Keystone
MIS
SIMS Support & Training

SEN

Frequently Asked Questions

Service Desk: 01482 238 700
Email: Support@KeystoneMIS.co.uk

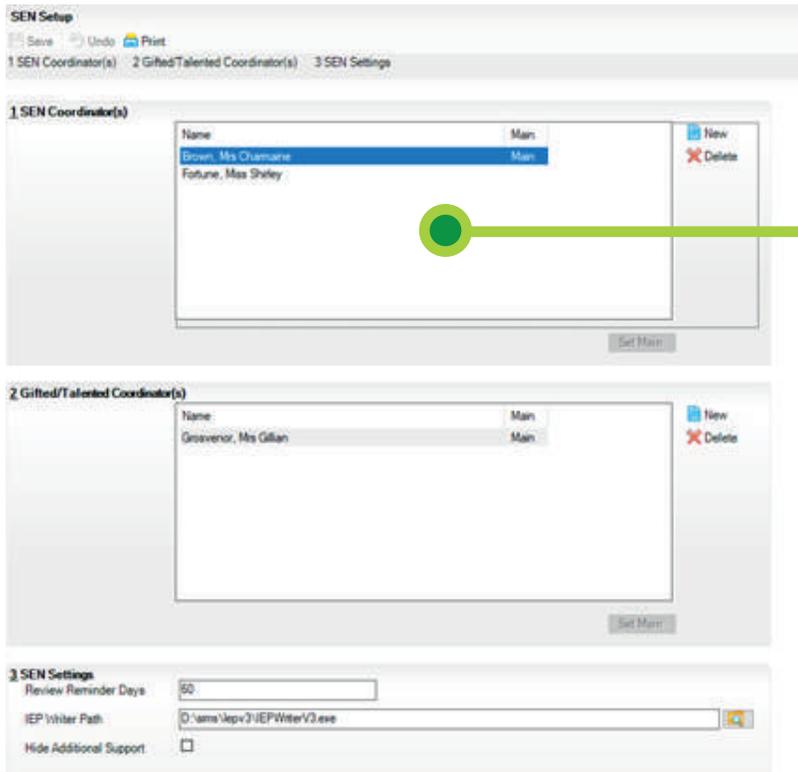# www.KeystoneMIS.co.uk

https://tinyurl.com/Support-SIMS

Contents List:

Service Desk: 01482 238 700
Email: Support@KeystoneMIS.co.uk

www.KeystoneMIS.co.uk

Keystone
SIMS Support & Training

SIMS
helping schools inspire
Accredited Support

How do I set the SEN Co-ordinator and or the Gifted/Talented Co-ordinator in SIMS?

Click on new to add a new person. Use the search pop up to find them and double click to add.

Click on the person who is the main coordinator and use the set main to identify them.

To add a person in here they must exist is SIMS as a staff member.

Is there a quick way to search for all current SEN pupils in school?

Yes, you can use the SEN search icon to find all pupils.

Click on this icon.

Click on search – this will give you a list of all the pupils in your school that have an SEN already set.

If you look to the bottom left of your screen you will see a total number of matches

You can click on any of the column headings to order the results by that column.

Eg – SEN Status will group them together by the SEN Status

2

What is the difference between Reviews and Events in the SEN record?

Reviews

You should use the Reviews area to record all official review meetings. Any pupil that has an SEN should be having regular reviews either Termly, Annually or some other interval period. Reviews are a key part of the SEN process. If they do not take place it is very difficult to formulise the needs of a child.

Events

You should use the Events area to record all other types of meetings or other forms of contact/events that take place, such as in-house school meetings, a visit or telephone call from the educational psychologist or perhaps a social worker.

What are linked adults on a SEN record?

Individuals are deemed to be a linked adult if they have an interest in the child's progress.

These individuals may need to be contacted with updates, meeting invites etc.

A number of the linked adults are recorded elsewhere within SIMS and will show in the SEN linked adults area by association with a group or a class etc.

Contacts are picked up from the pupils record Family/Home section.

Agents would need to be manually added.

Pastoral comes from the pastoral structure.

Academic is relevant to secondary schools only and picks up teachers of different lessons.

Agency comes from the Medical Practice area of the pupil record but only if the SEN link has been set the in the agency record.

3

Keystone MIS
SIMS Support & Training

SIMS

helping schools inspire

Accredited Support

What are SEN Provisions?

Provisions covers a wide range of resources, from financial help to special equipment or the use of professional services.

The provisions area allows you to record provisions that are in place for individuals at your school.

Caution should be used when using the provisions called Time Spent In SEN Unit and Resourced Provision. The DfE state that these two indicators should only be used where the SEN Unit or Resourced Provision has been formally recognised as such by the local authority where your school is located. If there are no such provisions in your area these two indicators can be deactivated to prevent accidental use.

These two indicators will be recorded in all school census returns.

To deactivate go to Tools/Lookups/Maintain, change the data area to Special Educational Needs and click on search – double click on the SEN Provision Type.

Locate the two relevant indicators in section 2 – open and untick the active box and click OK. SAVE
You will have to log off and back on again for these changes to take effect.

4

Keystone
MIS
SIMS Support & Training

SIMS
helping
schools
inspire
Accredited Support

If I upload a file to a SEN record how do I restrict who can view it?

All areas of SIMS are governed by permissions.

Only people with the correct permissions will be able to view and/or edit the SEN area.

Furthermore, any attachments that are uploaded to a pupils SEN record can be further protected by three different upload options, these are public, private and confidential.
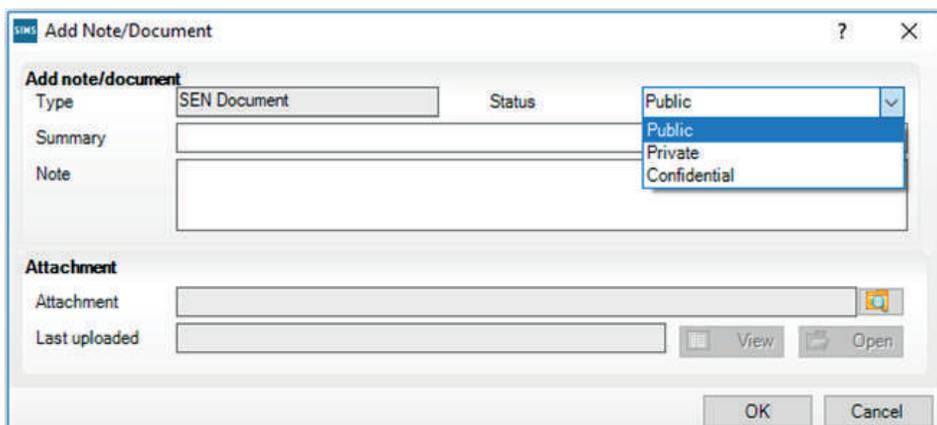
The difference between these three options are:-

Public   The document will be available to all users with sufficient add/view/edit document permissions.

Private   The document will be available only to the person uploading it

Confidential   The document will be available only to SIMS users with School Administrator or Senior Management Team permissions.

What is the difference between a pupil that has never had an SEN and a pupil that is showing as code N which means No SEN?

The SEN status of N should only be used for a pupil that has had an SEN status in the past but currently has NO SEN. This would then allow a school to identify past SEN pupils.

A number of schools have incorrectly updated all SEN pupils that have never had any SEN to a status of N. There is a patch available to correct this, please call Keystone if you need this to be corrected in your school.

I need to run a report to show the total attendance percentages for all pupil with ANY SEN, is there a way that I can do this?

Yes, go to Reports/Attendance/Group Reports/Group Analysis by STAR field report

Run the report for the whole school, select SEN Status under the STAR Field, put in your required date range and click on search. Click on Print and OK to the default report layout.

Group Analysis by STAR Field

Period: 01/09/2017 AM to 17/12/2017 PM

Whole School   **Percentages**

SENStatus	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
Education, Health and Care Plan	3	100.0	0.0	0.0	0.0	0.0
SEN Support	18	91.5	1.2	1.4	0.9	0.0
Totals	21	92.7	1.0	1.2	0.8	0.0