

School Access Module – SAM

Start of Academic Year Procedures

Havering School Admissions Team

01708 434378 (schools direct line – not for the public)

schooladmissions@havering.gov.uk



Publication date:
August 2021

Author: J Goodwin

Contents

Introduction and timeframes	2
Indicating a Pupil is On Roll	3
All Schools - Numbers on Roll / Round Management.....	5

Introduction and timeframes

As we approach the start of the next academic year there are a few areas within SAM that need your attention, these are:

1. **All Schools** – Over the summer period we have received a large number of applications across all year groups and for all schools. Before any offers can be made, all schools must accept or reject any claims made such as sibling claims by no later than Friday 10 September 2021
2. AA schools must rank and apply waiting list positions to any application that has been made during the summer period by no later than Friday 10 September 2021
3. Vacancy figures must be checked and updated by no later than Friday 10 September 2021
4. New intake (Reception, Year 3 (junior schools only) and Year 7) pupils must be given a start date by no later than Friday 10 September 2021

The SAM User Guide provides details regarding 1-3 above however the process for placing pupils on roll for the new intake (Cohort) is slightly different so the below guide should be used.

Admissions have now closed the Cohort process and any application for a school place to start Reception, Year 3 (Junior school) or Year 7 received now will be considered as In Year. Pupils that were on your waiting list for these year groups have been migrated over to the relevant In Year rounds.

As schools have been closed over the summer period, admissions have not made any In Year Offer and parents have been advised that the first set of offers will be made on the 13 September 2021. It is therefore essential that your vacancy figures are up-to-date by no later than the 10 September 2021.

Secondary Schools

Please note that all offered pupils were transferred into the new In Year groups, please do not use the new in-year round to place the children on roll, please use the Starting Secondary School in 2021 round as described below.

Indicating a Pupil is On Roll

As soon as a pupil is admitted to the school, schools must update SAM with this information.

This involves schools completing **3 Steps**

1. Putting an on roll date in SAM for the pupil
2. Changing the status from offered to parent accepted
3. Updating the schools attendance count (covered in next section)

Please ensure that you follow the steps in the above order. Changing the status to 'parent accepted' will remove the pupil from the current offer list and place them into the withdrawals list. This will therefore mean that in the offer list you will now only see pupils that have had a new offer (or have not yet been placed on roll) and need action.

Putting an on roll date in SAM for the pupil

From the Home screen choose the round (year group) you wish to work on and click round summary.

Your new intake of pupils will need to be given start dates in SAM

From the Home screen choose the relevant round

- For Infant and Primary School select "Starting Infant/Primary School in September 2021"
- For Junior schools select "Infant to Junior Transfer for 2021"
- For Secondary Schools select "Starting Secondary School in 2021"

Select the 'View Indicators/On Roll Date' option from the Applicants Section.

The screenshot shows the 'Round Summary' page in the SAM system. It features four donut charts representing different stages: Total Applications (10), On Waiting List (7), Total Accepted (2), and Total Withdrawn (1). Below the charts are three main sections: Applicants, Files, and Reports. In the Applicants section, the 'View Indicators/On Roll Date' button is highlighted with a red circle. The Files section contains buttons for 'Import Waiting List', 'Export ATP', and 'Export CSV'. The Reports section includes buttons for 'View Final Offers', 'View Issues', 'View Waiting List', 'View Withdrawals', and 'Query Preferences'.

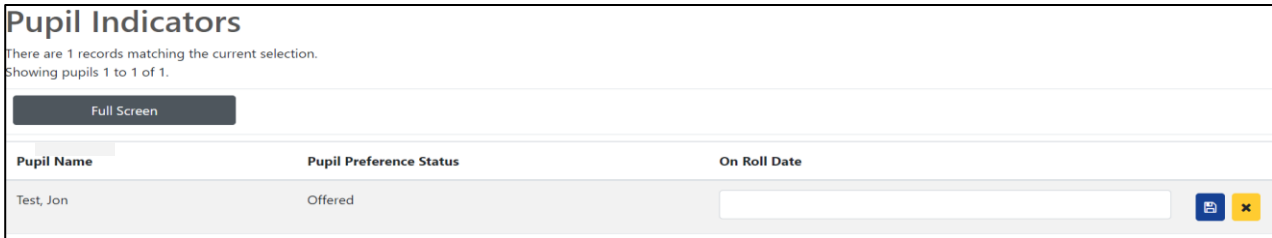
This screenshot shows a filter menu with a search bar and an 'Expand/Collapse all' button. Under 'Page Size', there are radio buttons for 500, 250, 75, 25, and All. Under 'Indicator', there are radio buttons for Sibling, Feeder, Staff, On Roll Date, Parent Acceptance, and Address Verification. The 'On Roll Date' option is selected and circled in red.

From the left hand side options pane, click the On Roll Date option and then Search. This will show you all the pupil's offered places that have not yet been given an on roll date

Infant and Primary schools that have a nursery

If a child has been offered your school and they were on roll at the nursery previously, the date they started at the nursery will be populated automatically, please **DO NOT** change this date

To add the on roll date to the pupil click on the blue pen icon 



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

Full Screen

Pupil Name	Pupil Preference Status	On Roll Date
Test, Jon	Offered	<input type="text"/>

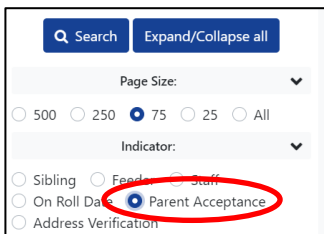
Here you can enter the pupils on roll date, this can either be entered by typing the date in dd/mm/yyyy format or by using the inbuilt calendar function.

Once the date has been entered click the save icon 

Changing the status from offered to parent accepted

This must only be done after you have given the pupil an on roll date

After you have added an on roll date you will be taken back to the previous page, where you will now see an on roll date next to the pupil.



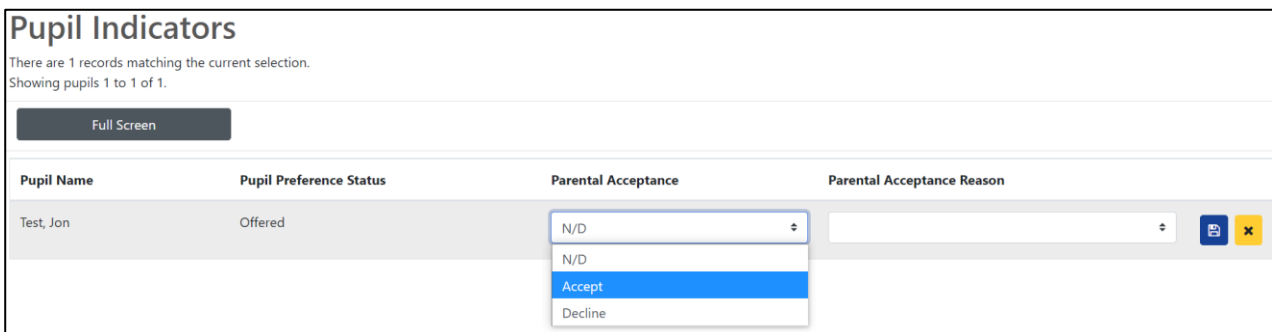
Q Search Expand/Collapse all

Page Size: 500 250 75 25 All

Indicator: Sibling Feeder Staff Parent Acceptance On Roll Date Address Verification

From the left hand side options pane, click the Parent Acceptance option and then Search.

Click on the blue pen icon to the right of the screen next to the pupil you have just given an on roll date to



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

Full Screen

Pupil Name	Pupil Preference Status	Parental Acceptance	Parental Acceptance Reason
Test, Jon	Offered	<input type="text" value="N/D"/>	<input type="text"/>

Change the Parental Acceptance status from N/D to Accept and click save. **PLEASE DO NOT SELECT DECLINE – SEE BELOW FOR EXPLANATION**

Please note: Changing the status to 'parent accepted' will remove the pupil from the current offer list and place them into the withdrawals list. Therefore in the offer list you will now only see pupils that have had a new offer (or have not yet been placed on roll) and need action.

PARENT STATUS 'DECLINE'

The 'Decline' option should NEVER be used for In Year applications, the option does not release a vacancy and therefore will make your figures inaccurate. If a parent informs you that they are refusing the offer, please email the School Admissions Team with the details and we will ensure that the child is still accessing education elsewhere and then withdraw the offer which will release the vacancy.

As soon as you place a child on roll, you must update your attendance count to reflect the admission via the Round Management screen

All Schools - Numbers on Roll / Round Management

The admissions team have now closed the Starting Secondary / Reception and Infant to Junior transfer rounds. Any one that was on a waiting list in these rounds has been migrated over to the relevant in year round.

You will need to ensure that your attendance counts (numbers on roll) are correct in SAM in the new In Year Round, for example:

INFANT AND PRIMARY SCHOOLS

Reception attendance count **MUST** be updated in the 'In Year Application 2021/22 Reception' round and **NOT** the 'Starting Infant/primary school in 2021' round.

JUNIOR SCHOOLS**

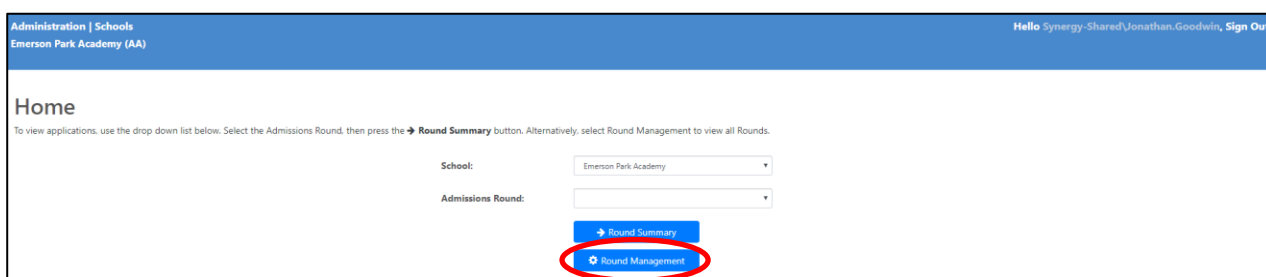
Year 3 attendance count **MUST** be updated in the 'In Year Application 2021/22 Year 3' round and **NOT** the 'Infant to Junior Transfer For 2021' round.

SECONDARY SCHOOLS

Year 7 attendance count **MUST** be updated in the 'In Year Application 2021/22 Year 7' round and **NOT** the 'Starting Secondary School in 2021' round.

** **Parklands Primary** – the Infant to Junior transfer pupils have had their offered school changed to Parklands Primary from Parklands Junior, you will still put the children on roll in the Infant to Junior round but **MUST** update the attendance count in the 'In Year Application 2021/22 Year 3' round and **NOT** the 'Infant to Junior Transfer For 2021' round.

From the home screen select Round Management. You do not need to select an admissions round.



You will be presented with the Round Management screen that enables you to update your schools attendance counts.

Round Management
 To edit a round, click the edit icon and update the required field(s).
 The only fields that can be updated are: **Attendance Count** and **No. of Places Available** (Depending on Round Permissions).

Display In Year Rounds Sort By Round Title

	Round	Band	Band Hierarchy	Lock Band	PAN	Attendance Count	No. of Places Available	No. of Places Requested	No. of Places Offered / Accepted	No. of Places Offered / Accepted but not yet on roll	No. of Places Withdrawn / Declined	Vacancies	No. on Waiting List	No. of Appeals	In Year	Attendance Count Modified Date/Time	Attendance Count Modifier
	In Year Application 2019/20 Year 7			No	210	208	210	73	0	0	1	2	73	0	Yes	27/09/2019 11:29:32	Synergy-Shared/Jonathan.Goodwin
	In Year Application 2019/20 Year 8			No	210	208	210	7	2	2	1	0	7	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall
	In Year Application 2019/20 Year 9			No	210	208	210	4	2	2	1	0	4	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall
	In Year Application 2019/20 Year 10			No	210	206	210	1	4	4	2	0	1	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall
	In Year Application 2019/20 Year 11			No	192	190	192	2	0	0	1	2	2	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall

Editable fields are displayed in yellow.

The attendance count displays the total number of pupils attending the school and currently on roll. **This number must be updated when new pupils are placed on roll following an offer from the School Admissions Team. You will also need to update the attendance count field to reflect any leavers.**

The 'No. of places available' displays the number of places that the school has for each year group. This is usually the same as your PAN. It is not your vacancy numbers.

To edit the attendance count number, click on the blue pen icon to the left of the round (year group) you wish to update.

Round Management
 To edit a round, click the edit icon and update the required field(s).
 The only fields that can be updated are: **Attendance Count** and **No. of Places Available** (Depending on Round Permissions).

Display In Year Rounds Sort By Round Title

	Round	Band	Band Hierarchy	Lock Band	PAN	Attendance Count	No. of Places Available	No. of Places Requested	No. of Places Offered / Accepted	No. of Places Offered / Accepted but not yet on roll	No. of Places Withdrawn / Declined	Vacancies	No. on Waiting List	No. of Appeals	In Year	Attendance Count Modified Date/Time	Attendance Count Modifier
	In Year Application 2019/20 Year 7			No	210	208	210	73	0	0	1	2	73	0	1	27/09/2019 11:29:32	Synergy-Shared/Jonathan.Goodwin
	In Year Application 2019/20 Year 8			No	210	208	210	7	2	2	1	0	7	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall
	In Year Application 2019/20 Year 9			No	210	208	210	4	2	2	1	0	4	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall
	In Year Application 2019/20 Year 10			No	210	206	210	1	4	4	2	0	1	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall
	In Year Application 2019/20 Year 11			No	192	190	192	2	0	0	1	2	2	0	Yes	06/09/2019 10:47:40	Lorraine Heptinstall

Make your changes as required and click the blue save icon to update the admissions database or click the cross icon to cancel your changes.


The School Admissions Team will offer places based on the number in the vacancy column. It is imperative that your attendance count numbers are correct.

The School Admissions Team **will not** take responsibility for this information being inputted incorrectly. If the number is inputted incorrectly and the School Admissions Team make an offer which results in the school being placed over the admissions number, the school will be expected to admit this pupil with immediate effect.

The system works out your vacancy figure using the following calculation.

No. of Places Available **minus** Attendance Count **plus** No. of Places Offered / Accepted but not yet on roll

Example:

	Round	Band	Band Hierarchy	Lock Band	PAN	Attendance Count	No. of Places Available	No. of Places Requested	No. of Places Offered / Accepted	No. of Places Offered / Accepted but not yet on roll	No. of Places Withdrawn / Declined	Vacancies	No. on Waiting List
	In Year Application 2019/20 Year 8			No	210	208	210	7	2	2	1	0	7

210 (No. of Places Available) **minus** 208 (Attendance count) **plus** 2 (No. of Places offered / Accepted but not yet on roll) = 0 Vacancies