

**Phoenix Software**

ADMISSIONS TO NURSERY CLASSES

CREATE AND SEND A REPORT TO NCC

The LEA manages the process for admissions to nursery classes. The LEA maintains a central database of all children on waiting lists for nursery class places.

In order that the LEA can prioritise admissions to nursery classes, it is necessary for each school with a nursery intake to submit to the Early Years Department a full list of all children seeking a nursery place. The information should be extracted from the Phoenix school management system and transmitted electronically to the LEA.

Step 1 Run the report to create an export file;

Step 2 Send the file to the Management Information Centre (MIC), via AVCO.

This helpsheet will guide you through the process.

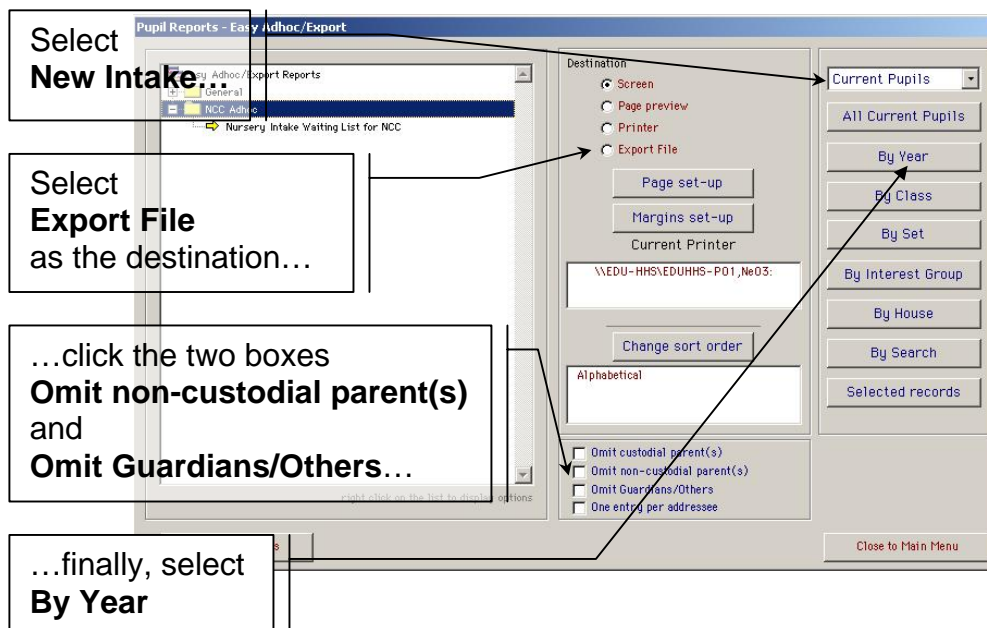
Before you begin, however, please ensure that core pupil information for each child on your school's nursery waiting list has been entered into Phoenix > New Intake > Pupil Records. If you are unsure how to do this, go into Pupil Groups > New Intake Categories and press F1 for help.

Proceed to Step 1

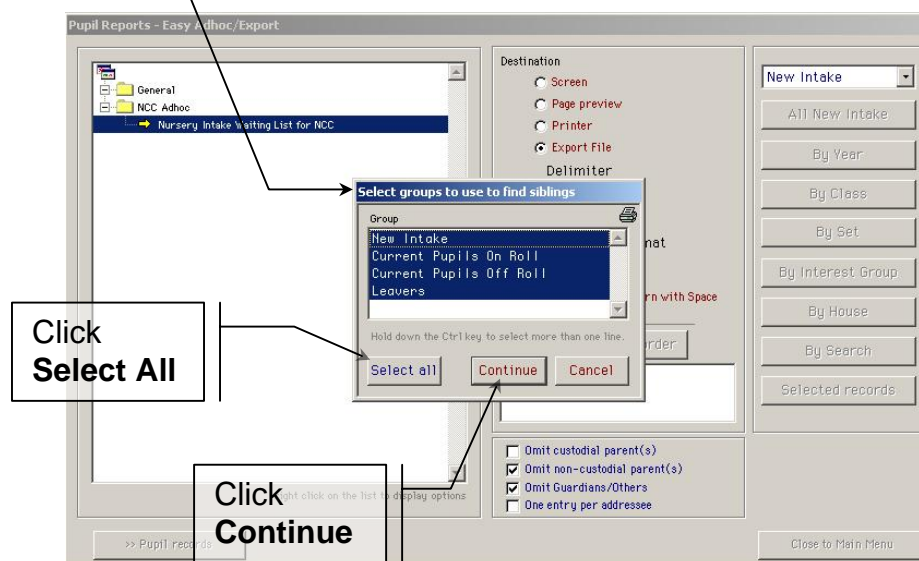
Step 1.

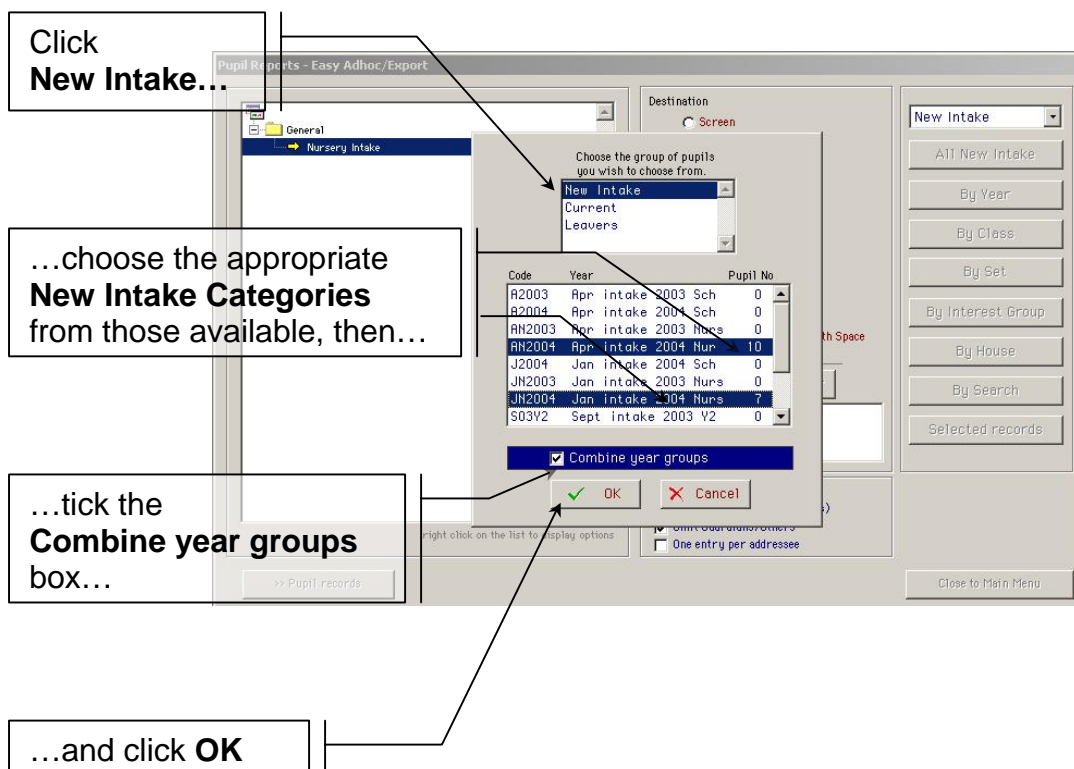
RUN THE REPORT TO CREATE AN EXPORT FILE

- Click on the **Pupil Reports** button from your Phoenix Main Menu
- Click on **Easy Adhoc/Export** from the sub-menu on the right-hand side of the screen. This will create a folder entitled “NCC Adhoc”
- From the list of reports in the NCC Adhoc folder, select the report named “**Nursery Intake Waiting List for NCC**”

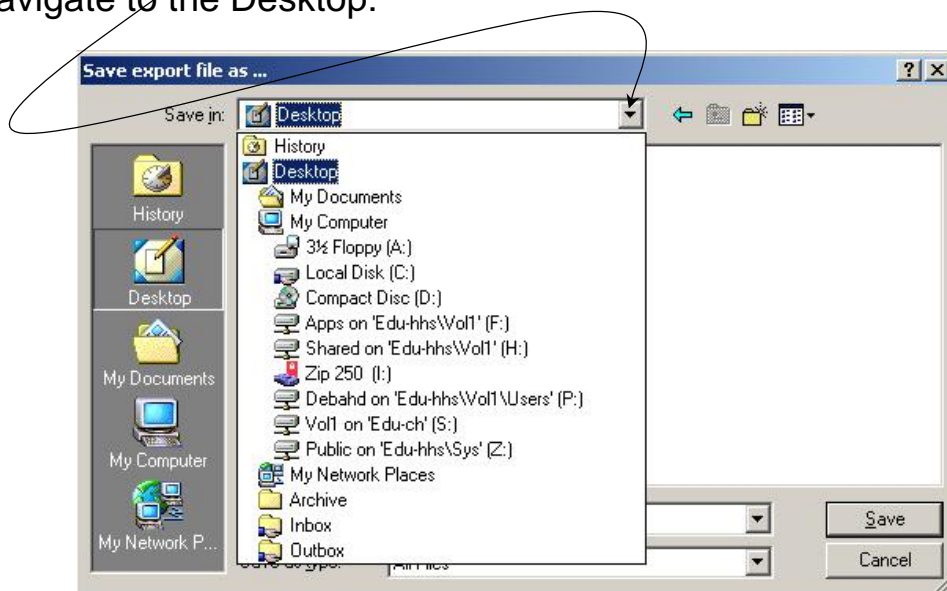


- Phoenix will prompt you to select the groups to use to find siblings:



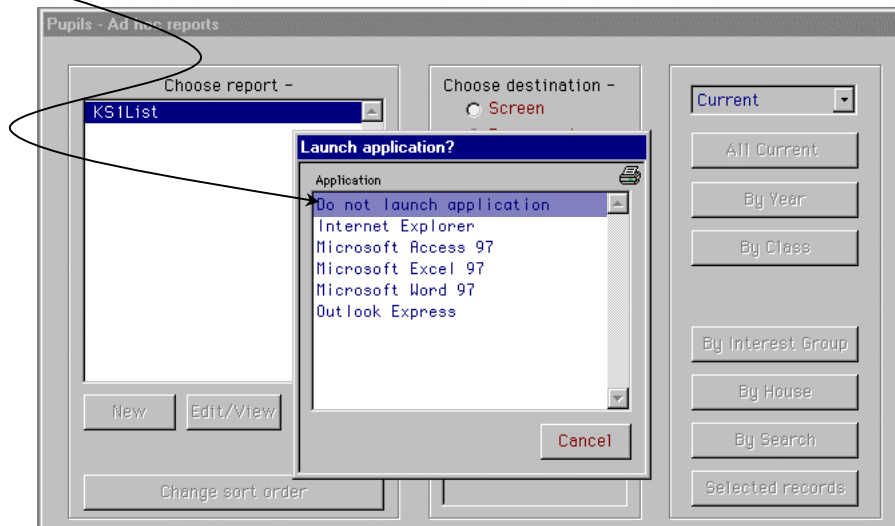


- Phoenix will now prompt you to save the export file. Click on the arrow beside the **Save In** box to reveal the list of drives on your PC and navigate to the Desktop:

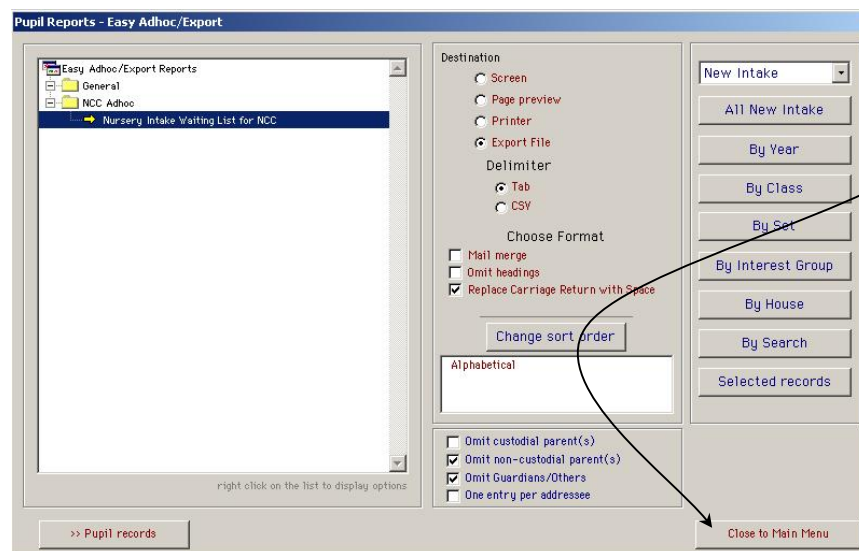


- Name the file (overtyping the asterisk) **xxxxnurs.prn** (where **xxxx** represents your school's DfES number)
- Click **Save**.

- You will be prompted to launch application - select **Do not launch application**



- The file has been created and you can now Close to Main Menu.



Now proceed to Step 2

Step 2. SEND THE FILE TO MIC VIA AVCO

- The file has been saved on the PC's desktop. Locate the export file and drag it into the AVCO Outbox on your desktop, where it will sit ready to be transmitted by the AnyComms software.
- Start the **Anycomms** client software by double clicking on the desktop icon.
- Select **Start Call** – the file will be transmitted to the MIC.
- When the file has transmitted successfully, AnyComms will return a message “call completed” – close the window . The MIC will have received your file.

That's it, all done!

Please contact Education ICT Solutions should you require assistance.

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