



Synergy SAM

VIEWING FREE SCHOOL MEALS

VIEWING FREE SCHOOL MEALS IN SAM

This Guidance will give you an overview of how to view FSM in SAM.

VIEWING FREE SCHOOL MEALS

Contents Page	Page Numbers
OPENING THE FSM MODULE IN SAM	3
VIEWING AND FILTERING	4 - 7

VIEWING FREE SCHOOL MEALS

SECTION A: OPENING THE FSM MODULE IN SAM

➤ Part 1

Sign into SAM

Sign In

Sign in or create an account with us.

Enter your username

You must enter a username to continue

[Next](#)[Create Account](#)

If you are attached to multiple schools, pick a school from the dropdown

School Access Module (SAM)

Welcome to the School Access Module. Here you can manage your school admissions applications.

As you have access to multiple schools, please start by selecting a school above

Select a school:

➤ Part 2

Click on the View FSM Eligibility button

 [View FSM Eligibility](#)

VIEWING FREE SCHOOL MEALS

SECTION B: VIEWING AND FILTERING

➤ Part 3

Initially you will be presented with all the children registered at your school:

Pupil FSM Eligibility

There are 2679 records matching the current selection.
Showing pupils 1 to 75 of 2679.

Full Screen

Pupil Name	DOB	NC Year	Address Line 1	Status	UI Status	Status Start Date
		NC Year 14		No FSM applications made	No	
		NC Year 12		Cancelled	No	15/09/2022
		NC Year 11		No FSM applications made	No	
		NC Year 11		No FSM applications made	No	
		NC Year 9		No FSM applications made	No	
		NC Year 9		No FSM applications made	No	
		NC Year 8		No FSM applications made	No	
		NC Year 9		No FSM applications made	No	
		NC Year 10		No FSM applications made	No	
		NC Year 9		No FSM applications made	No	
		NC Year 11		No FSM applications made	No	
		<Unknown>		No FSM applications made	No	
		NC Year 14		No FSM applications made	No	
		NC Year 10		No FSM applications made	No	
		NC Year 13		No FSM applications made	No	
		NC Year 12		No FSM applications made	No	
		NC Year 9		No FSM applications made	No	
		NC Year 12		No FSM applications made	No	

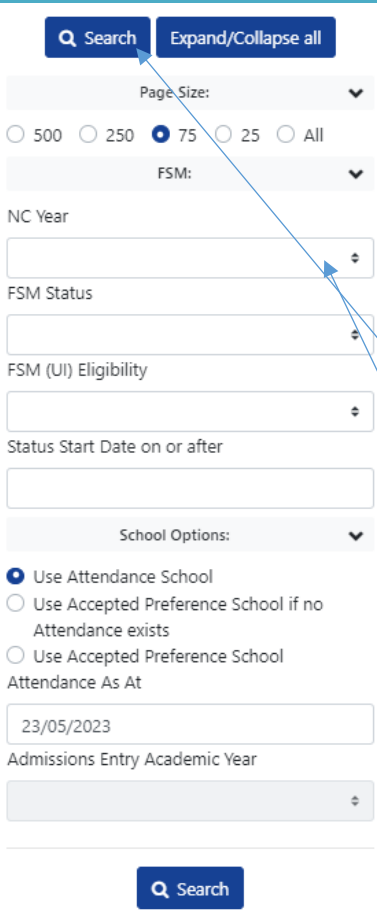
You can sort the data by clicking on any column header e.g. Status Start Date.

You can open full screen

➤ Part 4

There are a set of filters on the left hand side of the screen that allow you to filter the data returned on the right hand side.

VIEWING FREE SCHOOL MEALS



Q Search Expand/Collapse all

Page Size: ▼

☐ 500 ☐ 250 ☒ 75 ☐ 25 ☐ All

FSM: ▼

NC Year ▼

FSM Status ▼

FSM (UI) Eligibility ▼

Status Start Date on or after

School Options: ▼

☒ Use Attendance School

☐ Use Accepted Preference School if no Attendance exists

☐ Use Accepted Preference School Attendance As At

23/05/2023

Admissions Entry Academic Year ▼

Q Search

You can filter by NCY by selecting from the dropdown list and pressing Search.

You can filter by FSM status:

FSM Status	Meaning
Cancelled	Not authorised for FSM
Eligible	Eligible for FSM
Not Eligible	Not Eligible for FSM
No application made	No application received for the child
Protected	Authorised for FSM and covered until the end of the 2025-2026 school year.

You can also filter by any changes to FSM status after a particular date.

Or choose multiple filters.

VIEWING FREE SCHOOL MEALS

➤ Part 5

School Options

You can change how the system defines which school children attend

School Options: ▼

☒ Use Attendance School

☐ Use Accepted Preference School if no Attendance exists

☐ Use Accepted Preference School Attendance As At

23/05/2023

Admissions Entry Academic Year

⬆ ⬇ ⬆

Option	Meaning
Use Attendance School	Child is currently registered at your school. If a child is not displaying, please check you have recorded a school admission start date in SAM and updated your attendance count.
Use Accepted Preference School if no Attendance exists	Child is currently registered at your school or has been allocated a place but not yet started.
Use Accepted Preference School	Child has an offered place but is not yet on roll.

☐ Use Attendance School

☐ Use Accepted Preference School if no Attendance exists

☒ Use Accepted Preference School Attendance As At

23/05/2023

Admissions Entry Academic Year

2023 ⬆ ⬇ ⬆

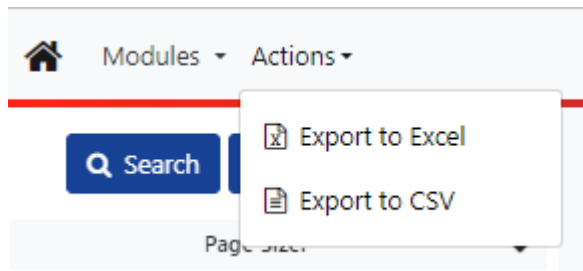
After choosing Preference School option and Searching you get the option to change which admissions entry year to use i.e. 2025 would be FAD 2025, PST 2025, IJT 2025 and INY 2025.

VIEWING FREE SCHOOL MEALS

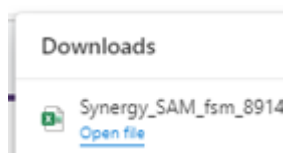
➤ Part 6

Exporting Data

You can export the data at any point by selecting Actions from the menu at the top of the screen and choosing either excel or csv format.



The system will generate a file which will appear as a Download



Left click the file to open it