

POD Pending Enrolments

POD Pending Enrolments is the functionality that allows you to enter new Junior Infants for the coming academic year. Pending Enrolments can be accessed from the left hand menu on POD (Fig 1)

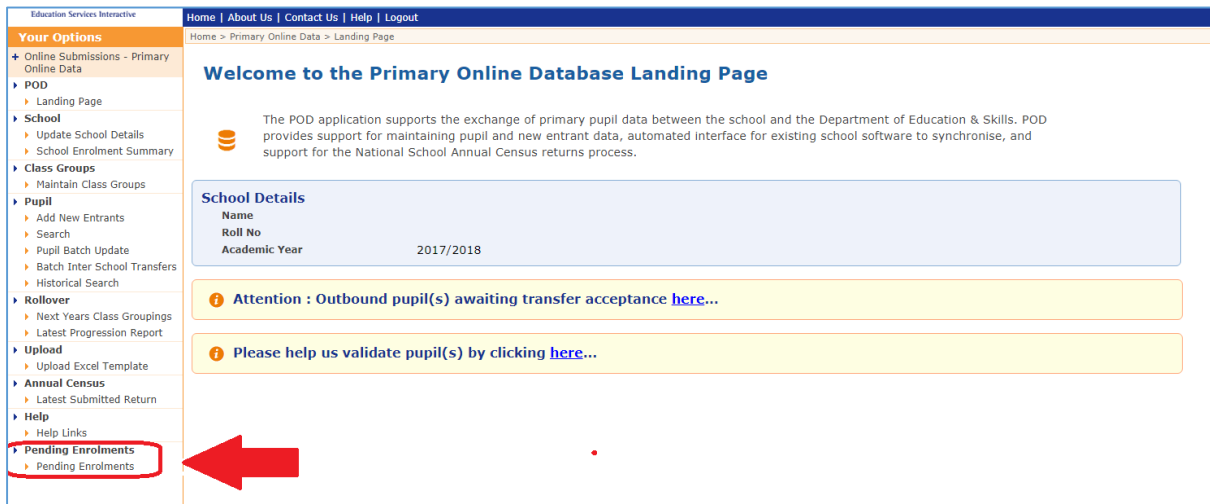


Fig 1

Creating a Pending Enrolment

If you have not yet entered any Pending Enrolments, clicking on the Pending Enrolments link will bring you to a page which states the year you are entering these pupils for (in this case 2018/2019) and states “To Create a pending enrolment click here” (Fig 2)

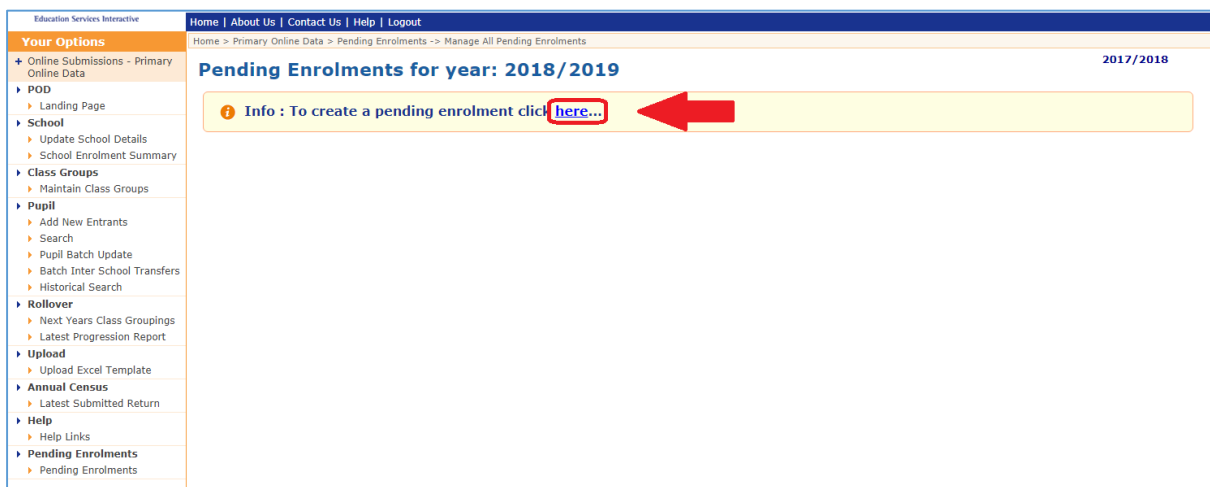


Fig 2

Clicking on the “here” will bring you to the “Add New Pending Enrolment” screen. This is almost identical to the “Add New Entrant” screen on POD, with two small differences. (Fig 3)

1. There is a “Status” field (red circle) This is automatically set to “Applied” when the enrolment is first created, but can later be changed to “Offered”, “Accepted” or “Declined”
2. The PPSN is a required field for Pending Enrolments. This is to facilitate the identification of pupils who have accepted a place in more than one school.

To add a new record simply enter in all the details and click “Save”

Fig 3

As you add Pending enrolments, they will appear on the main Pending Enrolment page (Fig 4)

PPSN	Name	Address
7933167D	Domhnaill Gleeson (02-07-2014)	NA, NA ...
7931913C	Derragh McCarthy (02-09-2013)	2 An Sráid, An Baile Beag ...
7929565Q	Michael Murphy (01-09-2013)	An Bóthar, An Baile ...
7937332H	Dolly Parton (13-11-2013)	NA, NA ...

Fig 4

Amending the Status of a Pending Enrolment

The enrolment status of each pending enrolment is automatically set to “Applied” when they are created. This status can be changed to “Offered”, “Accepted” or “Declined” as the pupil moves through the enrolment process.

The status can be changed individually, by going into a record and amending the status dropdown, or by changing it in bulk on the main Pending Enrolments page.

To change it in bulk, go to one of the status tabs on the Pending Enrolments page. (Fig 5) In this case, the “Applied” tab has been selected (green circle). Select the records whose status you wish to update using the tick boxes on the left hand side of the menu (red circle). You can then select what you would like the enrolment status to be changed to using the blue buttons at the bottom of the page (blue circle). I.e. if you wanted to change a number of pupil to “Accepted” then select the pupils using the tickboxes, then click the “Set to Accepted” button at the bottom of the screen.

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Home > Primary Online Data > Pending Enrolments -> Manage Applied Pending Enrolments

204590, Le Chéile National School, 2017/2018

Pending Enrolments for year: 2018/2019

Info : To create a pending enrolment click [here](#)...

All Applied

Applied Pending Enrolments

Filter results:

PPSN	Name	Address	
7933167D	Domhnall Gleeson (02-07-2014)	NA, NA ...	<input type="checkbox"/>
7931913C	Darragh McCarthy (02-09-2013)	2 An Sráid, An Baile Beag ...	<input type="checkbox"/>
7929565Q	Michael Murphy (01-09-2013)	An Bóthar, An Baile ...	<input type="checkbox"/>
7937332M	Dolly Parton (13-11-2013)	NA, NA ...	<input type="checkbox"/>

Showing 1 to 4 of 4 pending pupils

Set to Offered Set to Accepted Set to Declined

Fig 5

PPSN Conflicts

If you change the status of a record to “Accepted”, it turns PPSN Conflicts on for that record. This means that if a record with the same PPSN is down as having accepted a place in another school, you will receive a notification to say this. This notification will appear on the main Pending Enrolments page, and the child who is in conflict will have a notification beside their name (red circle). To view the details of the conflict, click on the “PPSN Conflicts” tab (green circle)

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Home > Primary Online Data > Pending Enrolments -> Manage All Pending Enrolments

2017/2018

Pending Enrolments for year: 2018/2019

Warning : Conflicts exist! To review click on the conflict tab below.

Info : To create a pending enrolment click here...

All Applied Accepted **PPSN Conflicts**

All Pending Enrolments

Filter results:

PPSN	Name	Address
Applied		
7933167D	Domhnall Gleeson (02-07-2014)	NA, NA ...
7937332M	Dolly Parton (13-11-2013)	NA, NA ...
Accepted		
7931913C	Darragh McCarthy (02-09-2013)	2 An Sráid, An Baile Beag ... In Conflict
7929565Q	Michael Murphy (01-09-2013)	An Bóthar, An Baile ...

Showing 1 to 4 of 4 pending pupils

Fig 6

The PPSN Conflict tab (Fig 7) will show you the details of the child whose PPSN is claimed twice, and the roll number of the school that the PPSN conflict is with. Clicking on the roll number of the other school will bring up the details of that school, so that you can make contact with them in order to resolve the conflict

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Home > Primary Online Data > Pending Enrolments -> Manage Accepted Pending Enrolments

2017/2018

Pending Enrolments for year: 2018/2019

Please note that this Conflict report can take up to 48 hours before changes are reflected.

All Applied Accepted **PPSN Conflicts**

Summary

Search:

Conflicting School	Pupil	Address
PPSN in conflict : 7931913C		
18563U	Private to School	
Us	Darragh McCarthy (02/09/2013)	2 An Sráid, An Baile Beag ...

Showing 1 to 2 of 2 entries

Fig 7

Please note that PPSN Conflicts between Pending Enrolments do not appear on the POD landing page- they can only be viewed from the Pending Enrolments page.

Importing Pending Enrolments Into POD

Before progressing your school to the 2018/2019 academic year, you will be asked to mark all pending enrolments either as “accepted” or “declined”. Once your school has progressed, the option to import pending enrolments will appear on the landing page of your school. (Fig 8)

The screenshot shows the 'Primary Online Database Landing Page'. On the left is a 'Your Options' menu with categories like 'Online Submissions - Primary Online Data', 'POD', 'School', 'Class Groups', 'Pupil', 'Rollover', 'Upload', 'Annual Census', and 'Help'. The main content area features a 'Welcome to the Primary Online Database Landing Page' message, a 'School Details' box showing 'Name', 'Roll No', and 'Academic Year' (2018/2019), and three yellow informational banners. The second banner, 'Attention: Pending Enrolments for year 2018/2019 awaiting POD processing here...', is circled in red.

Fig 8

Importing pending enrolments is similar to importing interschool transfers- you select the pupils that you wish to import using the tick boxes on the left and click the Blue “Import” button. (Fig 9) This will bring you to a page where you can select a Teacher/Class and an enrolment date for these records.

The screenshot shows the 'Process 2018 /2019 Pending Enrolments' page. It has a navigation menu on the left and a main content area with a table of pending enrolments. The table has columns for 'PPSN', 'Name', and 'Address'. The data is grouped into 'Accepted', 'Applied', and 'Offered' sections. A 'Filter results:' search box is located in the top right corner of the table area, circled in red. At the bottom of the page, there are 'Import' and 'Discard' buttons.

PPSN	Name	Address	
Accepted			
0942497P	Alexis Sanchez (10-12-2011)	Chillean, Gunner ...	<input type="checkbox"/>
0942497P	Alexis Sanchez (10-12-2011)	Chillean, Gunner ...	<input type="checkbox"/>
Applied			
1296075HA	Harry Kane (22-03-2011)	Tottenham, Spurs ...	<input type="checkbox"/>
0893501I	Adam Lallana (11-09-2011)	Englands, Finest ...	<input type="checkbox"/>
Offered			
1397255VA	Romelu Lukaku (22-10-2011)	Toffees, Merseyside ...	<input type="checkbox"/>
0841139AW	James Milner (22-03-2010)	Liverpool, Full Left ...	<input type="checkbox"/>

Fig 9

You can filter pupils in the pending enrolment list- for example only selecting pupils who have accepted a place- by typing in the “Filter Results” box in the top right corner of the list (red circle).

Once you have imported all the pupils who have officially enrolled in your school, any remaining pending enrolments should be selected and deleted by clicking the “Discard” button.