Adding a New Pupil

It is always recommended that you add a new pupil to the admission roll and not the current roll. This will allow you to check that you have the correct details before placing the child into the current roll. Please ensure you have Admissions as the option in the top left.

Children in the current roll can be deleted, however the call has to escalated to RM and this may delay the process.

1) Go to Modules, General, Student details (or use quick link)
2) Ensure that you are entering the child into the admission roll. If you have no children currently in your admission roll, you will get a message asking if you would like to add a new pupil say yes. If this is the case go to point

3) If you do have children in your admission roll, it will change the record to an admission one and then you need to click on Add.

4) You will now get a blank record. You are required to enter information in all fields with a * (ignore Reference) as a minimum, but more information is required to census etc. See point 8.
5) As you enter the Surname and click to elsewhere the system will look to see if the child is already in the system or has a possible sibling. If they are not linked or isn't the child in question, then click on cancel and go to point 8.

6) If the child is a sibling then highlight the child and click on next. You can now decide which information you wish to copy across to the new record. Once you've chosen click on finish and it will be copied across.
7) Now enter all the relevant information into the * fields and all other relevant information as required. Please go to the following webpage for information about what is required [www.southtyneside.info/article/19142](http://www.southtyneside.info/article/19142).

8) As you are entering the child into the Admission roll you can either leave UPN blank or tick Awaiting Notification of UPN. A new one will be created for the child if you leave UPN blank and don’t tick awaiting notification of UPN. Please note by ticking awaiting notification of UPN it will allocate the child a temp UPN.

9) When you are ready to move the child from the admission roll to the current role please go to [www.southtyneside.info/article/19160](http://www.southtyneside.info/article/19160) and choose transferring a pupil from the admission roll to current roll.