

# SAM (School Access Module)

## School Access Module (SAM) User Guide Part 2

**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 other schools, please inform the School Admissions Team so that this can be included in future editions.

Updated by Croydon School Admissions Team, January 2026

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**NB** all children's names are fictional.

**Key things to remember**

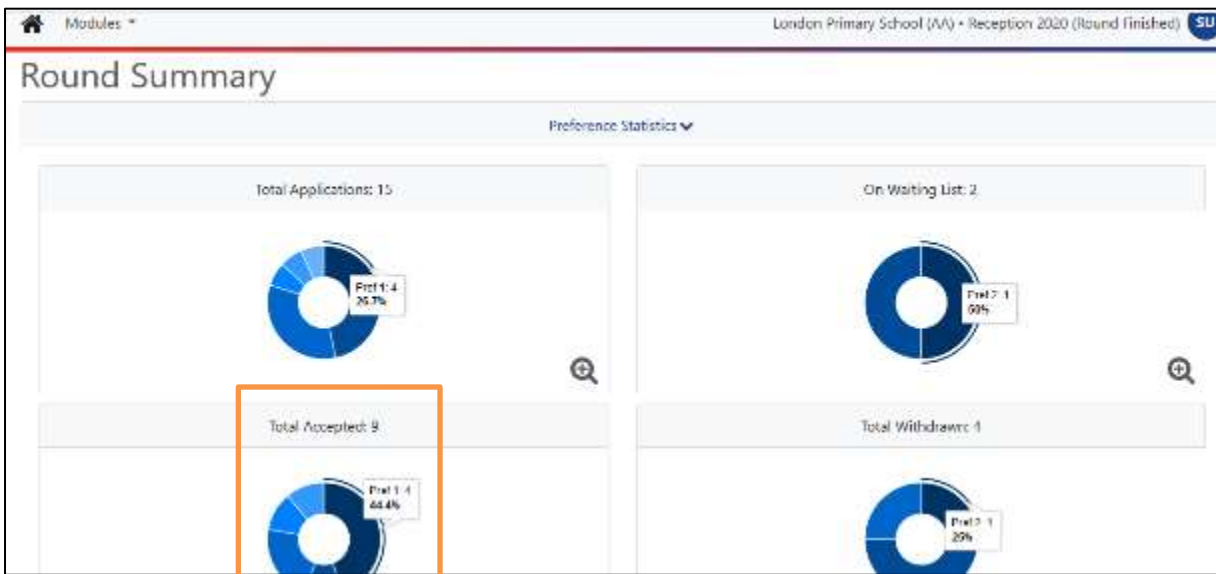
**IMPORTANT INFORMATION:** When the school admissions team start running the allocation process, the admissions rounds (S26, J26 and R26) will be locked and you will not be able to view your list of applicants. You will be able to access the admissions rounds again on National Offer Day during the course of the afternoon.

**Post National Offer Day Processes**

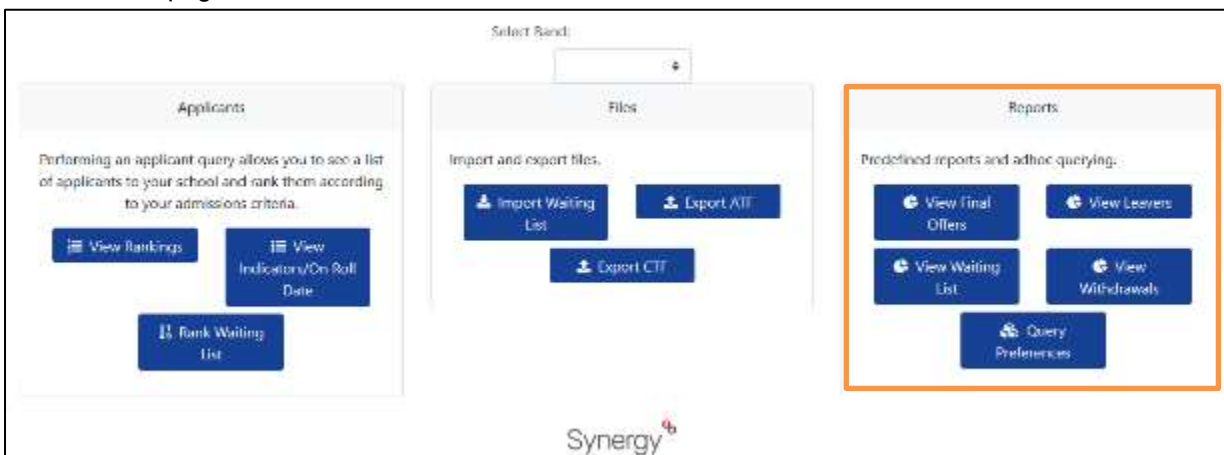
**Details about offers**

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 The 'Total Withdrawn' chart refers to cancelled applications or places no longer required as a result of a higher preference being offered. 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.

**Please note: late applicants will not receive an offer on National Offer Day and will get an automatic and generic message which states 'no offer made'. The school admissions team will start processing late applications within 4 weeks of National Offer Day.**

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.

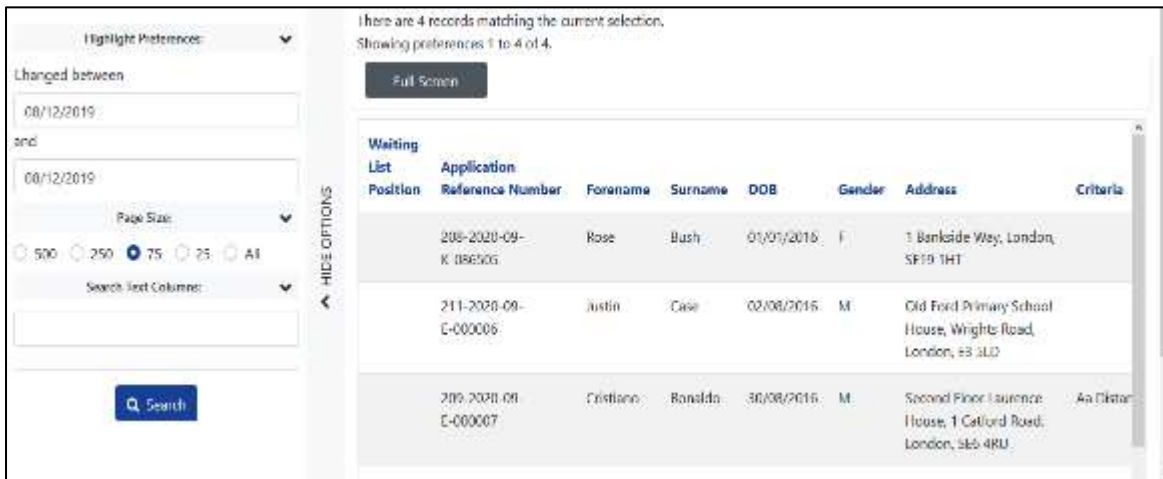
In this instance 9 offers have been made, bands are shown when applicable

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code
Apple	Crumble	Custard	Offered	08/12/2019 17:19:22	Band 1	Aa Distance	6	208
Arthur		Dent	Offered	08/12/2019 17:19:22	Band 2	A A Medsoc	1	208
Bobe		Felt	Offered	08/12/2019 17:19:22	Band 1	Aa Distance	6	315
Stomi	Blue	Ivy	Offered	08/12/2019 17:19:22	Band 1	Aa Distance	7	208

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.

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code
Pink	Yellow	Blue	Declined	08/12/2019 17:19:22	Band 1	A A Medsoc	4	208
Ben		Dover	Declined	08/12/2019 17:19:22	Band 1	Aa Sibling	3	211
Rice		Krispies	Declined	08/12/2019 17:19:22	Band 2	A A Medsoc	2	936
Violet	Indigo	White Black	Declined	08/12/2019 17:19:22	Band 2	Aa Distance	3	208

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 Requested = child on waiting list

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.

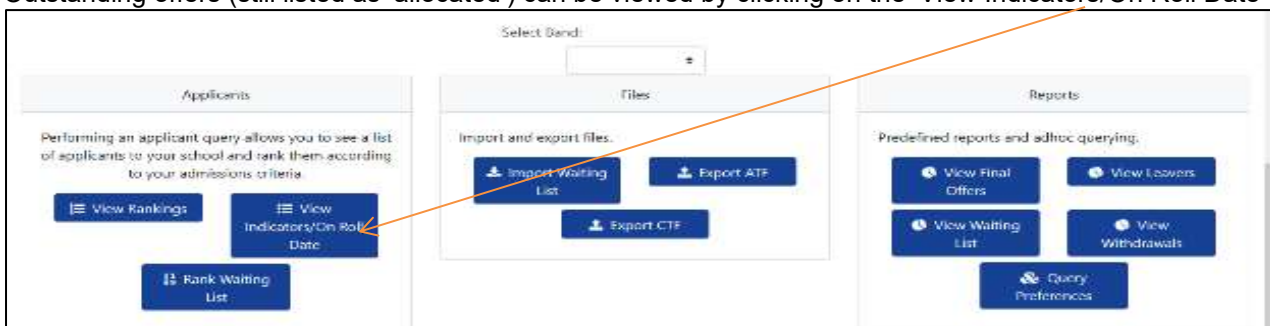
Refused by parent = offer has been rejected by parent/carer, this has been formally confirmed and offer has been withdrawn.

**Acceptances and Declines**

Parent/carers have two weeks from National Offer Day to accept or decline an offer on line via their admissions account. It takes a week or longer to update all the responses onto local authority system.

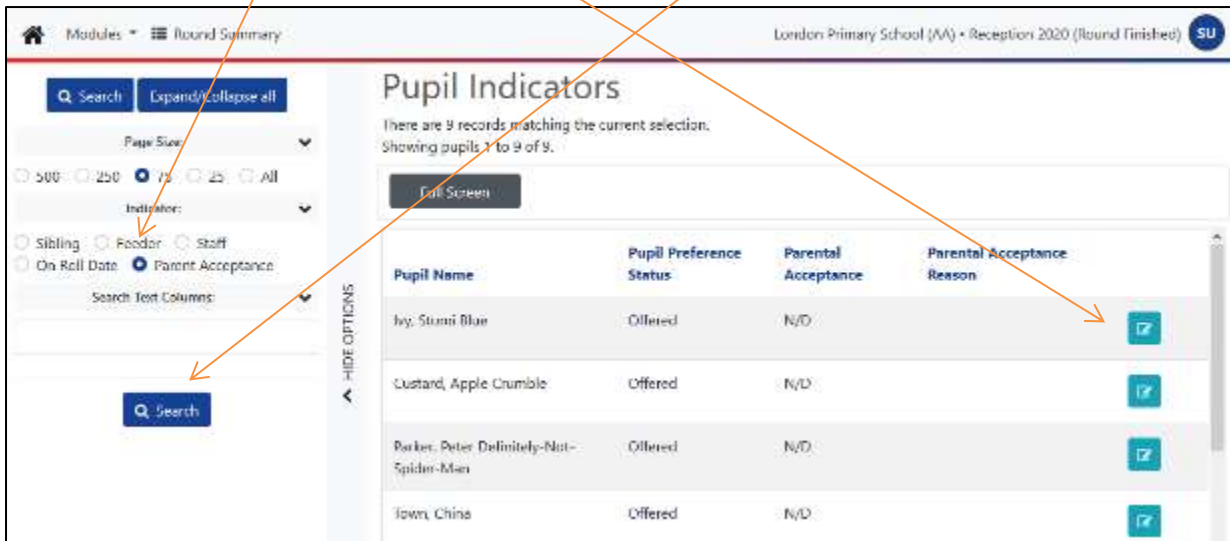
Acceptances and declines will show up in real time. If you receive an acceptance or decline directly from a parent, please follow the steps below:

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

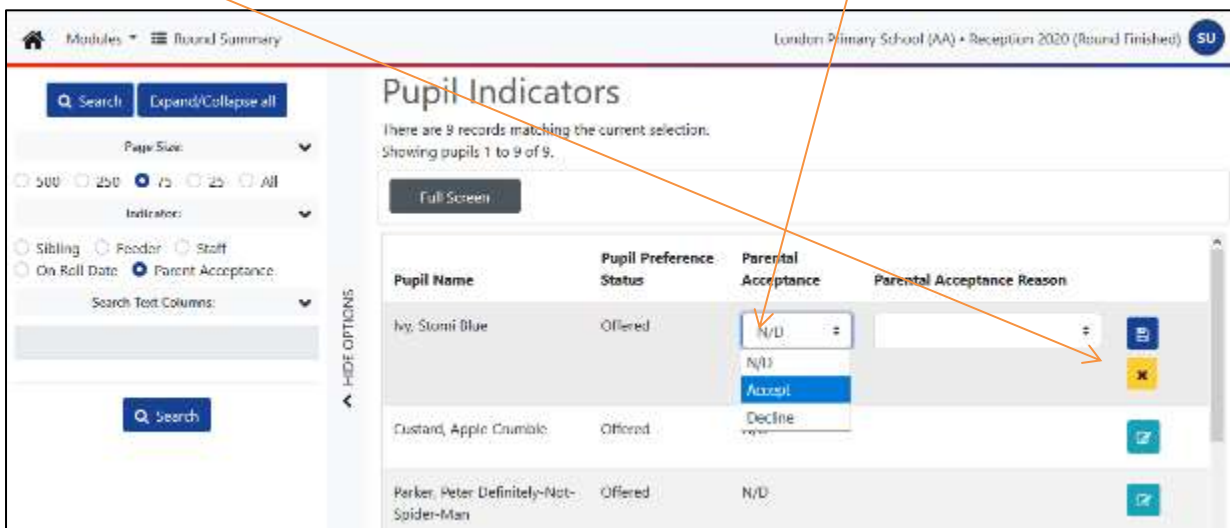


## Acceptances

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

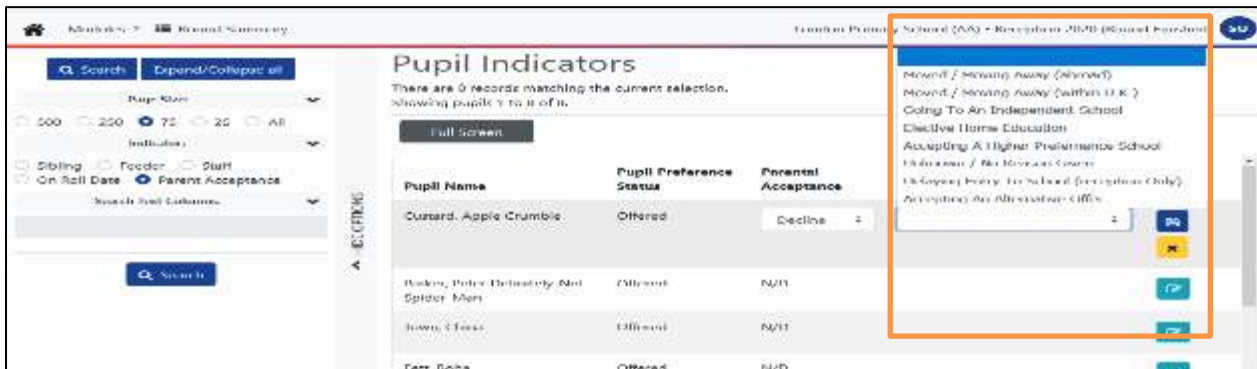


For acceptances click on the N/D (no decision) in the 'Parental Acceptance' box and click on 'Accept'. Then click on the 'Save' button. A reason is not needed for acceptances. This will then be fed in to the admissions database in real time. Once an acceptance has been saved the child's name will be removed from that list.



## Declines

In the 'Parental Acceptance' box click on 'Decline' and select the reason for declining a place from the drop-down list. ADD new screen shot drop-down list. ADD new screen shot



The status shows up as 'Parent Declined' until the decline has been confirmed by Croydon School Admissions Team. All declines must be confirmed in writing with the full reason for declining the offer. These emails/letters must be forwarded over to the school admissions team at [school.admissions@croydon.gov.uk](mailto:school.admissions@croydon.gov.uk) ASAP. Acceptable reason include for example 'moving to Cheshire ( full new address details must be given), going to another school( full name of new school must be given)' Please note the list you see will be different to the example given above.

**IMPORTANT:** For safeguarding reasons, no places will be withdrawn until the LA is satisfied with the reason given by the parent for declining an offer or that alternative education arrangements have been made.

Once the decline 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 Preference Status	Parental Acceptance	Parental Acceptance Reason
Custard, Apple Crumble	Parental Preference: Rejected Still Considered	N/A	
Parker, Peter Definitely Not Spider-Man	Offered	N/A	
Town, China	Offered	N/A	
Fett, Boba	Offered	N/A	

## Ranking late applications and updating waiting lists

### Points to remember

New names will appear on the waiting list as new applications are received, therefore waiting lists will need to be re-ranked to include all the on-time applicants who were unsuccessful in the first round as well as late applications before any new offer can be made .

**The School Admissions Team will begin to make offers approximately four weeks following National Offer Day 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. Please check SAM on a regular basis and before contacting the team.**

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 31<sup>st</sup> 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)

London Primary School (AA) • Reception 2020 (Round Finished) • SU

### Waiting List

There are 4 records matching the current selection. Showing preferences 1 to 4 of 4.

Full Screen

Waiting List Position	Application Reference Number	Forename	Surname	DOB	Gender	Address	Criteria
	208-2020-09-K-086505	Rose	Bush	01/01/2016	F	1 Bankside Way, London, SE19 1HT	
	211-2020-09-F-000006	Justin	Case	02/08/2016	M	Old Ford Primary School House, Wighams Road, London, E5 5JD	
	209-2020-09-E-000007	Cristiano	Ronaldo	30/08/2016	M	Second floor Laurence House, 1 Catford Road, London, SE5 4RU	Aa Dista

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.

Select Band: =

**Applicants**

Performing an applicant query allows you to see a list of applicants to your school and rank them according to your admissions criteria.

View Rankings

View Indicator/On Roll Date

**Rank Waiting List**

**Files**

Import and export files.

Import Waiting List

Export ATF

Export CTF

**Reports**

Predefined reports and adhoc querying.

View Final Offers

View Offers

View Waiting List

View Withdrawals

Query Preferences

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.

London Primary School (AA) • Reception 2020 (Round Finished) • Band 1 • SU

### Unranked Applicants (Waiting List)

There are 2 records matching the current selection and 15 Places available. Showing applicants 1 to 2 of 2.

Full Screen Default Criteria: A.A Loc Assign Selected Assign All

List Position	Select	Name	Criteria	Distance
!	<input type="checkbox"/>	Bush, Rose		6632.57
!	<input type="checkbox"/>	Case, Justin		12561.25

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

Ranked Applicants (Waiting List)

There are 4 records matching the current selection and 15 Places available.  
Showing applicants 1 to 4 of 4.

Full Screen Generate List Positions Save Changes Unassign Selected Unassign All

List Position	Select	Name	Criteria	Distance
!	<input type="checkbox"/>	Bush, Rose	Aa Sibling	6632.57
	<input type="checkbox"/>	Vader, Darth	Aa Distance	9332.19
	<input type="checkbox"/>	Ronaldo, Cristiano	Aa Distance	10068.42
* !	<input type="checkbox"/>	Case, Justin	Aa Distance	12561.35

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

Ranked Applicants (Waiting List)

There are 4 records matching the current selection and 15 Places available.  
Showing applicants 1 to 4 of 4.

Full Screen Generate List Positions Save Changes Unassign Selected Unassign All

List Position	Select	Name	Criteria	Distance
1	<input type="checkbox"/>	Bush, Rose	Aa Sibling	6632.57
2	<input type="checkbox"/>	Vader, Darth	Aa Distance	9332.19
3	<input type="checkbox"/>	Ronaldo, Cristiano	Aa Distance	10068.42
* ! 4	<input type="checkbox"/>	Case, Justin	Aa Distance	12561.35

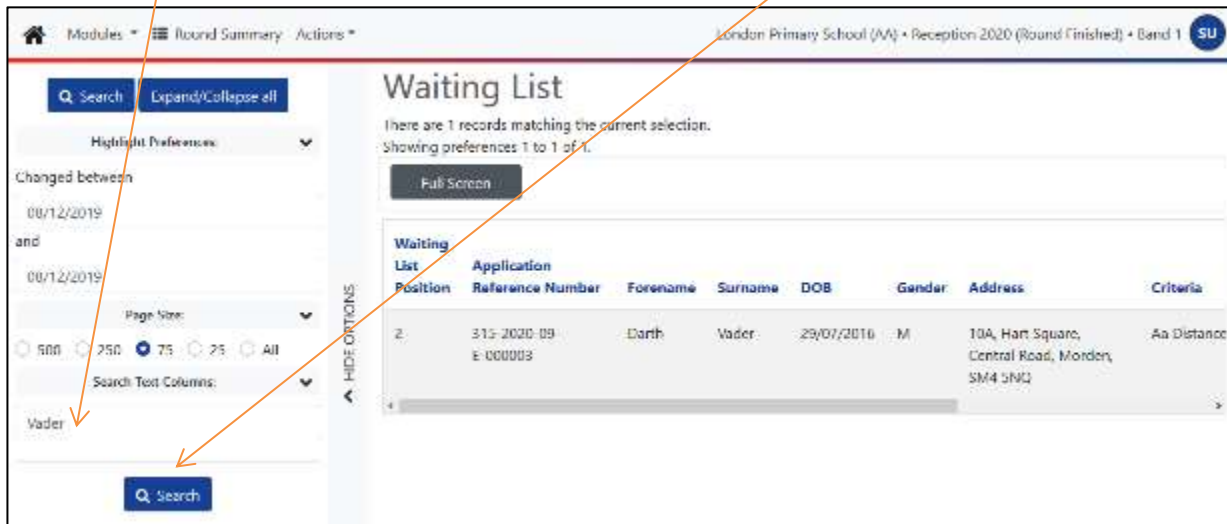
Go back to the 'Round Summary' page (choose a band if required) and then click back on the 'View Waiting List' button and the ranked list will appear in name order.

There are 4 records matching the current selection.  
Showing preferences 1 to 4 of 4.

Full Screen

Waiting List Position	Application Reference Number	Forename	Surname	DOB	Gender	Address	Criteria
1	208-2020-09-K-086505	Rose	Bush	01/01/2016	F	1 Bankside Way, London, SE19 1HT	Aa Sibling
4	211-2020-09-E-000005	Justin	Case	02/08/2016	M	Old Ford Primary School House, Wrixton Road, London, E3 5LD	Aa Distar
3	208-2020-09-E-000001	Cristiano	Ronaldo	30/08/2016	M	Second Floor Laurence House, 1 Clifford Road, London, SE6 4RU	Aa Distar

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.

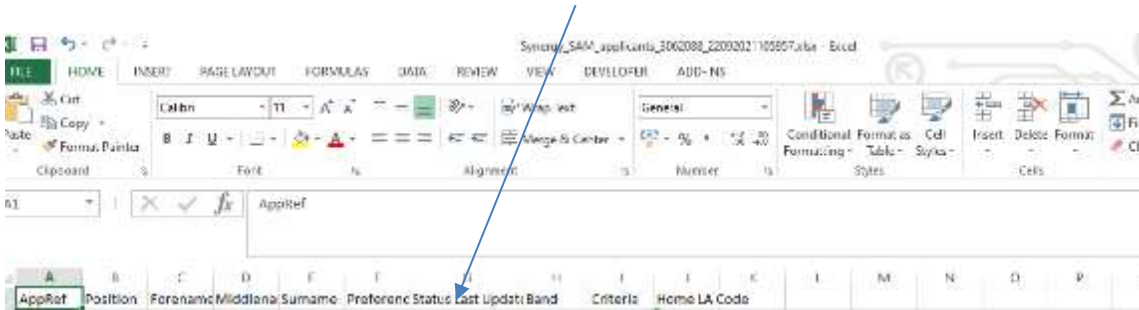
#### Option 1

- 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.



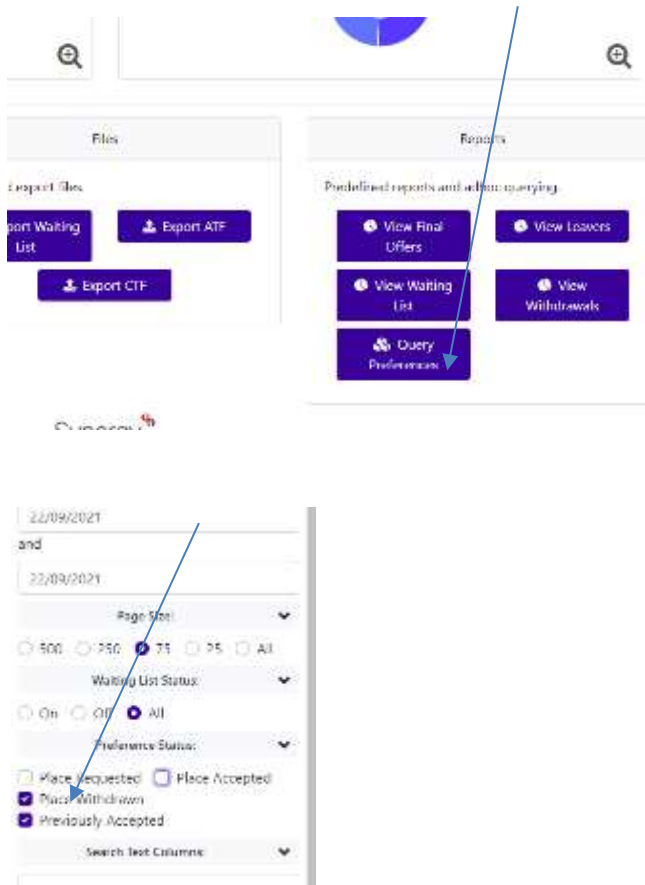
### Option 3

- 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

- Please be aware that you will not receive a final list of the accepted offers from the school admissions team.**
- 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. **We recommend that you wait until all offers have been accepted before downloading the files.**
- 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.

```
<?xml version="1.0" encoding="UTF-8"?>
- <ATfile>
  - <Header>
    <DocumentName>Admissions Data Transfer File</DocumentName>
    <ATFVersion>13.0</ATFVersion>
    <DateTime>2018-01-03T16:41:40</DateTime>
    <DocumentQualifier>full</DocumentQualifier>
    <SupplierID>Servelec Synergy</SupplierID>
  - <SourceSchool>
    <LEA>213</LEA>
    <Estab>LLLL</Estab>
    <SchoolName>Not applicable</SchoolName>
    <AcademicYear>2017</AcademicYear>
  </SourceSchool>
  - <DestSchool>
    <LEA>213</LEA>
    <Estab>2000</Estab>
  </DestSchool>
```

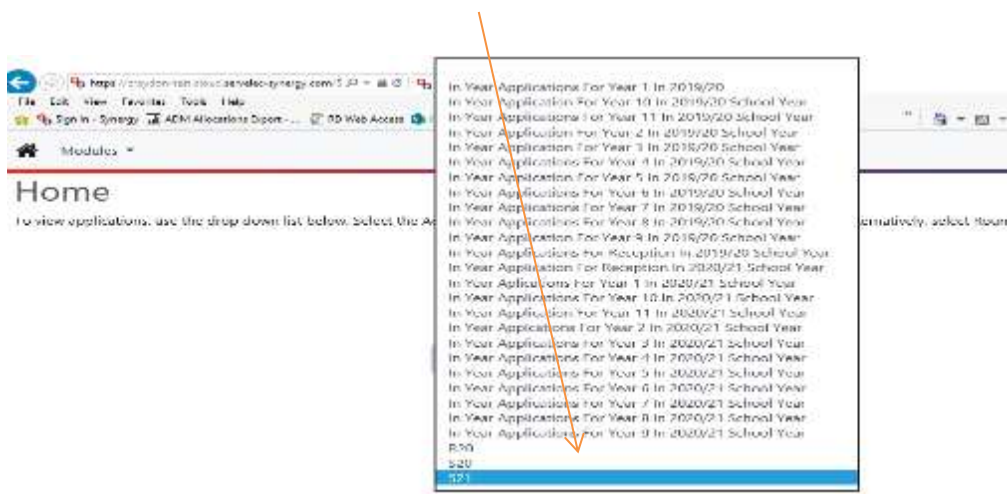
- This file can now be imported into your local school information management system in the usual manner.

**Viewing Leavers/Destination School**

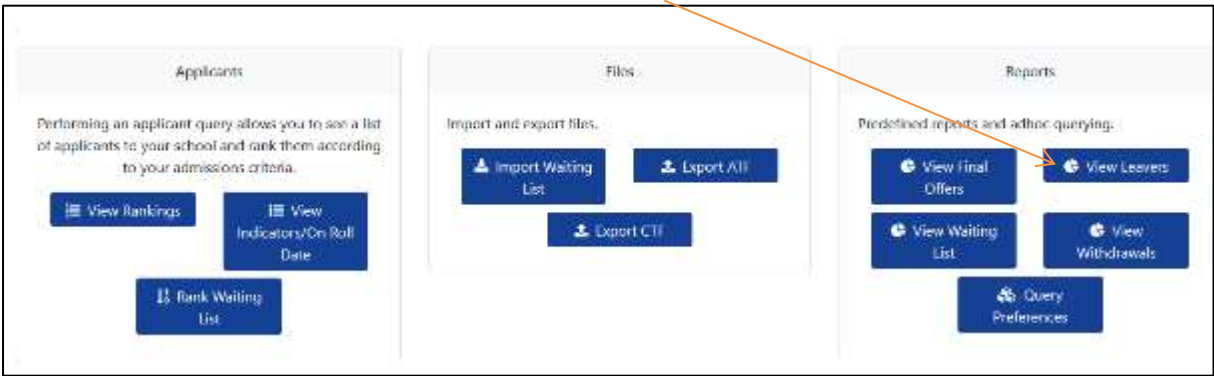
The ‘View Leavers’ report is a useful tool for primary schools to check that their nursery cohorts (if they have a provision) have applied for a Reception place or that their Year 6 children have applied for a secondary school place. After National Offer Day, schools will also be able to see the destination school for children that are in their nursery or Year 6 class. However, please note that the ‘View Leavers’ report will only shows 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.

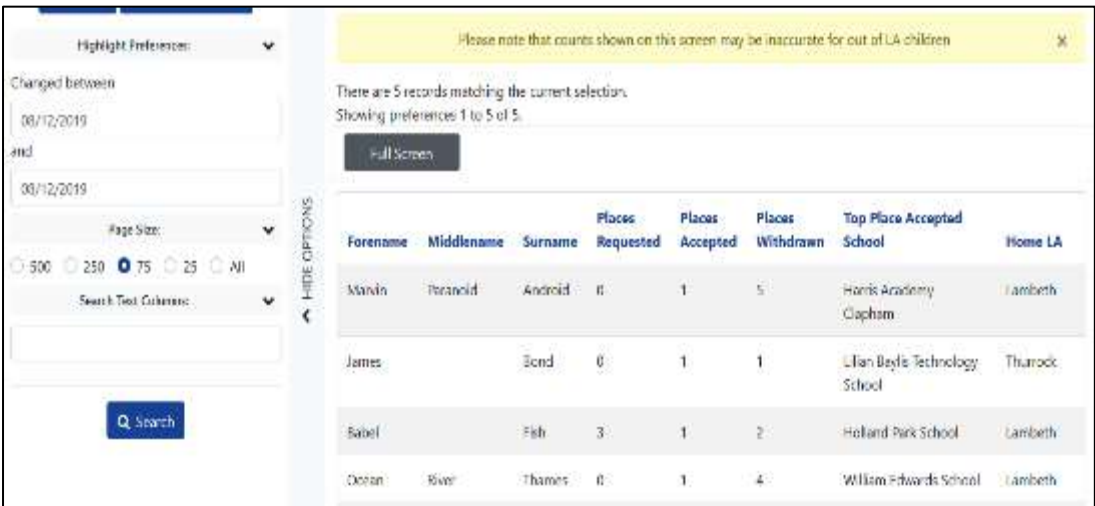
First choose the relevant round, e.g. ‘S25’ for year 6 leavers from the ‘Home’ screen, then click ‘Round Summary’.



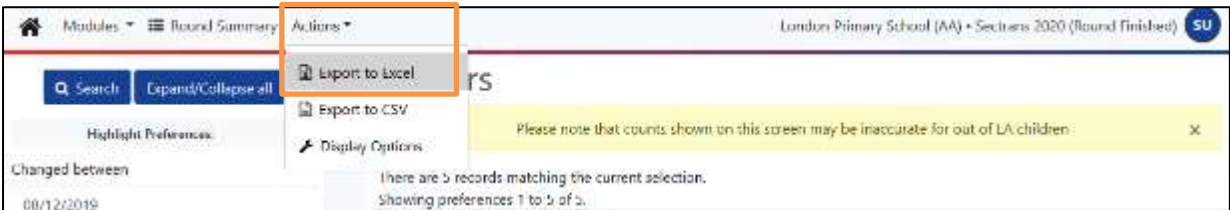
Then at the bottom of the page click on 'View Leavers'



Details of school leavers will show up on this page



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.



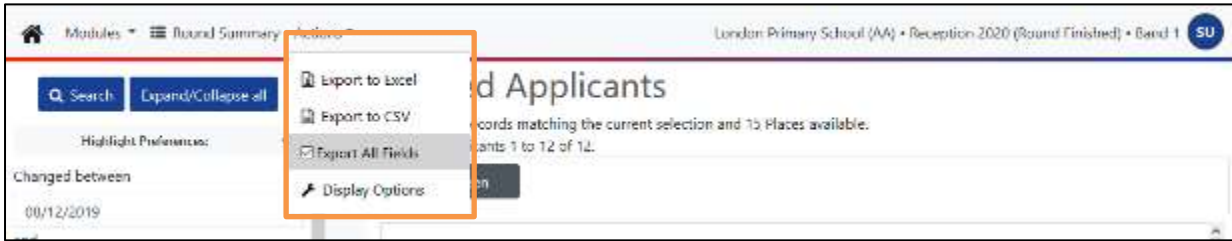
Below is what some of the columns in the table mean:

SAM Wording	Place requested	Places accepted	Places withdrawn
Our Wording	Number of school preferences on waiting list	Number of places allocated	Number of preferences no longer required

**Exporting Data into Excel**

If necessary data 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.

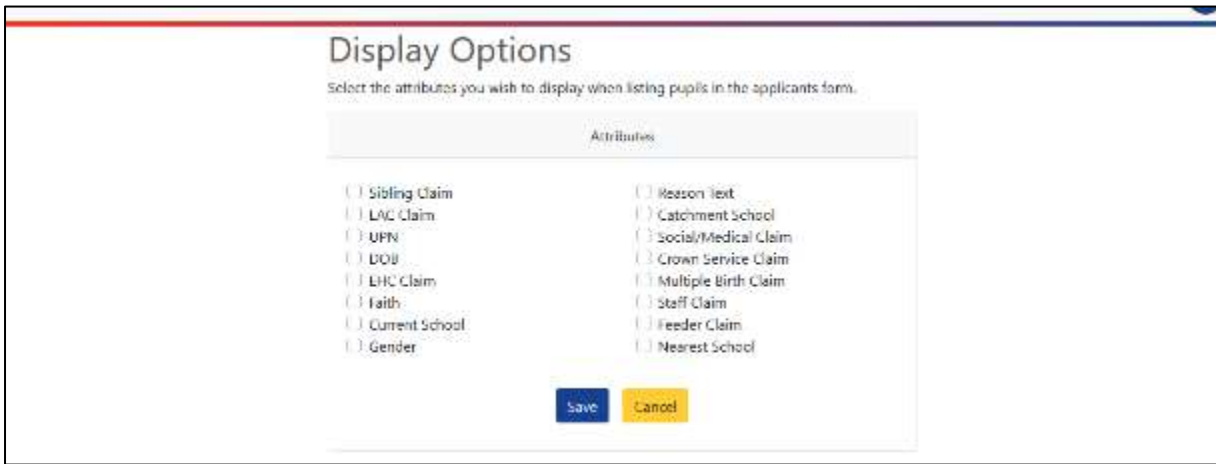
Whatever screen is showing there is the option to export data to Excel. Click on 'Actions' then either click on 'Export to Excel' which will export just the child's details as listed in the grid below the line, or tick the 'Export All Fields' first, then 'Export to Excel'.



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



The following screen will be displayed with options to choose from, then click on 'Save' and the screen will return to the list of children with the fields included.



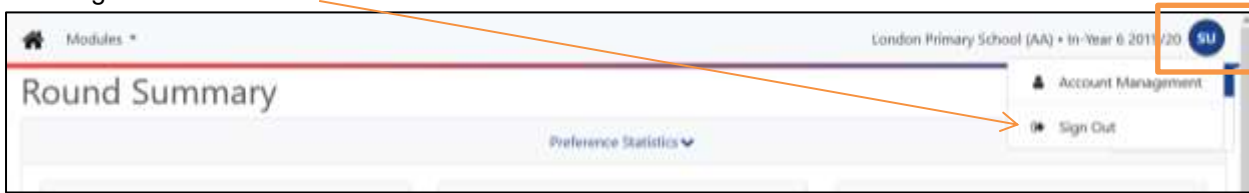
Once the options are saved and the screen returns to the previous one with the new fields, click on the 'Export to Excel' button.

Below are some of the details in a full report in surname order.

Applicant Ref	Position	Surname	Forename	Middle Name	UPN	DCB	Gender	Pref School	School Name	Band	Reason To	Catchment	Social/Medical	Staff Claim	Feeder Claim	LA Tax
208-2020-1		Bush	Rose			01/01/2011	F	Lambeth	London Pri	Band 3	No	No	No	No Decision	No	No Decision
315-2020-1		Vader	Barth			29/03/2011	M	Lambeth	London Pri	Band 1	No	No	No	No Decision	No	No Decision
205-2020-1		Itumakho	Cristiano			01/04/2011	M	Lambeth	London Pri	Band 1	No	No	No	No Decision	No	No Decision
211-2020-4		Daw	Justin			02/04/2011	M	Lambeth	London Pri	Band 3	No	No	No	No Decision	No	No Decision

## 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

