

How to Accept Applicants

Applicable To SIMS Version

7.114 onwards.

Permissions Required

You will need to be a member of the Admissions Officer user group in System Manager to accept applicants.

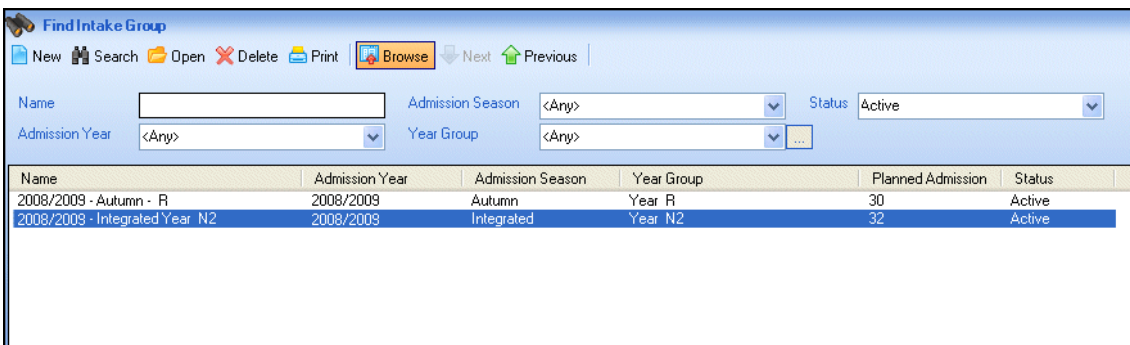
Please see your System Administrator/Manager if you are not sure whether you have the required permissions.

Accepting Applicants

When an applicant accepts a place at your school, their **Application Status** should be updated from **Offered** to **Accepted**, enabling you to keep track of their application and run relevant reports as necessary. Applicants are not given an admission number or added to the school roll until their status is changed to **Admitted**. The **Application Status** can be changed in bulk for a group of applicants (as described in the next section), or on an individual basis via the **Applicant Details** page.

NOTE: Applicants imported via an ATF file are automatically given a status of **Offered** (not applicable to Northern Ireland schools).

1. Select **Routines | Admission | Accept Applications** to display the **Find Intake Group** browser.



Name	Admission Year	Admission Season	Year Group	Planned Admission	Status
2008/2009 - Autumn - R	2008/2009	Autumn	Year R	30	Active
2008/2009 - Integrated Year N2	2008/2009	Integrated	Year N2	32	Active

- Search for and then double-click the required **Intake Group** to display the **Accept/Decline Applications** page.

The **Summary** panel displays read-only statistics about the selected intake group.

Total Applicants	The number of applicants who have applied for a place in this intake group.
Planned Admission	The original number of new applicants intended for this intake group.
Applied	The number of applicants who have applied for a place in this intake group.
Offered	The number of applicants offered places in this intake group.
Accepted	The number of applicants who have accepted places in this intake group.
Withdrawn	The number of applicants who have withdrawn their application.
Rejected	The number of rejected applications in this intake group (Independent schools only).
Admitted	The number of applicants who have been admitted into this intake group.
Reserved	The number of places reserved for applicants (Independent schools only).

The **Applications** panel displays by default, all applicants with an application status of **Offered**. The display includes the **Name**, **Gender**, **Date of Birth** and **Application Status** of each applicant with a tick grid enabling the application status to be amended as required. The order of the display can be changed by clicking on any column heading.

- To accept applicants with a status of **Applied**, select **Applied** from the **Current Application Status** and follow this same process.
- For each applicant in the list, click in the applicable cell/column to insert a tick indicating the required application status. In most circumstances, this is **Accepted** but you may also wish to withdraw applicants at this stage.

Name	Gender	Date Of Birth	Date Of Admission	Enrollment Status	Application Status	UPN	Assign UPN	Admitted	Withdrawal	Enquired
Opden, Rachel	Female	12/12/2004	02/09/2008	Single Registration	Withdrawal		No Change		✓	
Tate, Alexander	Male	19/04/2004	02/09/2008	Single Registration	Accepted		Assign Permanent...	✓		
Thomson, Olivia	Female	26/01/2004	02/09/2008	Single Registration	Accepted		Assign Permanent...	✓		
Waters, Ashlie	Female	04/09/2004	02/09/2008	Single Registration	Accepted		Assign Permanent...	✓		
Williams, Ruth	Female	05/11/2004	02/09/2008	Single Registration	Accepted		Assign Permanent...	✓		

- Once complete, click the **Save** button. The **Application** panel refreshes its display and show only those applicants with an application status matching that selected in the **Application Status** drop-down list. In most cases, the list will be empty.

Where to Find More Information

- Maintaining Pupil/Student Information* handbook.

All handbooks can be accessed from the SIMS **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required handbook category then select the required handbook from the **Handbooks** page.

A sample selection of help sheets is also available from the **Documentation Centre** by clicking the **Help Sheets** button. All available help sheets can be obtained from our SupportNet Home page (<http://support.capitaes.co.uk>) by clicking the **Documentation** button, then selecting **Help Sheets** from the **Categories** drop-down list.

Providing Feedback on This Help Sheet

If you have any suggestions or comments about this or any of our other help sheets, please email publications@capita.co.uk.

Training Courses

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

Revision History

Version	Change Description	Date
1029-01	Initial Release.	27/09/05
1029-02	Updated to reflect SIMS .net new look released with 7.78 together with improvements included with version 7.86.	03/01/07
1029-03	Added "Not applicable to Northern Ireland schools" in note in introduction.	25/01/07
1029-04	Updated cross references with new documentation location.	03/11/08
1029-05	Updated with new help sheet design.	07/05/09