SAM

School Access Module

A user guide for community and controlled schools

Version 4.1 – March 2023

INVESTORS IN PEOPLE

POSITIVE ABOUT DISABLED PEOPLE

Stonewall DIVERSITY CHAMPION

DERBYSHIRE County Council

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1. Introduction

The Schools Access Module (SAM) has been developed by our admissions software provider, Access Group-Synergy, as a web based system to allow you to view your total preference numbers and when available, final allocations.

Schools with pupils transferring will be able to see if their pupils have submitted any applications and at the end of the allocation process where pupils have been allocated a place.

2. Contacts and Support

If you forget your school's username and/or password please see the Derbyshire SchoolsNet (use the Search facility and input "SAM"). Alternatively you can contact the Children's Services Information Team by emailing CS.Informationenquiries@derbyshire.gov.uk.

If you have any queries about individual pupil preferences or the co-ordination process and timescales, please contact the Admissions and Transport Team on 01629 537479 or email admissions.transport@derbyshire.gov.uk.

Schools may find the admissions timescales useful when assisting with the allocations process. These are published on SchoolsNet in the Schools Admissions section.

Please remember that timescales are published as a guideline and may be subject to change.

3. Confidentiality and Security

The system is hosted on the Derbyshire SchoolsNet and therefore can only be accessed by Derbyshire schools with a valid username and password. You have been issued with a further username and password to access SAM which should only be disclosed to those directly involved in the admissions process.

All information available through SAM is strictly confidential between schools and the Admissions and Transport Team. All decisions must only be conveyed to parents by the Admissions and Transport Team and must not be disclosed by schools. If parents contact you for confirmation of decisions, be it an offer or refusal, please refer them to the Admissions and Transport Team.

4. Getting Started

Log on to the Derbyshire SchoolsNet and go to the SAM link. Enter your schools username and password (provided previously by Extranet mailing) on the log on screen shown below (please use uppercase):

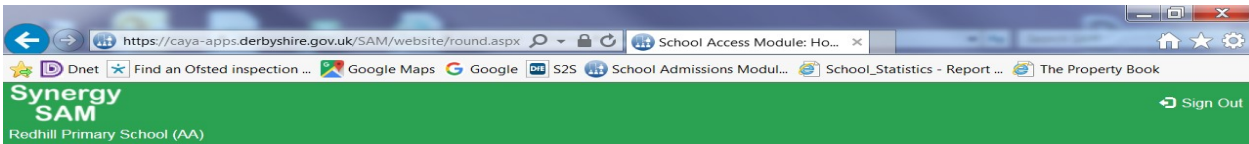## 5. Selecting an Admissions Round

Your school name should be visible at the top of the screen once you have successfully logged on.

Select the appropriate round for your school from the drop-down box. SAM has been upgraded to allow use across a wider range of devices, covering laptops, desktops and tablets. Admission rounds for 2023 entry are listed below:

Applications for Reception intake	-	2023-24 Reception Intake
Applications for Y3 intake	-	2023-24 Junior Intake
Applications for Y7 intake	-	2023-24 Secondary Intake

At any time should you wish to log out, change round or return to main school screen (home) you can click on the shortcut buttons at the top of the screen.

6. Viewing the Number of Preferences for Your School

Your schools "Home" page should have now appeared.

You will be able to view the number of preferences received to date for your school as soon as applications are entered onto the Admissions and Transfers System by the Admissions and Transport Team (from mid September for secondary and from mid November for primary).

To assist you the vital statistics have been updated to be visual, with each of the sections shown in graphical form, providing quicker visibility of each count.
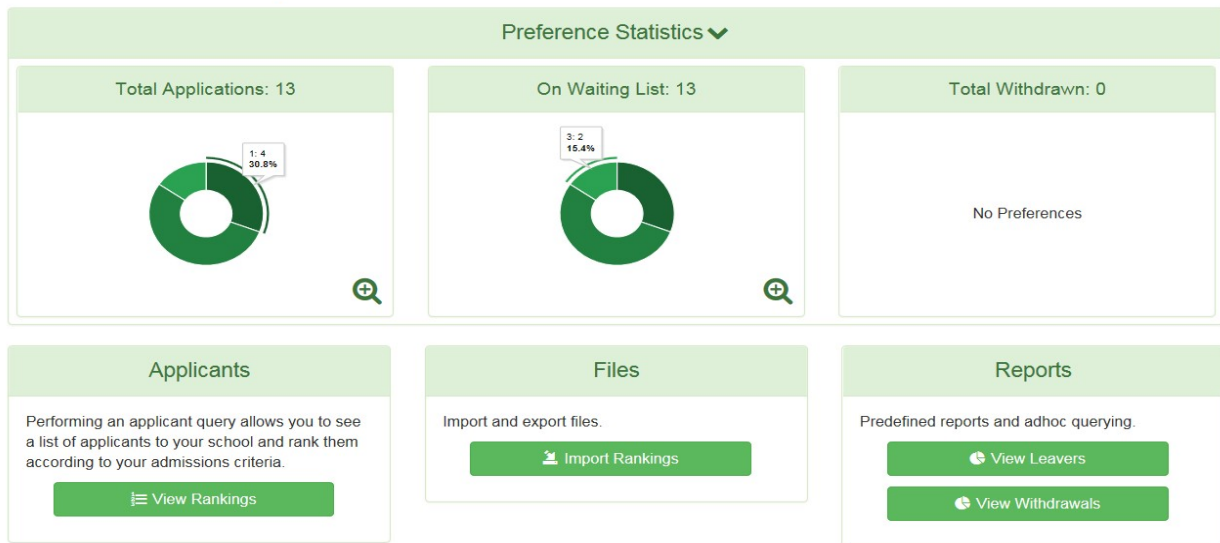
Clicking on each segment of the pie chart will show you how many first second and third preferences have been made for your school. You can also 'zoom in' to provide a closer look at the preference breakdown by clicking on the magnifying glass icon in the corner.
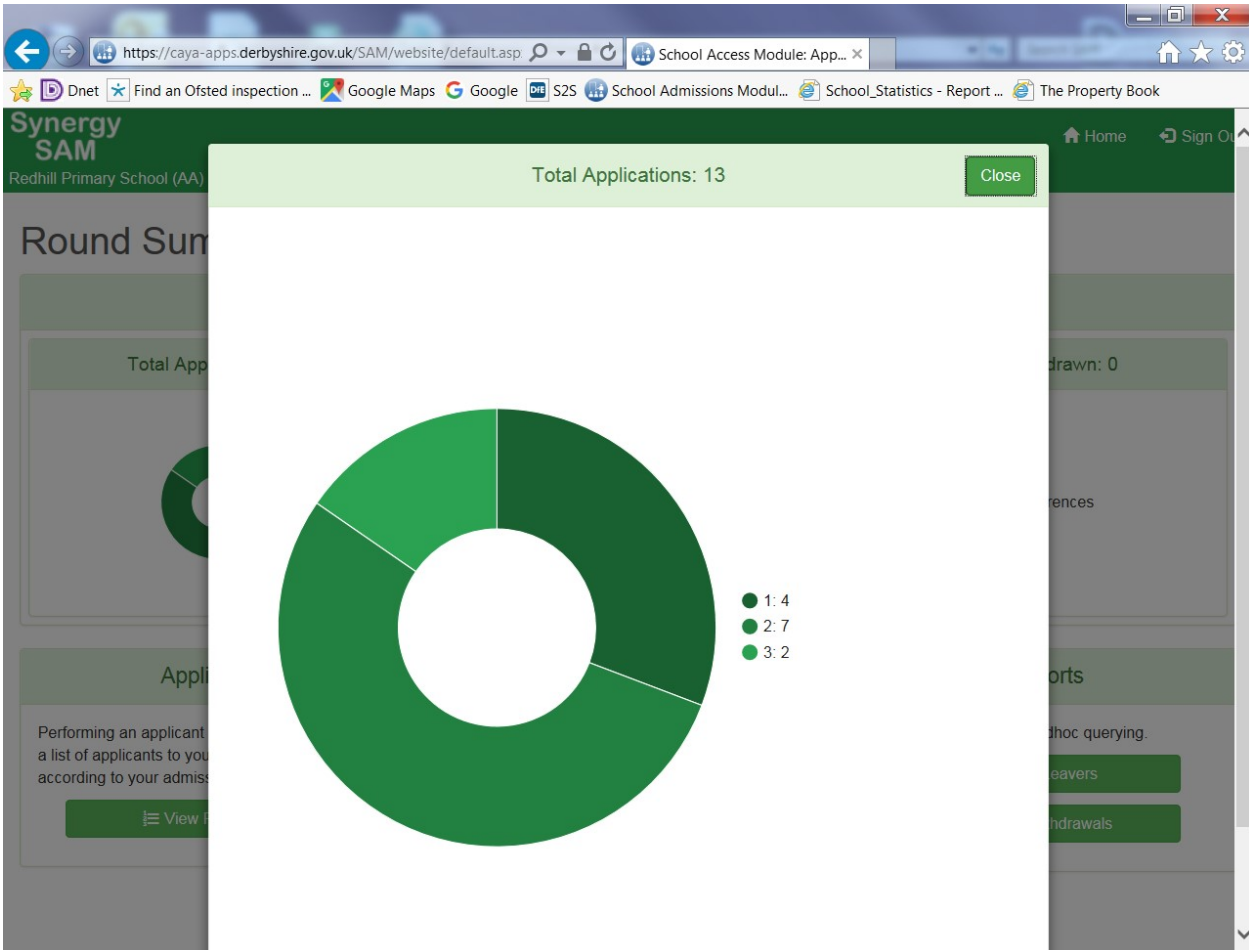
This home page provides a summary of the preferences for your school:

Total Applications - this shows how many pupils have put your school somewhere on their application form (this could be either the first, second or third preference).

This figure is broken down to enable schools to view how many first, second or third preferences they have.

Total Applications on Waiting List - this shows how many pupils are waiting to be allocated a place at your school.

Total Withdrawn Applications - this shows the number of pupils whose preferences for your school have either been withdrawn by the parents or where it has been possible to offer higher ranked preferences at other schools.

PLEASE NOTE: these figures will not be fully representative of the situation at your school until the allocation process is complete.

The "View Leavers" report is not applicable to secondary schools. Secondary schools should now move to Section 9 - Viewing Your Schools Final Allocation List.

7. Viewing Pupils at Your School - have they made an application?

For primary phase schools with pupils applying to transfer to Y3 or Y6 you can select the junior intake round (infant schools) or the secondary intake round (junior and primary schools) and view if your pupils have applications on the Admissions system (please be aware with the large number of forms requiring entry there may be a small backlog). Pupils applying for a secondary school place who are not resident in Derbyshire will not have an application showing on the system until after the closing date and then only if they have applied for a place at a Derbyshire school.

Click on the "View Leavers" option in the "Reports" area.

The screen should now refresh and show all pupils at your school in the round and indicates in the "No. of Preferences" column how many preferences they have made. Children with 0 preferences will not yet have any preferences registered on the system.

8. Viewing Pupils at Your School - which school have they been allocated?

Once the allocation process is complete and the Admission and Transport Team have released the allocation information you will be able to view the destinations of your pupils. **PLEASE NOTE:** this information is strictly confidential until the appropriate offer day and must only be conveyed by the Admission and Transport Team. It must also be remembered that the place allocated at this time to a pupil may not be the final destination for the pupil in September (parents may change their mind or be successful at appeal for another school).

From the home page, click on the "View Leavers" option in the "Reports" area and you should be able to view your school's pupils in the round and which school they have been allocated.

Leavers

Please note that counts shown on this screen may be inaccurate for out of LA children ✕

There are 14 records matching the current selection.
Showing preferences 1 to 14 of 14.

Elsie	Mary	Caig	0	1	0	Hope Valley College	Derbyshire
Anthony	Jamie	Foy	0	1	2	Hope Valley College	Derbyshire
Sarah	Jane	Gillott	0	1	0	Hope Valley College	Derbyshire
Dylan	Steven	Hunt	0	1	2	Hope Valley College	Derbyshire
Harry	Eric	Lilley	0	1	0	Hope Valley College	Derbyshire
Eva	Amelie	Nutting-Hughes	0	1	0	Hope Valley College	Derbyshire
Ffion	Elisabeth	Patton	0	1	1	Hope Valley College	Derbyshire
Jack	Thurwell	Priestley	0	1	2	Hope Valley College	Derbyshire
Emily	Anne	Riley	0	1	0	Hope Valley College	Derbyshire
Emily	Mae	Robinson	0	1	1	Hope Valley College	Derbyshire
Louie	James	Stirk	0	1	0	Hope Valley College	Derbyshire

9. Viewing Your Schools Final Allocation List

Once the allocation process is complete, the Admission and Transport Team will release allocation information, allowing schools to view details of the pupils that have been allocated a place.

On your schools home page, click on the "View Final Offers" report:

You should now be able to view a list of pupils who have been allocated a place at your school.

Clicking on the column headings will sort the list by that order.

You can view more pupil details in the table view by clicking on 'Actions' in the green tab at the top of the page and select "Display Options":
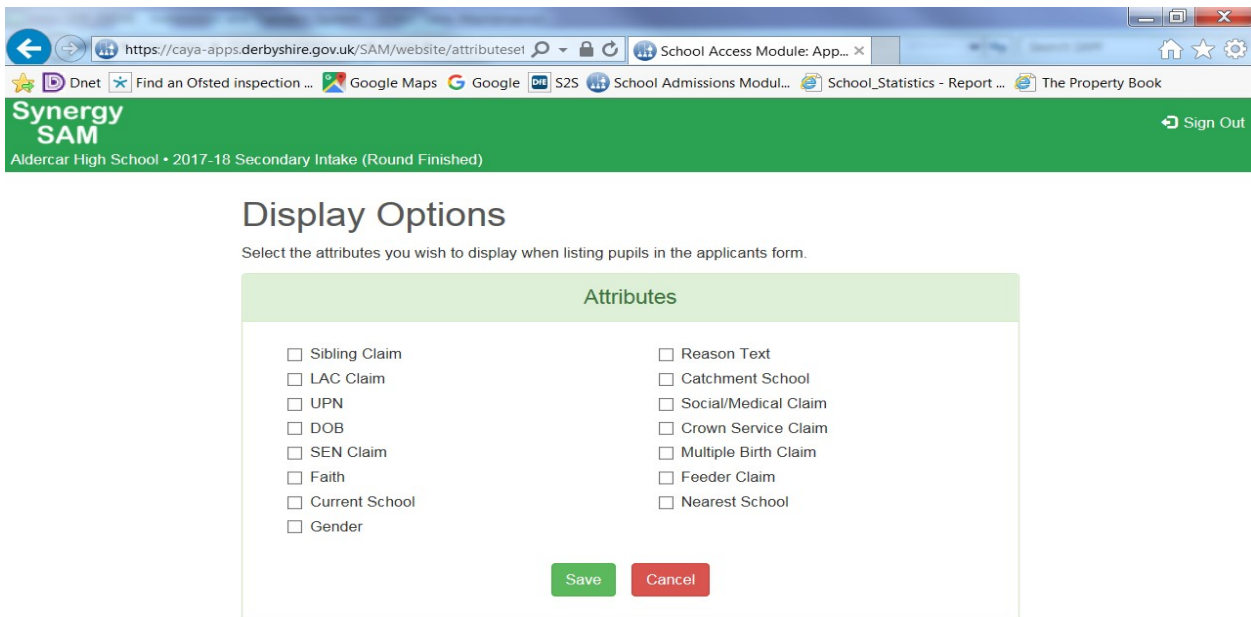
Once you have ticked the attributes you wish to include in your table view, click on the "Save" button and you will be returned to your amended table view.

We would advise that you check this screen on a regular basis to check for any changes in allocated school.

10. Allocation Lists - pupil data for school systems

Once the allocation process is complete the Admission and Transport Team will release the allocated lists via SAM.   You should be able to download this ATF and import it into your schools management information system. You may wish to delay importing your ATF into your MIS so that details of any leavers and new additions are captured within the file. If you import your ATF and then receive notification of a new pupil, it may be simpler just to extract the data you require and enter it manually.

Once the allocation information is released the SAM homepage screen will have additional facilities - the important ones are:

Export ATF - clicking on this icon will export your allocated pupils in an ATF.

View Withdrawals - this shows you pupils who have withdrawn from a previously allocated place at your school.

View Leavers - this is only applicable to primary phase schools with pupils transferring onto junior or secondary education. Previously you could use this area to check if pupils at your school had made an application. Now allocation lists have been released these lists now also show the destinations of pupils at your school.

11. Notification of Changes

The process for the notification of changes works as follows:

1. Where changes are made to pupil school allocations (higher ranked place becomes available, parents withdraw from admissions process completely, and appeals are successful), the Admission and Transport Team will email schools to alert them to changes in their allocation lists.

2. Schools should check SAM for the pupil details. Receiving schools can then use the pupil's record on SAM to enter details into their management information system.

3. Schools should then check SAM on a very regular basis for changes to their allocation list. Please note, once a pupil has had their preference withdrawn they will no longer show on your schools "View Final Offers" report (they will show on the "View Withdrawals" report instead). The "Preference Statistics" section on the home page makes it easy to see how many withdrawn applications your school has.

4. Schools with pupils transferring should also check the "View Leavers" report regularly to ensure they know the correct destination school for their pupils.

If at any time you have any queries about allocations and withdrawals, please do not hesitate to contact the Admission and Transport Team.

12. Waiting Lists

Once the allocation information is available through SAM you will also be able to view those pupils on your schools waiting list by clicking on the "View Waiting List" icon in the "Reports" area. Following offer days, the late preferences which were at the bottom of your ranked list will, where possible, have been merged into the waiting list by the Admission and Transport Team.

 If after viewing you waiting list you are happy with its order, please email the Admission and Transport Transport to confirm this. If not, please e-mail the necessary changes.