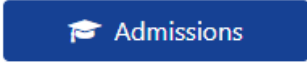




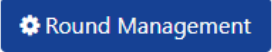


School Access Module (SAM)

community and voluntary controlled schools

	<p>The School Access Module (SAM) will enable you to have a live view of the information received by the local authority. This guidance will support you through the admission process and enable you to manage your admission applications, ranking and vacancies.</p> <p>If you require any technical support please contact CFCS.systems@nottscc.gov.uk</p>
Logging in	<p>You can access SAM via https://notts.cloud.servelec-synergy.com/SynergyWeb/ selecting the School Access Module tile.</p> <p>You will then sign into your account with the login details provided.</p> <p>For users that administer admission applications for multiple schools you can be assigned to each school with one login. Please contact CFCS.systems@nottscc.gov.uk to arrange this.</p> <p>The system will timeout after a period of inactivity – it is important that you save your changes regularly.</p> <p>Once you have logged into the system you will be able to select the Admissions tile</p> <div style="text-align: center;"> <h2>School Access Module (SAM)</h2> <p>Welcome to the School Access Module. Here you can manage your school admissions applications.</p>  </div>
Admissions	<p>From the Admissions home page you have the option to view your applications and manage your school vacancies.</p> <ul style="list-style-type: none"> • Round Summary – view applications • Round Management – view and update school vacancy and attendance count
Round summary dashboard	<p>Select the relevant admission round using the drop-down and select round summary.</p> <p>A dashboard will be displayed showing you a summary for the round of:</p> <ul style="list-style-type: none"> • Applications • On waiting list/no current offer • Total place allocated and accepted • Withdrawn and applications no longer required <p>You will also be able to</p> <ul style="list-style-type: none"> • view applications • view pupil indicators <ul style="list-style-type: none"> ○ updates to sibling, feeder and staff must only be carried out by the LA • update when a child is admitted to the school roll • download ATF files • view waiting list • view children leaving the school

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<p>Round summary view indicators accepting and rejecting on behalf of parents</p>	<p>Places allocated can also be accepted or rejected on behalf of the parent. Select parent acceptance in the indicator and update the child by clicking  and updating the parent acceptance.</p> <p>Please note any allocations rejected will not be taken by the LA until it can be confirmed that the child has secured alternative provision.</p>
<p>Round summary view indicators on roll date</p>	<p>Once a child is admitted to your school roll you must inform the LA of this by updating the child's application with the on roll date. This must be done within 5 days of the child being admitted.</p> <p>Select pupil indicators and on roll date. <input checked="" type="radio"/> On Roll Date All children allocated during the transfer round will be displayed. Select the child and update the on roll date by clicking </p>
<p>Round summary Reports</p>	<p>The reports section displays multiple reports for you to run to support you with applications for your school.</p> <ul style="list-style-type: none"> • View leavers <ul style="list-style-type: none"> ○ This report shows children who have applied to leave your school • View waiting list <ul style="list-style-type: none"> ○ This lists all children who have not been offered a place at your school. If you hold a waiting list the position number that has been assigned when ranking will be displayed • View withdrawals <ul style="list-style-type: none"> ○ This will show all children whose preference for your school is no longer required • Query preferences <ul style="list-style-type: none"> ○ This will show all applications received for the transfer round and includes the date that the preference was last updated.
<p>Round management</p>	<p>You must update the LA with the attendance count and number of places available at your school for each year group by Wednesday 5pm to ensure that available places are allocated. The system will calculate the number of vacancies available in each year group based on the number of places available and any places already allocated and not yet included in your attendance count.</p> <p>Select the round management tile </p> <p>Each admission round relevant for your school will list and you will be able to update the number of places available for the year group along with the number of children in attendance. To update the figures click  next to each admission round and update the figures in the highlighted columns. Ensure that you save  your changes.</p>