

# School Admission Applications – On Roll

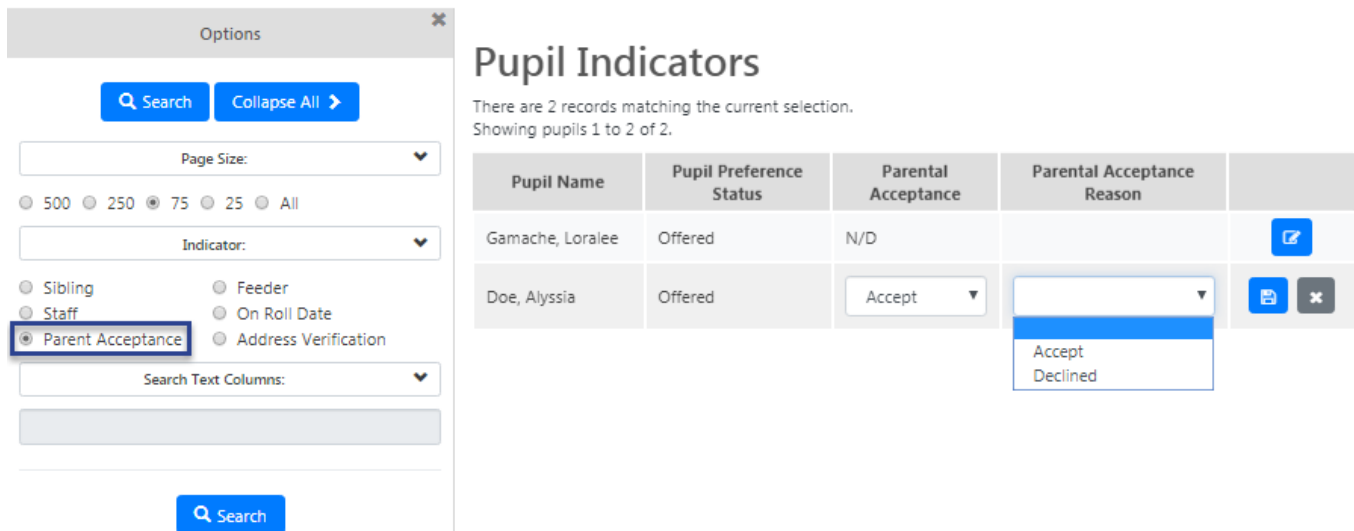
**Scenario:** The following is guidance for acceptance of admissions applications in the SAM portal

## 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.



The screenshot shows the 'Options' panel on the left and the 'Pupil Indicators' table on the right. In the 'Options' panel, the 'Indicator' dropdown is set to 'Parent Acceptance'. The 'Pupil Indicators' table shows two records. The second record, 'Doe, Alyssia', has a 'Parental Acceptance' dropdown set to 'Accept' and a 'Parental Acceptance Reason' dropdown with a menu open showing 'Accept' and 'Declined' options.

Pupil Name	Pupil Preference Status	Parental Acceptance	Parental Acceptance Reason	
Gamache, Lorelee	Offered	N/D		
Doe, Alyssia	Offered	Accept	Accept	

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

Options

Page Size:

500
  250
  75
  25
  All

Indicator:

Sibling
  Feeder
  On Roll Date
  Address Verification

Staff
  Parent Acceptance

Search Text Columns:

## Pupil Indicators

There are 3 records matching the current selection.  
Showing pupils 1 to 3 of 3.

Pupil Name	Pupil Preference Status
Platt, Tonisha	Accepted By Parent
Ermias, Awet	Accepted By Parent
Bijani, Nawaar	Accepted By Parent

« August 2019 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

To edit the record, click Edit.

Enter or select the On Roll Date.

Click **Save**