New School Year Setup Checklist

No.	Has this step been completed?	✅
1.	There are three terms in your Academic Calendar, not six	
2.	There are Christmas, Easter & Summer vacations, half terms, inset days and bank holidays	
3.	There are no gaps, and your holiday days do not begin on any dates when students will be in school	
4.	Students leaving at the end of this year have been given an end date	
5.	You've added other schools as Linked Organisations if needed and either sent or set a reminder to send CTFs of your leaving students to their next school	
6.	The right number of Year Groups have been created for next year	
7.	The right number of Registration Forms have been created for next year	
8.	You've set a reminder to change the names of Registration Forms in the future if the names will be different next year	
9.	You've set a reminder to assign any remaining Academic Leads or other staff to classes or timetable slots to allow them to take attendance following our guidance here	
10.	You have added your Applicants to Arbor using an ATF, spreadsheet or manually and have deleted any duplicates following our guidance here	
11.	You have placed your Applicants in their Year Groups and Registration Forms and enrolled them (they won't appear as currently enrolled students until the start of the new academic year)	
12.	Your Year Groups and Registration Forms have the right students enrolled	
13.	Any students without an enrolment into a Year Group and Registration Form have been enrolled or been unenrolled from the school	
14.	Custom Groups have been copied over	

15.	Houses have been copied over (if applicable)	
16.	You've set up your nursery register sessions following our guidance here (if applicable)	
17.	You've imported your timetable file and mapped all the data correctly with no errors (If you're a secondary)	
18.	There are registration form (am & pm) sessions scheduled for each day, and they all overlap with your roll-call times (found in *Students > Attendance > Admin > Roll Call Setup*)	
19.	Any additional classes have been scheduled to be on the right times and dates, with all the right students enrolled. Check this in *Students > Attendance > Registers By Date* by changing the date to your first day back	
20.	Meals have been copied over (if applicable)	
21.	Students will appear in your meal registers (if applicable). Go to *School > Meals > Setup > Next year > Attendees > Automatic Group Attendees* tab to check and add students, or add a regular meal pattern from *Meal Choices & Dietary Requirements > Students without a Meal Choice*	
22.	Interventions have been copied over (if applicable)	
23.	You have reviewed the setup and amended anything if needed	
24.	You've copied assessments over to next year	
25.	You've scheduled your Internal Exclusions for the next year	
26.	You've scheduled your Detentions for the next year	
27.	You've set up timetable periods for next year (If you're a secondary)	
28.	Teachers have checked they can access the Lesson Dashboards and add seating plans for My Classroom	