

Capita



Admissions In-Year Dashboard

Professional Services

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Introduction

The Admissions in Year Dashboard is designed to provide a set of reports to manage In-Year Admissions, without the need of using further spreadsheets or reports to modify that information. Therefore, this should serve as a complete dashboard to help manage applications and work within the Admissions Code of Practice.

The report is split into 5 sections:

- [Applications](#) contains high level about current open applications.
- [E-Applications](#) Overview of e-applications that need to be processed.
- [Manage School's](#) summaries of applications by school.
- [Capacity](#) summary of potential places in schools.
- [Statistics](#) summary reports to review time taken, reasons for application etc.

Benefits of the report

- Reduce time and maximize productivity
- One version of the truth
- The ability to Self-Serve
- Consolidating reports
- Multi-audience reporting
- Reduce GDPR risk of data
- Can be customised

Parameters

When the report is first displayed, you will see a list of parameters:

Pick Admissions Group ▼

- (Select All)
- AT North
- AT Primary
- AT Secondary
- AT South

Schools can be organised via Base Group, this means that you can review you data by phases, districts to suit your needs.

The reports also calculate school days taken to process and display with a traffic light grading; this is done by reference key schools in your database with maintained calendars.

Application

Lists key information for the open applications entered.

Sample Output

Pick Admissions Group: AT Primary, AT Secondary View Report

Capita **Open Cases Tracker** AT Primary
AT Secondary

Applications
E-Applications
Manage
Capacity
Statistics

Cases Not Offered (School Days)

| YEAR | Green | Red |
|------|-------|-----|
| 2023 | 19 | 6 |

| NCY | Total |
|-------|-------|
| 2 | 1 |
| 4 | 2 |
| 5 | 1 |
| 6 | 3 |
| 7 | 6 |
| 8 | 8 |
| 9 | 3 |
| 10 | 1 |
| Total | 25 |

Provisional or Offered

| NCY | Offer | Provisional | Total |
|-------|-------|-------------|-------|
| 7 | 2 | 3 | 5 |
| 8 | 1 | 0 | 1 |
| Total | 3 | 3 | |

All Open Cases being monitored (School Days)

| In Year Status | Total |
|-------------------------------|-------|
| A1-Pending | 18 |
| A2-Started | 1 |
| A3-ON Hold Missing Details | 2 |
| A4-Red Flagged | 2 |
| Acknowledge | 1 |
| B1-Processing | 2 |
| Comp-Closed on Waiting List | 1 |
| Comp-Offered Awaiting Start | 1 |
| Offered, waiting for response | 6 |
| Total | 39 |

Allocated Started School

Allocated and not started school within 14 days

| Year | NCY | Total |
|-------|-----|-------|
| Total | | |

- Pending and Processing cases on left
- All cases that are not closed
- Applications that where a place has been offered by the school or to a parent.
- Start school at the allocated school.
- Allocated a place in the last 14 days and have not started

Drill down trackers to view applications.

Tracker - Not Closed

| RA G | LAST Update | SURNAME | FORENAME | DOB | GEN DER | STUD ID | APP REFERENCE NO | Days to Process | DAYS OLD | TG YEAR | NCY | POSTCODE |
|------|-----------------|------------|--------------|------------|---------|-------------------------|----------------------|-----------------|----------|---------|------------|----------|
| G | 20-JUL-23KARENO | Abbot | John | 01-05-2010 | M | 8915192 | 820-2023-57-K-001627 | 56 | | 2023 | 9 | |
| G | 20-JUL-23KARENO | Agar | Owen | 04-06-2016 | M | 8919450 | 820-2023-57-K-001636 | 86 | | 2023 | 3 Z3 3CC | |
| | 27-OCT-23KARENO | Amarii | Tanya | 11-03-2009 | F | 8916615 | 820-2023-57-K-001643 | 83 | | 2023 | 10 Z1 1AB | |
| G | 27-OCT-23KARENO | Bear | Billie | 31-03-2012 | F | 8915268 | 820-2023-57-K-001621 | 128 | | 2023 | 7 MK43 ODR | |
| G | 27-OCT-23KARENO | Billal | Ali | 12-12-2010 | M | 8929952 | 820-2023-57-K-001635 | 0 | | 2023 | 8 MK41 6AS | |
| G | 30-OCT-23KARENO | Blake | Maggie | 30-01-2009 | F | 8927143 | 820-2023-57-K-001622 | 88 | | 2023 | 10 Z1 5CB | |
| G | 20-JUL-23KARENO | Bole | Kaiya-Louise | 10-04-2010 | F | 8917149 | 820-2023-57-K-001620 | 135 | | 2023 | 9 Z1 8CC | |
| | 20-JUL-23KARENO | Dog | Digby | 31-03-2013 | M | 8915292 | 820-2023-57-K-001624 | 119 | | 2023 | 6 MK43 ODR | |
| G | 20-JUL-23KARENO | Eroy | Yell | 12-12-2010 | F | 8930173 | 820-2023-57-K-001637 | 15 | | 2023 | 8 MK41 6AS | |
| G | 20-JUL-23KARENO | Evans | Benny | 10-10-2014 | M | 8903690 | 820-2023-57-K-001649 | 80 | | 2023 | 4 | |
| G | 27-OCT-23KARENO | Fuller | Thomas | 10-10-2011 | M | 8905206 | 820-2023-57-K-001644 | 55 | | 2023 | 7 Z1 5CD | |
| | 20-JUL-23KARENO | Grape | Gilbert | 31-03-2014 | M | 8929708 | 820-2023-57-K-001617 | 130 | | 2023 | 5 MK43 ODR | |
| G | 20-JUL-23KARENO | grape | Win | 12-12-2010 | F | 8929809 | 820-2023-57-K-001639 | 113 | | 2023 | 8 AL4 0EY | |
| G | 20-JUL-23KARENO | Greenhalle | John | 31-12-2011 | M | 8915290 | 820-2023-57-K-001614 | 126 | | 2023 | 7 MK43 ODR | |
| G | 20-JUL-23KARENO | Hamster | Blobby | 31-12-2014 | M | 8915288 | 820-2023-57-K-001615 | 0 | | 2023 | 4 MK43 ODR | |
| G | 20-JUL-23KARENO | Harryy | Fred | 12-12-2016 | M | 8929668 | 820-2023-57-K-001613 | 0 | | 2023 | 2 MK41 6AS | |
| | 27-OCT-23KARENO | Horton | Error | 12-12-2010 | M | 8930008 | 820-2023-57-K-001631 | 0 | | 2023 | 8 Z1 1AB | |
| | 20-JUL-23KARENO | Inyear | Joe | 12-12-2011 | M | 8929628 | 820-2023-57-K-001626 | 161 | | 2023 | 7 MK41 6AS | |
| G | 20-JUL-23KARENO | July | Billy | 12-12-2010 | M | 8930171 | 820-2023-57-K-001632 | 0 | | 2023 | 8 Z1 4AD | |
| G | 20-JUL-23KARENO | Monday | Kitn | 12-12-2010 | F | 8930174 | 820-2023-57-K-001645 | 0 | | 2023 | 8 MK41 6AS | |

E-application

The report displays incoming applications from the Citizen Portal that need to be processed.

Sample Outputs

The screenshot shows the Capita E-Applications dashboard. At the top left is the Capita logo. To its right is a teal header bar with the text 'E-Applications'. On the far right, there are two filter boxes: 'AT Primary' and 'AT Secondary'. Below the header is a navigation menu with four items: 'Applications', 'E-Applications' (which is highlighted with a blue border), 'Manage', 'Capacity', and 'Statistics'. The main content area is divided into six sections, each with a title and a small table:

- Activity in last 3 Days**: A table with columns 'SUBMIT STATUS' and 'Total'. The 'Total' row shows a value of 0.
- Multiple In-Year Cases**: A table with columns 'TG YEAR' and 'Total'. It shows 2 cases for the year 2023, with a total of 2.
- Unmatched Applications**: A table with columns 'NCY' and 'Total'. The 'Total' row shows a value of 0.
- Submitted in last 28 days**: A table with columns 'Total'. It shows 2 submissions for 2023, with a total of 2.
- Closed E-apps**: A table with columns 'Action OS' and 'Total'. The 'Total' row shows a value of 0.
- Discarded and Resubmitted in last 7 days**: A table with columns 'NCY' and 'Total'. The 'Total' row shows a value of 0.

Manage

In Year Cases Tracker

All Cases

| Status | Total |
|-------------------------------|-----------|
| A1-Pending | 18 |
| A2-Started | 1 |
| A3-ON Hold Missing Details | 2 |
| A4-Red Flagged | 2 |
| Acknowledge | 1 |
| B1-Processing | 7 |
| Comp-Closed on Waiting List | 1 |
| Comp-Offered Awaiting Start | 1 |
| Offered, waiting for response | 6 |
| Total | 39 |

Schools

| NAME | School | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Total | |
|--------------|--|----------|----------|----------|----------|----------|----------|-----------|-----------|----------|----------|-------|----|
| AT Primary | Leagrave Junior School | | | | | | 3 | 3 | | | | 6 | |
| | Parish Primary School | | 1 | | | | | 1 | | | | 2 | |
| | Potton Lower School (p4r) | | | | | | | 1 | | | | 1 | |
| | Putnoe Primary School (p4r) | | | 2 | 1 | 2 | 1 | 3 | | | | | 9 |
| | Rainbow Primary School (p4r) | | | 1 | | 1 | | | | | | | 2 |
| | Waters Edge Primary School (p4mt) | | 1 | | 1 | 1 | 3 | 4 | 3 | | | | 13 |
| AT Secondary | Green Abbey School | 1 | | | | | | 3 | 11 | 3 | 2 | 20 | |
| | John Bunyan Specialist Science School | | | | | | | | 1 | | 1 | 2 | |
| | Milland Girls School (Discrete) | 1 | | | | | | | | | | 1 | |
| | Millennium School (Aptitude) | 1 | | | | | | 1 | | 1 | | 3 | |
| | Risedale Community College (Fair Band) | | | | | | | | | | 1 | 1 | |
| Total | | 4 | 1 | 4 | 2 | 6 | 8 | 15 | 12 | 5 | 3 | | |

Capacity

| Phase | Row | School | DFE NO | YEAR | Type | NCY 0 | | NCY 1 | | NCY 2 | | NCY 3 | | NCY 4 | |
|--------------|-----|------------------------------------|--------|------|------|-------|---------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | | | | | PAN 0 | VAC Rec | PAN 1 | Vac 1 | PAN 2 | Vac 2 | PAN 3 | Vac 3 | PAN 4 | Vac 4 |
| AT Primary | 1 | Leagrave Infant School | 2081 | 2023 | INF | 10 | | 10 | | 10 | (1) | 10 | 4 | 10 | |
| AT Primary | 2 | Parish Primary School | 3456 | 2023 | PRI | 10 | 9 | 10 | 7 | 10 | - | 10 | - | 10 | (3) |
| AT Primary | 3 | Pinchmill School (p4mt) | 2041 | 2023 | PRI | 10 | | 10 | 7 | 10 | 1 | 10 | (2) | 10 | (4) |
| AT Primary | 4 | Potton Lower School (p4r) | 2042 | 2023 | PRI | 10 | | 10 | 8 | 10 | (5) | 10 | (5) | 10 | (3) |
| AT Primary | 5 | Priory Primary School (p4t) | 2043 | 2023 | PRI | 10 | | 10 | 3 | 10 | (9) | 10 | (7) | 10 | (6) |
| AT Primary | 6 | Putnoe Primary School (p4r) | 2044 | 2023 | PRI | 10 | | 10 | 6 | 10 | (3) | 10 | (1) | 10 | (6) |
| AT Primary | 7 | Queen's Park Primary School (p4mt) | 2045 | 2023 | PRI | 10 | | 10 | - | 10 | (4) | 10 | (1) | 10 | 1 |
| AT Primary | 8 | Rainbow Primary School (p4r) | 2049 | 2023 | PRI | 10 | | 10 | 4 | 10 | (6) | 10 | (3) | 10 | (9) |
| AT Primary | 9 | Renhold Primary School (p4mt) | 2949 | 2023 | PRI | 10 | | 10 | 5 | 10 | (4) | 10 | (7) | 10 | (2) |
| AT Primary | 10 | Rice Trevor School (p4mt) | 2050 | 2023 | PRI | 10 | | 10 | 8 | 10 | (4) | 10 | (3) | 10 | 2 |
| AT Primary | 11 | Riseley School (p4t) | 2052 | 2023 | PRI | 10 | | 10 | 6 | 10 | (5) | 10 | (4) | 10 | (4) |
| AT Primary | 12 | Robert Peel Primary School (p4t) | 2053 | 2023 | PRI | 10 | | 10 | 8 | 10 | 5 | 10 | (1) | 10 | 1 |
| AT Primary | 13 | Roxton School (p4r) | 2054 | 2023 | PRI | 10 | | 10 | 5 | 10 | (1) | 10 | (3) | 10 | (5) |
| AT Primary | 14 | Russell School (p4r) | 2055 | 2023 | PRI | 10 | | 10 | 5 | 10 | (3) | 10 | 2 | 10 | (2) |
| AT Primary | 15 | Waters Edge Primary School (p4mt) | 2001 | 2023 | PRI | 30 | 29 | 30 | 22 | 30 | 13 | 30 | 11 | 30 | 20 |
| AT Primary | 16 | Leagrave Junior School | 2080 | 2023 | JUN | - | | - | | - | | 10 | 4 | 10 | (11) |
| AT Secondary | 17 | Green Abbey School | 4321 | 2023 | SEC | 10 | | 10 | | 10 | | 10 | | 10 | 9 |

- Applications
- E-Applications
- Manage
- Capacity**
- Statistics

- Yellow highlights where there may be room based on an admission number for each year
- Drill down included Children on roll, places offered and SEN placements.

Green Abbey School

| STUD ID | FORENAME | SURNAME | DOB | NCY | SEN STAGE | START DATE | END DATE | TYPE OF REG | A&T Offer | REGISTERED | GUEST | DUAL COUNT | SEN PLACE | Other Sch Hist |
|---------|----------|------------|------------|-----|-----------|------------|----------|-----------------|-----------|------------|-------|------------|-----------|----------------|
| 8916497 | Allah | Abbey | 26/05/2012 | 7 | | | TBC | 5-Offered-CWL | | 1 | 0 | 0 | 0 | 0 |
| 8929730 | Allah | Abbestone | 26/05/2012 | 7 | | 01/09/2023 | | 4-SchHist | | 0 | 0 | 0 | 1 | 0 |
| 8905118 | Veronica | Abrams | 29/12/2011 | 7 | | 01/09/2023 | | 4-SchHist | | 0 | 0 | 0 | 1 | 0 |
| 8903255 | Craig | Adams | 15/01/2012 | 7 | | 01/09/2023 | | 4-SchHist | | 0 | 0 | 0 | 1 | 0 |
| 8906899 | Kent | Alexander | 21/11/2011 | 7 | | 01/09/2023 | | 4-SchHist | | 0 | 0 | 0 | 1 | 0 |
| 8888930 | Craig | Bond | 18/09/2011 | 7 | E | 01/09/2010 | | 6-Placement-ORD | | 0 | 0 | 0 | 0 | 1 |
| 8888930 | Craig | Bond | 18/09/2011 | 7 | E | 01/09/2010 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8926519 | Suriya | Brandt | 18/12/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8928523 | Denise | Daymond | 17/11/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8920441 | Hartley | Di-Martino | 15/11/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8916955 | Katy | Gosney | 20/02/2012 | 7 | | 01/09/2023 | | 4-SchHist | | 0 | 0 | 0 | 1 | 0 |
| 8915290 | John | Greenhalle | 31/12/2011 | 7 | | 17/02/2023 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8925572 | Soroush | Halliday | 07/12/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8919287 | Andleeb | Hutchinson | 24/11/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8923589 | Akshayaa | Kromholc | 01/12/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8926729 | Nataniel | Murray | 06/12/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8895679 | Mai | Phan | 12/06/2012 | 7 | S | 01/09/2002 | | 6-Placement-ORD | | 0 | 0 | 0 | 0 | 1 |
| 8895679 | Mai | Phan | 12/06/2012 | 7 | S | 01/09/2002 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8928003 | Ciaran | Rackham | 08/10/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 8925829 | Rosie | Washington | 14/12/2011 | 7 | | 01/09/2021 | | 1-Reg | | 0 | 1 | 0 | 0 | 0 |
| 18 | | | | | | | | | | 1 | 12 | 0 | 5 | |

Statistics



In Year - Statistics

2022

Applications

E-Applications

Manage

Capacity

Statistics

Applications

- [A1 - Summary Application to process](#)
- [A2 - Time taken to Process by School](#)
- [A3 - Leaving LA school](#)
- [A4 - Applications by Reason](#)
- [A5 - Applications by School](#)
- [A6 - All Data](#)

Offers

- [O1 - Time Taken to Allocate](#)
- [O2 - Allocations by School](#)
- [O3 - Allocations by Reason](#)
- [O4 - Allocations by Preference](#)

Focus Areas

- [F1 - Applications from Abroad](#)
- [F2 - Fair Access](#)
- [F3 - Appeals](#)
- [F4 - Manage Moves](#)
- [F5 - Started Allocated School](#)
- [F6 - Not Started at Allocated School](#)

- Applications, summary for time taken from start to finish
- Time taken with school
- School losing children
- Applications by reason
- Schools gaining children
- Variations on allocations
- Focus Areas

The focus areas are customised to suit you LA's business process for these areas.

Example A1:

In Year Applications Statutory Summary

Primary Applications

| Month of App Start | STUD ID | SURNAME | FORENAME | NCY | FAP | App Start | School Days to Process | Working Days to process | | | Provisional Offer | Divert | OAA PREF | Address LA | Home LA | Application Status | Wa | |
|--------------------|---------|---------|----------|-----|-----|------------|------------------------|-------------------------|--------|---------|-------------------|--------|----------|------------|---------|--------------------|----|--|
| December | 6 | | | | | | Average | 0.67 | 7.83 | Average | Total | 0 | 0 | 0 | | | | |
| January | 8915288 | Hamster | Blobby | 4 | F | 23/01/2023 | 0 | 0.00 | | | 0 | 0 | 0 | 820 | 820 | PEND | | |
| | 8915291 | Snail | Brian | 6 | F | 13/01/2023 | 0 | 0.00 | | | 0 | 0 | 0 | 820 | 820 | OFFW | | |
| | 8929708 | Grape | Gilbert | 5 | F | 23/01/2023 | 18 | 18.00 | | | 0 | 0 | 0 | 820 | 820 | OFFW | | |
| | 3 | | | | | | Average | 6.00 | 6.00 | Average | Total | 0 | 0 | 0 | | | | |
| February | 1 | | | | | | Average | 106.00 | 123.00 | Average | Total | 0 | 0 | 0 | | | | |
| March | 2 | | | | | | Average | 59.50 | 59.50 | Average | Total | 0 | 0 | 1 | | | | |
| April | 1 | | | | | | Average | 2.00 | 11.00 | Average | Total | 0 | 0 | 0 | | | | |
| July | 2 | | | | | | Average | 0.00 | 17.00 | Average | Total | 0 | 0 | 0 | | | | |
| August | 1 | | | | | | Average | 0.00 | 0.00 | Average | Total | 0 | 0 | 0 | | | | |