday AM	▶
Monday PM	▶
Tuesday AM	▶
Tuesday PM	▶
Wednesday AM	▶
Wednesday PM	▶
Thursday AM	▶
Thursday PM	▶
Friday AM	▶
Friday PM	▶
– Nur FT	▶
Monday AM	▶
Monday PM	▶
Tuesday AM	▶
Tuesday PM	▶
Wednesday AM	▶
Wednesday PM	▶
Thursday AM	▶
Thursday PM	▶
Friday AM	▶
Friday PM	▶
– Nur PM	▶
Monday AM	▶
Monday PM	▶

For your **NAM Registers**, you will need to remove the afternoon registers as these will not exist

- Click on the first register to remove
- Click on the red **Delete Course** button
- Confirm again by clicking on the red **Delete Course** button
- Repeat this for all other PM sessions for the NAM Course
- Once finished, you should have a setup like this (see below)

« Back

Delete Nursery: Nur AM: Monday PM (2025/2026)?

Deleting this course will also permanently remove all related information, such as lessons and attendance. This action can't be undone. Do you wish to continue?

Cancel **Delete Course**

Review Registers (2025/2026)		+ Add
– Nursery		▶
– Nur AM		▶
Monday AM		▶
Tuesday AM		▶
Wednesday AM		▶
Thursday AM		▶
Friday AM		▶

For your **NPM registers**, you will need to remove the morning registers as these will not exist

Repeat the above process to remove them and you should be left with a setup like this (as shown below)

Review Registers (2025/2026)		+ Add
– Nursery		▶
– Nur AM		▶
Monday AM		▶
Tuesday AM		▶
Wednesday AM		▶
Thursday AM		▶
Friday AM		▶
– Nur FT		▶
Monday AM		▶
Monday PM		▶
Tuesday AM		▶
Tuesday PM		▶
Wednesday AM		▶
Wednesday PM		▶
Thursday AM		▶
Thursday PM		▶
Friday AM		▶
Friday PM		▶
– Nur PM		▶
Monday PM		▶
Tuesday PM		▶
Wednesday PM		▶
Thursday PM		▶
Friday PM		▶

NOTE: If you have Nursery pupils who have not yet been enrolled into a registration form, then you will see an orange Nursery bulk enrolment button above the review Registers section

It looks like some nursery students are not enrolled into a course yet. You can do this via the nursery bulk enrolment screen.

Nursery bulk enrolment

- Click on the orange **Nursery bulk enrolment** button

NOTE: If you were to use the menus to get to this area, the path for this is **Students > Enrolment > Academic > Courses > Bulk Enrolment**

- **Tick the box next to the students** who will go into the same nursery registration form

- Click on the green **Bulk action** button

- Select the option **Bulk enrol students**

- Select the **Start date**

- Select the **End date**

- In the **Enrol in courses** box, select each weekly session the students will be attending

EXMAPLE: This image show the students enrolling in the NAM registration form for the whole week

- Click on the green **Enrol Students** button

Student	Year Group	M...	M...	Tu...	Tu...	W...	W...
<input checked="" type="checkbox"/> Bailey Simon	Nursery (2025/2026)						
<input type="checkbox"/> Collins Martha	Nursery (2025/2026)						
<input type="checkbox"/> Miller Christine	Nursery (2025/2026)						
<input type="checkbox"/> Parson Shelly	Nursery (2025/2026)						
<input checked="" type="checkbox"/> Payne Ethan	Nursery (2025/2026)						

Enrol Students

Please note that it may take a moment for the enrolments to complete, so please be patient.
Student(s) will be automatically enrolled into the parent courses.

Students Simon Bailey and Ethan Payne

Start date* 1st Sep 2025

End date* 31st Aug 2026

Notify timetabled staff members

Enrol in courses*

- Nursery: Nur AM: Monday AM (2025/2026)
- Nursery: Nur AM: Tuesday AM (2025/2026)
- Nursery: Nur AM: Wednesday AM (2025/2026)
- Nursery: Nur AM: Thursday AM (2025/2026)
- Nursery: Nur AM: Friday AM (2025/2026)

Cancel **Enrol Students**

Repeat this process if you have NPM and NFT registration forms

Return to the School Year Setup area

School > School Structure > School Year Setup > Registers

NOTE: The orange **Nursery bulk enrolment** will now have disappeared if you have assigned all nursery students to courses

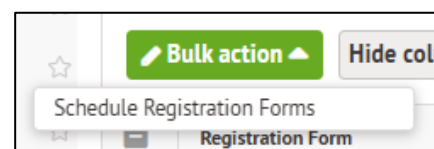
Scheduling your Reception registers

School > School Structure > School Year Setup > Registers

- Click on the option **A Schedule Sessions from Registration Forms**

	Registration Form	Year Group(s)	Status
<input type="checkbox"/>	Nur AM (2025/2026)	Nursery (2025/2026)	Already Timetabled
<input type="checkbox"/>	Nur FT (2025/2026)	Nursery (2025/2026)	Already Timetabled
<input type="checkbox"/>	Nur PM (2025/2026)	Nursery (2025/2026)	Already Timetabled
<input checked="" type="checkbox"/>	Form REKC (2025/2026)	Reception (2025/2026)	Not Timetabled
<input checked="" type="checkbox"/>	Form RESC (2025/2026)	Reception (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form 1CA (2025/2026)	Year 1 (2025/2026)	Not Timetabled
<input type="checkbox"/>	Form 1LM (2025/2026)	Year 1 (2025/2026)	Not Timetabled

- Tick the boxes to the left of the **Reception registration forms** (as shown above)
- Click on the green **Bulk action** button
- Select the **Schedule Registration Forms** option



- Enter in the **Morning start time**
- Enter in the **Morning end time**
- Enter in the **Afternoon start time**
- Enter in the **Afternoon end time**
- In the **Create separate modules per day for reception classes?** box, select the option **No, we will not be using attendance patterns**
- Click on the green **Schedule Registration Forms** button
- Confirm again by clicking on the green **Schedule** button
- The status then changes to **Already Timetabled**

« Back **Schedule Registration Forms**

Morning start time 08:45

Morning end time 12:00

Afternoon start time 12:45

Afternoon end time 15:15

Setup reception course modules, attendance patterns and cl...

Some Registration form(s) selected are Reception classes. Please choose below if would like to set up separate course modules per day for these classes.

- Select yes to create separate classes per session if your school is using attendance patterns for pupils who will only be attending part time in reception.
- Select no if Reception pupils attend all sessions, or you plan to manage part-time/phased attendance students using the "X" attendance code.

Create separate modules per day for reception classes?* No, we will not be using attendance patterns

Registration Forms to be scheduled

Form REKC (2025/2026)

Form RESC (2025/2026)

Cancel **Schedule Registration Forms**

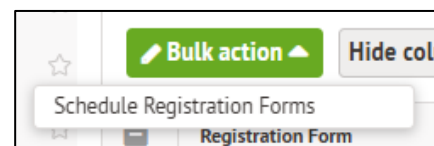
Scheduling your Year 1 to Year 6 registers

School > School Structure > School Year Setup > Registers

- Click on the option **A Schedule Sessions from Registration Forms**

Registration Form	Year Group(s)	Status
Form 1CA (2025/2026)	Year 1 (2025/2026)	Not Timetabled
Form 1LM (2025/2026)	Year 1 (2025/2026)	Not Timetabled
Form 2AR (2025/2026)	Year 2 (2025/2026)	Not Timetabled
Form 2JP (2025/2026)	Year 2 (2025/2026)	Not Timetabled
Form 3AM (2025/2026)	Year 3 (2025/2026)	Not Timetabled
Form 3ER (2025/2026)	Year 3 (2025/2026)	Not Timetabled
Form 4CA (2025/2026)	Year 4 (2025/2026)	Not Timetabled
Form 4SM (2025/2026)	Year 4 (2025/2026)	Not Timetabled
Form 5JT (2025/2026)	Year 5 (2025/2026)	Not Timetabled
Form 5ZCMA (2025/2026)	Year 5 (2025/2026)	Not Timetabled
Form 6LJ (2025/2026)	Year 6 (2025/2026)	Not Timetabled
Form 6SC (2025/2026)	Year 6 (2025/2026)	Not Timetabled

- Tick the boxes to the left of the **Y1 to Y6** registration forms (as shown above)
- Click on the green **Bulk action** button
- Select the **Schedule Registration Forms** option



- Enter in the **Morning start time**
- Enter in the **Morning end time**
- Enter in the **Afternoon start time**
- Enter in the **Afternoon end time**
- Click on the green **Schedule Registration Forms** button
- Confirm again by clicking on the green **Schedule** button
- The status then changes to **Already Timetabled**

« Back **Schedule Registration Forms**

Morning start time 08:45

Morning end time 12:00

Afternoon start time 12:45

Afternoon end time 13:15

Registration Forms to be scheduled

- Form 1CA (2025/2026)
- Form 1LM (2025/2026)
- Form 2AR (2025/2026)
- Form 2JP (2025/2026)
- Form 3AM (2025/2026)
- Form 3ER (2025/2026)
- Form 4CA (2025/2026)
- Form 4SM (2025/2026)
- Form 5JT (2025/2026)
- Form 5ZCMA (2025/2026)
- Form 6LJ (2025/2026)
- Form 6SC (2025/2026)

Cancel **Schedule Registration Forms**

- Click on the Registers option on the left side menu and you will be returned to the Registers overview (as shown below)

Review Registers (2025/2026)		+ Add
– Nursery		▶
+ Nur AM		▶
+ Nur FT		▶
+ Nur PM		▶
– Reception		▶
Form REKC		▶
Form RESC		▶
– Year 1		▶
Form 1CA		▶
Form 1LM		▶
– Year 2		▶
Form 2AR		▶
Form 2JP		▶
– Year 3		▶
Form 3AM		▶
Form 3ER		▶
– Year 4		▶
Form 4CA		▶
Form 4SM		▶
– Year 5		▶
Form 5JT		▶
Form 5ZCMA		▶
– Year 6		▶
Form 6LJ		▶
Form 6SC		▶

Changing Registration Form Names

School > School Structure > School Year Setup > Registers

- Click on the option **A Schedule Sessions from Registration Forms**
- Scroll down until you see the **Review Registers** area (as shown on previous page)

- Click into a **Registration form**
- Click in the **Course name**
- **Change the Course name** if required
- Click on the green **Save Changes** button

The screenshot shows the 'Reception: Form REKC' page. At the top, there is a header with a group icon and the title 'Reception: Form REKC'. Below this, there are three rows of information: 'Academic Lead' with the name 'Helen Lloyd', 'Parent Course' with the name 'Reception', and 'Enrolment' with the value '0 Students'. Below this is an 'Admin' section with a table of fields and their values:

Admin	
Course name	Form REKC
Abbreviation	Not set
Academic year	2025/2026
Component of	Reception
Year group	Reception (2025/2026)
Subject	Not set
Linked Departments	Not set
Learning Aims	Not set
Students	6
Take attendance?	Lesson Attendance (UK DfE)

The screenshot shows the 'Course Name' edit form. It has a '« Back' button at the top left. The form contains two input fields: 'Course name*' with the value 'Form REVA' and 'Abbreviation' which is empty. At the bottom right, there are two buttons: 'Cancel' and 'Save Changes'.

NOTE: While you are in this area, also check that a Year Group has been assigned. If not then click on the Year Group and select the appropriate Year, then Save Changes

- Click on the **back arrow** to return to the Registers overview area
- Repeat for all other registration forms you wish to change the name for

NOTE: You can check that your registers are ready for the next academic by going to **Students > Attendance > Registers > Registers By Date**. Click on the calendar and select the first day of term, click on the green **Change Date** button. The registers will be displayed here

- When you are happy that this section is now complete, click on the green **Mark as complete** button

Step 6 is now complete

The screenshot shows the 'Registers By Date' page for Wednesday, 03 Sep 2025. There is a 'Hide columns' dropdown menu. Below is a table with columns for 'Period', 'Lesson/Event', and 'Staff':

Period	Lesson/Event	Staff
08:45 - 12:00	Reception: Form RESC (2...	Carl Isle
08:45 - 12:00	Reception: Form REVA (...)	Helen Lloyd
08:45 - 12:00	Year 1: Form 1CA (2025/...	Chris Allen
08:45 - 12:00	Year 1: Form 1LM (2025/...	Leo Murphy
08:45 - 12:00	Year 2: Form 2AR (2025/...	Alice Russell
08:45 - 12:00	Year 2: Form 2JP (2025/...	Jason Patel
08:45 - 12:00	Year 3: Form 3AM (2025/...	Amy Mitchell
08:45 - 12:00	Year 3: Form 3ER (2025/...	Elsie Robertson
08:45 - 12:00	Year 4: Form 4CA (2025/...	Chris Allen
08:45 - 12:00	Year 4: Form 4SM (2025/...	Sahil Mahadeo
08:45 - 12:00	Year 5: Form 5JT (2025/...	Jason Thompson

STEP 7

Meals

School Year Setup	
2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Registers	Available
7. Meals	Available
8. Interventions	Available
Review School Year Setup	

7. Meals

Meals setup is available and needs to be marked as complete

The next step is to copy over your Meals Setup for the next academic year. **This step is optional.**

1. Copy Meals and Meal Provisions

School Year Setup / New School Year / 7. Meals

Meals

Setup 2025/2026

1. Copy Meals and Meal Provisions	Incomplete
2. Copy Meal Settings and Attendees	Incomplete
3. Copy Meal Prices	Incomplete
4. Copy Meal Choices	Optional

Review 2025/2026 Meal Setup

Below you can review the data for each meal set up for 2025/2026.

Lunch (2025/2026)

Meal Provisions and Prices		+ Add
Absent (2025/2026)	No price required	
Packed Lunch (2025/2026)	No price required	
School Lunch (2025/2026)	Free School Lunch (£0.00) <ul style="list-style-type: none">Free School Meal Students School Lunch (£2.00) All Other Students	
School Packed Lunch (2025/2026)	No meal price set - complete Step 3 (copy meal prices) first	
Staff Duty Meal (2025/2026)	Staff Duty Meal (£0.00) All Staff	
Staff Meal (2025/2026)	Staff Meal (£3.50) All Staff	

Instructions

Meals setup steps are optional. Once you have reviewed Meals, click Mark as complete to complete setup or click Skip for now to review later.

✔ Mark as complete↩ Skip for now

- Click on the **1. Copy Meals and Meal Provisions** option
- Tick which **Meal Setup and Provisions** that you require
- Click on the green **Copy** button

Copy Meals and Provisions

Below is a list of the Meals and Meal Provisions for 2024/2025. Tick the ones you would like to copy to 2025/2026, and untick the ones that should not be copied. For any provision that is ticked, the meal it belongs to will automatically be copied over.

Lunch

Meal provisions

- Absent
- Cold Lunch
- Hot Lunch Meat/Fish
- Hot Lunch Vegan/Veggie
- Packed Lunch

School Dinner

Meal provisions

- Absent
- Hot Meal 1
- Hot Meal 2
- Hot Meal 3
- Jacket Potato
- Packed Lunch
- Staff Meal (Free)
- Staff Meal (Paid)

Cancel
Copy

2. Copy Meal Sittings and Attendees

NOTE: Depending on your setup, you may have to go through option **2. Copy Meals Sittings and Attendees**. In my example it has already copied these as I only have 1 sitting.

- Click on step **2. Copy Meals Sittings and Attendees**
- Tick the meal sittings and attendees you would like to copy and untick the ones that should not be copied.
- Click on the green **Copy Meal Sittings** button

Lunch Sitting

Sitting 1

Copy sitting timetable Mon: 12:00 - 12:45, Tue: 12:00 - 12:45, Wed: 12:00 - 12:45, Thu: 12:00 - 12:45 and Fri: 12:00 - 12:45

Copy sitting attendees Form 1MJ (2021/2022)

Form 1TP (2021/2022)

Form 2QH (2021/2022)

Form 2VG (2021/2022)

Cancel
Copy Meal Sittings

NOTE: If you do not copy the sitting timetable or at least one sitting attendee group, the sitting itself will not be copied. It is recommend copying over your attendees to make sure teachers can access the Meal Register for their classes.

3. Copy Meal Prices

NOTE: Depending on your setup, you may have to go through option **3. Copy Meal Prices**. In my example, this setup has already been copied and completed.

- Click on step **3. Copy Meals Prices**
- Tick the meal prices you would like to copy and untick the ones you would like to discard.
- Click on the green **Copy Meal Prices** button
- You may have to review some prices. If so, these will be shown in the Review area (as shown below)

Prices for Provision: Absent

Absent (£0.00) All Students

Prices for Provision: Packed Lunch

Packed Lunch (£0.00) All Students

Prices for Provision: School Packed Lunch

FSM (£0.00) Free School Meal

Paid (£2.20) All Other Students

Review 2025/2026 Meal Setup

Below you can review the data for each meal set up for 2025/2026 .

Lunch (2025/2026)

Meal Provisions and Prices + Add	
Absent (2025/2026)	No price required
Absent (2025/2026)	No price required
Cold Lunch (2025/2026)	Price required but no meal price set , click to resolve ▶
Hot Lunch Meat/Fish (2025/2026)	Price required but no meal price set , click to resolve ▶
Hot Lunch Vegan/Veggie (2025/2026)	Price required but no meal price set , click to resolve ▶
Packed Lunch (2025/2026)	No price required
Packed Lunch (2025/2026)	No price required
School Lunch (2025/2026)	Free School Lunch (£0.00) <ul style="list-style-type: none"> • Free School Meal Students School Lunch (£2.00) All Other Students
School Packed Lunch (2025/2026)	Price required but no meal price set , click to resolve ▶
Staff Duty Meal (2025/2026)	Staff Duty Meal (£0.00) All Staff
Staff Meal (2025/2026)	Staff Meal (£3.50) All Staff

- Click on the **Meal Provision** you wish to edit
- Select a **Price category name**
- Type in the **Price**
- Select the **VAT rate**
- Select if it applies to **Students or Staff**
- Select the **specific groups**
- Set your **dates**
- Click on the green **Set Price** (if this is the only one or on the green **Set Price & Add Another** button

Set Price for Cold Lunch (2025/2026)

Please enter the new meal price inclusive of VAT.

Price category name*

Price (incl VAT)*

VAT rate*

Applies To* Students Staff

Specific Groups*

From

Until

EXAMPLE: Here is an example of the same Cold Lunch but for FSM students

Repeat this process until all Prices have been resolved. When finished, your setup may look something like this

Set Price for Cold Lunch (2025/2026)

Please enter the new meal price inclusive of VAT.

Price category name*	FSM Cold Lunch
Price (incl. VAT)*	£ 0
VAT rate*	Exempt (0%)
Applies To*	<input checked="" type="radio"/> Students <input type="radio"/> Staff
Specific Groups*	Free School Meal Students
From	1st Sep 2025
Until	31st Aug 2026

Meal Provisions and Prices + Add	
Absent (2025/2026)	No price required
Absent (2025/2026)	No price required
Cold Lunch (2025/2026)	FSM Cold Lunch (£0.00) <ul style="list-style-type: none"> Free School Meal Students Cold Lunch (£2.00) All Other Students
Hot Lunch Meat/Fish (2025/2026)	FSM Hot Lunch Meat/Fish (£0.00) <ul style="list-style-type: none"> Free School Meal Students Hot Lunch Meat/Fish (£2.00) All Other Students
Hot Lunch Vegan/Veggie (2025/2026)	FSM Hot Lunch Vegan/Veggie (£0.00) <ul style="list-style-type: none"> Free School Meal Students Hot Lunch Vegan/Veggie (£2.00) All Other Students
Packed Lunch (2025/2026)	No price required
Packed Lunch (2025/2026)	No price required
School Lunch (2025/2026)	Free School Lunch (£0.00) <ul style="list-style-type: none"> Free School Meal Students School Lunch (£2.00) All Other Students
School Packed Lunch (2025/2026)	FSM School Packed Lunch (£0.00) <ul style="list-style-type: none"> Free School Meal Students School Packed Lunch (£2.00) All Other Students
Staff Duty Meal (2025/2026)	Staff Duty Meal (£0.00) All Staff
Staff Meal (2025/2026)	Staff Meal (£3.50) All Staff

4. Copy Meal Choices

NOTE: This step is optional and will depend on whether you want meal registers to be pre-filled with student's regular meal choices.

If you do,

- Click on step **4. Copy Meals Choices**
- Click on the green **Copy Meal Choices** button

Copy Student Meal Choices

This page lets you copy the regular meal choices for all students from 2024/2025 to 2025/2026.
Even if you have already copied meal choices once, duplicates (i.e. meal choices with the exact same settings) will not be created.
Meal choices will only be copied for students enrolled in 2025/2026.
Please note: Meal choice with any of the following meal provisions will not be copied, simply because they have not been copied to 2025/2026:

- Hot Meal 1
- Hot Meal 2
- Hot Meal 3
- Packed Lunch

Check you will have meal registers in September

You will need to make sure you've set up meals correctly to ensure you'll be able to select student's meal choices in the Meal Registers. If you have not yet set your attendees for meals, your meal register will be blank.

To fix this:

School > Meals > Setup

- Select the next **academic year** from the drop-down menu
- Click into **Attendees** option
- Go to the **Automatic Group Attendees** tab
- Click on the green **Add** button to add students
- Select all the registration forms to add to the meal
- Click on the green **Add Automatic Attendees** button

This will then generate your meal registers

Return to **School > School Structure > School Year Setup > Meals**

- Click on the green **Mark as complete** button

Step 7 is now complete

Meal Setup: 2024/2025

2024/2025

Lunch	2018/2019
Meal name: Lunch	2019/2020
Provisions	2020/2021
Prices	2021/2022
Meal Sittings Scheduled	2022/2023
Attendees	2023/2024
Meal Menus	2024/2025
Regular Meal Choices	2025/2026

Meal Setup: 2025/2026

2025/2026

Lunch (2025/2026)	
Meal name: Lunch	✓
Provisions	✓
Prices	✓
Meal Sittings Scheduled	✓
Attendees	✗
Meal Menus	✗
Regular Meal Choices	✓

Add Automatic Attendees

Automatic Attendees*

- Form REKC (2025/2026)
- Form RESC (2025/2026)
- Nur FT (2025/2026)
- Form 1CA (2025/2026)
- Form 1LM (2025/2026)
- Form 2AR (2025/2026)
- Form 2JP (2025/2026)
- Form 3AM (2025/2026)
- Form 3ER (2025/2026)
- Form 4CA (2025/2026)
- Form 4SM (2025/2026)
- Form 5JT (2025/2026)
- Form 5ZCMA (2025/2026)
- Form 6LI (2025/2026)
- Form 6SC (2025/2026)

STEP 8

Interventions

The next step is to copy over your Interventions for the next academic year. **This step is optional.**

NOTE: If you want to copy over or create interventions, follow the instructions below. If you don't, want to do this then click on the green **Mark as Complete** button

School Year Setup

2025/2026	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups and Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Registers	Available
7. Meals	Complete
8. Interventions	Available
Review School Year Setup	

8. Interventions

Interventions setup is available and needs to be marked as complete

Copy Interventions

School Year Setup / New School Year / 8. Interventions

Interventions

Setup 2025/2026

1. Copy Interventions 0 out of 9 Interventions copied

Review

Interventions (2025/2026)

No Interventions exist for 2025/2026

Instructions

Interventions setup steps are optional. Once you have reviewed Interventions, click Mark as complete to complete setup or click Skip for now to review later.

✓ Mark as complete

↶ Skip for now

- Click on the **1. Copy Intervention** option
- **Tick the interventions** you would like to copy over to next year
- Click on the green **Copy Interventions** button

Copy Interventions

Below is a list of all Interventions in the current academic year. Tick the ones you would like to copy to the next academic year.

Interventions (2024/2025)

Intervention	<input checked="" type="checkbox"/>	Lego Buddy Therapy
Intervention	<input checked="" type="checkbox"/>	Guided Readers
Intervention	<input checked="" type="checkbox"/>	Dramatherapy
Intervention	<input checked="" type="checkbox"/>	Shooting Stars
Intervention	<input checked="" type="checkbox"/>	School dog therapy
Intervention	<input checked="" type="checkbox"/>	Little literacy
Intervention	<input checked="" type="checkbox"/>	Maths Booster Club
Intervention	<input checked="" type="checkbox"/>	Judo & Breakfast Club Impact Tracking
Intervention	<input checked="" type="checkbox"/>	Lateness

Cancel
Copy Interventions

Edit Interventions

- **Click on an intervention** to edit within the Review area
- You'll need to then complete the intervention setup to create intervention groups, add students and schedule intervention sessions

Review

Interventions (2025/2026)

Dramatherapy	▶
Lego Buddy Therapy	▶
Little literacy	▶
Guided Readers	▶
Shooting Stars	▶
School dog therapy	▶
Judo & Breakfast Club Impact Tracking	▶
Lateness	▶
Maths Booster Club	▶

Example intervention Print to PDF

Overview
Timetable slots
Intervention Details
Students
Ad Hoc Sessions
Costs and Funding

Intervention details

Category	
Participant Criteria	None set
Effective dates	01 Sep 2023 - 31 Aug 2024

Intervention Groups + Add

Hide columns ▼

📧
⚙️
❓
✂️

Group Name	Enrolled Students	Timetable Slots	Lead Staff Member
------------	-------------------	-----------------	-------------------

- Return to **School > School Structure > School Year Setup > Interventions**
- When you are happy that this section is complete, click the green **Mark as Complete** button

Step 8 is now complete