

SAM (School Access Module)

School Access Module (SAM) User Guide

For Community Schools

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

Updated by Croydon School Admissions Team February 2025

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NB all children's names are fictitious.

Logging In

<https://croydon.cloud.servelec-synergy.com/synergy/>

Enter your own specific username and on the next page password.

If you have forgotten your password, enter your username and click on the “forgotten password” button. You can then request a password reset code to be emailed to you - enter the code provided and this will open a screen where you can create a new password.

There is a [demonstration video](#) of the process published on the portal.

If a new school user account needs to be set up, please email the school admissions team at school.admissions@croydon.gov.uk providing the name of the person who needs the account, their email address (please note generic email address that all staff can use cannot be used) and school contact number. This will be passed to the EDQT team who will send the new account username and login details direct to the school user.



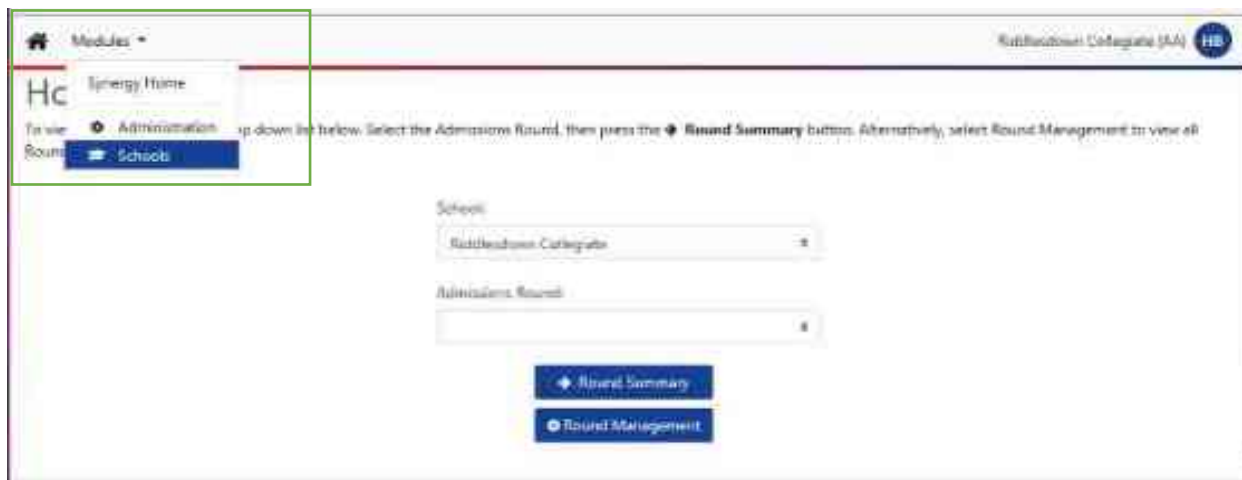
The screenshot shows a web browser window with a home icon in the top left corner. The main content area displays a 'Synergy: Sign in' form. The form has a blue header bar with the text 'Synergy: Sign in'. Below this is a text input field labeled 'Enter your username'. At the bottom of the form, there are two buttons: 'Create Account' on the left and 'Next' on the right.



The screenshot shows the same 'Synergy: Sign in' form, but now the text input field is labeled 'Enter your password'. At the bottom of the form, there are three buttons: 'Change User' on the left, 'Forgot Password' in the middle, and 'Sign in' on the right.

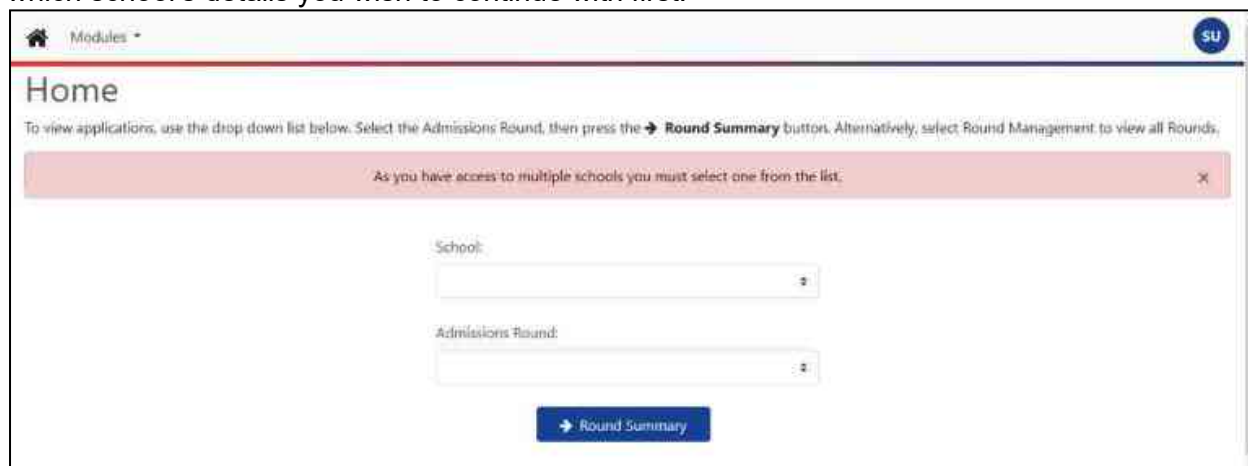
You will then come to this screen. Once logged in the initials in the right-hand corner are that of the user. Click on the 'Modules' drop-down in the top left hand corner. Click on 'Schools'.






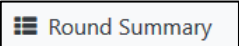
If you only have access to one school then you will see your school listed in the centre of the page.

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



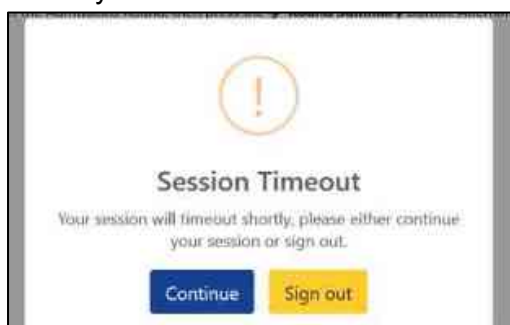
Once in, please check that the name of the school at the top is your school, if it's not, please email the **Education Business Systems and Data Management team**: EducationDataQuality@croydon.gov.uk

Key things to remember

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

Click on ,  and  to expand or close a selection.

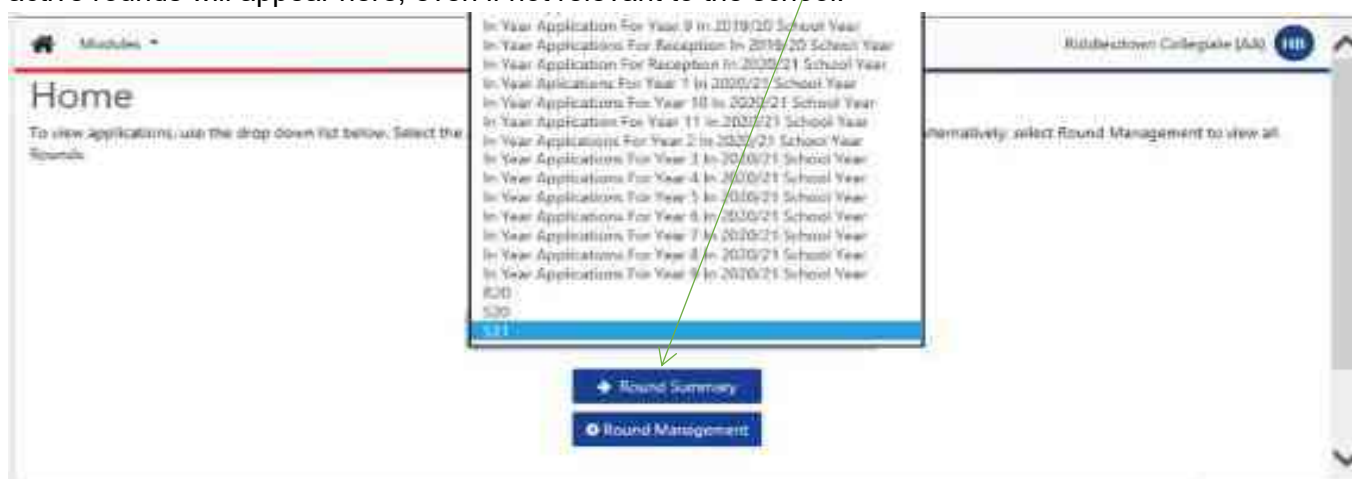
There is a timer on SAM, so after a period of inactivity a message will appear on the screen (see below) and any work undertaken but not saved may be lost. The timer is approximately 30 minutes.



School admissions work does not all have to be undertaken in one session. However, when performing large tasks, it is advised that school users save changes periodically.

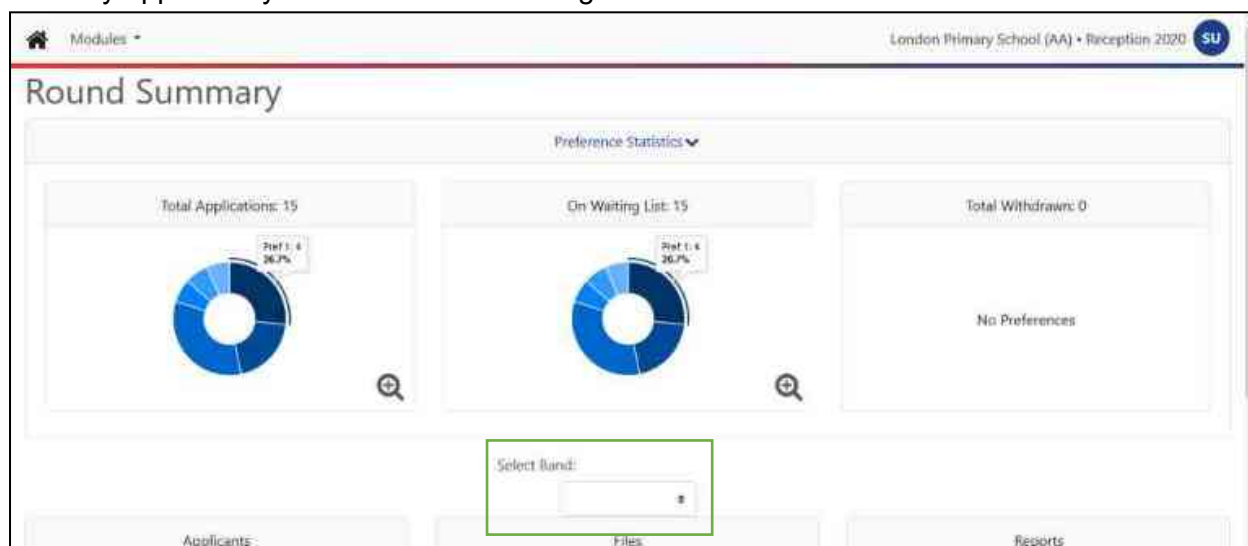
School admissions home page

If the school name is correct, click on the box next to the 'Admissions Round' (e.g. R25 or J25) to choose the desired round then click on the name of the round and finally click on the 'Round Summary' button. All active rounds will appear here, even if not relevant to the school.

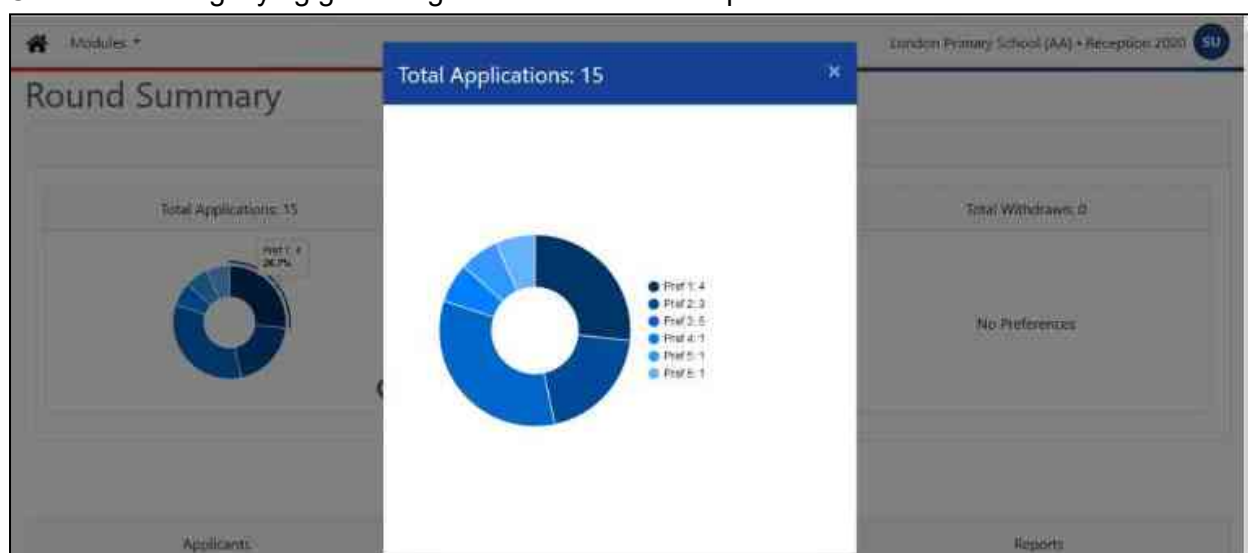


The Round Summary page will show the round at the top of the page to confirm you have selected the correct round. If the round has closed, this will be stated as such (for reception, junior or secondary transfer rounds only). If you have selected the wrong round, click on the 'home' button to go back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

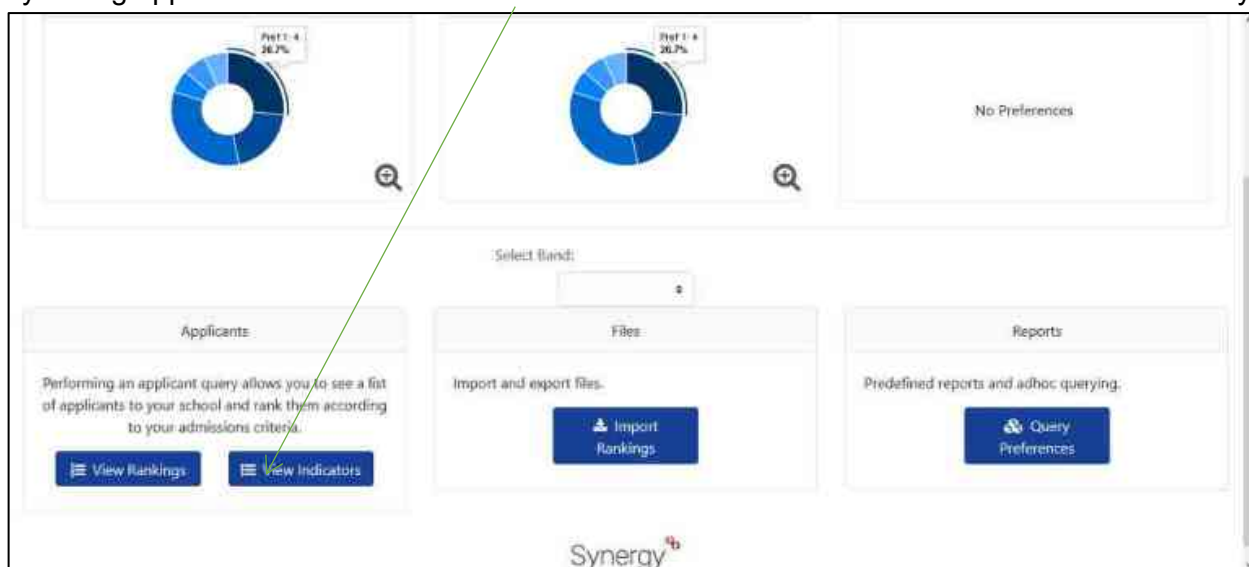
offer are still temporarily recorded as offered on the local authority's database. (more information below about 'declines').

Total Withdrawn Applications – shows that pupils have been offered a school ranked higher on their application form, or they may have withdrawn their application completely.

Checking siblings

NB: Croydon School Admissions Team will always verify Looked After/previously Looked After Children.

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 children's details to appear who have a sibling listed on their application.



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

Pupil Details

Application Reference	Z08-2020-09-E-000033
Name	Pink Yellow Blue
UPN	
DOB	13/12/2015
Gender	Female
Current School	Jubilee Primary School (Lambeth)
LAC Claim	No
EHC Claim	No
Crown Service Claim	No
Multiple Birth Claim	No
Sibling Name	Green Blue
Sibling DOB	03/08/2012
Sibling Gender	Male
Preference School	London Primary School (Lambeth)
Distance	2824.41

Then click on the ‘Edit’ button next to the child,

Pupil Indicators

There are 3 records matching the current selection.
Showing pupils 1 to 3 of 3.

Full Screen

Pupil Name	Sibling Name	Sibling School	Sibling Confirmation	Sibling Confirmation Reason
Blue, Pink Yellow	Blue, Green		N/D	
White, Snow	White, Lily		N/D	
Dover, Ben	Dover, Eileen		N/D	

click on ‘Sibling confirmation’ to change the N/D (no decision) to either ‘Accept’ or ‘Reject’ the claim and finally click on ‘Save’. The child will then move to the bottom of the page.

Pupil Indicators

There are 3 records matching the current selection.
Showing pupils 1 to 3 of 3.

Full Screen

Pupil Name	Sibling Name	Sibling School	Sibling Confirmation	Sibling Confirmation Reason
Blue, Pink Yellow	Blue, Green		<div>N/D</div> <div>N/D</div> <div>Accept</div> <div>Reject</div>	
White, Snow	White, Lily			
Dover, Ben	Dover, Eileen		N/D	

If rejecting, please type in the reason in the 'Sibling confirmation reason' box, e.g. cousin, sibling at different address etc. then click 'Save'.

The screenshot shows the 'Pupil Indicators' section of the SAM system. On the left, there are filters for Page Size (500, 250, 75, 25, All) and Indicators (Sibling, Feeder, Staff). The main table displays the following data:

Pupil Name	Sibling Name	Sibling School	Sibling Confirmation	Sibling Confirmation Reason
White, Snow	White, Lily		Reject	cousin
Dover, Ben	Dover, Eileen		N/D	
Blue, Pink Yellow	Blue, Green		Accept	

Once all the children have been given a decision this will show up on the child's record. This information is fed into the local authority's education database in real time. The local authority will update records of siblings who have been rejected on its database so they don't get a higher priority on the waiting list.

For Junior Schools ONLY

Checking Feeder Claims

It is the junior school's responsibility to verify the Feeder School status on Junior applications. This will involve contacting the feeder infant school for confirmation the child is still in attendance in year two.

To identify the children who are at the feeder infant school:

Log in to SAM the usual way and once in the Round Summary click on Query Preferences:

The screenshot shows the 'Round Summary' page. It includes sections for 'Preference Statistics' (Total Applications: 95, On Waiting List: 95, Total Withdrawn: 0), 'Applicants' (View Rankings, View Indicators), 'Files' (Import and export files), and 'Reports' (Predefined reports and adhoc querying). The 'Query Preferences' button is highlighted with a red circle.

This will show a list of applications. Then click on Actions and select Export All Fields:

Modules ▾ Round Summary Actions ▾

Search Expand/Collapse all

Highlight Preferences:

Changed between: 20/01/2025 and 20/01/2025

Page Size: 500 250 75 25 All

Search Text Columns:

Export to Excel

Export to CSV

Export All Fields

Display Options

ences

nds matching the current selection.

nces 1 to 3 of 3.

Forename	Middlename	Surname	Band	Criteria	List Position	Home LA Code
Carly		Croydon				306
Alice		Proudfoot				306
Anina		Smiley				306

Then go back to Actions and select Export to Excel:

Modules ▾ Round Summary Actions ▾

Search Expand/Collapse all

Highlight Preferences:

Changed between: 20/01/2025 and 20/01/2025

Page Size: 500 250 75 25 All

Search Text Columns:

Export to Excel

Export to CSV

Export All Fields

Display Options

ences

nds matching the current selection.

nces 1 to 3 of 3.

Forename	Middlename	Surname	Band	Criteria	List Position	Home LA Code
Carly		Croydon				306
Alice		Proudfoot				306
Anina		Smiley				306

You will then have to open the excel spreadsheet that has been created and save this somewhere.

The spreadsheet has many columns, and you should scroll across to identify the current school and highlight this column.

	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	
1	on Sibling Co	Sibling Po	Current Sc	Current School	LAC Claim	LAC Claim	Care Auth	Special Ec	Special Ec	Crown Ser	Crown Ser	Multiple Bi	Multiple Bi	Applicant	Applicant	Applicant	Applicant	Applicant	
2			Croydon	Atwood Primary School	No	No	Decisic	-unknown: No	No	Decisic	No	No	Decisic	Mrs	Elaine	Applicant	O'Brien	Applicant	App
3			Croydon	Beulah Infants School	No	No	Decisic	-unknown: No	No	Decisic	No	No	Decisic	Miss	Pauline	Panton	8 BERNAR	ELE	
4			Croydon	Beulah Infants School	No	No	Decisic	-unknown: No	No	Decisic	No	No	Decisic	Ms	Jill	Smiley	8 Bernard	Bas	
5																			
6																			
7																			
8																			
9																			

I would advise that you use the filters to identify the different current schools. You are only looking for those that have your corresponding infant school as their current school. Any applications that have a different current school to this will not show on your feeder list so need no action.

Create a second tab on the spreadsheet to copy the filtered list into and use this list to send to the Infant school and ask them to confirm that these children are still on roll in the year two class. You can delete unnecessary columns so you only provide the children's names, date of birth and current school. It's helpful if you freeze the top line as your list will be a lot longer. Create a column for the infant school to indicate if the child is still on roll. Please send this list either by document exchange or secure email. **Give a**

deadline by which the spreadsheet must be returned to you. This must be well before the LA starts ranking your applicants.

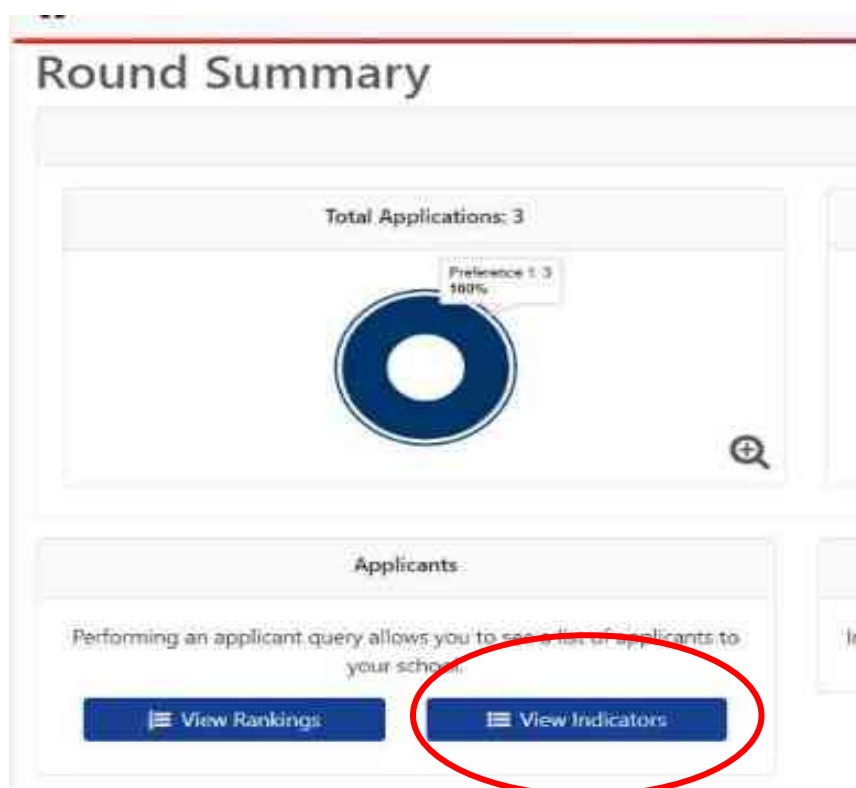
Your list should then look like this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
AppRef	Surname	Forename	Middlename	DOB	Gender	BS7666 P	BS7666 S	BS7666 S	Address 1	Address 2	Town	Postcode	Current School	At Feeder School	Yes/No
306-2025-09-E-000051	Proudfoot	Alice		02/09/2011	F	8 Bernard	Eleventh A	Mint Walk	Eleventh A	8 Mint Wal	Croydon	CR0 1EA	Beulah Infants School		
306-2025-09-K-017250	Smiley	Anna		15/04/2011	F	8 Bernard	Basement	Mint Walk	Basement	8 Mint Wal	Croydon	CR0 1EA	Beulah Infants School		

Once you receive the spreadsheet list back you will need to go back into SAM and verify the feeder schools

To verify the feeder status on SAM

Click on the 'View Indicators' button at the bottom of the 'Round Summary' page.



Choose 'Feeder' then click on 'Search' for the details of children who are at feeder schools to appear.



Then click on the 'Edit' button next to the child. In the 'Feeder 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 screenshot shows the 'Pupil Indicators' page. On the left, there's a sidebar with a search bar and filters for Page Size (500, 250, 75, 25, All) and Indicator (Siting, Feeder, Staff, Address Verification). The main area has a 'Full Screen' button and a table with the following data:

Pupil Name	Feeder Confirmation	Feeder Confirmation Reason
Proudfoot, Alice	Accept	
Smiley, Anna	N/D	

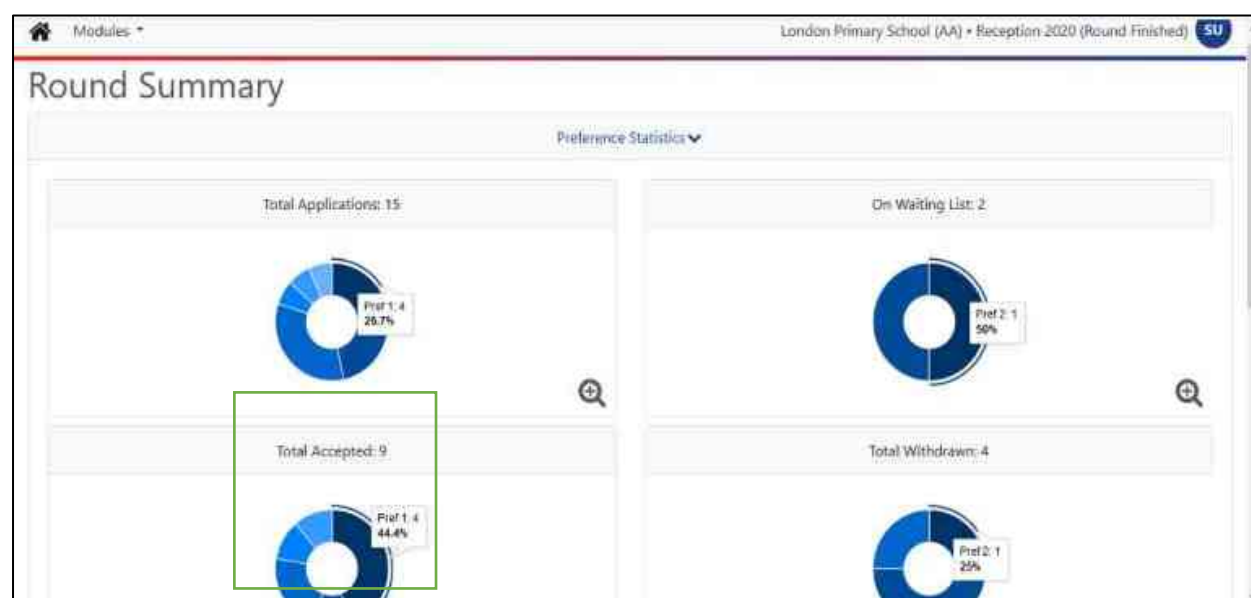
If rejecting, please type in the reason in the 'Feeder confirmation reason' box, e.g. no longer at the feeder school etc. then click 'Save'.

Post National Offer Day Processes

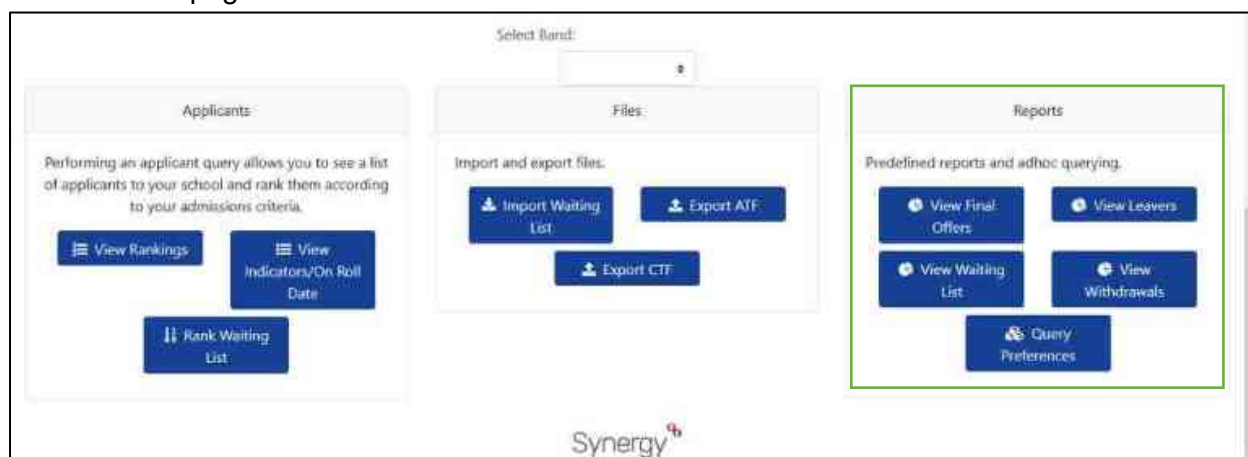
Details about offers

Whilst the allocations 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 yet been accepted. 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 additional preferences are recorded differently in Synergy and not using the '1-6' ranking system. 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.

To view the offers, click on 'View Final Offers'. In this instance 9 offers have been made.

The screenshot shows the 'Final Offers' page in the Synergy application. The page header indicates 'London Primary School (AA) • Reception 2020 (Round Finished)'. The main content area displays a table of offers with the following columns: Forename, Middlename, Surname, Preference Status, Status Last Updated, Band, Criteria, List Position, and Hor LA Coc. The table shows 9 records, all with a status of 'Offered'. The left sidebar contains search and filter options, including a search bar, expand/collapse buttons, and filters for 'Changed between' dates and 'Page Size'.

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Hor LA Coc
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 Medsot	1	208
Boba		Fett	Offered	08/12/2019 17:19:22	Band 1	Aa Distance	8	315
Stomi	Blue	Ivy	Offered	08/12/2019 17:19:22	Band 1	Aa Distance	7	208

Later on declines that are counted will be shown on this page too.

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.

Modules * Round Summary Actions * London Primary School (AA) - Reception 2020 (Round Finished) SU

Search Expand/Collapse all

Highlight Preferences: ▼

Changed between: 08/12/2019 and 08/12/2019

Page Size: 500 250 75 25 All

Search Text Column: ▼

Search

Withdrawals

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

Full Screen

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
Bert		Dover	Declined	08/12/2019 17:19:22	Band 1	Aa Sibling	3	211
Rice		Krispies	Declined	08/12/2019 17:19:23	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).

Modules * Round Summary Actions * London Primary School (AA) - Reception 2020 (Round Finished) SU

Search Expand/Collapse all

Highlight Preferences: ▼

Changed between: 08/12/2019 and 08/12/2019

Page Size: 500 250 75 25 All

Search Text Column: ▼

Search

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
	200-2020-09-K-086505	Rose	Bush	01/01/2016	F	1 Bankside Way, London, SE19 1HT	
	211-2020-09-E-000006	Justin	Case	02/08/2016	M	Old Ford Primary School House, Wriglits Road, London, E3 5LD	
	209-2020-09-E-000007	Cristiano	Ronaldo	30/08/2016	M	Second Floor Laurence House, 1 Catford Road, London, SE6 4RU	Aa Distan

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 on record until reason and alternative education arrangements made have been confirmed in writing.

Refused by parent = offer has been rejected by parent/carer and this has been confirmed. The vacancy can be filled.

Details of application statuses can also be viewed by choosing the options on the grey panel then clicking on 'Search'.

Acceptances and Decline

Parent/carers have two weeks from National Offer Day to accept or decline an offer online via their edmissions 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'. 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 into the admissions database in real time. Once an acceptance has been saved the child's name will be removed from that list.

The screenshot shows the 'Pupil Indicators' page for 'London Primary School (AA) • Reception 2020 (Round Finished)'. The page displays a table of pupils with columns for 'Pupil Name', 'Pupil Preference Status', 'Parental Acceptance', and 'Parental Acceptance Reason'. The 'Parental Acceptance' dropdown menu is open for the first pupil, 'Ivy, Stomi Blue', showing options: 'N/D', 'N/D', 'Accept', and 'Decline'. The 'Accept' option is highlighted. A green arrow points from the text above to the 'Accept' button. Another green arrow points from the text above to the 'Save' button (a blue icon with a checkmark) in the 'Parental Acceptance Reason' column.

Pupil Name	Pupil Preference Status	Parental Acceptance	Parental Acceptance Reason
Ivy, Stomi Blue	Offered	N/D	
Custard, Apple Crumble	Offered		
Parker, Peter Definitely-Not-Spider-Man	Offered	N/D	

Declines

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

The screenshot shows the 'Pupil Indicators' page for 'London Primary School (AA) • Reception 2020 (Round Finished)'. The 'Parental Acceptance' dropdown menu is open for the first pupil, 'Custard, Apple Crumble', showing options: 'Decline', 'N/D', and 'N/D'. The 'Decline' option is highlighted. A green box highlights the dropdown menu, and a green arrow points from the text above to the 'Decline' button. Another green arrow points from the text above to the 'Save' button (a blue icon with a checkmark) in the 'Parental Acceptance Reason' column.

Pupil Name	Pupil Preference Status	Parental Acceptance	Parental Acceptance Reason
Custard, Apple Crumble	Offered	Decline	
Parker, Peter Definitely-Not-Spider-Man	Offered	N/D	
Town, China	Offered	N/D	
Fett, Boba	Offered	N/D	

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 ASAP. Acceptable reasons 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 in the drop down menu you see in the example given above will be different.

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 by the parent.

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

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

Pupil Indicators

There are 8 records matching the current selection.
Showing pupils 1 to 8 of 8.

Full Screen

Pupil Name	Pupil Preference Status	Parental Acceptance	Parental Acceptance Reason
Custard, Apple Crumble	Parent Rejected Still Counted	N/D	
Parker, Peter Definitely-Not-Spider-Man	Offered	N/D	
Town, China	Offered	N/D	
Fett, Boba	Offered	N/D	

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".

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

Final Offers

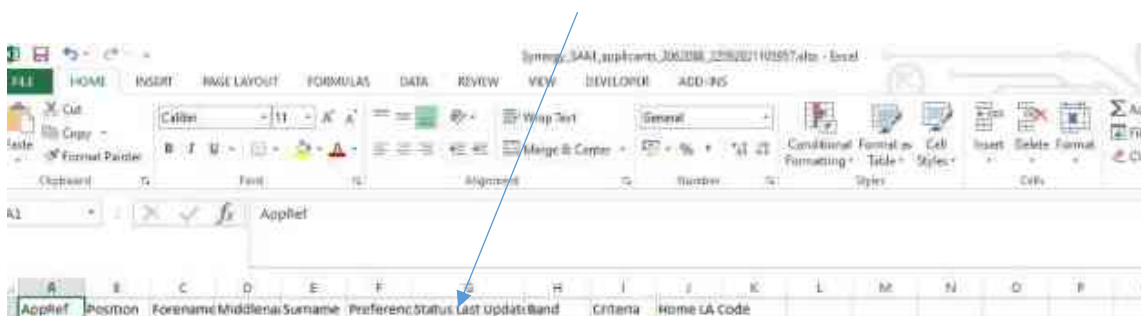
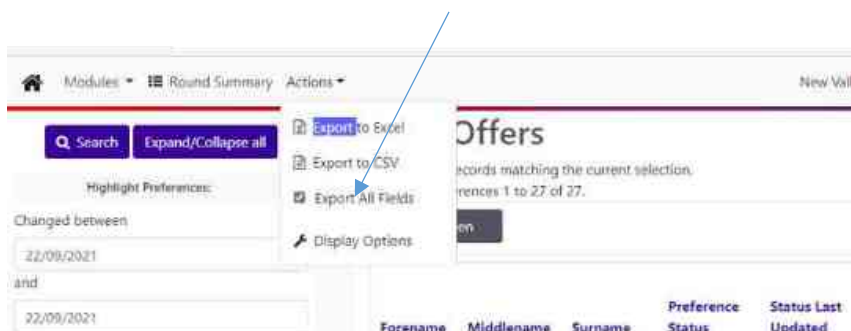
There are 116 records matching the current selection.
Showing preferences 1 to 75 of 116.

Full Screen

Forename	Middlename	Surname	Preference Status	Status Last Updated	Ba
Mari	Loidis	Torres	Place Allocated	20/08/2021 16:25:40	Br
Malachi	Kayson	Osei-Afraye	Parent	13/08/2021 10:00:00	Ma

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.

Final Offers

There are 27 records matching the current selection.
Showing preferences 1 to 27 of 27.

Full Screen

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Cr
----------	------------	---------	-------------------	---------------------	------	----

Identifying previously offered applicants

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

Files

1 export files.

Export Waiting List, Export ATF, Export CTF

Reports

Predefined reports and ad-hoc querying.

View Final Offers, View Leavers, View Waiting List, View Withdrawals, Query Preferences

Changed between: 22/09/2021 and 22/09/2021

Page Size: 500, 250, 75, 25, All

Waiting List Status: On, Off, All

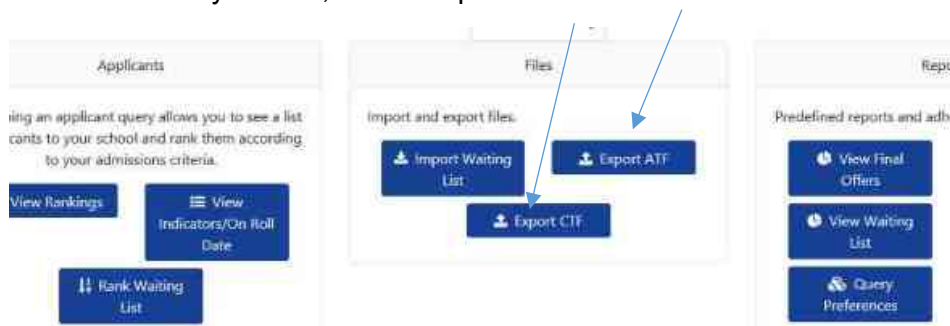
Preference Status: Place Requested, Place Accepted, Place Withdrawn, Previously Accepted

Search Text Columns:

- 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.



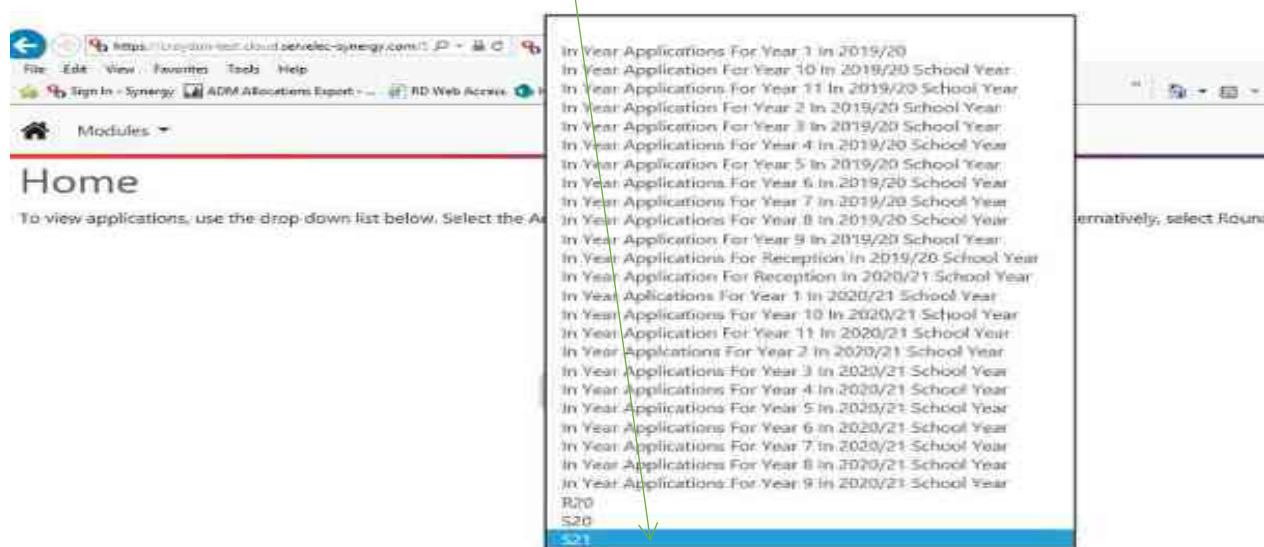
- This file can now be imported into your local school information management system in the usual manner.

Viewing Leavers/Destination School

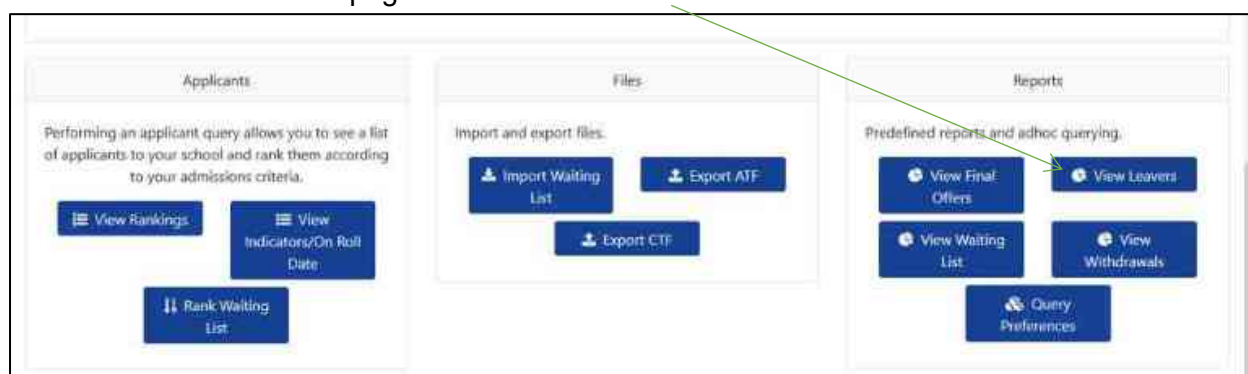
The 'View Leavers' report is a useful tool for primary schools to check that their nursery cohorts (if they have a provision) have applied for a Reception place or that their Year 6 children have applied for a secondary school place. After National Offer Day, schools will also be able to see the destination school for children that are in their nursery, Year 2 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', the parent only applied for independent schools or did not select your school or nursery as your child's current school. 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, eg '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

Leavers

Please note that counts shown on this screen may be inaccurate for out of LA children

There are 5 records matching the current selection.
Showing preferences 1 to 5 of 5:

Full Screen

Forename	Middlename	Surname	Places Requested	Places Accepted	Places Withdrawn	Top Place Accepted School	Home LA
Marvin	Paranoid	Android	0	1	5	Harris Academy Clapham	Lambeth
James		Bond	0	1	1	Lillian Baylis Technology School	Thurrock
Babel		Fish	3	1	2	Holland Park School	Lambeth
Ocean	River	Thames	0	1	4	William Edwards School	Lambeth

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

Actions

- Export to Excel
- Export to CSV
- Display Options

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

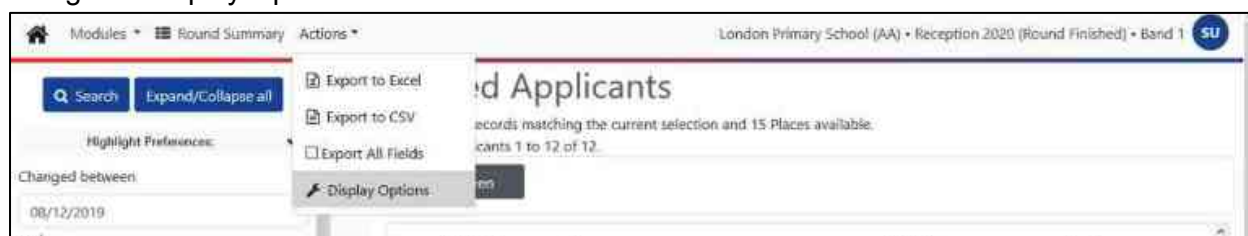
Exporting Data into Excel

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.

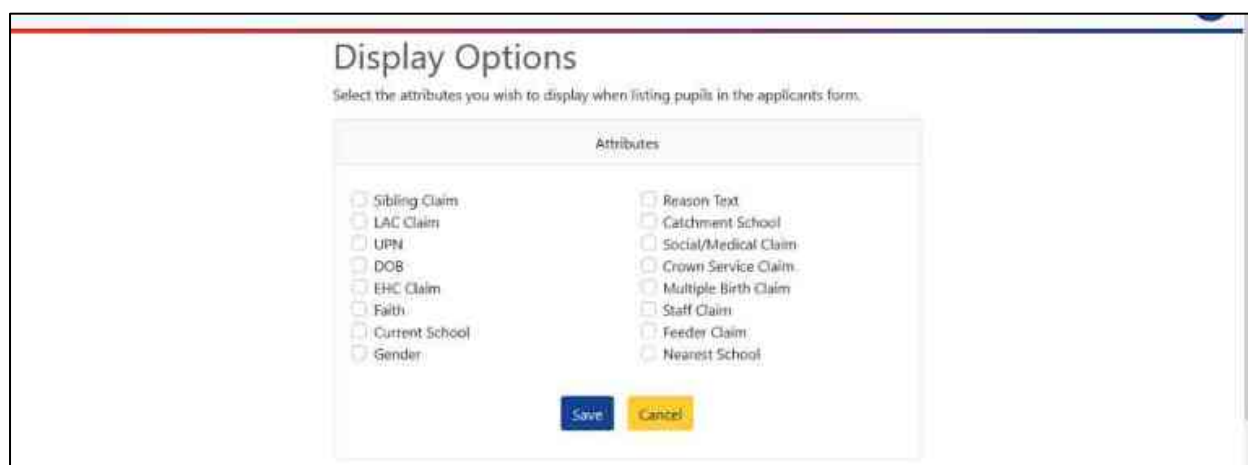
Whatever screen is showing there is the option to export data to Excel. Click on 'Actions' then either click on 'Export to Excel' which will export just the child's details as listed in the grid below the line, or tick the 'Export All Fields' first, then 'Export to Excel'.



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.

Synergy_SAM_applicants_2019254_Band1_08122019180438 (Read-Only) - Microsoft Excel - non-commercial use

AppRef	Position	Surname	Forename	Middlename	UPN	DOB	Gender	Pref Schol	School	Ns	Band	Reason To Reason To Catchmen	Social/Me	Social/Me Staff	Chair	Staff	Chair	Feeder Cl	Feeder Cl	LA	Text
208-2020-1		Bush	Rose			01/01/2013	F	Lambeth	London Pr	Band 1		No	No	No	No Decision	No	No Decision	No	No Decision	No	No Decision
315-2020-1		Vader	Darth			29/07/2013	M	Lambeth	London Pr	Band 1		No	No	No	No Decision	No	No Decision	No	No Decision	No	No Decision
209-2020-1		Ripnaldo	Cristiano			30/08/2013	M	Lambeth	London Pr	Band 1		No	No	No	No Decision	No	No Decision	No	No Decision	No	No Decision
211-2020-1		Cape	Iustin			02/08/2013	M	Lambeth	London Pr	Band 1		No	No	No	No Decision	No	No Decision	No	No Decision	No	No Decision

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'

