

AA Schools - Applying a list position to pupils

GUIDANCE REF: SAM4

SAM: Applying a List Position

Before any offers can be made, you must apply a list position to each pupil, this will determine the position on the applicant list the pupil will sit. From the Home screen choose the round (year group) you wish to work on and click round summary. Select the View Rankings option from the Applicants Section. You will automatically be taken to the Unranked Applicants screen. Performing an applicant query allows yo school and rank them according ASSIGNING RANKING Once you have assigned criteria to all applicants you can generate, or manually add the list positions. This applies to both phased and In-Year transfers. The provide the provid

Click on the 'Ranked' option form the options panel.

You will be presented with a list of pupils that have been given a criteria.

	Options 🕺
Q Searc	ch Collapse All 🗲
Highli	ight Preferences: 👻
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EHC Claim Crown Service Claim Sibling Claim Staff Claim Feeder Claim	Looked After Claim Multiple Birth Claim Social/Medical Claim Catchment School Nearest School
	Order By: 👻
Criteria 🔻	
	Q Search

To assign list positions, firstly select to order the list by Criteria from the options

pane and press search Q Search, this will ensure the list is then in the correct criteria priority order.

In the example below, Bethany is at the top of the list because she has a sibling at the school (and therefore is criteria 2), the rest are ordered by distance.

Ran There are Showing	Ranked Applicants (Waiting List) here are 7 records matching the current selection and 210 Places available. hereing applicants 1 to 7 of 7.				
	List Position	Select	Name	Criteria	Distance
*		۵	(, Bethany	Criteria 2	3086.26
		0	Nj	Criteria 5	3921.56
		0	ver	Criteria 5	4512.05
		0	TR:	Criteria 5	5139.2
		0	Rej	Criteria 5	5170.07
		0	1d	Criteria 5	5872.88
			A	Criteria 5	9838.33

Total Applications: 57 Image: pref 1: 27 Image: pref 1: 27		
Applicants erforming an applicant query allows you to see a list of applicants to your school and rank them according to your admissions criteria. Image: The Wiew Rankings	Total App	plications: 57
Applicants erforming an applicant query allows you to see a list of applicants to your school and rank them according to your admissions criteria.		Pref 1: 27 47.4%
erforming an applicant query allows you to see a list of applicants to your school and rank them according to your admissions criteria. I≡ View Rankings Date	Appli	cants
i≡ View Rankings	^D erforming an applicant query allows school and rank them accordir	you to see a list of applicants to your ng to your admissions criteria.
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Late Preferences:	~

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Synergy	SAM:	Applying a	a List Pos	ition
To assign applicant list positions to from the top menu.	the pupils, click	'Generate List Positions'	Ranked Applicat	nts ent selection and 175 Places ava
This will assign a number next to ea	ach pupil.		Full Screen	1 Generate List Positions Select N
You can then save the changes from SAVE CHANGES TO APPLY THE LIST	n the top menu. POSITIONS YOU	(IMPORTANT – YOU MUS J HAVE GENERATED)	ST 2	
🖺 Save Changes			4	G G
You will be asked to confirm that yo applicants, this will overwrite any e	ou wish to updat existing list positi	e the position of all ons	6 7 8	v v s
This will update the position of all applicants below	based on their position wi wish Confirm Upda	ithin the grid. Any manual position assign n to continue: te Positions Cancel	ments will be overwritten. Please o	onfirm you
Validation is applied to the list posi	tions and any er	rors will be displayed.		

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EXPORTING AND IMPORTING

You also have the option to rank your Unranked Applicants outside of Synergy Web Schools by using the Export to Excel option accessible via the Actions menu on the Navigation bar. This enables you to assign criteria and list positions in the exported spreadsheet, and then import the applicants, criteria, and list position back into Synergy Web Schools.

- From the Navigation bar select Actions > Export All Fields. If this
- is not selected, only the visible fields will be exported.
- Select Export to Excel.

The .xlsx file will be accessible from your downloads folder for you to amend.

It is important to note that the file headings should not be amended, if they are amended, the file will produce an error when trying to import back into Synergy Web Schools

Once you have finalised the criteria and list positions the applicants can be imported back into SAM via the Round Summary > Files > Import Rankings option.

Export to Excel	3
Export to CSV	
Export All Fields	4
🗲 Display Options	

Files	ranked
Import and export files.	
L Import Rankings	



• Click **Browse** to navigate to the location of the file, this is usually in your Downloads folder.

• Highlight the file and click **Open**. The selected file name will be displayed as shown in this example.

• **Click Upload File**. You will be presented with the mapping table where you can map your required fields.

Import Ranking Positions

Import Selected File	
Select Table	
<< Select >>	۰
Select Application Reference Column	
	٥
Select List Position Column	
	٥
Select Criteria Column	
Select Distance Column	
	٥
Validate Uploaded Applicants Start Again	

• Click Validate Uploaded Applicants.

The result of the Validation will be displayed. If there are errors, these will need to be resolved before the file can be imported.

• Click Import

Import Successful - Records were successfully imported with no errors. Please ensure that you check the imported data.

Click Round Summary on the Navigation bar to return to the Round Summary page.

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