



A&T Back Office

Process Periods and Vacancies

Process periods define the start and end time of the mini application rounds that can be used to process in year admissions. They are defined via the **Process | Transfer Groups | In Year** tab.

After setting up process periods, you can record vacancy numbers at schools for the process periods as they arise throughout the year. Vacancies are added via **Bases | All Bases | PAN & Vacancies**.

NOTE: The coordination of in year applications between neighbouring Local Authorities will be most effective if their process periods are coordinated.

How Many Process Periods?

Vacancies are logged against process periods. To enable vacancies to be kept up to date, at least one process period must be added to cover the whole academic year.

Using Multiple Process Periods

Multiple process periods enable you to use the **Make Offers** and **Resolve Offers** processes for in year transfer applications.

Even if your Local Authority plans to allocate all in year places manually, Capita One still recommend that you define multiple process periods, enabling you to manage vacancies and allocations more effectively.

If multiple periods are used, they must be set up so that when an application closing date passes the next one starts immediately. This enables applications to be made at any time.

- **Make Offers** is run once for each process period.

- **Resolve Offers** can be run multiple times for each process period.
- **Final Allocation** is run once for each process period.

Using a Single Process Period

Local Authorities that plan to allocate all places manually only need to define one process period. However, only one set of vacancy information can be logged for a process period, therefore these Local Authorities will have to overwrite the vacancy information each time.

NOTE: In order to allocate places manually, the **Exceptional** check box must be selected for the preferences.

A single process period could have, for example, a start date and time of 01/09/2013 00:01, application closing date of 31/08/2014 23:58 and offer date of 31/08/2014 23:59.

Adding Process Periods

1. Select **Process | Transfer Groups | In Year**. to display a list of any existing process periods.
2. Click the **Add Process Period** hyperlink to display the **Starting**, **Closing** and **Offer** date and time fields.

Starting Date: dd/mm/yyyy 00:01
Closing Date: dd/mm/yyyy 17:00
Offer Date: dd/mm/yyyy 00:01

3. Enter the dates and times.

Period	Starting Date	Closing Date	Offer Date		
1	01/09/2013 00:01	07/09/2013 17:00	11/09/2013 00:01	Edit	Delete
2	08/09/2013 00:01	14/09/2013 17:00	18/09/2013 00:01	Edit	Delete
3	15/09/2013 00:01	21/09/2013 17:00	25/09/2013 00:01	Edit	Delete

Cancel Save

4. Click the **Save** button to display the new process period on the **In Year** tab.
5. Add subsequent process periods as appropriate.

Process periods cannot overlap:

- The **Starting** date of one period cannot fall between the **Starting** and **Application Closing** dates of another.
- The **Offer** date of one period cannot fall between the **Start** and **Offer** dates of another process period.

Period	Starting Date	Closing Date	Offer Date		
1	01/09/2013 00:01	07/09/2013 17:00	11/09/2013 00:01	Edit	Delete
2	08/09/2013 00:01	14/09/2013 17:00	18/09/2013 00:01	Edit	Delete
3	15/09/2013 00:01	21/09/2013 17:00	25/09/2013 00:01	Edit	Delete

Add Process Period

Period numbers are generated automatically and increment by one when a new process period is added.

Click the **Delete** hyperlink to remove incorrectly added process periods. A process period cannot be deleted if any vacancy data is recorded against it.



Vacancies

Before running the in year offer processes or manually allocating children who have made in year applications, vacancies must be recorded at the receiver schools. They should be updated throughout the year as new vacancies arise.

Prerequisites

Before vacancies can be recorded, you must ensure that:

- The bases for which you wish to record vacancies have been added as receivers in sub groups of the in year transfer group via **Process | Transfer Groups | Sub Groups**.
- Process periods have been defined via **Process | Transfer Groups | In Year**.

NOTE: Capita One recommend that vacancies are recorded before the application closing date for the selected process period.

Recording Vacancies

1. Select **Bases | All Bases**, select a base, then select the **PAN & Vacancies** tab to display the PAN details for the base.
2. Enter the **Application Closing Date** for the process period for which you wish to add vacancy numbers (a corresponding process period is auto-suggested), or select a process period by clicking the browse button.

NCY	9	10	11	12	13
PAN	240	240	240	180	180
Band	Add	Add	Add	Add	Add

NCY	9	10	12	13
Nos.	5	4	3	1

Vacancies tab:

In this example, NCY 11 has no vacancies.

NCY	9	10	12	13
Nos.	5	4	3	1

NOTE: By default only current and future process periods are listed in the **Process Period** browse. Deselect the **Show Current/future Periods** check box on the browse to include process periods in the past. This enables you to view a historical record of vacancies.

3. Enter the current vacancy numbers.
 4. Click the **Save** button.
- The vacancy numbers are now displayed on the PAN &

- Any NCYs without a vacancy number are assumed to have zero vacancies for that process period. When the offer routines are run, no students will be allocated for these NCYs.
- When vacancy data has been entered and saved for a process period, only the NCYs for which vacancies have been added are displayed. Click the **Edit** hyperlink to add vacancies for other NCYs.
- If a process period where the offer date is in the past is selected, then the vacancy information is read-only.
- In Local Authorities that only define one process period for an academic year, the historical record only includes the latest data entered for each academic year rather than a breakdown of vacancy data as it changes through the year.