



## How to Record Selection Criteria (Full Licence)

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### Applicable to SIMS .net version

7.86 onwards.

### Permissions required

You will need to be a member of the Admissions Officer User Group in System Manager to record selection criteria.

Please see your System Administrator/Manager if you are not sure whether you have the required Permissions.

This help sheet is applicable only to those schools who are their own admissions authority and have purchased and applied an Own Admissions Authority Full Licence.

### Introduction

Following installation of the SIMS 2006 November Main Release, several improvements have been made to the admissions area of SIMS .net. For more information, please see the *Changes to Admissions in the SIMS 2006 November Release Guide* (SupportNet Resource Number 11696).

The Common Application Form received from parents should contain sufficient information for you to rank the applicants in line with your published selection criteria. In addition, you may have issued supplementary forms with additional questions for parents to complete. Using these forms, you can choose which selection criteria apply to each applicant and SIMS .net will automatically rank the applications depending on how the admissions policy has been set up.

Before being able to record selection criteria, you must import one or more Admissions Data Transfer (ADT) files containing a list of applicants to your school, together with their relevant known information. These applicants may be children who fall within the LA's catchment area or who have named your school as a preference on their Common Application Form. For more information, please see the *How to Import an ADT File help sheet* (SupportNet Resource Number 10727).

Once applicants have been added, you then record values against the previously defined selection criteria.

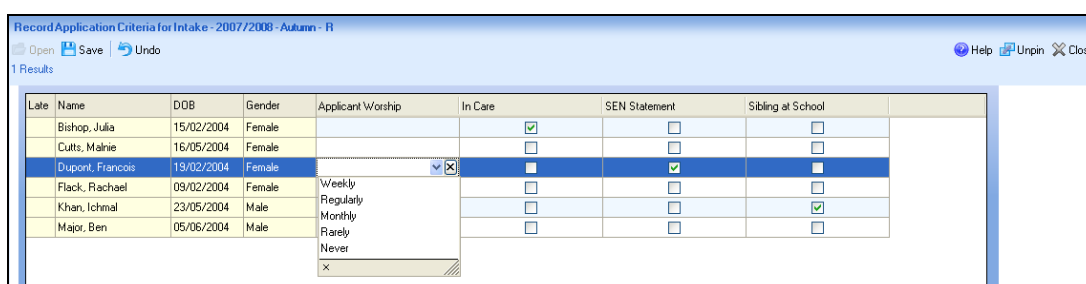
## Recording selection criteria

1. Select **Routines | Admissions | Record Application Criteria** to display the **Find Intake Group** browser.



Name	Admission Year	Admission Season	Year Group	Planned Admission	Status
2007/2008 - Autumn - R1	2007/2008	Autumn	Year R1	30	Active
2007/2008 - Integrated Year N2	2007/2008	Integrated	Year N2	3	Active

2. Search for then select the required intake group. The applicants within the selected intake group are displayed in the **Record Application Criteria** page.



Name	DOB	Gender	Applicant Worship	In Care	SEN Statement	Sibling at School
Bishop, Julia	15/02/2004	Female		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutts, Malnie	16/05/2004	Female		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dupont, Francois	13/02/2004	Female	Weekly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Flack, Rachael	09/02/2004	Female	Regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Khan, Ichmal	23/05/2004	Male	Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Major, Ben	05/06/2004	Male	Rarely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Never	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. For each applicant in the list, record the selection criteria as required. The following options are available:
  - Select or deselect check boxes where displayed to identify whether the criterion is true or false. For example, selecting the **Sibling in School** check box indicates that this criterion is true.
  - Select a value from drop-down list where available. For example, the **Applicant Worship** criterion displays a drop-down list of the frequency of worship.
  - Enter a value in a data entry criterion. For example, **Entrance Exam Results** requires the entry of the entrance exam result, such as **85**. Some criterion may extract data from Assessment Manager where recorded exam results will be used to automatically populate the criterion.

Use the scroll bar to move across to additional criteria as necessary.

*NOTE: If the horizontal scroll bar is not visible, either scroll down until the last applicant is visible or use the **Right Arrow** key to move along the selection criteria fields.*

4. Continue recording selection criteria until all the available information is complete. Click the **Undo** to undo all the changes made since the last save.
5. Click the **Save** button to save the information entered.

### For more information, please refer to:

- *SIMS .net Admissions Code of Practice – Own Admissions Authority handbook* (double-click **Other Handbooks** on the **Documentation shortcuts** panel in SIMS .net)
- *SIMS .net Admissions Code of Practice – Non Own Admissions Authority handbook* (double-click **Other Handbooks** on the **Documentation shortcuts** panel in SIMS .net)
- A range of admissions help sheet has been produced. Please enter **ADMISSHS** in the **Site Search** field of SupportNet to see a full list.

For access to all available help sheets, please click **Documentation** on the SupportNet home page (<http://support.capitaes.co.uk>), then select **Help Sheets** from the **Categories** drop-down list.

### Training courses

For information on training courses, please contact your SIMS Support Provider.

## Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email [helpsheets@capita.co.uk](mailto:helpsheets@capita.co.uk).

## Help sheet revision history

Doc. Version	Change Description	Date
1037-001	Initial Release	19/05/06
1038-002	Updated to reflect SIMS .net new look released with 7.78 plus some general improvements to text.	03/01/07