



Permissions needed:

- **Academic Structure: Administer** - Add/edit/remove students in courses and automatic enrolments
- **Enrolment: Administer All/My Students** - Manage students' enrolments into the school, and into their year groups, registration forms and houses

I need to add a new student

Add new students mid-year by adding a new intake season in **Students > All > Applicants** You can then log offers as made and accepted, then add them to a registration form and year group, then enrol them in bulk.

Student	Date	Status	#	Yr. Group	Reg. Form
<input type="checkbox"/> Make offers	21 Apr 2020	Withdrawn	3		
<input checked="" type="checkbox"/> Accept offers	24 Jun 2020	Newly created	15	Year 1 (2020/...	Form 1PS (20...
<input type="checkbox"/> Reject applications	22 Apr 2020	Enrolled	6		Form 7LX (20...
<input type="checkbox"/> Enrol students	21 Apr 2020	Withdrawn	4		

If you create them another way, you'll need to enrol them into your school manually. Click **+Add** in the top section to select a reg form and year group. For non-nursery students this enrolls them into AM + PM roll call registers too, but if you run any additional courses you'll also need to add enrolment into these.

2020/2021 Enrolments		
Academic Year Enrolment	2020/2021	07 Sep 2020 - 31 Aug 2021 ▶
Year group	Year 3 (2020/2021)	07 Sep 2020 - 31 Aug 2021 ▶
Registration form	Form 3TB (2020/2021)	07 Sep 2020 - 31 Aug 2021 ▶
2020/2021 Courses		
Year 3: Form 3TB (2020/2021)		07 Sep 2020 - 31 Aug 2021

A student is going to a different school instead or is starting later

Edit enrolment from **Student Profile > Enrolment**. Click enrolment into your school at the top of the page. Click **Edit** to change the date and **Save**.

Sunnyville Primary Academy Enrolment		+ Add
Future Enrolment	01 Sep 2020 - ongoing Joined in: Nursery first year (age 2-3)	▶

Completely remove a student from registers and their enrolment into your school by clicking the **Delete** button instead.

« Back **Update Entry Date**

Student: Amelia Adams

Entry Date*:

I need to move a student

When you see this symbol , you can't move them from the course - find the Registration using the search box and do this there instead.

- To move them due to an actual class change (e.g. to improve behaviour), **transfer** them to another reg form in the same year group or **unenrol** them to remove them using bulk actions on the course overview.

Transfer Students	Unenrol Students	Download
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Student	Start Date	End Date
Mayo Gwen	07 Sep 2020	31 Aug 2021

- If a child was added by mistake, **Delete** all the enrolments into your school then add a new enrolment. Backdate the start to their first day - you may need to fill in missing marks in **Attendance > Marks (By Date)**.

Waterford School Enrolment

Future Enrolment: 07 Sep 2020 - ongoing
Joined in: Year 3

2020/2021 Enrolments

Academic Year Enrolment: 2020/2021

Year group: Year 3 (2020/2021)

2020/2021 Enrolment Modes

« Back **Update Entry Date**

Student: Green Mayo

Entry Date*:

Note:

How do we delete a student?

If you created them in **Applicants** and they're not enrolled, delete them from the **Enrolment** section of their profile. Click the application, then **Edit**, then **Delete Application and Student**.

If you added the student another way or they are enrolled, make sure they haven't had attendance marks recorded on their profile. If they have, you'll need to remove them using our [Removing all attendance marks for a student](#) article.

Once the student has no marks, scroll down to the bottom of their student profile to the **Admin Function** section and select **Delete Student**.