



A&T Back Office

Setting up Sub Groups

Sub Groups enable the efficient coordination and resolution of all student places within a Local Authority.

In order to be able to handle the coordination of all available school places at all admissions authorities, Local Authorities can define oversubscription criteria for specific sub groups of receiver schools within a transfer group, such as voluntary aided schools, which, being the responsibility of Own Admission Authorities (OAA) may have different criteria to those schools for which the Local Authority is the admissions authority.

Each sub group has its own appropriate receivers, set of oversubscription criteria and special reason codes.

NOTE: Local Authorities should consider setting up one sub group for each receiver. This enables oversubscription criteria to be defined separately for each school, thus enabling maximum flexibility if these need to be changed. Although the initial setup of these sub groups will be time consuming, they can be copied from year to year by using the **Copy Transfer Group** function.

Adding a New Sub Group

1. Select **Process | Transfer Groups | Sub Groups**.
2. Click the **Add Sub Group** hyperlink to display the sub group options dialog.
3. Enter the **Sub Group Name** and select the appropriate check boxes:

If the **Maintain Waiting List** check box is selected, then when the **Final Allocation** routine is run, children with applications to this sub group who have a **No Offer** status have this changed to **Waiting List**.

Selecting the **Edit Rank** check box enables the rank of students who have expressed preferences at the receiver bases for this sub group to be edited (ranking is edited on **Manage Allocation | Offer Scheme**). These bases are Own Admissions Authorities (OAA).

Selecting the **Use Feeder Link** check box enables the use of the **Feeder Receiver** process to support allocation within this sub group.

Selecting the **Use Flag Catchment** check box enables the use of the **GIS Catchment** process or **Postcode Catchment** process to support allocation within this sub group.

If the **Hide in School Admissions Portal** check box is selected, then when a Portal user who is mapped to a base which is part of this Sub Group logs in, they will not be shown any active applications for this base.

Selecting the **Do Not Include in Offer Processing** check box enables schools within the Local Authority that are not part of coordination to be ignored by the **Make Offers** and **Resolve Offers** routines, and makes them invisible to parents using A&T Online. Typical examples of these are Independent Schools, Pupil Referral Units etc.

4. Click the **Save** button.
5. Repeat steps 2-4 to add additional sub groups to the transfer group and add them to the list on the **Sub Groups** tab. The number of sub groups added is indicated on the tab label.

Sub Group Name	No. Receivers	Edit Rank		
Sub Group 1	0	Yes	Delete	View Details
Sub Group 2	0	No	Delete	View Details
Sub Group 3	0	No	Delete	View Details

6. Click the **View Details** hyperlink to edit the **Details** entered in step 3, and to add **Receivers**, **Oversubscription Criteria**, **Special Reasons** and **Additional Online Parameters** to a sub group.



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Adding Receivers

Receivers are the schools children are applying to. All receivers in a sub group have the same oversubscription criteria.

To add receivers to a sub group:

1. On the **Sub Groups** tab, click the **View Details** hyperlink for the sub group.
2. Click the **Edit** hyperlink in the **Receivers** section.
3. Select the **Home LA** bases, **All Bases** or **Other LA** bases radio button.
4. Enter or select the **Base Name** or **School No**, **Base Type** or **Base Control**.
5. Click the **Search** button to display a list of receivers meeting the search criteria.

If any of these receivers have already been selected for this sub group they are listed first with their check boxes selected, followed by the other available receivers. The two sets of receivers are separated by a thick brown line.

- Click the **Show Available First** hyperlink to display the receivers that have not yet been selected (but that meet the search criteria) at the top of the list.
- Click the **Show Selected First** hyperlink to display the selected receivers at the top of the list (the default).

6. Select or deselect the check boxes to add or remove the receivers from the transfer group.

7. Click the **Save** button.
8. If necessary, carry out the search again using different criteria to add more receivers to the transfer group.

NOTE: A receiver can only be associated with one sub group for each transfer group.

Setting Oversubscription Criteria

Oversubscription criteria are used to rank students' preferences when bases are oversubscribed. These criteria are held against receivers via the sub groups with which they are associated.

Oversubscription criteria are added via the **Oversubscription Criteria** section of the **Sub Group Details**.

1. Click the **Edit** hyperlink to display the criteria.
2. Enter the priority order number for each criterion you wish to use.

NOTE: The priority order must start at 1 (highest priority) and use consecutive numbering.

3. Click the **Save** button.

IMPORTANT NOTE: Amending the oversubscription criteria after the offer routines have been run may reset the allocations. For in year transfer groups, this resets allocations for students with an application status that is not **CLOS** (Closed/Completed).

Defining Special Reasons

Up to three special reasons can be used as extra oversubscription criteria. These enable Local Authorities to define and prioritise more precise criteria if necessary, for example to distinguish between different medical reasons.

Within each special reason a group of codes can be added. For example, a special reason of **Medical Reasons** might consist of a list of different medical reasons, all with weights assigned. Ranking proceeds according to the priority order of the special reasons within the selection criteria, then by the weight of the codes within the reasons. A weight of 1 has the highest priority.

Special reason codes are defined via the **Administration | Applications | Special Reasons** tab and can be added to the special reasons when the **Oversubscription Criteria** have been chosen. For more information, see the **Setting Oversubscription Criteria** section in this reference guide.

Adding Codes

1. Click the **Add Codes** hyperlink to open the **Choose Special Reason Codes** window, displaying the codes defined for that special reason.
2. Select the check boxes for the codes you wish to use.
3. If you want these special reason codes to be available for applicants to select online, select the **View O/L** check boxes.
4. Click the **Save** button and close the window.



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Online Code Labels and Descriptions

If any of the special reason codes are to be available for online applicants to select, you must add labels and descriptions.

Click the **Edit** hyperlink for a special reason and enter a label and clear description that will enable the online applicants to easily understand them and choose an appropriate option.

- Avoid the use of any jargon, internal codes or abbreviations.
- If more than one code has been added for a special reason, applicants must select a code from a drop-down list, so it may be appropriate to include this information in the description.

Setting Additional Online Parameters

The **Additional Online Parameters** section of the **Sub Group Details** enables the setting of options for each sub group that are available when an online applicant selects a receiver from that sub group.

Online Memos

Four memos are available from the drop-down list.

These memos are displayed in the online software to assist applicants when they are selecting preference reasons for the receiver.

1. Click the **Edit** hyperlink to display the memo editor.
2. Enter and format a suitable message.
3. Click the **Save** button.

Medical Question: This explains the Local Authority's policy regarding medical reasons, and informs them that they may need to supply extra evidence.

Other Reasons Supporting Text: This explains that the applicant can select this if their reasons for preference are not covered fully by the onscreen options, and informs them that they will be able to explain their reasons fully on the next page.

Oversubscription Criteria: This gives an overview of the criteria and explains how applicants should select them appropriately.

Sibling Question: This displays the question that asks an online applicant whether or not their child has a sibling at the preferred school. An example is given below. Further text should be added to include your Local Authority's definition of who is considered to be a sibling for the purposes of school admissions.

Example: "Does your child have a sibling who will still be attending the school when your child starts?"

Preference Reasons Displayed Online

This section of the **Additional Online Parameters** determines whether or not each preference reason is available on screen for an applicant to select. The reasons correspond to the **Applicant Reasons**

displayed in **Students | Applications | Application Details | Preferences | View Reasons**.

1. Click the **Edit** hyperlink.
2. Select or deselect the check boxes as appropriate.
3. Click the **Save** button.

If a check box is selected, the appropriate label and check box or selector is displayed online for all receivers in this sub group.

- By default all the check boxes are selected except **Staff Child**. Deselect those that you do not wish to be available for applications to this sub group.
- The **Other Reasons** memo is always displayed online.
- If the **Do not consider for Mainstream** check box is selected, it is only displayed online for bases that use either **Ability** or **Aptitude** banding. If an applicant selects this but has not indicated a **Specialist** school (for **Aptitude** banding) or **Selective** school (for **Ability** banding) as a reason for preference, a warning message is displayed.

NOTE: Named School is not available as a preference reason because this information is derived from the fact that the parent claims that their child has a statement.

All other online parameters are set for the Local Authority as a whole, and are managed via **Administration | Applications | Online Parameters**.