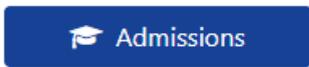


# School Access Module (SAM)

## Own admission authority 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><b>If you require any technical support please contact <a href="mailto:CFCS.systems@nottscc.gov.uk">CFCS.systems@nottscc.gov.uk</a></b></p>
Logging in	<p>You can access SAM via <a href="https://notts.cloud.servelec-synergy.com/SynergyWeb/">https://notts.cloud.servelec-synergy.com/SynergyWeb/</a> 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 <a href="mailto:CFCS.systems@nottscc.gov.uk">CFCS.systems@nottscc.gov.uk</a> 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> <h2>School Access Module (SAM)</h2> <p>Welcome to the School Access Module. Here you can manage your school admissions applications.</p> 
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"><li>• Round Summary – view and rank applications</li><li>• Round Management – view and update school vacancy and attendance count</li><li>• Submit notification – only available to schools that do not participate in NCC's in-year scheme who can submit notification of applications here</li></ul>
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"><li>• Applications</li><li>• On waiting list/no current offer</li><li>• Total place offered and accepted</li><li>• Withdrawn and applications no longer required</li></ul> <p>You will also be able to</p> <ul style="list-style-type: none"><li>• view and input your rankings</li><li>• confirm siblings</li><li>• update when a child is admitted to the school roll</li><li>• download ATF files</li><li>• view waiting list</li><li>• view children leaving the school</li></ul>

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Round summary| ranking applications

Select view rankings, the screen will default to those applications that do not have a rank number assigned to them.

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. When all children have been updated with a criterion click assign selected to

 Assign Selected

update the application.

Display: 

The children will now be displayed as Ranked  Unranked  Ranked

The system can assign a rank number to each child in distance order within each criterion. If you wish for the system to calculate the rank position for you select the children and click

 Generate List Positions

generate list positions

If a child changes criterion you should select the child and select unassign selected

 Unassign Selected

The child will now be available in the unranked display for you to reassign the revised criterion.

The system does allow schools to download the list of children in an excel format and to reload the ranked positions into the system. However, this is not recommended.

Round summary| view indicators| accepting and rejecting sibling, feeder and staff claims

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

 Search

Expand/Collapse all

Page Size: 

500  250  75  25  All

Indicator: 

Sibling  Feeder  Staff  
 On Roll Date  Parent Acceptance  
 Address Verification

Search Text Columns: 

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.

Sibling

Confirmation

Sibling Confirmation Reason

N/D 

Ensure that you select save  against each child.

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Round summary  view indicators  Accepting and rejecting on behalf of parents	<p>Places offered 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><b>Please note any allocations rejected will not be taken by the LA until it can be confirmed that the child has secured alternative provision.</b></p>
Round summary  view indicators  on roll date	<p>Once a child is admitted to your school roll you <b>must</b> 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 offered during the transfer round will be displayed. Select the child and update the on roll date by clicking </p>
Round summary  Reports	<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"><li>• View leavers<ul style="list-style-type: none"><li>○ This report shows children who have applied to leave your school</li></ul></li><li>• View waiting list<ul style="list-style-type: none"><li>○ 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</li></ul></li><li>• View withdrawals<ul style="list-style-type: none"><li>○ This will show all children whose preference for your school is no longer required</li></ul></li><li>• Query preferences<ul style="list-style-type: none"><li>○ This will show all applications received for the transfer round and includes the date that the preference was last updated.</li></ul></li></ul>

# School Access Module (SAM)

## Own admission authority schools

Round management	<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 offered. The system will calculate the number of vacancies available in each year group based on the number of places available and any places already offered 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>
Schools that do not participate in NCC's in-year scheme	<p>This option is only available to those Own admission authority schools that opt out of NCC's in-year coordinated scheme.</p> <p>Own admission authority schools that administer in-year applications directly <b>must</b> notify the LA on receipt of an application within 2 school days and subsequently update the LA with the decision on the application within 15 school days.</p> <p>To notify the LA of any application and decision you should select </p> <ul style="list-style-type: none"><li>• select the relevant admission round</li><li>• populate the child's current NCY</li><li>• include a contact name for the school</li><li>• populate all child details (legal name, legal surname, DOB, gender, address)</li><li>• select the child's current/previous school LA and the name of the school (if the current school is not listed or the child is coming from overseas add the school name/country of origin in the "Other notes" section)</li><li>• confirm if the child is LAC/PLAC</li><li>• confirm if an offer has been made</li><li>• any further information that the LA should be aware of should be added to the notes section – i.e moving into the county/referral to fair access</li></ul> <p>Once all information has been populated submit the form </p>