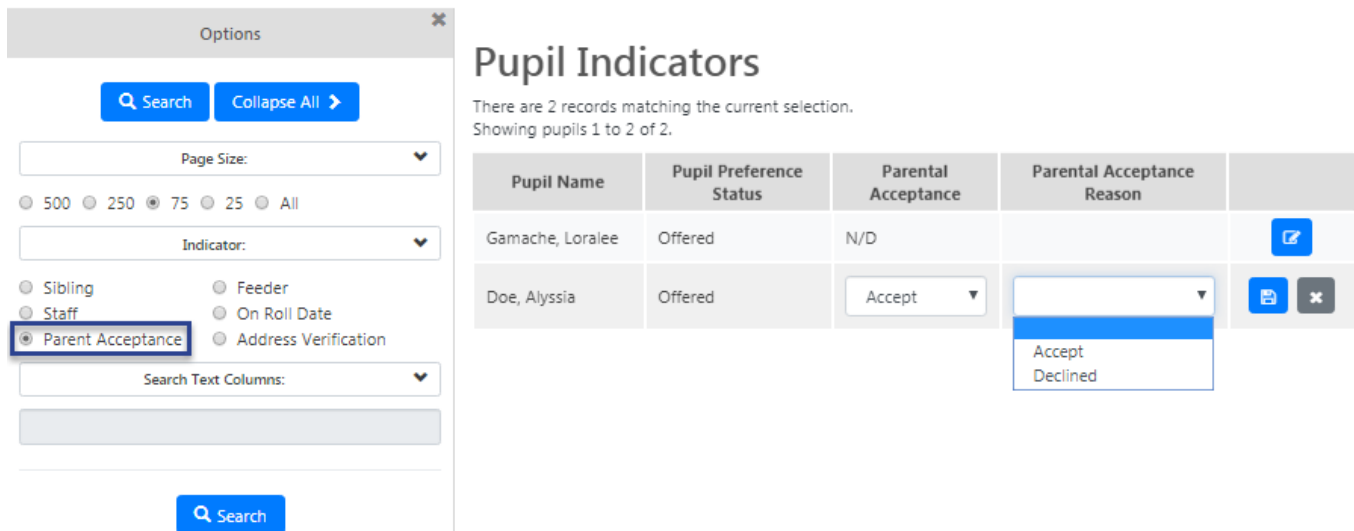# School Admission Applications – On Roll

> **Scenario:** The following is guidance for acceptance of admissions applications in the SAM portal

Parent Acceptance

The Parent Acceptance indicator is only visible following Auto Allocation and the round is finished. The details can be completed following parents accepting a school place and the Local Authority has activated the View Final Offers report. This enables you to see the applicants who have been offered a place at your school for both phased and In-Year applications.

From here, you can update an offer by using the Parental Acceptance indicators.

Within the Options panel, under Indicators, select the Parent Acceptance radio button and click **Search**.

To edit the record, click Edit.

Select the Parental Acceptance from the drop-down list.

Select the **Parental Acceptance Reason** from the drop-down list.

Click **Save**

On Roll Date

The On Roll Date Indicator is only visible when the round is finished

Once the Parent Acceptance has been completed, and the start date is known, an On Roll Date can be entered to inform the Local Authority of the expected Date of Admission of the applicant your school for both phased and In-Year applications. This will update Synergy Admissions with the on-roll date when an applicant is admitted to the school.

Within the Options panel, under Indicators, select the **On Roll Date** radio button and click **Search**.

School Admission Applications – On Roll

To edit the record, click Edit.

Enter or select the On Roll Date.

Click **Save**