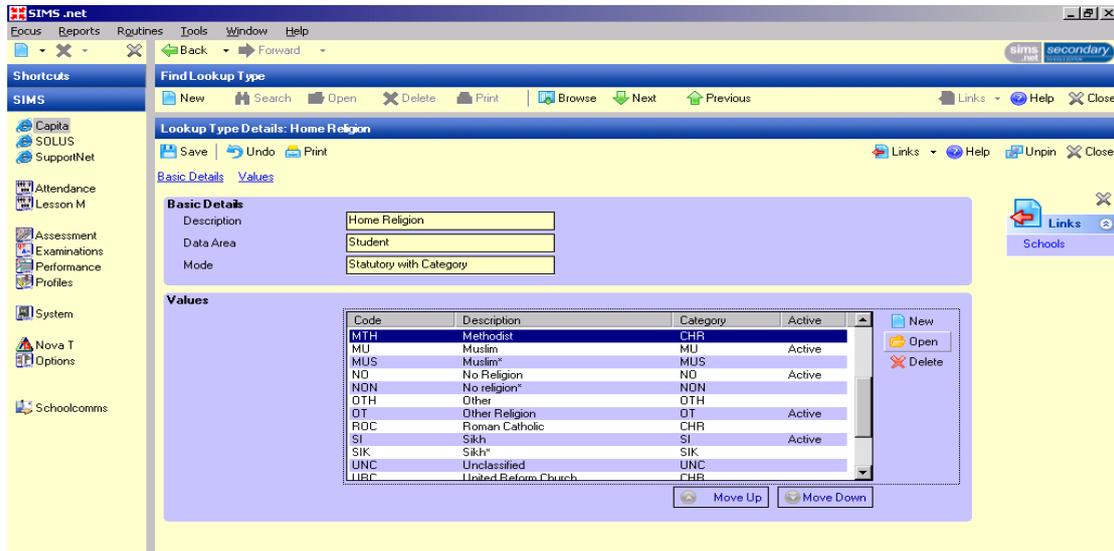


How to add Religious Codes in SIMS.net

In SIMS.net use **Tools | Lookups | Maintain** to open the **Find Lookup Type** browser. Click on **Search** or type in **Home Religion**, and click on **Open**.



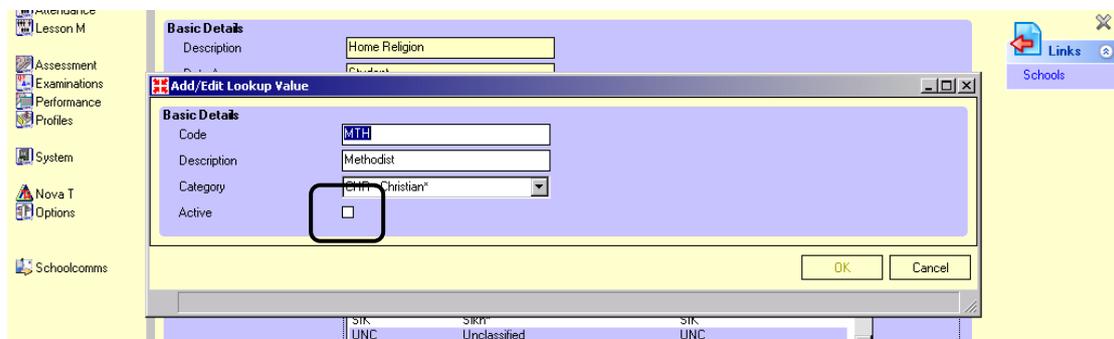
You will now see a list of religions that are available on your system. To comply with the requirements of SACRE we now need to edit some of the categories and add others.

Not all of the categories are listed as **Active**. Some religious affiliations might be listed more than once with one entry active and the other not. This is because at some time the codes have been 'updated'. To prevent problems in SIMS.net History, the old codes should be left on the system in case there are past pupils allocated to them.

Select the category you wish to activate and click on **Open**.

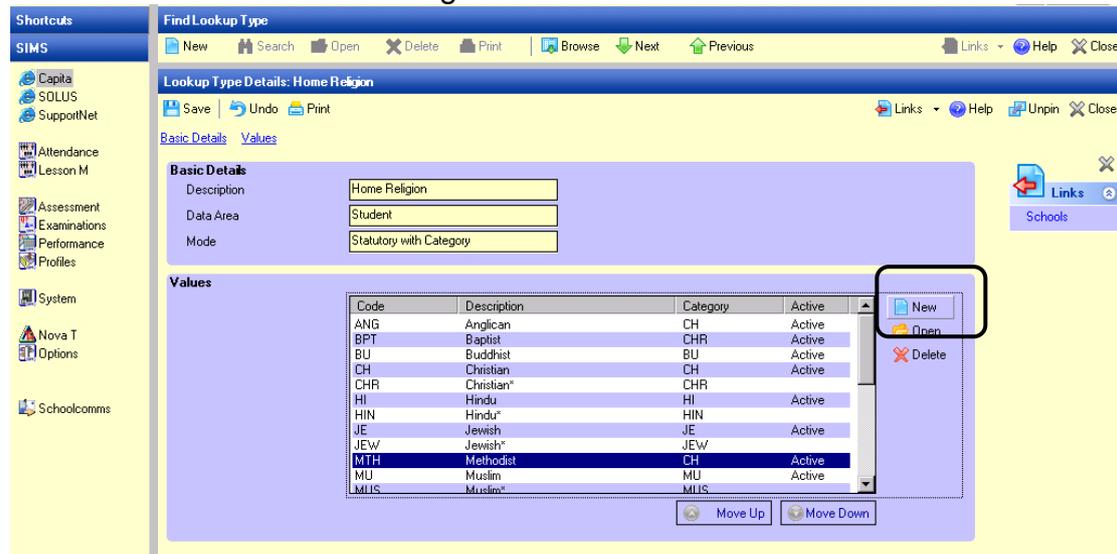
Editing a Category

Select the religious affiliation you want to edit and double click it to open it. In the example below the category **Methodist** is on the system, but not listed as active. Ticking the **Active** box will remedy this.

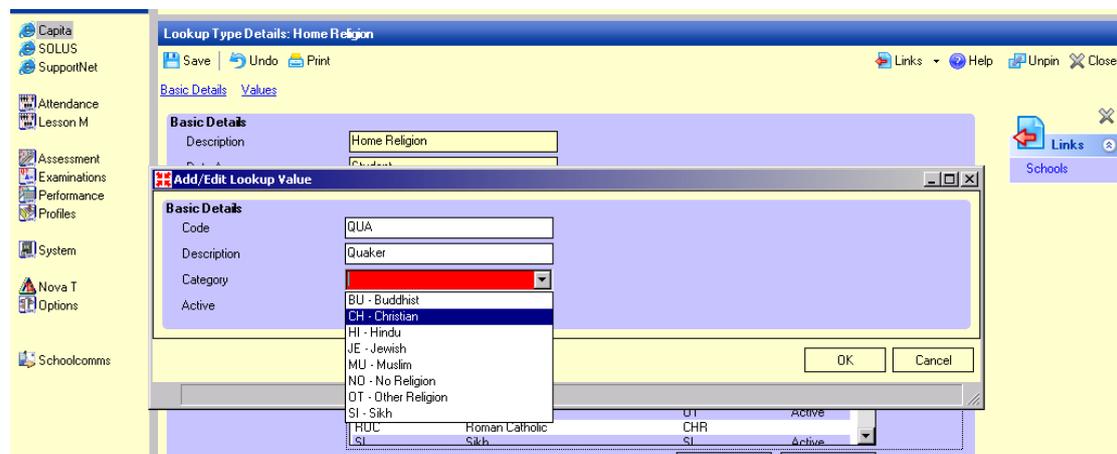


Adding a new Religious Affiliation

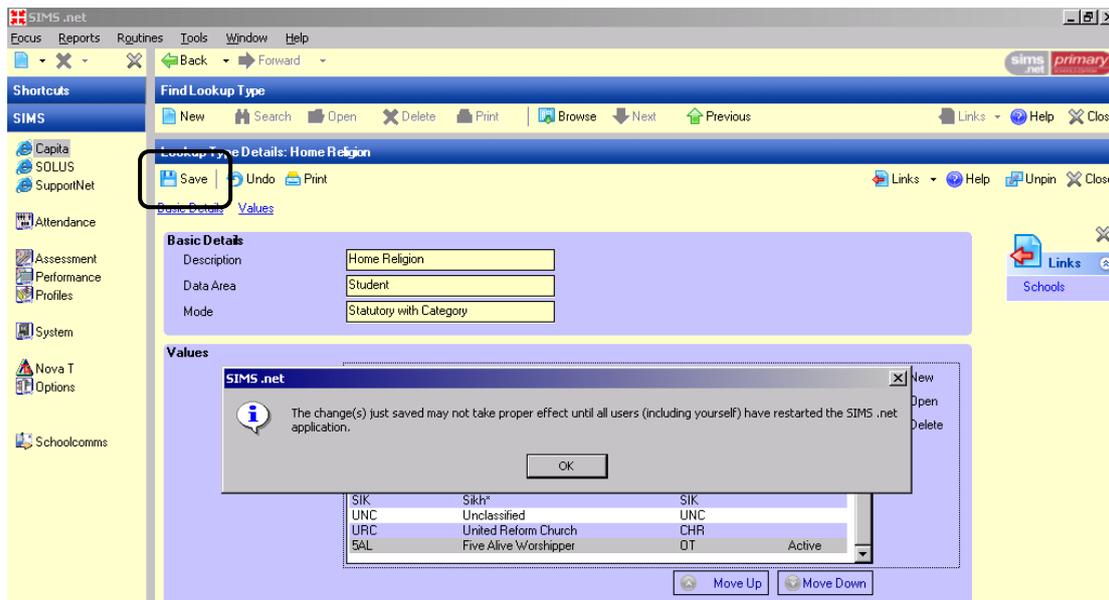
With the **Lookup Type Details** browser on the screen click on the **New** button to the RH side of the list of religious affiliations.



The **Add/Edit Lookup Value** box will appear. Type in the **Code** and **Description** as shown in the table supplied in the Appendix and click on the drop down arrow in the **Category** box to display the list. Old categories that are no longer use have an asterisk next to them. **DO NOT CHOOSE ONE OF THESE!**



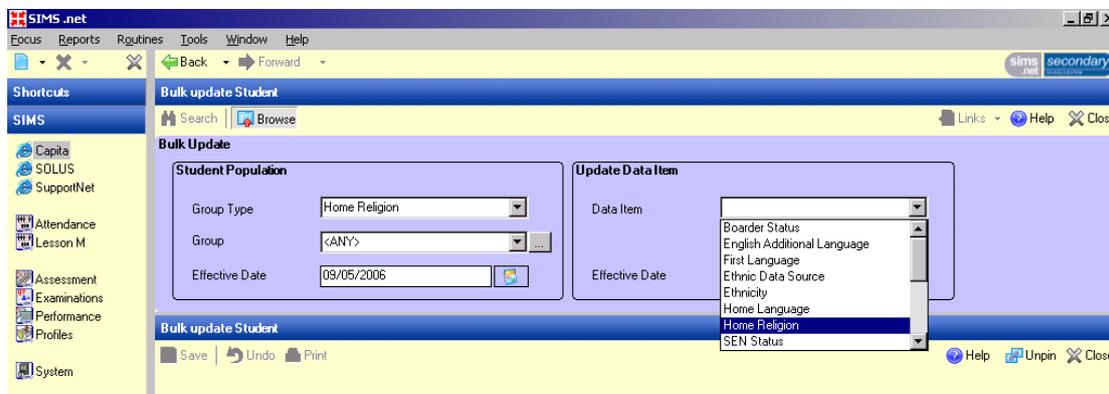
When you have entered in the information click on **OK** and the category you have added will appear in the list on your computer. You can carry on and add all the religious affiliations you require. When you have finished click on the **Save** button and the following warning will appear.



Even though you can see your 'new' religions in the list on the Lookups page, you have to close SIMS.net and log in again in order to be able to see the new religious affiliations in the list on the Pupil Details screen.

Bulk Update

You can amend pupils' Home Religion using Bulk Update. To access the Bulk Update screen select **Routines | Student/Pupil | Bulk Update**



Use the drop-down menus to select
Group Type - Home Religion
Group - <ANY> (for a whole school list)
Data Item - Home Religion
 Then click on **Search**

You can now see which Students have been assigned which religion, and change them if necessary.

Name	Year Group	Assigned	Iplst	Buddhist	Christian	Hindu	Humanist	Jain	Jedi Knight	Jehova
Abbot, Ben	8	Christian			✓					
Abbott, Mark	13	Christian*								
Abdelkoder, Mohamed	7	Other Religion								
Able, Aaron	13	Christian*								
Able, Matthew	11	Roman Catholic								
Abraham, Janey	10	Anglican								
Abraham, Jodie	12	Christian*								
Abraham, Uglymug	13	Christian*								
Abulaynichtr, Mark	10	No religion*								
Abulaynichtr, Warren	11	Jewish*								
Adams, Owen	7	Christian			✓					
Adams, Verly	11	Baptist	✓							

In the screen shot above you can see that several of the students in this school are assigned to religious affiliations that are no longer **Active** (they have an asterisk and an exclamation mark against them). This can be amended by clicking in the relevant cell on the screen.

Dealing with Invalid Codes in Bulk Update

To only display the students who have invalid codes for religious affiliation, choose **<INVALID>** as the **Group** in the **Bulk Update Browse** and click **Search**, as shown below.

Bulk Update

Student Population

Group Type: Home Religion

Group: **<INVALID>**

Effective Date: 09/05/2006

Update Data Item

Data Item: Home Religion

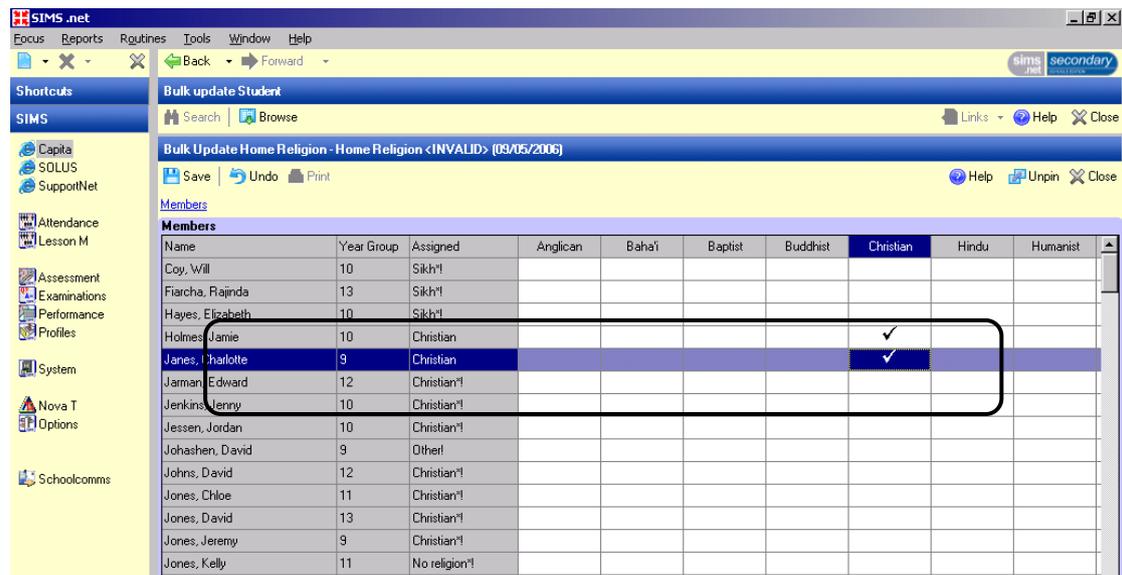
Effective Date: 09/05/2006

Bulk Update Home Religion - Home Religion <INVALID> (09/05/2006)

Only students with invalid categories are shown in the list. Their **Assigned** category next to their name has an asterisk and an exclamation mark against it.

Name	Year Group	Assigned	Anglican	Baha'i	Baptist	Buddhist	Christian	Hindu	Humanist
Coy, Will	10	Sikh*							
Dombrowsky, Nick	10	Muslim*							
Fiarcha, Rainda	13	Sikh*							
Fu, Hong	10	Other!							
Gromm, Harry	10	No religion!							
Hamel, Gemma	12	Other!							
Hansen, Joy	10	No religion!							
Harbar, Helen	9	Christian*							
Harcus, Karen	10	Muslim*							
Haro, Cory	12	Muslim*							
Hartwell, Lucy	9	Christian*							
Haseeb, Mo	10	Muslim*							
Hassing, Amy	10	Christian*							

Change their category to one that is valid. The valid categories are those shown in the columns. Click in the appropriate cell and you will see that the assigned category next to the student's name changes.



You can refresh the list by clicking on the **Save** button in the top LH corner. When you do this the system searches again for students with invalid categories and any to whom you have just issued a valid category will disappear from the list.

List of SACRE codes for Ealing schools

Code	Description	Category	Notes
BU	Buddhist	BU - Buddhist	To include Theravada, Mahayana
BAH	Baha'i	OT - Other religion	
ANG	Anglican	CH - Christian	Use for Church of England
BTP	Baptist	CH - Christian	
JHW	Jehovah's Witness	CH - Christian	
MTH	Methodist	CH - Christian	
MOR	Mormon	CH - Christian	Use for Church of Jesus Christ of Latter Day Saints
OR	Orthodox	CH - Christian	To include Russian, Greek, Armenian, Nestorian, Assyrian, Coptic, Ethiopian
QUA	Quaker	CH - Christian	
ROC	Roman Catholic	CH - Christian	
SVA	Salvation Army	CH - Christian	
SDA	Seventh Day Adventist	CH - Christian	
URC	United Reform Church	CH - Christian	
CH	Christian	CH - Christian	
HI	Hindu	HI - Hindu	To include ISKCON (International Society of Krishna Consciousness, i.e. Hare Krishnas), Shaiva, Vaishnava
HUM	Humanist	NO – No religion	
JAI	Jain	OT - Other religion	
JE	Jewish	JE - Jewish	
MSU	Sunni Muslim	MU - Muslim	
MSH	Shi'a Muslim	MU - Muslim	
MU	Muslim	MU - Muslim	
RAS	Rastafarian	OT - Other religion	
RAV	Ravidasian	OT - Other religion	
RF	Refused	RF - Refused	
SHO	Shinto	OT - Other religion	
SI	Sikh	SI - Sikh	To include Ramgharia, Singh Sabha, other Gurdwaras
PAG	Pagan	OT - Other religion	To include Druid, Odinism, Shamanism, Wicca
ZOR	Parsee/Zoroastrian	OT - Other religion	
NO	No religion	NO – No religion	To include agnostic, atheist
OT	Other religion	OT - Other religion	For example, African Traditional, Pantheist, Sai Baba