

SAM (School Access Module)

School Access Module (SAM) User Guide

For Own Admission Authority Schools (academies, free, voluntary-aided and foundation schools)

This guide covers some of the main processes for Own Admissions Authority Schools for reception, junior and secondary transfer applications. It does not cover all possible functions and may be updated. If you find something not listed in the guide that may be of use to Croydon School Admissions Team and other schools, please inform the Team so that this can be included in future editions.

Updated by Croydon School Admissions Team, August 2025

Index

Item		Page number
Logging in		2
Key things to remember		5
School admissions home page		6
Checking LAC, sibling and children of staff claims		8
Rankings		10
	Selecting bands and assigning criteria	10
	Assigning criterion to child's application	13
	Dealing with banding or criterion mistakes	18
	Assigning a rank or list position	18
	Dealing with ranking mistakes	20
	Checking	22
	Ranking on a spreadsheet and importing on a spreadsheet and importing	23
Post National Offer Day processes		30
	Details about offers	30
	Acceptances and rejections	33
	Ranking late applications and updating waiting lists	35
Identifying new offers		38
Identifying previously offered applicants		38
Exporting ATFs/CTFs		41
Viewing leavers/Destination school		42
Logging out		44

NB all children's names are fictional.

Logging In

Web link to the SAM portal - [Synergy - Enquiry](#)

- Click on – **Schools Access Module (SAM)**



- At the top right of screen click '**Sign In**'



- Enter your own specific user name in to the bottom panel

A 'Sign In' form with a light blue header. It contains two main input sections. The first section is for 'Sign in with Windows' and has a single button. The second section is for 'Sign in with username and password' and contains two input fields: a top field for the username and a bottom field for the password. Both of these input fields are highlighted with orange rectangular boxes. Below the password field is a 'Sign In' button, and at the very bottom is a 'Create Account' link.

- Enter your password

- If logging in for the first time you'll be forced to change your password (it must be at least **12 digits made up of mixed chars – upper, lower, number, special chars**)
- Confirm Password and click **Change Password**

- On this pop-up Click **Accept**

If you have forgotten these or if a new school user account needs to be set up, please email the Education Business Systems and Data Management team educationdataquality@croydon.gov.uk

If you require a password reset click **Forgot Password** and click **Request Token** then check your email for the token code to enter to be able to reset your password

Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your email address (parent/carer user) / username (school/EY Funding user)

You must enter a username to request a token

Start Again

I have a token

Help ▾

Request Token



You will then come to this screen. Once logged in, the initials in the right-hand corner are that of the user. Click on the 'Modules' drop-down in the top left hand corner. Click on 'Schools'.



If you only have access to one school then you will see your school listed in the centre of the page.

If you have access to more than one school then you will see this screen. You will then have to select the school you wish to continue with first.



Once in, please check that the name of the school at the top is your school, if it's not, please email the **Education Business Systems and Data Management team** educationdataquality@croydon.gov.uk

Key things to remember

Navigating between pages can be undertaken by clicking on the buttons on the top left corner, depending on what page is presented.  - home or  Round Summary

There is a timer on SAM, so after a period of inactivity a message will appear on screen (below) and any work undertaken but not saved may be lost. The timer is approximately 30 minutes.



School admissions work does not all have to be undertaken in one session. However, when performing large tasks such as assigning criteria, it is advised that school users save changes periodically to ensure they are registered.

School admissions home page

If the school name is correct, click on the box next to the 'Admissions Round' to choose the desired round then click on the name of the round (e.g R22, S22 etc..) and finally click on the 'Round Summary' button. All active rounds will appear here, even if not relevant to the school.



The Round Summary page will show the round at the top of the page to confirm you have selected the correct round. If the round has closed, this will be stated as such (for reception, junior or secondary transfer rounds only). If you have selected the wrong round, click on the 'home' button to go back to the previous page.

This page provides the possible summaries and will change as the rounds progress. **NB** the 'Select Band' box only appears if your school uses banding.



Click on the magnifying glass to get more details of the pie chart.



Total Applications – shows a statistical breakdown of total applications received regardless of their current status (i.e. offered, pending, and withdrawn because offered a higher preference). Please note, you may see instances where the Total Applications number given is *higher* than all of the Preference 1 to 6 applications combined. This is because you may have received applications which have now been withdrawn from the process entirely (eg. because the family moved out the area), or more commonly, because you have received *late applications*. Late applications are counted towards the total figure, but are not assigned an on-time Pref 1 to 6 rank.

Waiting List – A statistical breakdown of those on the waiting list because they have been unsuccessful for a place.

Total Accepted - shows a statistical breakdown of all pupils currently marked as Offered or Accepted. This breakdown is only made available once offers have been made. Please note that applicants that refuse the offer are still temporarily recorded as offered on the local authority's database.

Total Withdrawn Applications – shows a statistical breakdown of pupils who have been offered a school ranked higher on their application form, or of applicants who may have cancelled their application completely.

Checking LAC, Sibling and Children of Staff Claims

Croydon School Admissions Team will always try to verify Looked After/previously Looked After claims and send over documentation via Adept (formally known as Atomwide) for reference. The method for checking LAC, children of staff and siblings claims is the same, just choose a different search.

To verify sibling applications click on the 'View Indicators' button at the bottom of the 'Round Summary' page.



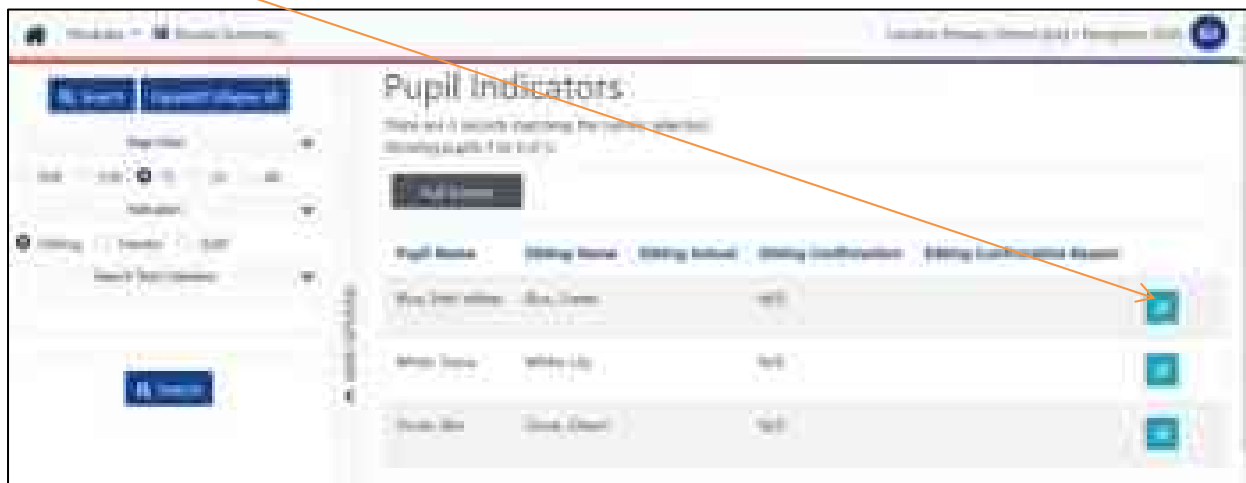
page.

Chose 'Sibling' then click on 'Search' for the details of children who have a sibling listed to appear.

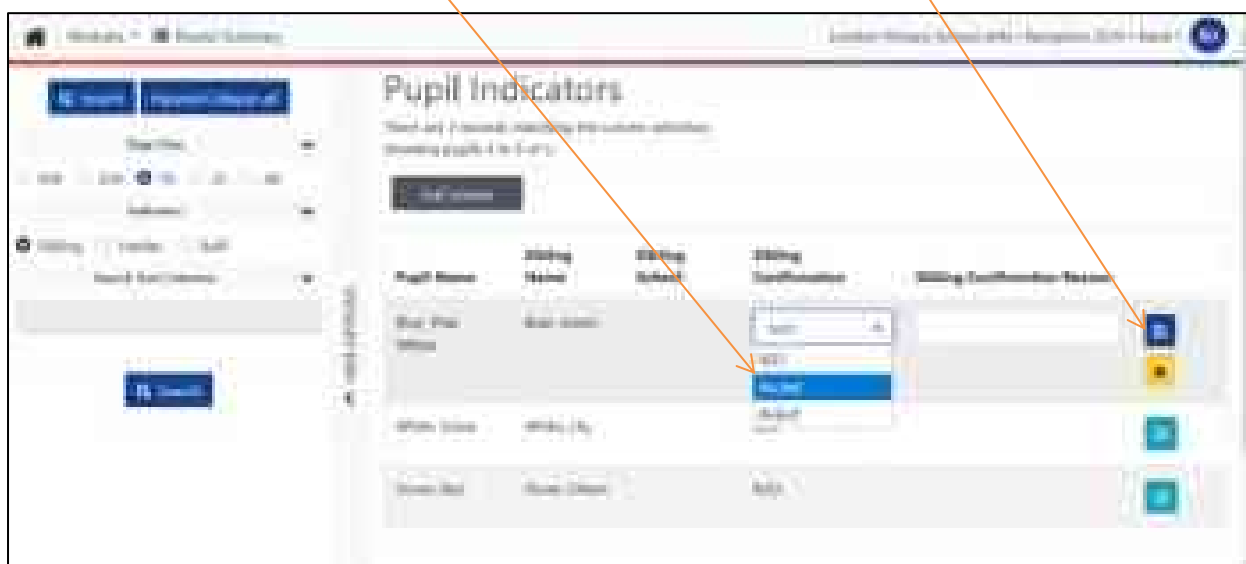
To view the application details – address, parent/carer and sibling, click on the child's name. Scroll down to view all the details received as part of the application.



Then click on the 'Edit' button next to the child.



In the 'Sibling confirmation' click in drop down menu to change the N/D (no decision) to either 'Accept' or 'Reject' the claim. If accepting the claim, select 'Accept' then click on 'Save'. The child will then be removed from the list.



If rejecting, please type in the reason in the 'Sibling confirmation reason' box, e.g. cousin, sibling at different address etc. then click 'Save'. **NB** Siblings are what you consider as 'siblings' in your admission criteria, so this may include sixth form or other year groups for all-through schools.



Rankings

Selecting bands and assigning criteria

Firstly, you have to give each applicant a criterion using the criteria that has been set up in Synergy. You then have to order these criteria before generating a list of applicants in readiness for the allocation process.

Schools that use banding as well as criteria will need to select the band that they are going to rank before moving to the section 'View Rankings'.

Schools with banding will have to repeat the same process for each band that has been set up.

The 'Round Summary' page will display an extra box entitled 'Select Band'. Choose a band from the drop-down selection, the band names will be bespoke to the school's admission policy. Then, to rank applicants based on your criteria, click on the 'View Rankings' button.



For schools that have banding: If you do not select a band before you start ranking you will get the following error message.



The following screen will be displayed. This will produce a list of all applicants who have requested your school and that are unranked, in alphabetical order of surname.

The screenshot shows the 'Unranked Applicants' page. Callout boxes provide the following information:

- * Expands or collapses these display options (points to the left-hand navigation menu)
- Defines number of applications on the page (points to the 'Page Size' dropdown)
- Default criteria box defines criteria for multiple entries (points to the 'Criteria' dropdown)
- Selected band (if bands are used) (points to the 'Band' dropdown)
- Display Unranked/Ranked (points to the 'Display' toggle)
- Filters (points to the filter icons in the left menu)
- Criteria box for inputting individually (points to the 'Criteria' input field)

List Position	Select	Name	Criteria	Band
1	<input type="checkbox"/>	BRIDGES, James		2200
2	<input type="checkbox"/>	FRANK, Thomas		2200
3	<input type="checkbox"/>	BRIDGES, James		2200

Bottom of the page

This screenshot shows the bottom of the page. A callout box labeled 'Order by choices:' points to a dropdown menu with the following options: List Position, First Name, Surname, Email, and Phone. Another callout points to the 'Search' button at the bottom left of the panel.

Once a filter is chosen, click on the 'Search' button either at the top or bottom of the panel for the filter to activate.

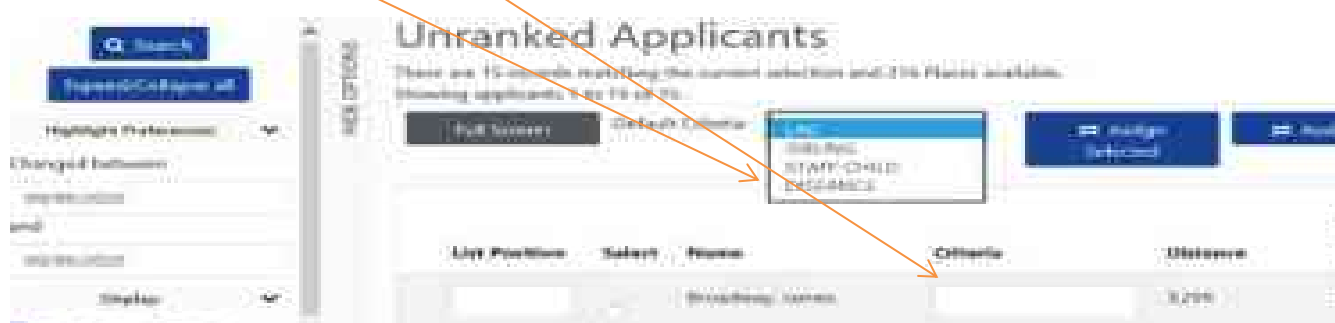
Late applications are not included before National Offer Day but afterwards the button for this must be ticked as late applications have to be considered, ranked and ordered in a waiting list in line with the school's admissions criteria (and banding where used).

When the 'collapse all' button is clicked:



The '< Hide Options' panel can be clicked to hide it. If it is needed again, click on the '> Show Options' button.

The 'Default Criteria' and 'Criteria' drop-down lists are bespoke to each school according to the school's published admission criteria.



If any changes to the criteria or its order are required please contact Croydon School Admissions Team for this to be changed. The 'Default Criteria' will be in criteria order, so LAC will show as default because it is in most cases the highest priority.

To view more fields displayed in the screen in relation to the children's details, click on the 'Actions' button and then the 'Display Options'



Then the following screen will be displayed with options to choose from; click on 'Save' and the screen will return to the list of children with the fields included if applicable.



Assigning criterion to child's application

There are two ways to rank children in SAM

Where a school has banding, children would normally only be linked to one band. When starting the process of rankings, all children will appear in all bands until they are assigned a criteria which links them to a band and so will no longer appear in any other bands. Where bands are used, start with a band and work through band by band by assigning the criteria to each child to save them in their band.

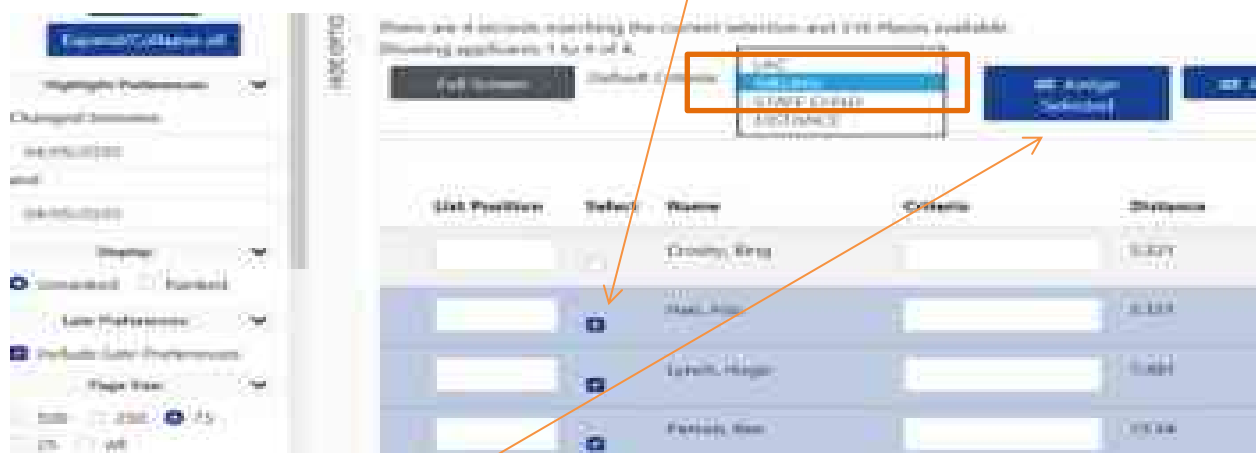
Using filters

The filters can be used then confirmed by checking the child's details. Click on the child's name to see the details for checking. If there is a sibling claim this will appear in the details. **It is the school staff's responsibility to ensure sibling and children of staff claims are checked** if they form part of the school's admissions criteria. Croydon School Admissions Team will verify Looked After/previously Looked After claims and send over documentation to confirm this via document exchange.

Children with EHC Claims do not go through the co-ordinated admissions process and although this filter is available it should not display any children in the search.

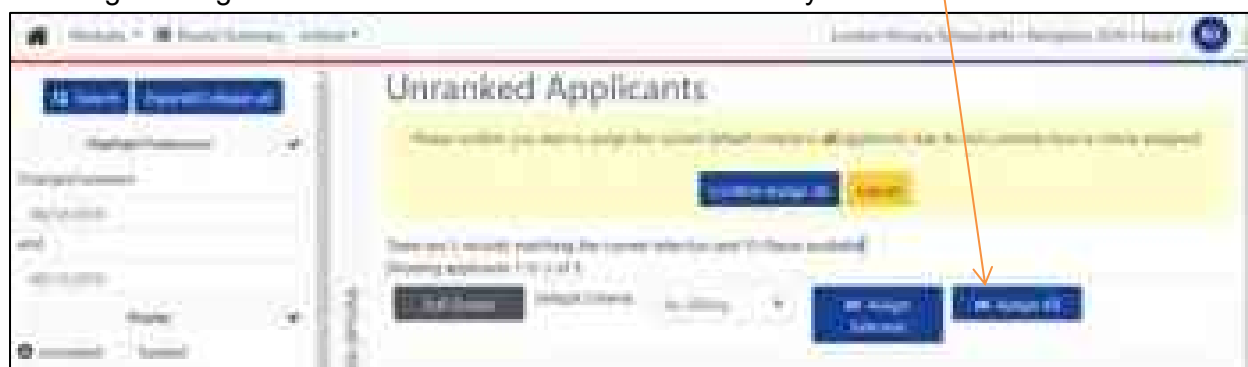
Choose the correct relevant filter to show the children with the relevant claim, then 'Search' (at the bottom of the page). This will show all the children applying for the school even if you do not wish them to be assigned to this particular criterion. This list will reduce as children are assigned criteria and so are linked to a specific criterion e.g. Looked After Claim:

Then click on the relevant 'Default Criteria' and choose the required criterion. If only some of the children showing are to be assigned the criterion click on the 'Select' button for each of the relevant children. The line will change to a slightly different shade of blue. **NB** where bands are used this will assign the criteria and the band already chosen so ensure only the children in that band for the criteria are selected.



Then click on the 'Assign Selected' button to save the criteria.

If all the children showing are to be assigned the same criteria, the 'Assign All' button can be used. Then following message will show to confirm or cancel as necessary.



Once the selection is confirmed the children will have their criteria assigned and, if using bands, the band they are in. The lines will change to blue. You will also notice that these children are now in the 'Ranked' selection. To continue assigning criterion to other children, the radio button needs to be switched back to 'Unranked'.



NB when moving from one filter to another or to none, ensure that the previous one is no longer ticked.

The same method as above can be used when not using filters to assign criterion to a selection of children.

The * just refers to the children who have just had their criterion assigned.

Individually assigning criteria

From the 'Unranked' list ensure that the filters are not being used so none are ticked otherwise the number of children viewed will be less than those to be looked at. For individual selections click in the criteria box and choose the criterion required from the drop-down box, the 'Select' button will automatically be ticked. Then click on the 'Assign Selected' button to save the changes. This can be quite time consuming, so you may wish to select children for a set criteria as listed above. The children could be ordered by 'surname' from the drop-down list for ordering if this helps.

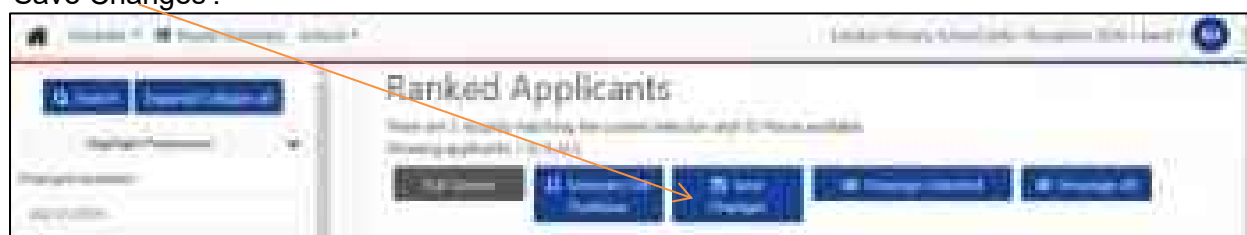
Click on the 'Select' button on the child's line then 'Criteria' box for same selection of criteria to appear. This list is the same as the 'Default Criteria' box and is bespoke to the school. Click on the criterion to be chosen. Then click on 'Assign Selected'. If a selection is not made from the criteria box on the child's line, the default will be assigned for the child. Several children can be given different criteria each before clicking on the 'Assign Selected' to save.



To check what has been undertaken so far, click on the 'Ranked' button to view which children have been given what criterion. The children will show up in criteria order, then distance order (if distances are calculated).



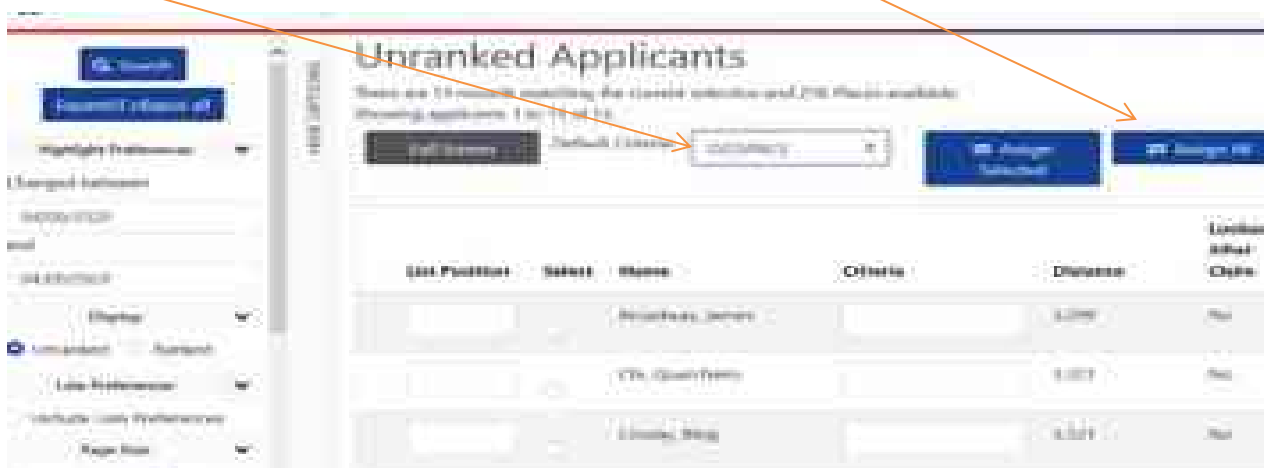
To ensure that criteria are saving as you go through, occasionally go to the 'Ranked' list and click on 'Save Changes'.



Then return to 'Unranked' to continue. Otherwise the programme will not realise that work is being undertaken and will time out with nothing saved. Ensure that the filters are not ticked to see all applicants left in the 'Unranked' list.

Assigning all children the same criterion

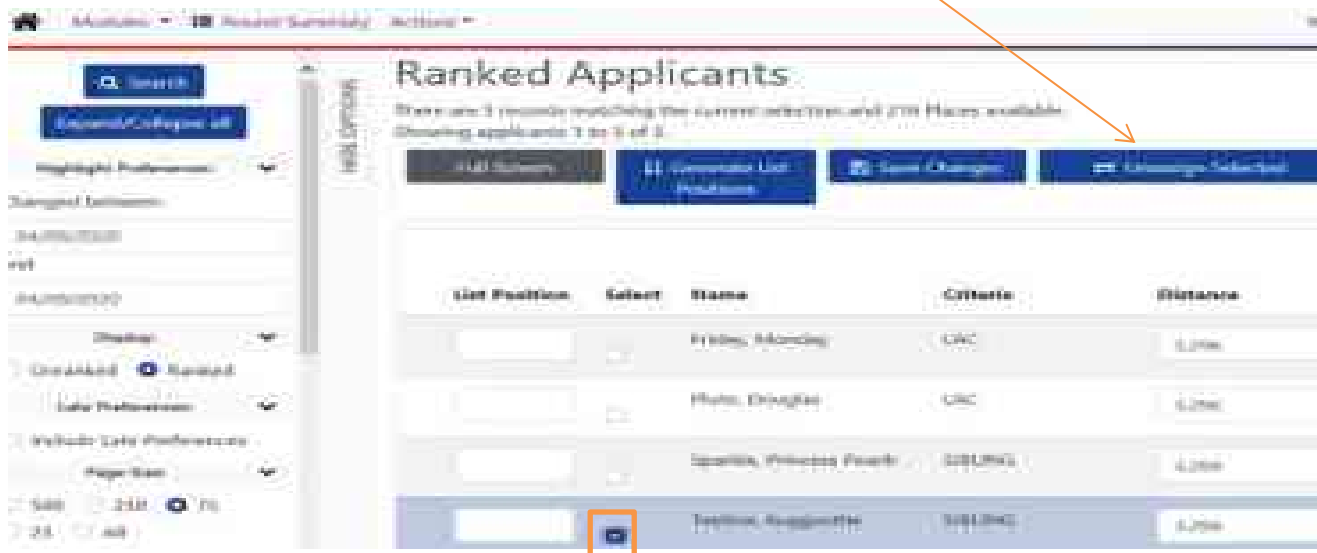
If in the last band or where no bands are used and all the top criteria have been assigned, so the last criteria is required for all the remaining children, the 'Assign All' button can be chosen once the 'Default Criteria' has also been chosen.



Dealing with banding or criterion mistakes

If a child is assigned the wrong band or criterion, the child's criterion in that band (if bands are used) can be removed. In the ranked list, select the child whose criterion you wish to change by clicking in the 'Select' box for the child then the 'Unassigned Selected' button.

Do not click on the 'Unassign All' button as this will undo all the rankings, unless that is necessary or a filter is being used.



The child will then be taken off the ranked list and moved back in the 'unranked' list for a new band and/or criterion to be assigned.

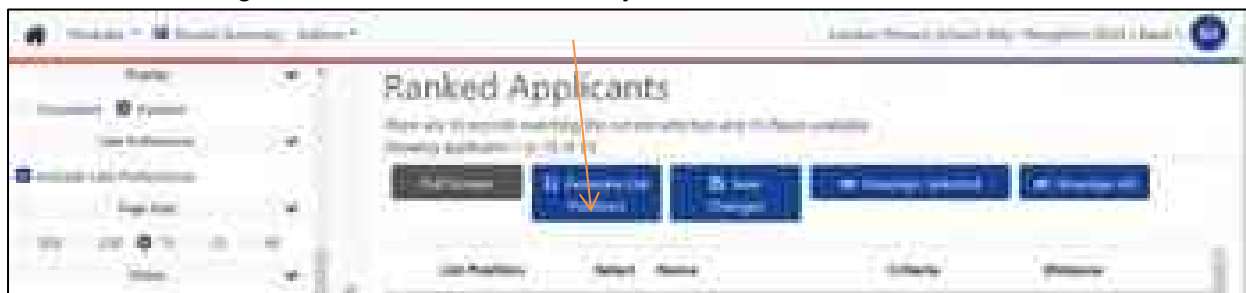
Assigning a list position

Once each child has a band (where used) and a criterion, move on to the next stage to 'generate list positions'. Click on the 'Ranked' button to display the children.

Then click on 'List position' and order by 'Criteria' from the drop down list, then 'Search' for the list to update and appear in criteria order.



Check the ordering – it should be criteria then by distance. Click on ‘Generate List Positions’.



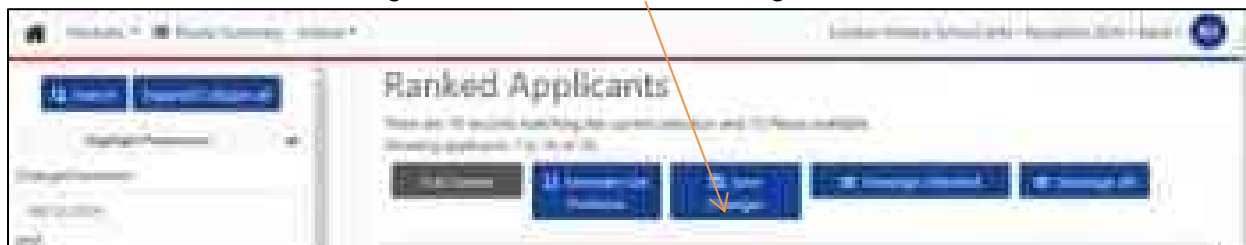
The following message will appear:



If the ‘Confirm Update Positions’ button is clicked a number will appear against each child

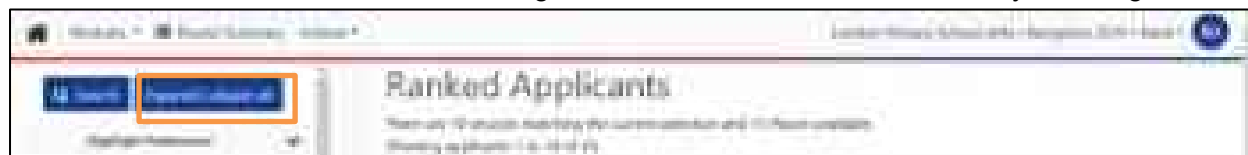


Then click on the ‘Save Changes’ button to save the rankings.



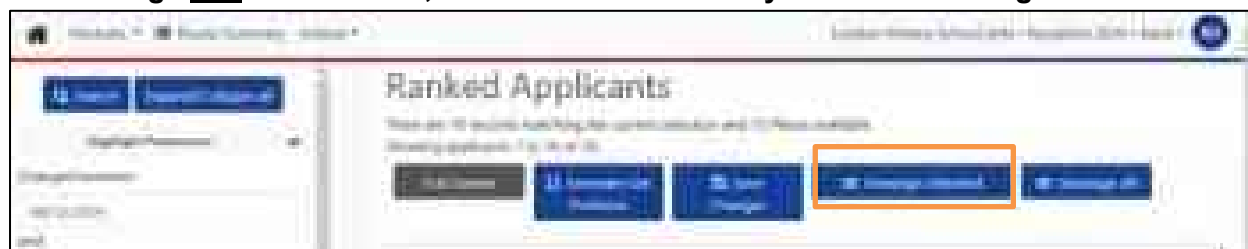
To move on to another band click on the ‘Round Summary’ button and choose another band from the list as before and continue the processes above for that band. The children available for assigning a band and

criteria will decrease as children are assigned these because children can only be assigned one band.



Dealing with ranking mistakes

If a mistake has been found, make the change as mentioned before using the 'Unassign Selected' button, change the criteria and/or band and return to the ranked list. The child(ren) whose criterion was changed will show at the top with no list position. **Do not click on the 'Unassign All' button as this will undo all the rankings and criteria work, unless that is necessary or a filter is being used.**



Follow the steps above in the 'Unranked' list to assign the correct criteria. Then click back in to the 'Ranked' list. The child whose criteria and/or band was changed will appear at the top with the asterisk.



Then order by 'Criteria' again (in the 'List Position' filter), click on 'Generate List Positions' then 'Confirm update positions' and finally 'Save Changes'. **Any changes to rankings can be made up until the designated deadline set by the local authority for on time applications.**

Ranked Applicants

There are 3 records matching the current selection and 276 PMAs available.
Showing applicants 1 to 3 of 3.

List Position	Select	Name	Criteria	Distance
1	<input type="checkbox"/>	Paula, Emma	1/1	1.196
2	<input type="checkbox"/>	Chloe, Sarah	1/1/1/1/1	1.121
3	<input type="checkbox"/>	James, James	1/1/1/1/1/1	1.097

Manual rankings

Ranking list positions can also be entered one by one manually. After the list of children has been ordered in the desired way a rank can be typed in when clicking in the 'List Position' Box for the child.

Ranked Applicants

There are 3 records matching the current selection and 276 PMAs available.
Showing applicants 1 to 3 of 3.

List Position	Select	Name	Criteria	Distance	Linked after 10 days	Link after 10 days
1	<input type="checkbox"/>	Paula, Emma	1/1	1.196	Yes	Yes
2	<input type="checkbox"/>	Chloe, Sarah	1/1	1.121	Yes	Yes
3	<input type="checkbox"/>	James, James	1/1/1/1/1	1.097	Yes	Yes
4	<input type="checkbox"/>	Chloe, Sarah	1/1/1/1/1/1	1.107	Yes	Yes

NB If undertaking this manually over some time ensure that the **'Save Changes'** button is clicked regularly otherwise the programme will think that nothing is happening and may time out and work lost.

Ranked Applicants

There are 3 records matching the current selection and 276 PMAs available.
Showing applicants 1 to 3 of 3.

Buttons: Full Screen, Generate List Positions, Save Changes, Messages/Feedback, Messages/Feedback

If you make manual amendments and then Click **'Generate List Positions'** again, the previous warning message will be displayed and confirming the change will result in the manual amendments being overwritten. Any new ranking numbers entered must be saved for them to register by clicking on the **'Save Changes'** button. **Every child must have a list position.**

Checking

It is strongly advised that once the rankings are finalised that an Excel spreadsheet of these are created for school records (see below for details about this process). This can be used for sharing with governors, Trust sponsors etc. and used in any appeal hearings.

Croydon School Admissions Team can only see and use the rankings in Synergy once these have been saved. Croydon School Admissions Team will then check the following:

- each child is in a band (where used),
- each child has a criterion
- the list is ordered according to the admissions criteria for the school
- the list is ordered by distance order (where measured) for those with the same criterion
- each child has a rank number
- the ranking numbers are sequential
- LAC/previously LAC children have a criterion assigned reflecting their status.
- Sibling and children of staff claims have been confirmed

If anything is of concern from the above list school staff will be contacted and will be able to amend/re-do any stages as necessary.

Below are examples of a school with banding. If there is no banding the 'band' field will be greyed out.

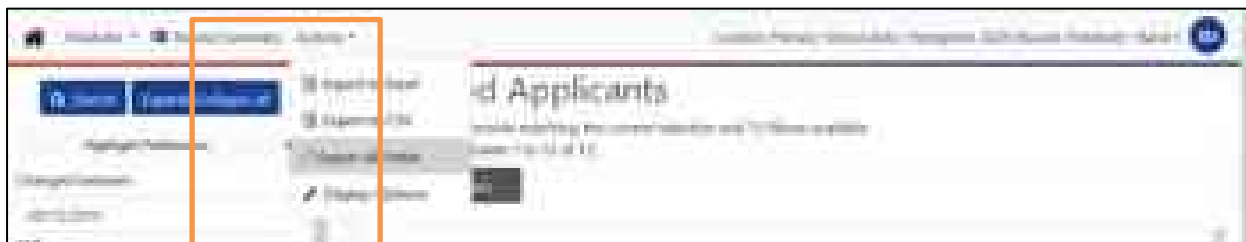
The screenshot displays the Synergy software interface for school admissions. At the top, there are navigation tabs and a search bar. Below this, a list of children is shown with columns for Name, Address, Band, and other details. A red box highlights the 'Band' field in the header area, indicating that this field is active when banding is used. The list of children includes names like 'John Smith', 'Jane Doe', and 'Mark Brown', along with their addresses and banding information.

Ranking on a Spreadsheet and Importing

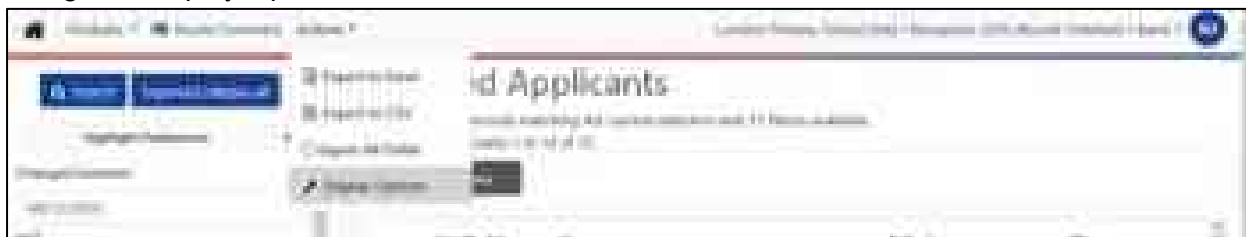
Schools with a very large number of applicants and/or schools which utilise multiple bands will probably find it easier to rank applicants on a spreadsheet and then import them into SAM.

Exporting Data

- Applicants' details can be exported to an Excel spreadsheet from any of the 'Applications' 'Files' or some 'Reports' pages at the bottom of the page. NB the options will vary depending on the round and stage in the process.
- Whatever screen is showing there is the option to export data to Excel. Click on 'Actions' then either click on 'Export to Excel' which will export just the child's details as listed in the grid below the line, or tick the 'Export All Fields' first, then 'Export to Excel'.



- Using the 'Display Options' the fields shown can be increased.



- The following screen will be displayed with options to choose, click on 'Save' and the screen will return to the list of children with the selected fields included. Finally, click on 'Export to Excel' button.



- Below is an example of details which appear in a full report by surname order.

Spring 2016 Applicant List - Post-2020-2021 (New York) - Shared View - no comments																	
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Preparing your applicant data

- If you have a banding exam, or you are recording information received from Supplementary Information Forms (SIFs) it is likely that you will initially maintain a separate spreadsheet of all applicants that completed a SIF/were invited to the banding exam.
- To assist with the ranking process at a later date, it would help if your initial spreadsheet is based on an export from SAM. From the Round Summary screen, select Query Preferences and export a list of all applicants into SAM. **It is very important that the AppRef column is retained** as this is what is used to match to the applicant data in the LA system.
- Do not start ranking applicants immediately after the closing date for applications.
- You should wait until *after* the deadline for 'on-time lates' has passed (refer to annual timetable) and after all applicants have had their home-to-school distance populated in SAM (unless left blank for a valid reason).

Preparing your spreadsheet

- Export a full list of applicants, ensuring you Export All Fields, and save as an Excel spreadsheet in *Excel 97-2003 Workbook format* (it should end in **.xls**). If you save it in the most recent Excel Workbook format (ending **.xlsx**) it will fail import at a later stage.
- You can delete any columns you don't want, except the following columns, which *must* be retained;
 - AppRef** - do *not* edit this column
 - Position** - this is the ranked list position that you assign
 - Band** - this is the band you assign (if applicable)
 - Criteria** - this is the criterion you assign
 - Distance** - do *not* edit this column (unless you are one of the few schools that measure their own distances and wish to overwrite the ones stored in our database).
- You can re-order the columns as you see fit, and can add extra columns to suit your requirements (eg. SIF received, Music aptitude applicant, Baptism Certificate etc.).
- You can add formulas, filters and formatting to assist with the ranking process, **however** these must be removed before you attempt to import the file.
- If you are splitting your workbook into separate worksheets, name the tabs to reflect the applicable band/group, but leave out any spaces or non-standard characters (%, ", !, etc.) as these will cause the import to fail. For example, rather than calling a tab "Band A applicants", simply call it "A" or "BandA".

- You will need to ensure that you populate the Position, Criteria and Band column for every applicant (schools not using Bands can leave that column blank).
- The Band name and Criteria you assign must match the Band and Criteria set-up in SAM.

Adding Data Validation to an Excel spreadsheet

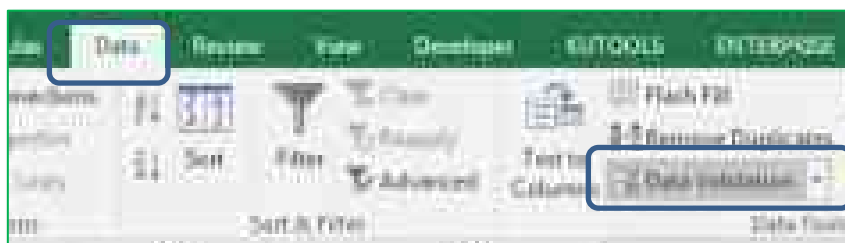
- **This is not essential**, but to assist you with ranking on the spreadsheet you may want to create a data validation pick-list to save you having to Copy and Paste every time you want to add a band or criterion.
- In your full export from SAM, add a new worksheet using the + symbol at the bottom of the page.



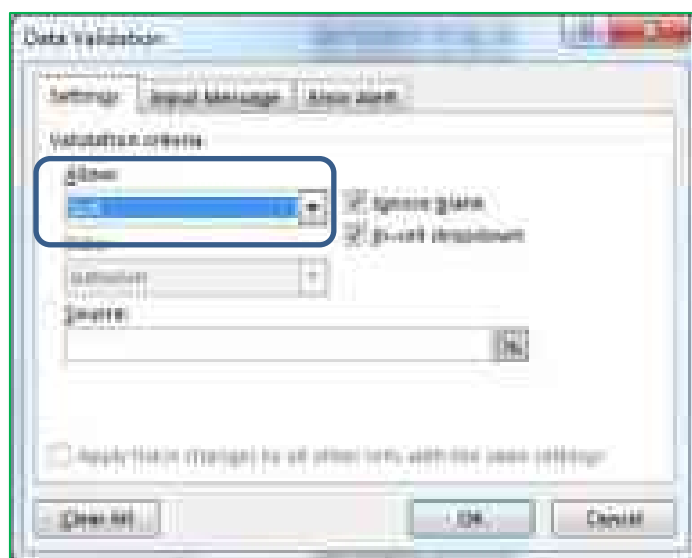
- In the new worksheet, type a list of all criterion. Make sure they *exactly match* the descriptions used in SAM. If you also utilise Bands you can have a list of those in a separate column.


	A	B	C
1	1. Catholic L.A.C.		Band 1
2	2. Baptised with Siblings		Band 2
3	3. Baptised (Church attendee)		Band 3
4	4. Baptised (non-attendee)		Unbanded
5	5. Non-Catholic L.A.C		
6	6. Siblings		
7	7. All Others (Distance)		

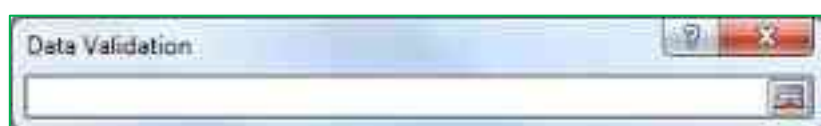
- Navigate back to your main worksheet and select all the cells in the Criteria column.
- Using the Excel options at the top, select Data then Data Validation (this may look different or be located in a different place if you are using an older version of Excel).



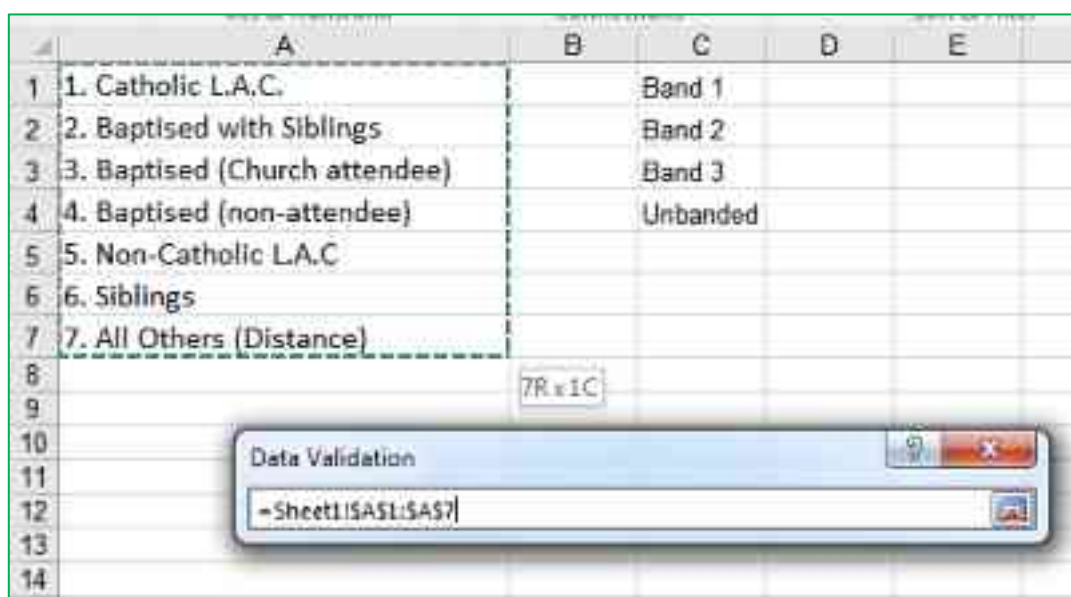
- A box will pop-up. Under Allow, change the dropdown menu to List.



- Under Source click the select range button which looks like this 
- When the following box appears, navigate to where you typed the criterion/bands.



- Clicking and holding the mouse, select all criterion options. It will look similar to the below.



- Press Enter and then OK, and the box will close.
- When you go back to the Criteria column in the mainsheet and click into a cell, you will now see a dropdown menu and you will only be able to pick an option from the list. This will prevent you from accidentally adding erroneous data into this column which would cause an import to fail in SAM.

Data Tools		
	CV	CW
Require Criteria		Preference S
	1. Catholic L.A.C.	nding
	1. Catholic L.A.C.	nding
	2. Baptised with Siblings	nding
	3. Baptised (Church attendee)	nding
	4. Baptised (non-attendee)	nding
	5. Non-Catholic L.A.C	nding
	6. Siblings	nding
	7. All Others (Distance)	Pending
		Pending
		Pending

- Repeat the steps above for the Band column if required.

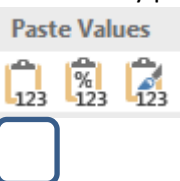
Importing the ranked list

Check the following before importing!

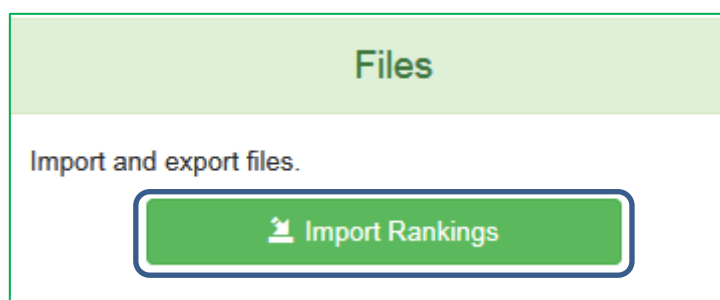
- The file is saved in the .xls format (Excel Workbook).
- Schools using Bands must have a *separate* worksheet for each band or group.

BandA	BandB	BandC	BandD	BandE	Unbanded
-------	-------	-------	-------	-------	----------

- Any individual worksheet names have spaces or non-standard characters removed in the worksheet name (eg. it should say "BandA" rather than "Band A").
- The following columns are present and populated - AppRef, Position, Criteria, Distance.
- All Formulas, Filters and Conditional Formatting have been removed. Within Excel, once you are ready to upload, you may find it helpful to copy all the data and then 'paste values' into a fresh sheet. This function only pastes the *values* of the cells, so all formulas, filtering and formatting are removed.



- From the Round Summary Screen, click Import Rankings (select Band first if applicable).



- Click Browse and then locate your spreadsheet. Then click Upload File.

- If your spreadsheet is split into several worksheets (eg. one for each band/Group), select the one you wish to import.
- Assuming you didn't amend any column headings in the SAM export, the four main columns will match automatically, as per the screenshot on the next page.

- Click Validate Uploaded Applicants – this performs an initial check on the AppRef column to ensure all application reference numbers match ones in our database.

- Click Import to import the list position and criteria (and band and distance if applicable). If successful, the following message will be displayed.

- If applicable for your school, repeat until all Bands/Groups have been imported.
- You can check that the correct information has been imported by going to the Round Summary screen and clicking View Rankings.



- Select the Ranked list option, and then when loaded you can either view the rankings on the screen, or if preferred, export it to Excel so it can be printed or sent on to the Governors for verification.

Children with an EHCP and reduction to PANs

Please ensure that you have provided Croydon School Admissions Team with the number of children with an EHCP so that this number can be deducted from the school's PAN. Where banding is used, please also include what band these children are to be placed in so that band's intake can be reduced.

Supplementary Information Forms (SIF)

If a parent/carer has submitted a Supplementary Information Form (SIF) to the school, but have not completed an on time Common Application Form, their child's name will not appear on SAM and so cannot be ranked or considered for an offer until an application is made, which may be classed as late.

If a child has a Common Application Form, but no SIF, where used, the child must still be assigned a criterion and rank. Where the SIF has been omitted the child has to be considered under a lower criterion other than the one(s) related to information held on the SIF, e.g., 'distance' rather than 'Catholic'.

Where a child has not sat a banding test, they can be listed in a separate band e.g., band 0 rather than 1-5. This band will have 0 PAN capacity and will be considered after those that have sat the test (if there are still vacancies at the end of the allocation process) and are in higher bands are offered a place at the school or a higher preference. Again children in this band need to be assigned a criterion and rank. Croydon School Admissions Team will inform you when this band will need to be utilised.

Post National Offer Day Processes

Details about offers

Whilst the iterations are taking place, the round will not be an option to choose from the main page, so no information can be viewed ahead of National offer Day.

To find out what offers were made by preference click on the 'Total Accepted' button. This refers to all 'Offered' places, not 'Accepted' at this point as offers have not been accepted yet by parents. However, all children with a current offer, whether accepted or not, will show in this chart. NB, when late or additional preferences are entered this grid may not be accurate as these are recorded differently in the LA's system and not using the 1-6 rank numbers. The 'Total Withdrawn' chart refers to applicants offered a higher preference. If a band is chosen the 'Round Summary' will change to reflect that round after a while.



Bottom of the page



Schools are not able to view the outcome of on time applications until the afternoon of National Offer Day. Late applications will be added on to the database and will show in SAM in real time too so the stats will change over time.

To view the offers, click on 'View Final Offers'. A band choice can be made in advance of this to show just those in a band.

In this instance 9 offers have been made, bands are shown when applicable



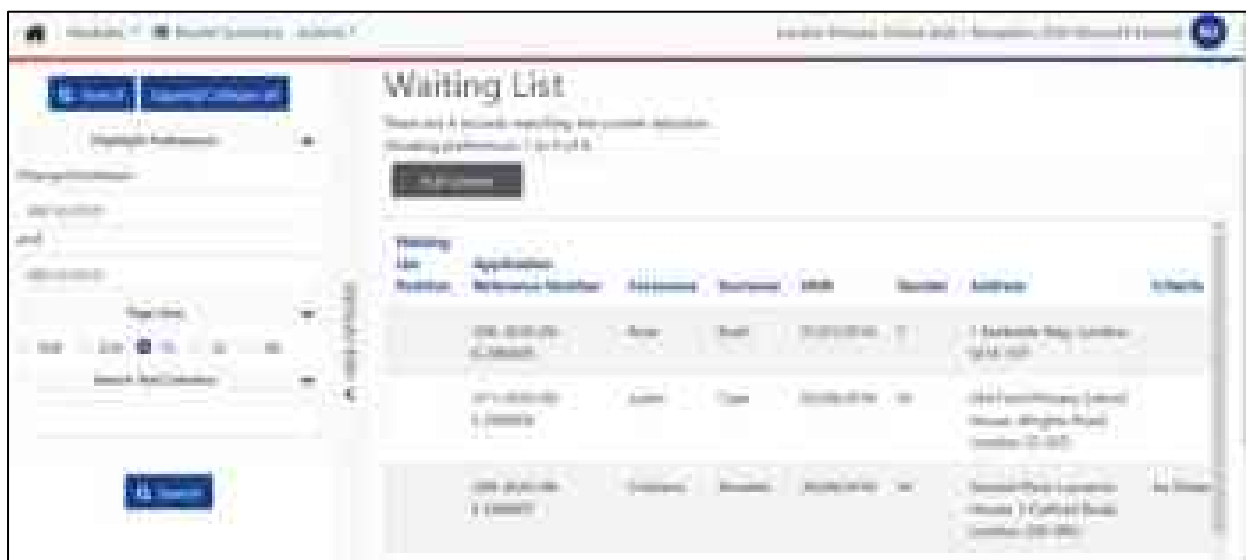
Name	Band	Status	Withdrawal Status	Date & Time	Band	Status	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View

By checking the ‘View Withdrawals’ option, children with preferences that have been withdrawn completely or declined as a higher preference was offered can be viewed, but no action is to be taken regarding them. Later on rejections that are counted will be shown on this page too.



Name	Band	Status	Withdrawal Status	Date & Time	Band	Status	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View
John	Band 1	Offered	Offered	10/10/2019 10:00:00	Band 1	Offered	View

The ‘Waiting List’ will change over time and will need to be updated (more details below).



To view all applications, click on the 'Query Preferences' option, although these are listed in surname not rank order. E.g.:

Place Allocated = place offered

No Longer required = child has received a higher preference offer

Pending = no offer made for the child at that time

Withdrawn = preference has been withdrawn for a reason, e.g., moved away, parental choice, SEN.

Later on the preference status could be:

Parent Accepted = offer accepted by parent/carer

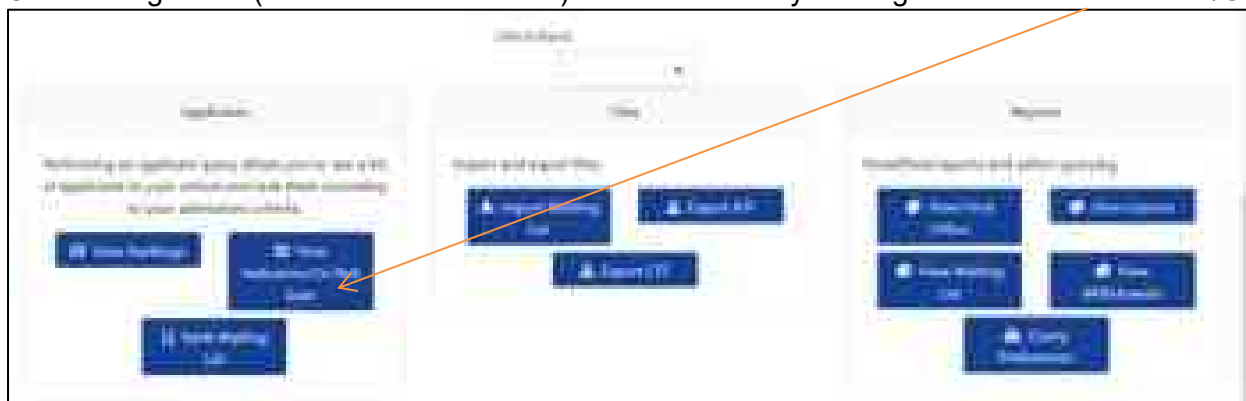
Parent Declined = offer has been rejected by the parent/carer but still kept as 'allocated' until confirmation is received of which school child is going instead.

Refused by parent = offer has been rejected by parent/carer, this has been formally confirmed and offer has been withdrawn.

Acceptances and rejections

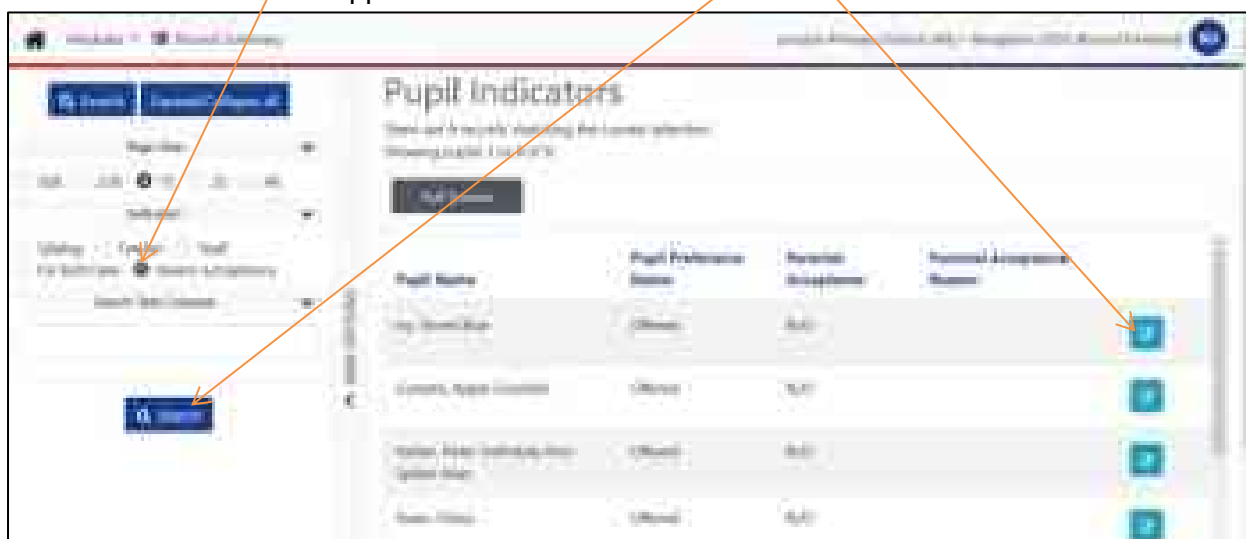
Parent/carers have two weeks to accept or reject an offer. For National Day Offers these can be accepted either online if the application was made this way, or responding by email for those that did not apply online. It takes a week or longer to enter all the replies including those from other LAs for their residents who have been offered a Croydon school. Acceptances and rejections will show up in real time. Those offers that have not been accepted via the LA can be updated by school staff if an acceptance has been received by them. Rejections should be emailed over to Croydon School Admissions Team, **with details of where the child is going instead.**

Outstanding offers (still listed as 'allocated') can be viewed by clicking on the 'View Indicators/On Roll Date'



Acceptances

Click on the 'Parental Acceptance' radio button and then 'Search'. This is not band specific. Only the children with an offer will appear in the list. Then click on the 'Edit' button



Once the rejection is agreed, the status will be changed by the Team to 'Refused by Parent'. Otherwise the offer remains still counted in the number of children offered.

Pupil Name	Pupil Progression Status	Pupil Admission Status	Pupil Admission Reason
Liam, Pupil Name	Admitted	Admitted	Admitted
Liam, Pupil Name	Admitted	Admitted	Admitted
Liam, Pupil Name	Admitted	Admitted	Admitted
Liam, Pupil Name	Admitted	Admitted	Admitted

Ranking late applications and updating waiting lists

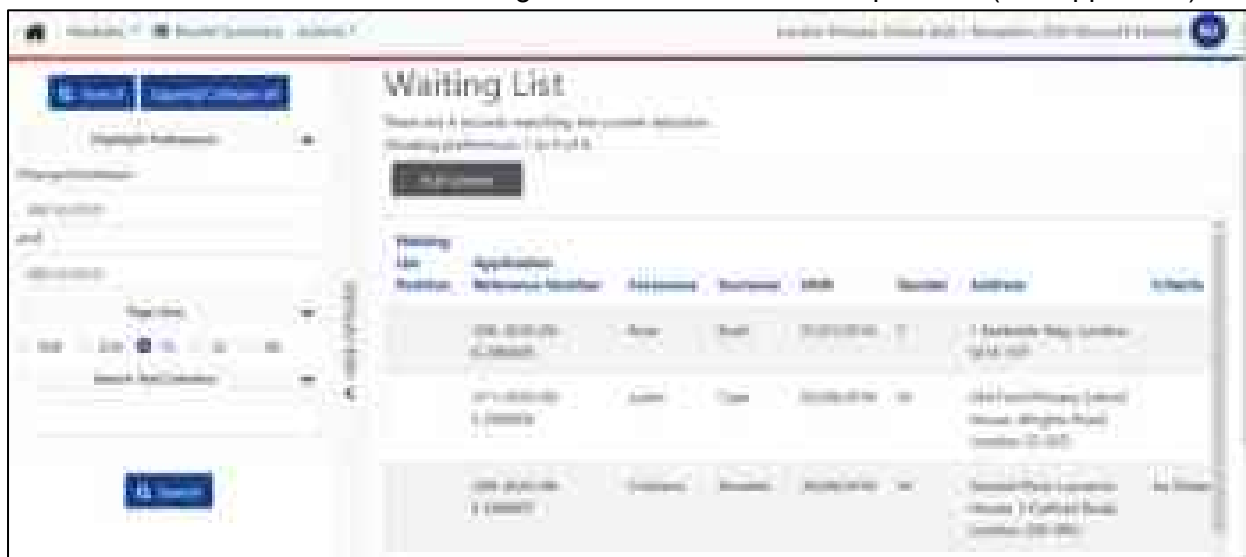
Points to remember

Waiting lists will need to be re-ranked before any new offer is considered as children's names will be taken off the waiting list if a higher preference offer is made so it is 'no longer required' or withdrawn for other reasons. New names will also appear as new applications are received.

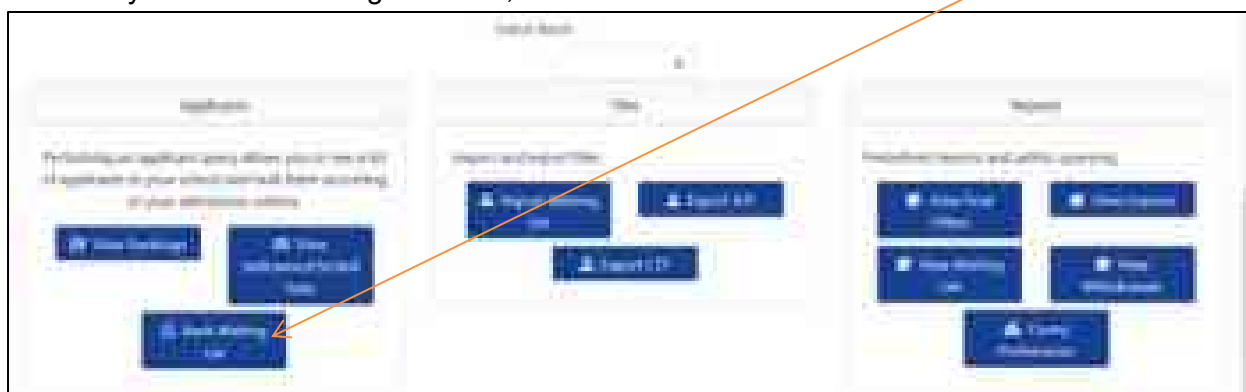
Following National Offer Day, the School Admissions Team will continue to make offers on behalf of schools so please do not contact parents/carers directly to make an offer. VA schools and Schools that use banding must inform Croydon's School Admissions Team of any potential offer to be made. We will then ensure that the offer is still required. Any offers made will show on SAM.

If a Supplementary Information Form (SIF) has been received at the school, or a parent/carer has contacted a school directly to ask for their child's name to be placed on the waiting list, they must be directed to apply via their home LA. This is still the process until 31st August of the year the child is due to start, when the co-ordinated admissions scheme ends.

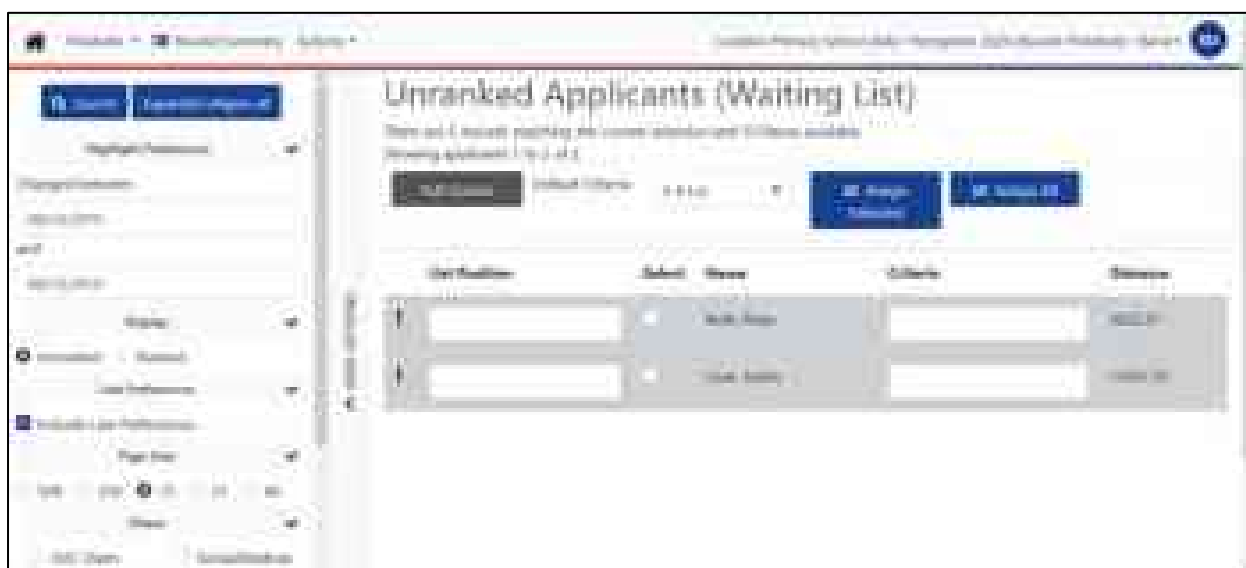
The waiting list will be made of children that have a criterion and rank (unsuccessful on-time applicants) and of children who will need to be assigned a criterion and a rank position. (late applicants)



To update the waiting list – which is **essential** before new offers are made and **to include late applications**, choose the required band (if a banding structure is used) and click on the 'Rank Waiting List' button. If you have a banding structure, the band will need to be chosen first.



Check the 'Unranked' list and assign a criterion as undertaken for on time applications before. **NB** the **exclamation mark (!)** denotes a late application. **Ensure that the 'Include Late Preferences' box is ticked** as it is unlawful to exclude such applications for consideration after National Offer Day.



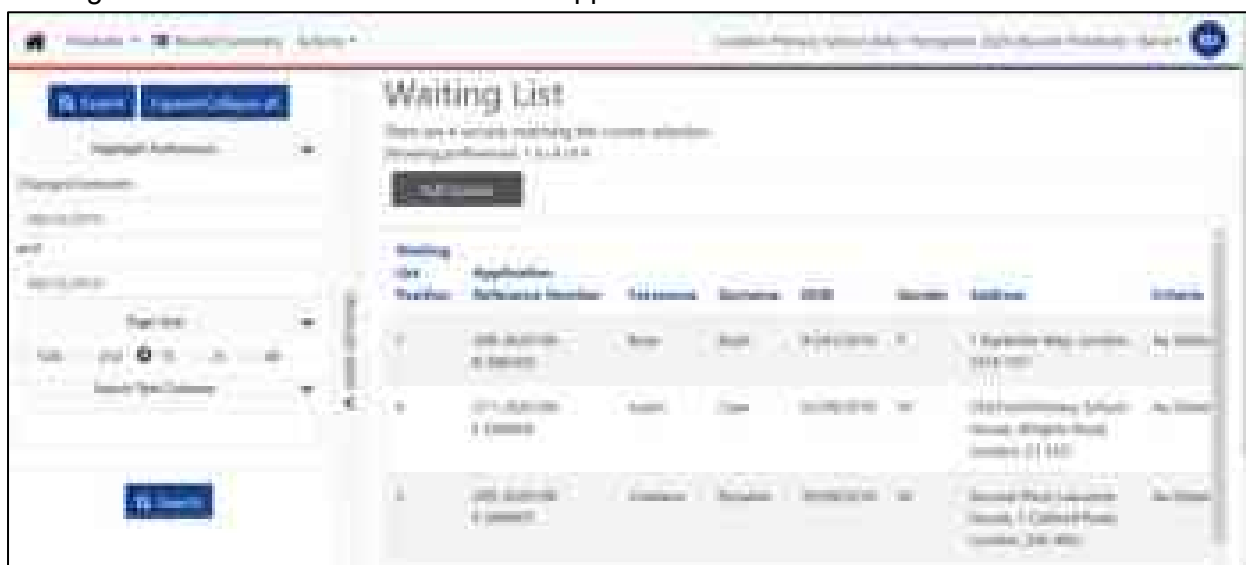
In the 'Ranked' list, ensure that the 'Include Late Preferences' box is ticked.



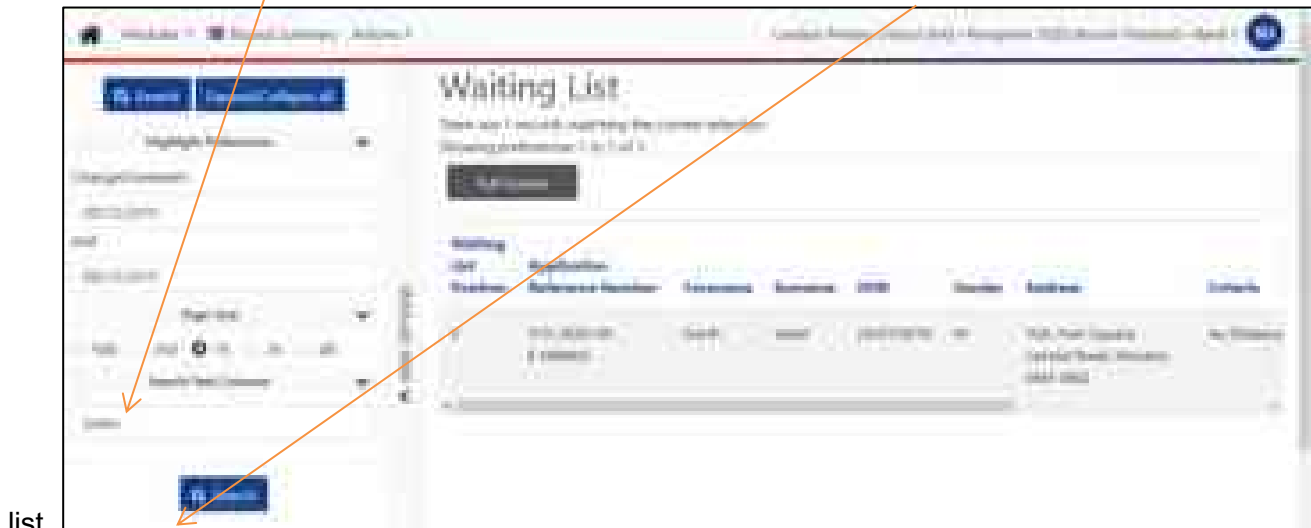
Then click on the 'Ranked' list, order the 'List Position' by 'Criteria', 'Generate List Positions' 'Confirm update positions' and 'Save Changes', as undertaken before.



Go back to the 'Round Summary' page (choose a band if required) and then click back on the 'View Waiting List' button and the ranked list will appear in name order.



To find a specific name in the list type it in the last box, click on 'Search' and that child will appear from the



list.

Identifying new offers

- The offer list updates in real-time, so if an offer is refused and then a new offer is made from the waiting list the 'View Final Offers' report will update immediately.
- You should log-in periodically to check for changes.
- There are several methods you could use to identify changes to the offer list, outlined below.

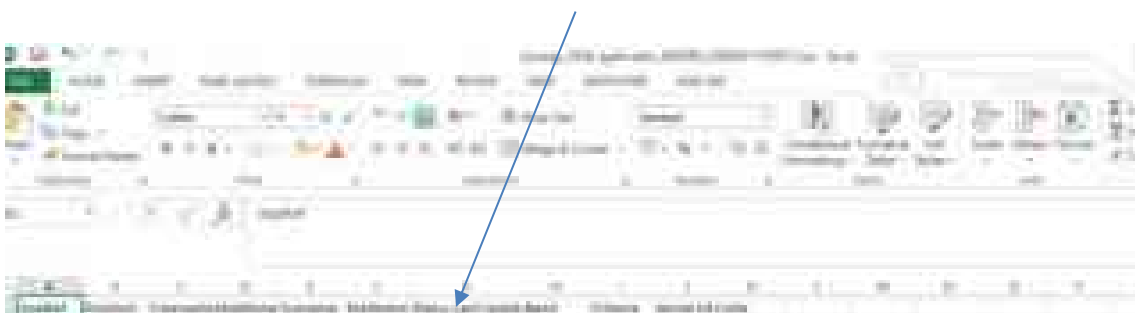
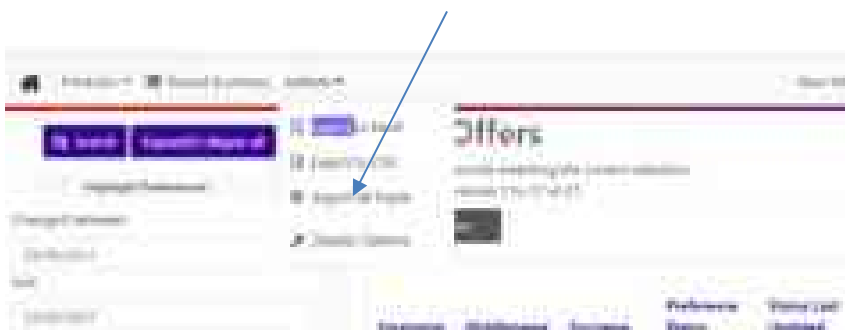
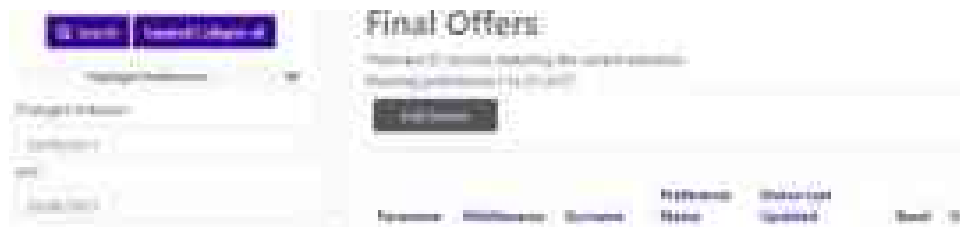
Option 1

- Make a note of the date/time when you check the list (eg. check on a designated day each week).
- In the View Final Offers report, refer to the '**Status Last Updated**' column.
- Clicking the column heading will put the list in date/time order from oldest to newest (clicking again will reverse the order to show newest to oldest).
- Anything with a date/time more recent than the last time you checked will have had a status change. This will often represent a new offer, but be aware it could just represent a status change from "Place allocated" to "Parent Accepted".



Option 2

- In the 'View Final Offers report', you can periodically export the results to Excel.
- Exporting the list provides a permanent 'snapshot' of the offers on a given date, which you can refer to at a later date if necessary.
- The export includes the 'Status Last Updated' field (final column) which you can use to visually identify the changes. Please remember to check the 'Export All Fields' box if you want the 'Status Last Updated' column to be included in the excel spreadsheet.



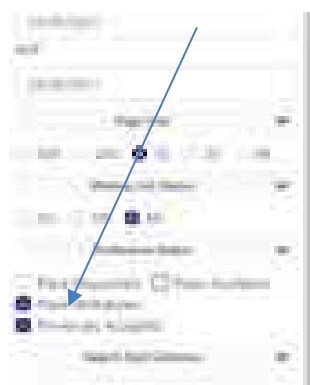
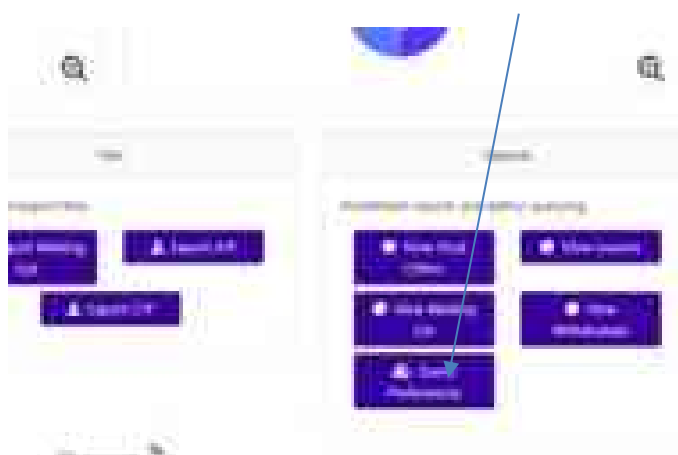
Option 3

- In the View Final Offers report, use the 'Highlight Preferences' option to specify a date range and click Search.
- Scroll down the list and look for any applicants highlighted in blue, this indicates their application was changed during the date range specified.



Identifying previously offered applicants

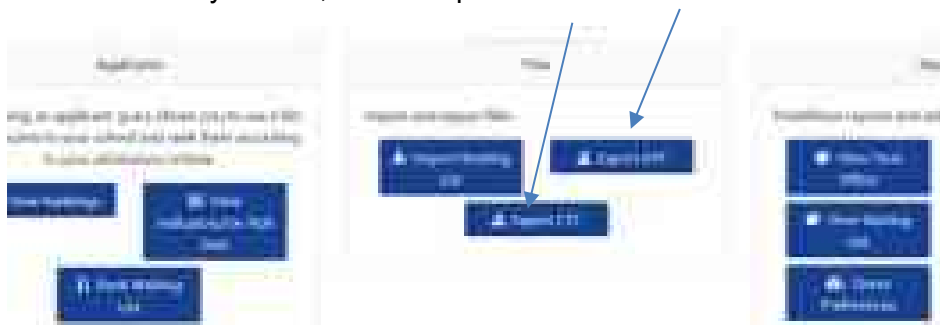
- In the 'Query Preference report', select the following Preference Statuses in the search options.



- Clicking Search will return a list of all applicants that were previously offered a place but have subsequently been withdrawn because they have been offered a higher preference.
- The 'Status Last Updated' column will help in identifying the most recent withdrawals.

Exporting ATFs/CTFs

- After offers have been made, you can download ATFs (Admissions Transfer File) or CTFs (Common Transfer File) to import into your school information management system.
- These files contain the core pupil and parent/guardian information
- From the Round Summary screen, select Export ATF or CTF.



- You will receive a prompt to Open or Save the file. The appearance of this message will vary depending on which internet browser you are using.



- Save the file somewhere on your local computer, and you will have an XML file that includes details of all currently offered pupils.



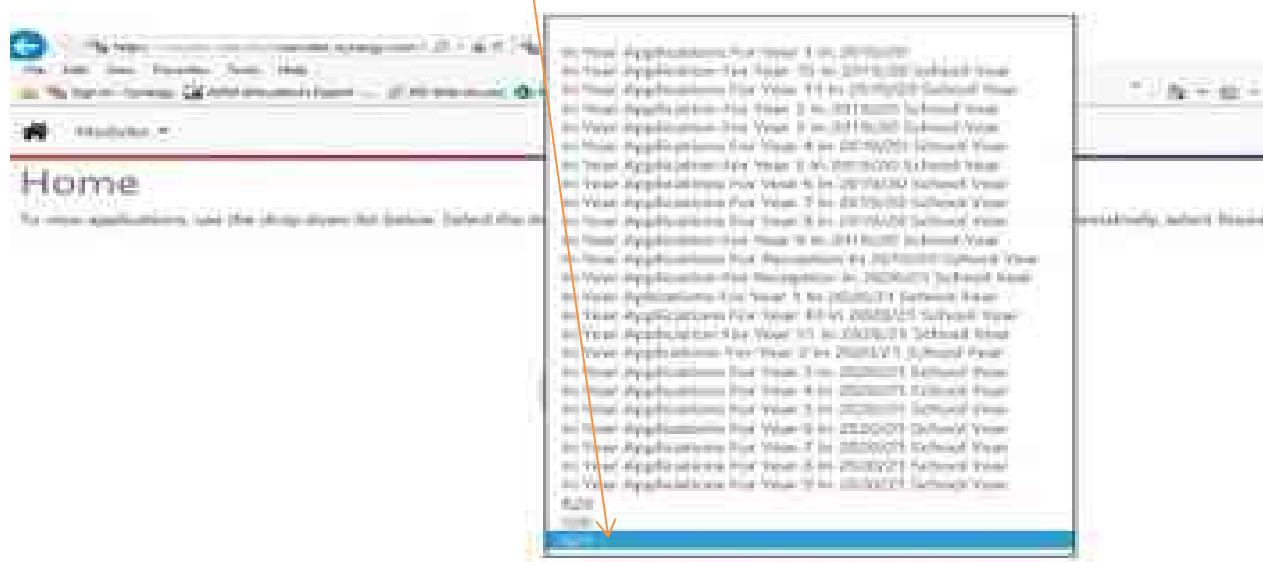
- This file can now be imported into your local school information management system in the usual manner.

Viewing Leavers/Destination School

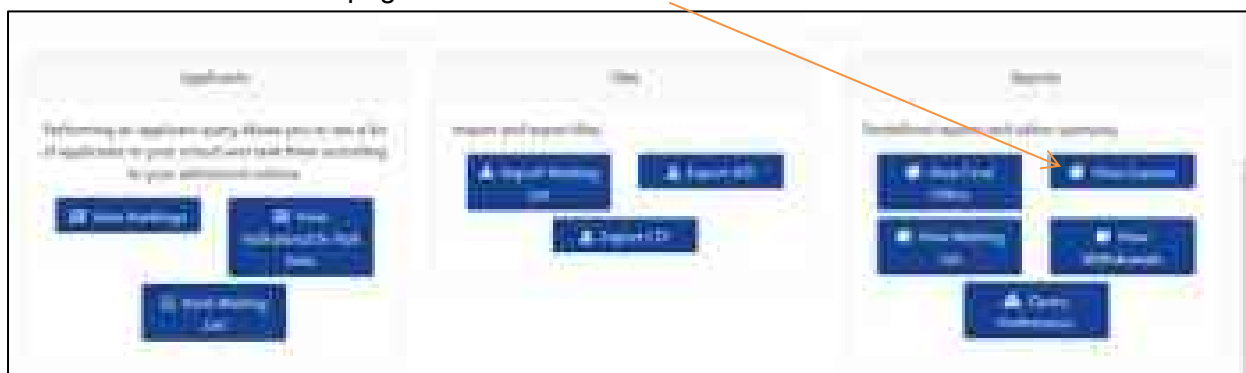
The 'View Leavers' report is a useful tool for primary schools to check that their nursery cohorts (if they have a provision) have applied for a Reception place or that their Year 6 children have applied for a secondary school place. After National Offer Day, schools will also be able to see the destination school for children that are in their nursery or Year 6 class. However, please note that the 'View Leavers' report will only show details of children who have had your school listed as their current school and either live in Croydon or have been offered a Croydon school. If any children are missing from the report it could be that they have an EHCP, their application was received after the deadline and classed as 'late' or the parent only applied for independent schools. If you cannot see details of children you are expecting to, please let Croydon School Admissions Team know.

Please note that original offers made are subject to change and that rejections, acceptances and offers will show up in real time.

First choose the relevant round, e.g. 'S22' for year 6 leavers from the 'Home' screen, then click 'Round Summary'.



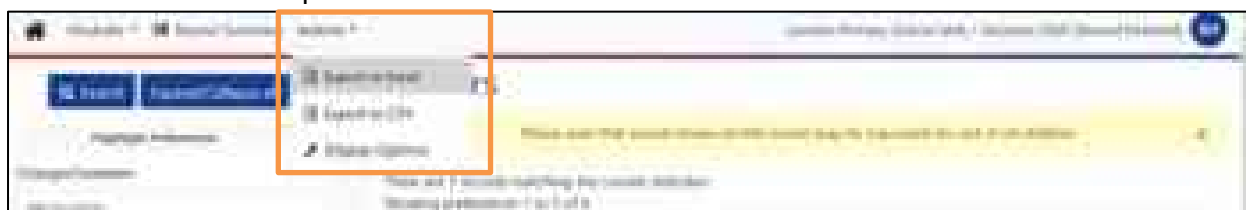
Then at the bottom of the page click on 'View Leavers'



Details of school leavers will show up on this page

Name	Address	Date of Birth	Places Requested	Places Accepted	Places Withdrawn	Top Place Allocated School	Action
John Smith	123 Main Street, London	15/05/2000	1	1	0	St. Mary's Primary School	View Details
Jane Doe	456 Oak Avenue, London	22/08/2000	2	1	1	St. John's Primary School	View Details
Mark Brown	789 Pine Road, London	10/03/2000	1	1	0	St. Peter's Primary School	View Details
Anna White	101 Elm Street, London	05/11/2000	1	1	0	St. Andrew's Primary School	View Details

This list can be exported to Excel by clicking on 'Actions' then 'Export to Excel'. If more fields are needed choose the 'Display Options' first to add in other fields then 'Export to Excel'. Once exported to Excel, view the second tab of the spreadsheet for details.



Below is what some of the columns in the table mean:

SAM wording	places requested	places accepted	places withdrawn
Our wording	number of school preferences on waiting list	number of places allocated	number of preferences no longer required

Logging out

When you have finished working on SAM it is important that you sign out by clicking on initials at the top of the page then 'Sign out'



The following screen will then show up

