NAMS and C+G INSTRUCTIONS FROM AUGUST 2017

NURSERY YEAR STAGE D.O.B. RANGES FOR SESSION 17/18
PLEASE KEEP THIS LIST BY YOUR COMPUTER

N1: 01/03/17 TO 28/02/18

N2: 01/03/16 TO 28/02/17

N3: 01/03/15 TO 29/02/16

N4: 01/03/14 TO 28/02/15

N5: 01/03/13 TO 28/02/14

Please be aware that the year stage is determined by the date of birth, <u>not</u> the class the pupil attends

ENTERING THE APPLICATION FORM or EDITING EXISTING FORMS:

This is done using **Create and Manage**

Click NEW to begin entering a <u>new application</u>. All fields outlined in red must be completed.

To edit an existing application remember to click on the child in Create and Manage then **open** the record and then **open the padlock** in the bottom right of the screen.

ENTERING A NEW APPLICATION: Application > Create and manage > Click NEW button in the bottom left of the screen.

Child Details Box: Please take extra care when entering any information in the 'Child Details' box as if a mistake is made and saved you will not be able to change it. You do have a chance to check this before continuing.

If you make a mistake and have clicked OK to this part of the form then please just carry on and complete the entire form and 'Save'. DO NOT DELETE THE APPLICATION.
Then contact Early Years who will authorise SEEMiS to make the change. Please email earlyyears@edinburgh.gov.uk with full details of any errors made and the correct information which needs to be entered. They will update for you.

Each child must have a unique identification number to avoid duplicate records on the system. The preferred document is a Birth Certificate. The birth certificate number can be found on the certificate in the example below.
But please be aware that the format on NAMS is for Scottish birth certificates and not British in general. We suggest, for children who are British but not Scottish, you use the first 3 letters of the place of birth in place of the area code, followed by the year of birth then the Entry number from the form.
Please contact Early Years on 529 2110 or email earlyyears@edinburgh.gov.uk if you have any problems with this.

BIRTH Registered in the district of Edinburgh	District No. 733	Year 2001	Entry No. 423
1. Forename(s)			2. Sex

Passport Number: Choose the relevant country from the drop down list.   UK Passports come under British. Please only use passport if the Birth Certificate is not available. There is no such thing as a Scottish Passport.

If the parent is unable to provide either of these documents then a **Temporary Code** can be allocated by Early Years. However this would only be issued as a last resort. The code is only temporary and you will still need to chase up the documentation. Contact Early Years on 529 2110 or email earlyyears@edinburgh.gov.uk if you have any problems.

Please remember that the above information is used to check for duplicate applications so please try to enter this as accurately as possible.

A proof of address It must be indicated that you have seen a proof. Tick 'Other' if necessary.

Category: although there is a box for category, we are not using this in Edinburgh as this makes the system easier for users to manage. Skip this field.

Nurseries Requested: Parents are allowed 3 choices but you cannot enter a Partner Nursery (P) onto an application for a Local Authority (L) nursery. Partners have their own application forms so never add a Partner onto a Local authority form.

Places requested: Please enter the requested sessions even if this may not be the sessions the child will eventually be offered. The real sessions can be updated once you are in a position to do this using the 'Record Placement Decision' screen.

Expected Start Date: Enter the Funding Start date here. Once the d.o.b. is typed in you will see the Funding Start date on the screen. The real start date can be entered later, once you are ready to offer the place.

Intended Stage. The system will try to predict the entry stage for the child based on their age.

Confirmed.   **IMPORTANT -** PLEASE LEAVE THIS BLANK

Stage group   **Do not change this**

Two Year Old Receiving Authority Funding. Tick this box if this is true

There are 3 options for Status:

 Funded Place

 Non Funded Place

 Allows deletion of an incorrect pattern or place

 Is a Place Saver Icon (which Edinburgh does not tend to use this icon)

Click on the grid to select the required pattern of attendance.

Reason for not taking up full entitlement: Leave blank

NAMS NURSERY LIST: You will see that the Nursery List is split into year stages. Use the drop down arrow to choose your selection. The list will show you details of who is on the list and you can hover over the child to see more information. You can also include those fully enrolled in your nursery by clicking the 'show full roll' button.
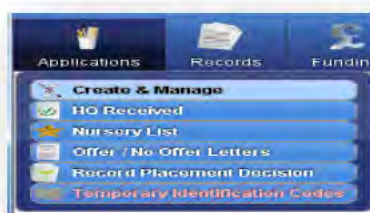
RECORD PLACEMENT DECISION SCREEN:

This is where you can move the application status from 'Active' (which means the application is simply on NAMS but nothing else has been done with it) to 'Offered' and then to 'Accepted'. Both steps need to be followed – you cannot move from Active to Accepted (see Step 1 below).
If the child refuses the offer it is important to put them back to 'Active' or 'Discontinued' asap. If you leave at Accepted the system may then assume the child is to attend 2 nurseries if another nursery offers a place.

C+G SCREENS:

- **NAMS TO C+G – Step 1**: In NAMS, 'Record Placement Decision' screen, you need to mark the child as 'offered' and save, then 'Accepted' and save. The start date must be the REAL start date and the sessions will be the new Hours based sessions being offered.
- Once you have done that the record will transfer over to C+G and will be found in Accept/Reject Full Enrolment screen. They will already be automatically provisionally enrolled. The year stage showing should be correct but we ask that you check this using the ready reckoner on page 1. Once you fully enrol with the correct year stage this should **never** change.
- **Be careful**, once you try to save as 'Accepted' you may see a message in NAMS saying 'this will create a split placement' with another nursery. If they will not be attending 2

nurseries you must <u>not</u> save but ask the original nursery to mark the child as a leaver to you. Do not change to Accepted in NAMS. (See 'NAMS Split Placement' below)

- **NAMS SPLIT PLACEMENT message:** If you are marking a child as 'Accepted' in NAMS and you see a message saying *'this will create a split placement'* that means a copy record will be created as the system thinks this child will attend 2 nurseries. However, if this is not the case then it probably means that the first nursery has not yet marked this child as a leaver to you. Ask them to do that and you then fully enrol the record sent from the first nursery. <u>It is important that you wait until they are fully enrolled before you mark as 'Accepted' in NAMS.</u> This will avoid the problem. Now that we have all Partner Providers using NAMS we may encounter many more split placements so we need to be aware and watch out for this. Always check if in doubt before saving as 'Accepted'.

- **COPY RECORDS (Split placements):** If you genuinely have a pupil who is attending your nursery and another nursery for part of the week (CEC or Partner Provider), this is treated as **a copy record**. You must **not** create another record. Instead the NAMS system will have automatically created a Copy Record which you will find in 'Copy Records In' (application > admissions & leavers > copy records > copy records in). Copying In makes the child current on your system. NAMS will make the First Nursery record the Main record and the later one will become a Copy record.

- **FULL ENROLMENT – Step 2:** (For those who are NOT split placements): Once the pupil actually starts, you must fully enrol them ('Application > Admissions/Leavers > Accept/Reject Full enrolment' screen). **You must only do this after checking that the pupil has arrived.**

- **How to Remove or Reject a Record for a Nursery Pupil who is not now coming:** In NAMS move the Accepted status back to 'offered' and save then to 'Active' and save. This will remove the record from C+G.

- **REJECTED TRANSFERS:** If you see a message on your front screen of C+G advising you that an outgoing transfer has been rejected (Cancel a Leaver screen) you need to find where this pupil has gone, cancel as a leaver and mark as a leaver again to the correct destination. *Please do not ignore this message as some action needs to be taken.*

NAMS – SETTING THIS SESSION'S PATTERN OF ATTENDANCE

A pattern of attendance must be entered on NAMS for every child returning after the summer if they are attending with a new pattern. If they are to attend the same pattern this will carry forward from last session. However you do still need to enter SNA on the register (should not attend) in C+G (see below).
Any new children should have the correct pattern and start date entered on their record when marking as 'Accepted' in the 'Record Placement Decision' screen in NAMS.

Once they are fully enrolled to C+G, you can check their pattern of attendance is showing correctly in NAMS > Records/Edit > Hours Placement Tab

- Click add to list
- Click on Selected child by name
- Click on 'open' at foot of page
- Unlock padlock at foot of page (rhs)
- Click on 'hours placements' tab
- If the pattern needs to be changed click on 'Add' tab

- If necessary set the new attendance Pattern by clicking on time blocks. They will turn blue for funded hours (maximum 8 hours per day and 16 hours per week)
- Select 'Effective from' date from 17th August onwards (remember to double click on calendar to input date)
- Click Save
- Click Proceed

There is a limit of 2 weeks after the child's start date for making changes to the attendance pattern.

If you are outwith this period you will not be able to add a new pattern or change an incorrect pattern. However, you can add in a new pattern from a new date.

To add in a pattern more than 2 weeks back you would have to email details to The Early Years Team earlyyears@edinburgh.gov.uk and we would make the change for you

SETTING SNA (should not attend) FOR ALL NURSERY CHILDREN

THIS REQUIRES TO BE DONE USING C+G:

In C+G go to: Application > Attendance > Planned Patterns > Set SNA.

Please follow this link to see all Help Pages for how to Set or Clear the SNA using Planned Patterns in C+G.
Download 'Set SNA' and 'Clear SNA'.

This enters SNA on to the register allowing the teacher to know whether to expect the child in the nursery at any particular time.

ASSIGN OPTIONS, CLASS AND REG GROUP:
- **In C+G** assign the Options and Class using application > this session > timetable > options > Assign Individual Options.
- Click on the relevant child and on the right of the screen use the drop down arrow to assign the Nursery curriculum in the long box. Then enter the Class in the small box on the far right. Save.
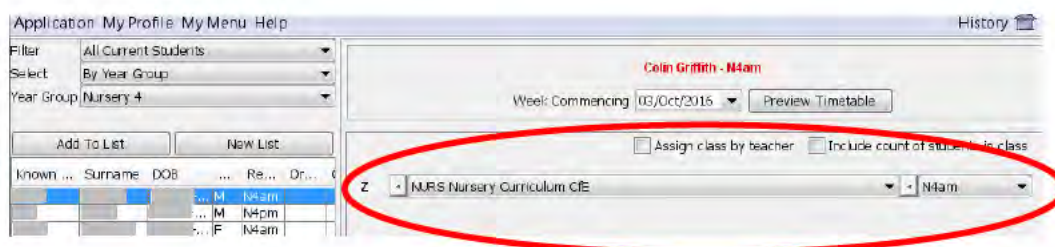
- No go to records > Edit and assign the Reg Group (which will be the same name as the Class). Save.

This is the final stage of the set up and will ensure that the child appears on the correct register when printing these off from Primary Register Print screen.

You should also check that all the address and contact details are still up to date now that the child has started in your nursery. Any changes must be recorded in Records > Edit screen.