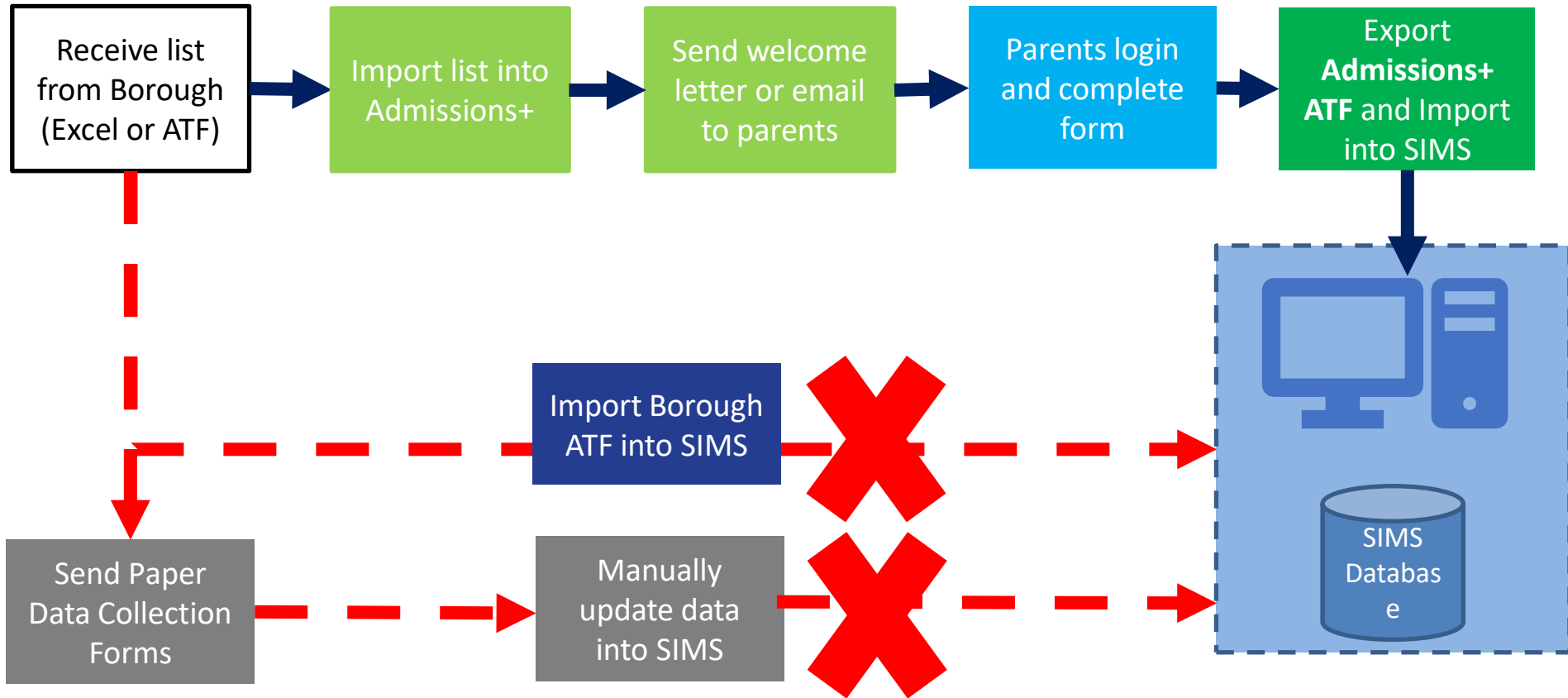


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# Admissions+ SIMS Integration Handbook

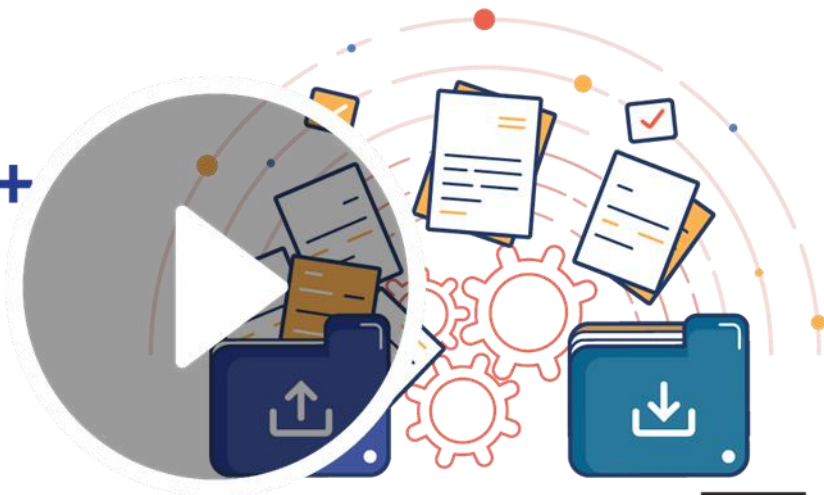
# Year 7 Data Collection Process



## Admissions+ SIMS On-demand Data Transfer Training

Please see here for an on demand training session that goes through the SIMS integration.  
The steps are then broken down into step in the pages that follow.

# Year 7 Admissions+ to SIMS Integration Webinar



Admissions+  
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CAPITA

SIMS

# Exporting Core Student Data to SIMS via ATF

## Student Basic Details

- UPN
- ULN
- UCN
- Surname
- Forename (also other names)
- Date of Birth
- Gender
- Address Lines
- First Language, Home Language
- Ethnicity
- Home Phone Number
- Mobile Phone Number
- Student Email

## Contact (Parent/Carer, Guardian) Details

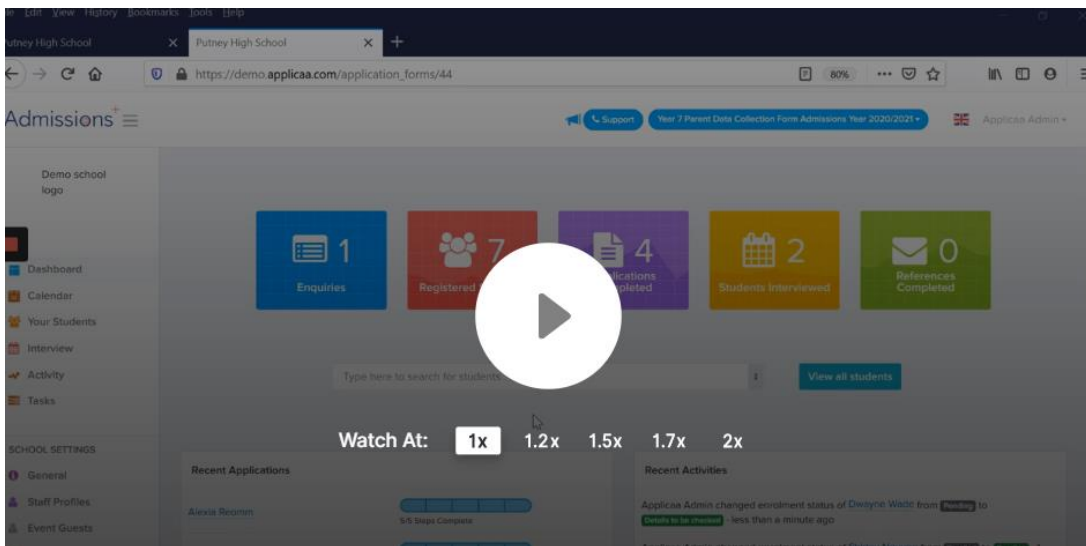
- Priority (1st or 2<sup>nd</sup> 3<sup>rd</sup> etc..)
- Title
- Surname
- Forename
- Relationship (Mother/Father)
- Responsibility
- Address Lines
- Home Phone
- Mobile Phone
- Email

The data transferred to SIMS via ATF for students and contacts is shown on the left. There is an instructional video guide that takes you through the process of exporting data from Admissions+ and importing into SIMS as outlined in this document.

**Click on the play icon below to launch the video**

*The video also includes instructions on Accepting Application and Admitting Applications in SIMS*

## Exporting Core Student Data to SIMS via ATF



# Admissions+ SIMS App

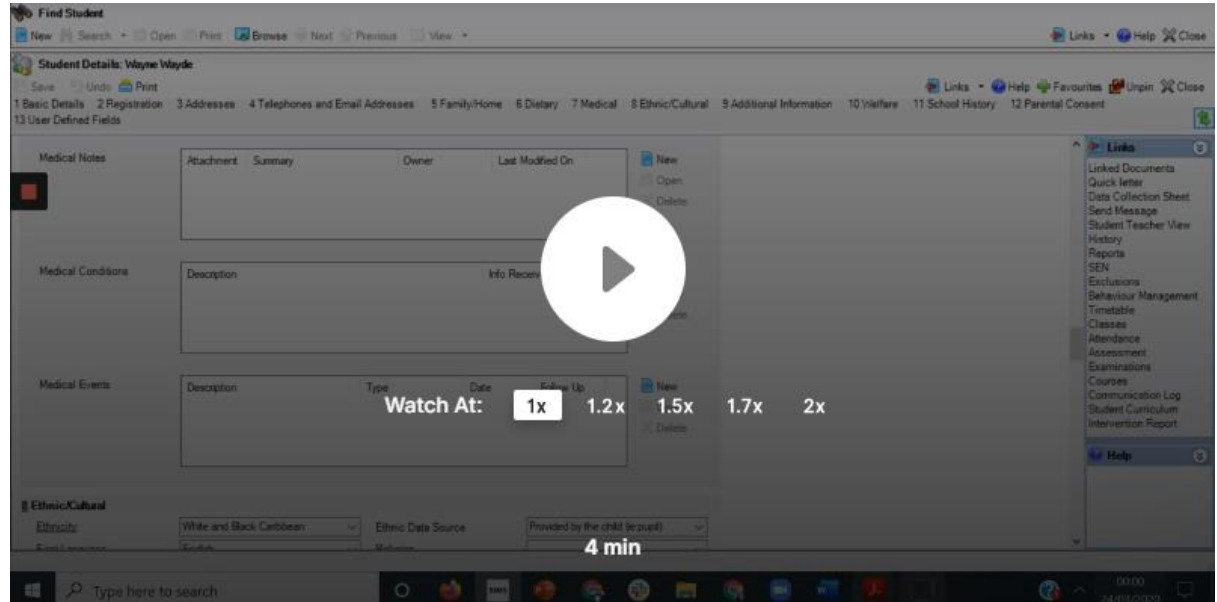
Once you have imported the ATF file and after you have admitted the students that are definitely attending your school. You can now use the Admissions+ SIMS App to transfer additional data for the students.

**Please see below for the data items that can only be updated using the Admissions+ SIMS App**

*Please see the next slide for how to install and run the App*

- Photo
- Parent consent
- Modes of travel
- Meal type
- Special dietary needs
- Service child in education
- School histories
- Disabilities
- In care
- Medical notes
- Medical practice

## Exporting additional student data using the SIMS App



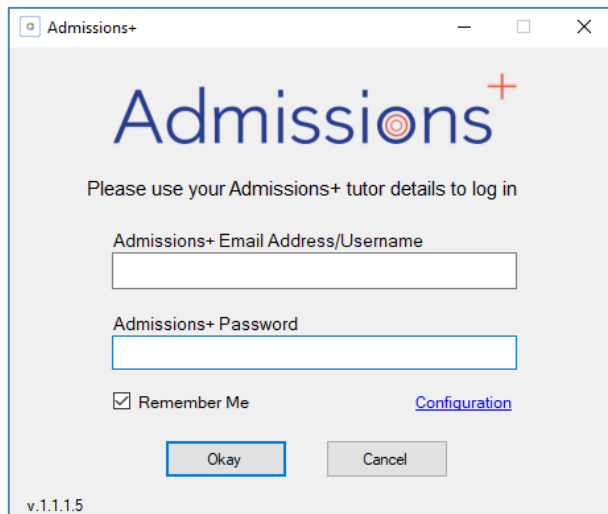
# Admissions+ SIMS App

Once you have imported the ATF file and after you have admitted the students that are definitely attending your school. You can now use the Admissions+ SIMS App to transfer additional data for the students.

## Installing the Admissions+ SIMS App

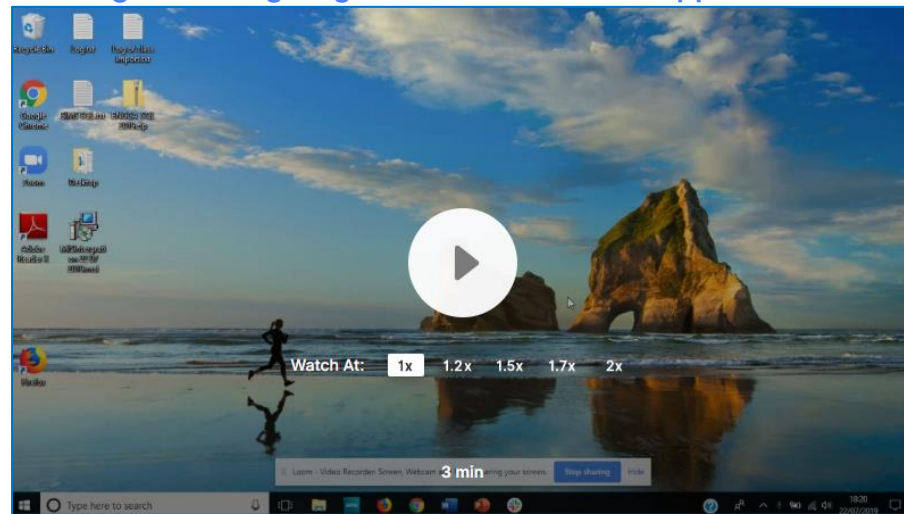
[The installation file can be accessed here](#)

Please see the video below for instructions on how to configure the Application once installed



A screenshot of the Admissions+ application login window. The window title is "Admissions+" and it features the application logo. The text reads: "Please use your Admissions+ tutor details to log in". There are two input fields: "Admissions+ Email Address/Username" and "Admissions+ Password". A "Remember Me" checkbox is checked. A "Configuration" link is visible. At the bottom, there are "Okay" and "Cancel" buttons. The version number "v.1.1.1.5" is displayed in the bottom left corner.

## Installing and configuring the Admissions+ SIMS App



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For more information contact:

**support@applicaa.com**

**0208 762 0882**