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)

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)
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”

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

![PPSN Conflict Tab](image1)

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.

![Conflict Details](image2)

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)

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.

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.