

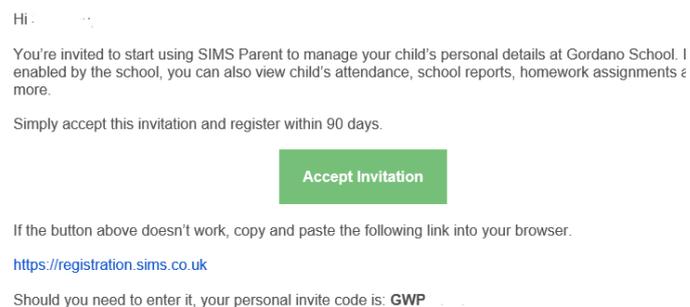
SIMS Options Online Registration Guide for Parents

For our application process this year we are using an Online System provided by our school information management systems (SIMS), Options Online.

Parents will need to register to be able to use this system.

How do I register?

1. You will receive a registration email from noreply@sims.co.uk containing a unique invitation code. You will need this code to set up your SIMS Online Services account. If you have not yet received a registration email, **please check your junk folder before contacting your school.**



IMPORTANT NOTES: To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter. If you do not have any of these you can create a [Microsoft](#) or a [Google](#) account using your current email address, click the name to follow the link.

2. Click 'Accept Invitation' to be directed to the Sign in page
3. Users should register with a Microsoft, Office 365, Google, Facebook or Twitter account. Click the icon for the relevant Third-Party account and you will be directed to sign in using your existing details.
4. For verification purposes, parents are required to enter the date of birth of their child attending the school.



5. You will be asked to enter your email address (the address the link was sent to) and to create a password. These will be the details you will use to sign in with in the future.

6. Once registration has been completed successfully, parents can access their child's details by signing in as detailed below.

How do I sign in?

Once the registration process is complete, users can sign in via the following URL. SIMS Options Online <https://www.sims-options.co.uk>. There is also a direct link to this on the Gordano school website at <https://www.gordanoschool.org.uk/sixth-form/applying-to-6th-form>

1. Sign in using the email and password you created at registration.

2. Then click on the SIMS ID icon

3. You will then be taken to the Year 12 options page.

If you have forgotten your password, please contact your Third-Party account provider (e.g., Google, Microsoft, etc.) and request a new password.

If you have a question about your SIMS Online Services Account, please contact sjames@gordanoschool.org.uk. Once you have signed into your SIMS Online Services product, further help is available by selecting Help from the menu or clicking the item in the footer.

4. Once you have signed in you will see the following screen:

Subject choices for year 12

CRITERIA:
Please see subject entry criteria in the subject handbook.
If students are offered places on Level 3 courses without obtaining English and Maths at Grade 4, they will be required to retake English and Maths GCSEs during their time in Sixth Form.

You need to select 3 subjects: please choose in order of preference (1-3), and 1 reserve subject.

Please note:
Students wishing to choose a 'DOUBLE' option in Sport & Exercise Sciences, Business Level 3 BTEC, Health & Social Care Level 3 BTEC, IT, Cambridge Tech should show this by selecting both qualifications in this subject (ie using two choices eg number 1 and 2 or 2 and 3). A Double Award counts as two of your A Level choices.
The Sport Double option is identified as 'Physical Educa' - Cambridge Technical Diploma.

FURTHER MATHS - students wishing to study Further Maths need to select the option 'DOUBLE MATHS'. Further Maths students study 4 A levels, and by selecting this option you are choosing 2 out of your 4 option choices. You will need to select another 2 subjects to run alongside Further Maths.

Extra Curricular
In addition to your chosen A Level subjects, students have the opportunity to complete an EPQ (Extended Project Qualification) and/or Core Maths. These count as an AS qualification. Please indicate if you would like to be enrolled on one or both of these courses.

You have chosen 0 of 3 courses and 0 of 1 reserves from this list

Art - GCE Advanced Two Year Course	Reserve	Business BTEC - BTEC Diploma Level 3	Reserve	Business BTEC - BTEC Extended Certificate Level 3	Reserve
Biology - GCE Advanced Two Year Course	Reserve	Business Studies - GCE Advanced Two Year Course	Reserve	Chemistry - GCE Advanced Two Year Course	Reserve

My Choices in Order of Preference (Total Choices: 0)
To change your order of preference select a choice and click the position in the list you would like to move it to.
No courses selected.

My Reserves in Order of Preference (Total Reserves: 0)
To change your order of preference select a reserve and click the position in the list you would like to move it to.
No reserves selected.

5. You will need to select three Level 3 option choices and one reserve subject choice. Please refer to your subject handbook for the course descriptions and entry requirements, and read the notes section under 'subject choices for year 12' to help you complete your application.

6. To select a course as a main option click/tap on the subjects name. The name will turn blue and it will appear in the "My Choices" box. If you choose the wrong subject click or tap it again to deselect it. You can reorder your choices after selection.

7. To select a course as a reserve, click/tap the reserve button to its right.
8. Students who wish to study an EPQ and / or Core Maths should identify this in the extra curricular section at the bottom. If you wish to study one of these options, they are in addition to your chosen subjects.
9. On selection of the choices, please tick the 'parent approval' box. Should you need to add a comment please add it in the 'Parents Comments' box.

10. When you have finished you must click on the save "cloud" at the top left of your page.

11. Should you wish to change any of your option choices you can log back in to the system and make amendments until 9am on Monday 10th January 2022.

Deadline for submission of choices is 9am on Monday 10th January 2022.