Options Selection Process

STEP 1 –DECIDE OPTIONS INCLUDING 1 RESERVE

Options are to be chosen using Options Online (see next pages), according to the following criteria:

In addition to the Core subjects which all students must study (see **Selecting Options**) students must choose **4** options subjects and **1** reserve. It is a requirement that the 4 options choices **include at least one** of the EBacc subjects.

Where there are subjects which offer similar GCSE and BTEC courses, most students will be able to select only the GCSE course, as we know that is the course that best suits the needs of most learners. If you are especially keen to study an option that you cannot see, please contact data@etmat.co.uk.

If your child is taking part in an alternative pathway, you will be contacted by the IEN team or Year Lead and they may advise of some reductions to this that will also be highlighted on your screen when you log-in to the Options online process.

EBacc Subjects	Other subjects
Computer Science GCSE French GCSE Geography GCSE German GCSE History GCSE Triple Science (GCSEs in Biology, Chemistry and Physics)	Art and Design (Fine Art) or Art and Design (Photography) or Art and Design (Textile Design) GCSE – **only 1 Art subject** may be chosen Business Studies GCSE Dance BTEC Design Technology GCSE Drama GCSE Food Preparation and Nutrition GCSE Health & Social Care BTEC Media Studies GCSE Music GCSE PE GCSE Sport BTEC Travel & Tourism BTEC

Please note that whilst NLS does its best to accommodate as many students' first 4 subject choices as possible it must be emphasised that some combinations of subjects may not be possible within the logistics of the timetable structure and some subjects may be oversubscribed. Places will be allocated ensuring that as many students as possible receive their first 4 subject choices, but where this is not possible reserves will be utilised. The School's decision on this will be final. It is important that all students and parents ensure that uploaded choices are put in order of preference as this will be referred to.

How to use SIMS Options Online - Guide for Parents/Students

1. Logging on

- **The parent who is named as Contact Priority No. 1 on our records will receive an email from noreply@sims.co.uk inviting you to join SIMS Online Services for North Leamington School**
- Please also check your junk box if you do not think you have received this in the first instance
- Please click on the link within the email (or copy the URL provided into a web browser) to accept the invitation
- On the next screen **you don't need to enter any details**, just click on Register with an External Account:

SIMS

Activate Your Account

So that we can confirm your identity, please enter your email address and personal invitation code.

Username

Email address

Invitation Code

73CDMJGJDQ

Next

Alternatively you may complete the registration using an External Account.

Register with an External Account

Secured by SIMS ID
ESS Hosted Services: Check Service Status

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- Again, on the next screen you don't need to enter any details, just select one of the providers relevant to you (see circled below)

Register your account for SIMS products

Username

This is usually an email address

Password

Password

Show Password   Forgot Password?

Sign in

OR

Having trouble signing in? Visit our support page

ESS: Check Service Status

Please remember the provider you have chosen as you will need to use this same provider if you need to log back in.

- Once logged in you will be asked to enter the invitation code provided in the registration email
- Next you will need to verify the account by answering a security question e.g. the student's date of birth
- You will then be required to log into the account to gain access to the student's Options plan.

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2. Selecting Options

Note: please refer to the KS4 Option Subject information available on our website for guidance in making your selections.

- Log on as above

- Select the student by clicking on their name

- Please read the notes at top of the selection page (the note will be slightly different if you are assigned to the IEN option)

▼ Main Pathway

Notes: Please read before making your selections

For all course information, please refer to the KS4 Options booklet (also available on the school website)

All students will study Maths, English, Combined Science and RE

Use this page to choose **1 from EBACC Option**, plus **3 from Other Options** plus **1 reserve**

• Click on a subject name to select it

EBACC Option

You have chosen 1 of 1 ✔ courses from this list

Computer Science GCSE 9 - 1 Full Course	German GCSE 9 - 1 Full Course	French GCSE 9 - 1 Full Course
ⓘ This course is also available in Other Options	ⓘ This course is also available in Other Options	ⓘ This course is also available in Other Options
Geography GCSE 9 - 1 Full Course	History GCSE 9 - 1 Full Course	
ⓘ This course is also available in Other Options	ⓘ This course is also available in Other Options	

• If necessary, click on the subject name again to deselect it

EBACC Option

You have chosen 0 of 1 ✔ courses from this list

Computer Science GCSE 9 - 1 Full Course	German GCSE 9 - 1 Full Course	French GCSE 9 - 1 Full Course
ⓘ This course is also available in Other Options	ⓘ This course is also available in Other Options	ⓘ This course is also available in Other Options
Geography GCSE 9 - 1 Full Course	History GCSE 9 - 1 Full Course	
ⓘ This course is also available in Other Options	ⓘ This course is also available in Other Options	

• The order in which you select the subjects at this stage will become your order of preference. If necessary, use the list on the right-hand side to change the order of preference. This order is crucial as we will use it when looking for the best possible fit, as it is unlikely we will manage to fit all 4 options in the timetable for every student.

My Choices in Order of Preference   (Total Choices: 4)

To change your order of preference select a choice and click the position in the list you would like to move it to.

1 **History**
GCSE 9 - 1 Full Course Other Options

2 **Computer Science**
GCSE 9 - 1 Full Course EBACC Option

3 **Photography**
GCSE 9 - 1 Full Course Other Options

4 **Design Technology**
GCSE 9 - 1 Full Course Other Options

- Once your main choices have been made, you will need to choose 1 reserve option. This choice can be made by clicking the 'reserve' wording on the right-hand side of the subject. This will turn the subject orange

Business Studies
GCSE 9 - 1 Full Course   Reserve

German GCSE 9 - 1 Full Course   Reserve
ⓘ This course is also available in EBACC Option

French GCSE 9 - 1 Full Course   Reserve
ⓘ This course is also available in EBACC Option

Health & Social Care
BTEC Tech Award Level 1/2   Reserve

Physical Education
GCSE 9 - 1 Full Course   Reserve

Food Technology
GCSE 9 - 1 Full Course   Reserve

Textile Design GCSE 9 - 1 Full Course   Reserve

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- Once you have made your reserve choice, it will be placed under your main choices on the right-hand side of the screen.

My Choices in Order of Preference (Total Choices: 4)

To change your order of preference select a choice and click the position in the list you would like to move it to.

1 **History**
GCSE 9 - 1 Full Course Other Options

2 **Computer Science**
GCSE 9 - 1 Full Course EBACC Option

3 **Photography**
GCSE 9 - 1 Full Course Other Options

4 **Design Technology**
GCSE 9 - 1 Full Course Other Options

My Reserves in Order of Preference (Total Reserves: 1)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

1 **French**
GCSE 9 - 1 Full Course Other Options

- If you want to remove your reserve, click the subject you wish to remove (this will turn it blue as a main subject) if you do not want this as a main subject, click it a second time and this will remove it

- Save by clicking on: **Save**

(This can be found at the top left of the page)

• When you and the student are happy with their choices please tick the Parent/Carer Approval box at the bottom of the page:

Save and sign out

You will <u>not</u> receive an email confirmation with the option choices you have selected. If there are any issues with the choices, we will contact you to let you know and we will advise on the next steps.

• In the event of any problems or queries with using the system, please email **data@etmat.co.uk** in the first instance. Please give as much detail as possible including child's full name and Tutor Group.