



# Adoptions

## Guidance for dealing with Court Order Adoptions for SIMS.net



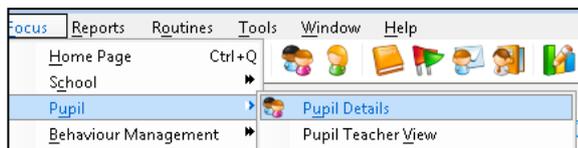
# Court Order Adoptions – Guidance Notes for SIMS.net

A case of a Court Order Adoption must be dealt with great confidentiality and sensitivity. The following guidance will provide you with clear step by step instructions on how to deal with Court Order Adoptions in SIMS.net once the Adoption Order is granted.

As a quick summary, this will involve creating a brand new student, making the existing student a Leaver and erasing any links between these two students. Before you begin following these guidance notes, please ensure that the pre-adoption legal names have NOT been changed or updated to the new name(s). If this has been done, the legal names must be reinstated on the pre-adoption record.

## Creating the New Student

- Click on **Focus/Pupil/Pupils Details**



- Click on **New** 

This will bring up the following screen which will allow you to type in the basic details of the new adopted child

A screenshot of the 'Basic Details' form in SIMS.net. It contains fields for Surname (Gerald), Forename (Paul), Gender (Male), and Date of Birth (12/04/2003). There is a 'Continue' button with a green arrow icon.

- Click **Continue**
- The main Pupil Details screen will appear which pre-populates some information for you (**Preferred Forename, Preferred Surname** etc)

### Panel 2 – Registration

- Before you can save your progress, you must enter the fields in red - **Year Group, Year Taught In** and **Enrolment Status**

A screenshot of the '2 Registration' form. Fields include Class, Year Group (Year 4), Enrolment Status (Single Registration), Admission Date, Former UPN, UPN, House, Year Taught In (Curriculum Year 4), Boarder Status, Admission Number, Attendance Mode, and Local UPN. The 'Year Group', 'Year Taught In', and 'Enrolment Status' fields are highlighted in red.

- Enter the relevant **Class, Admission Date (the date of the adoption unless advised differently by Management Information)** and issue this student with a **new UPN**

A screenshot of the '2 Registration' form with values filled in: Class (empty), Year Group (Year 4), Enrolment Status (Single Registration), Admission Date (02/04/2012), Former UPN (empty), UPN ((Issue Permanent UPN on save)).

- **Save**

In doing this you will create an **Admission Number** for the student

# Court Order Adoptions – Guidance Notes for SIMS.net

You will then get this message:-

You want to keep the date of admission as the Adoption date, or date advised by MI, as the child never actually left the school

Date of admission of the current student is before today. Do you want to make the student a member of on-roll groups from:

- Date of admission: 02/04/2012
- Today
- First date of the current academic year: 01/09/2011
- Synchronize address start date

## Panel 3 – Addresses

- Enter the postcode of the Student's **current address** (his/her adopter's address), and click **Continue**
- If SIMS recognises the post code you will be able to match the address – If not, fill in the relevant fields in the **Address Details** box
- Set the **Address Type** as **Home**
- **Save**

## Panel 4 – Telephones and Email Addresses

Enter telephone numbers and email addresses

- **Save**

## Panel 5 – Family/Home

The Adoptive Parents are still linked to the current existing Student's details. You will need to copy the Parents details onto the new record and then break the link with the current existing Student (shown on page 6).

- Click on **Copy** 

It is important you **do not** click on **New** – this will cause duplicate Contacts in your SIMS.net

- Type in the name of the Student's previous surname and click **Search**. This will bring up the following screen

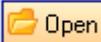
Select student, whose contacts you wish to copy

Search  Open  Print  Browse  Next  Previous  View

Surname  Forename  Admission Number  Status

Tier  Year Group  Class  House

Name	Year Group	Class	House	Gender	Admission Number
Andrews, Jasmine	3	3TO		Female	001153
Andrews, Paul	4	4SL		Male	000922

- Highlight the correct Student and click **Open** 
- The Guardians will appear – Only select the adoptive parents and click **OK**. **Ensure the contact type is now appropriate.**

1 Contacts

Priority	Name	Contact Type
<input type="checkbox"/> 2	Andrews, Mr Jonathan	Father
<input checked="" type="checkbox"/>	Gerald, Mrs Geraldine	Foster Mother

## Court Order Adoptions – Guidance Notes for SIMS.net

- They will now appear in the **Contacts** box in Panel 5
- **Save**
- You will notice that the original existing Student has been pulled through into the **Family Links** box

Name	Date of Birth	Year	Class	Gender	Date of Adm...	Date of Lea...	<input type="checkbox"/> New
Andrews, Paul	12/04/2003	4	4SL	Male	05/09/2006		<input type="checkbox"/> Open <input type="checkbox"/> Delete

When the Contacts are deleted from the original existing record, the name will be removed (shown on page 6/7)

- **Panel 6 – Dietary** – To be added as applicable

- **Panel 7 – Medical**

Enter all applicable medical information relating to the new Student.

To obtain any missing data, a **Data Collection Report** should be sent out to the new adoptive Parents who will provide you with this information

- **Panel 8 – Ethnic/Cultural**

A **First Language** and **Ethnicity** Report should also be sent out, which can be found on our Data Submission Guidance page on Kelsi (link below)

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/secure-file-transfer>

- **Panel 9 – Additional Information** – To be added as applicable

- **Panel 11 – School History**

- **Previous Schools** must be kept blank
- No **Attendance History prior to Adoptive date** to be entered – Student must be treated as a completely new child

- **Panel 12 / Panel 13** - To be added as applicable

- **Assessment Data**

- Enter Assessment data as applicable or download from Key to Success (guidance on our page on Kelsi, as above)

## Amending the Original Student

- **Search** for the original existing Student and **Open** their record

### ▪ Panel 1 – Basic Details

- The **Legal & Preferred Surname** and **Forename** must both read the pre-adopted legal names

- **Save**



<b>1 Basic Details</b>	
Legal Forename	Paul
Middle Name(s)	
Legal Surname	Andrews
Preferred Surname	Andrews
Preferred Forename	Paul
Date of birth	12/04/2003
Age	9 years

- If you are changing the Legal Forename or Surname, the following message will appear –



Select **No**

If you select **Yes** you will need to put a reason for the change of name as **Not Given**

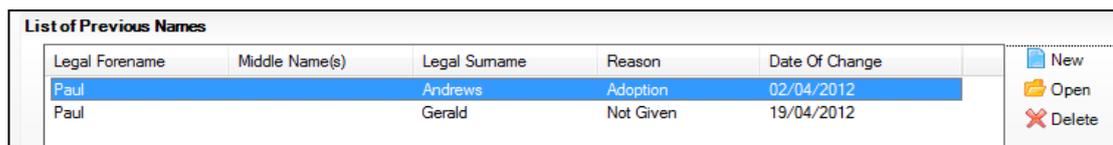
Click on **History**

Highlight the name and **Delete**

Click **OK**



<b>Details</b>	
Reason	Not Given
Date of Change	02/04/2012



Legal Forename	Middle Name(s)	Legal Surname	Reason	Date Of Change	
Paul		Andrews	Adoption	02/04/2012	
Paul		Gerald	Not Given	19/04/2012	 

- **Delete** the Student's **Photograph**
- **Save**

# Court Order Adoptions – Guidance Notes for SIMS.net

## Panel 2 – Registration

- All Registration details stay with the Student’s record (including UPN)

## Panel 3 – Addresses

- Delete the current Home Address  and click **Yes**

**DO NOT CLICK MOVE ADDRESS!**   
**This will create address history which cannot be deleted!**

- Enter the **School address** as the Student’s **Current Address** and set the **Address Type** as **Home** – This is to ensure that this record will not fail when you submit your next Census Return

**3 Addresses**

**New Home Address Details (Not validated)**

Apartment	<input type="text"/>	House Name	<input type="text" value="Junior Department"/>
House No.	<input type="text"/>		
Street	<input type="text" value="Havelock Road"/>		
District	<input type="text" value="Wolverton"/>	Town / City	<input type="text" value="EAST TOWN"/>
County	<input type="text" value="Eastshire"/>	Post Code	<input type="text" value="SI3 7ND"/>
Country	<input type="text" value="United Kingdom"/>	Address type	<input type="text" value="Home"/>

- Save**

## Panel 4 – Telephones and Email Addresses

- Highlight and **Delete** all **Telephone Numbers** and **Email Addresses**

Telephones\Fax Numbers	Device	Location	Number	Main	Primary	Notes	
	Telephone	Home	01908 987876	Yes			  

## Panel 5 – Family/Home

- Highlight and **Delete** the Adoptive Parents in **Contacts**

5 Family/Home	Priority	Name	Relationship	Court Order	Telephone		
Contacts	1	Mrs Pia Andrews	Mother		01908 987876	H	    
	2	Mr Jonathan Andrews	Father		0980 1176989	M	
		Mrs Geraldine Gerald	Foster Mother	Yes			

## Court Order Adoptions – Guidance Notes for SIMS.net

- 
- If the Guardian names are in either **Parental Salutation** or **Parental Addressee**, they will need to be **Deleted**

Parental Salutation	Mr and Mrs Andrews	Parental Addressee	Mr and Mrs J Andrews
---------------------	--------------------	--------------------	----------------------

- **Save**

You will notice once saved that the name of the new Student you have created has been removed from the **Family Links** box.

In doing this, the name of the original record would also have been removed from the Family Links box in Panel 5 in the new record. You can always go back and check this. You will need to come out of the new record and reopen it for the changes to take effect.

### ▪ Panel 11 – School History

- Enter the **Date of Leaving** and the **Reason for Leaving** as **Unknown (1)**. In most circumstances the date of leaving will be before the date of adoption.
- **Destination After Leaving** field to be left **blank**

<b>11 School History</b>			
Date of Leaving	30/03/2012	Reason For Leaving	Unknown [1]
Destination After Leaving			

- **Save**

If the Student was **In Care**, an end date will populate in Panel 10

### ▪ Linked Documents

- It is important you check if there are any Linked Documents containing any reference to the new Student or his/her new adopted Parents (right hand side of screen)

If so, they will need to be **deleted**

