

Ranking School Admission Applications

Scenario: The following is guidance for ranking school admissions applications in the SAM portal

Assessing Preferences and Adding Criteria Online


STEP 1 – VIEWING PREFERENCES

Click on “View Indicators/On Roll Date” once in this area you can begin to look at the details on each individual pupil’s preference. Click on a pupil record to view the information available. Pupils who have submitted a late preference have a red exclamation mark on the left-hand side of their preference to indicate this (you can also see this by looking at the rank of the preference by clicking pupil to view their preference details).

STEP 2 – ACCEPTING/REJECTING SIBLING, FEEDER AND STAFF CLAIMS

Please note that a ‘claim’ is made when the parent ticks the associated box on the application but will need to be verified before being accepted. In ‘Display Options’ columns can be added displaying whether claims have been accepted or rejected (for example a sibling claim may be rejected for a primary school if the sibling is in Y6 and will not therefore be in attendance when the younger child starts).

You can confirm accept or reject any claim on the application for sibling, feeder staff. Select the relevant indicator on the left.

All children whose application makes a claim for a sibling, feeder link or a staff at your school will be listed. You can accept or reject the claim by selecting  against each child. Applications will default to N/D, you can update to Accept or

Reject and add any comments in the confirmation reason box.

OR

Page Size:

500 250 75 25 All

Indicator:

Sibling Feeder Staff
 On Roll Date Parent Acceptance
 Address Verification

Search Text Columns:

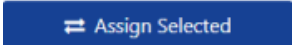
Sibling Confirmation	Sibling Confirmation Reason
N/D <input type="button" value="v"/>	<input type="text"/>

Ensure that you select save  against each child.


STEP 3 – ASSIGNING A CRITERIA

There are four automatic filters you can use to filter those pupils who have a sibling, have a statement of SEN or EHC Plan, are In Care or to include them if they are a late preference. Once you have clicked on one of these filters the system will automatically display pupils who have that specific marker in their preference. You should assign the relevant criterion to the child in accordance with your determined admission arrangements, i.e a child confirmed to be looked after should be assigned criterion 1.

To do this you can either:

1. Click in the “Criteria” box within the preference and select the appropriate criteria, then click on the “Assign Selected”  icon above the preferences in the Actions dropdown or;

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2. Tick the “Select” box on the left of the record, check the criteria is correct, ensure the correct Default Criteria is selected and click on the “Assign Selected”  icon above the preferences in the Actions dropdown.

These preferences will have now moved onto the “Ranked” screen. Remember to remove the filter and ensure that you are on the “Unranked” screen to continue assessing preferences. Once back on the screen with the remainder of the unranked preferences you need to repeat the process until all preferences have been given criteria and have been transferred to the “Ranked” screen.

Once you have assessed your higher criteria you may be left with a larger group of preferences all falling into a lower criterion. To allocate these all at once, ensure your “Default Criteria” is appropriately selected and click on the “Assign All” icon above the preferences in the Actions dropdown. You will then get a warning message asking you to confirm your action – if you are happy to continue click on “Confirm Assign All” otherwise click on “Cancel”.

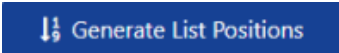
Once you have assigned criteria to all your preferences the screen will default to the “Ranked” view – here you should be able to see all the preferences and the criteria you have assigned them.

STEP 4 – RANKING PREFERENCES



The children will now be displayed as Ranked

Available on this screen is “Order By” which defaults to list position. At this stage, click on the drop-down box and change this to “Criteria” (this will return the list in your criteria order – for those on the same criteria, preferences are then listed in distance order).

To rank the list, click on the “Generate List Position”  icon – this will give all the preferences a place on your ranked list - and you will get a warning message asking you to confirm your action – if you are happy to continue click on “Confirm Update Positions” otherwise click on “Cancel”. You will notice that all the pupils now have a list position in their preference which indicates in which order places should be allocated at your school. Please remember that all late preferences should be ranked in order at the bottom of your list, after those that have made an on-time preferences.

Should you wish to alter the order of the “Ranked” list, enter the number of the position you want the preference to be at and select “Save Updated Positions”. If you are putting a preference to the bottom of the list you will have to enter a number one more than the last preference (i.e. if you have 10 preferences and you want to put a late at the bottom of the list, enter the number 11 in the field).

Should you be unhappy with your assessment and wish to clear everything and start again, you can do so by clicking on the “Unassign All” icon – WARNING: this will clear all your criteria and rankings enabling you to begin again.

You can also clear individual preferences (i.e. if new information on a preference comes to light and you wish to reassess) by selecting the individual pupil (using the tick box) and clicking on the “Unassign Selected”

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⇌ Unassign Selected

icon. These preferences will now be back on your “Unranked” list for you to reassign the revised criterion.

Should you wish to have an Excel spreadsheet of your school’s preferences, you can click on the Export to Excel icon located in the Actions dropdown. You can now tick the "Export All Fields" option.