

Assigning Criteria in SAM Instructions for Schools



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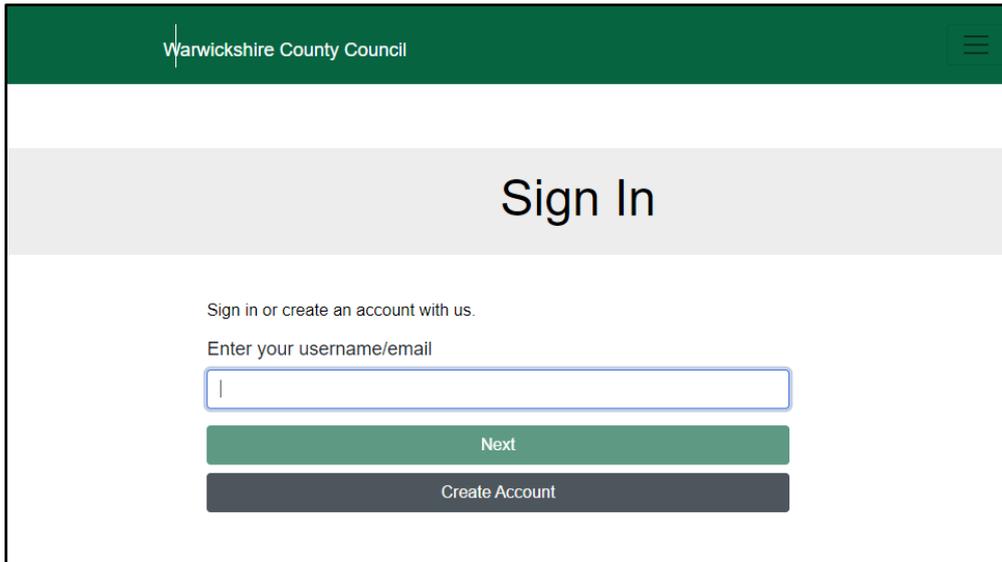
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This guide includes steps and links to access SAM (Schools Access Module) and how assign your over-subscription criteria.

Log into SAM

To log in to SAM, navigate to the following URL.

www.warwickshire.gov.uk/SAM



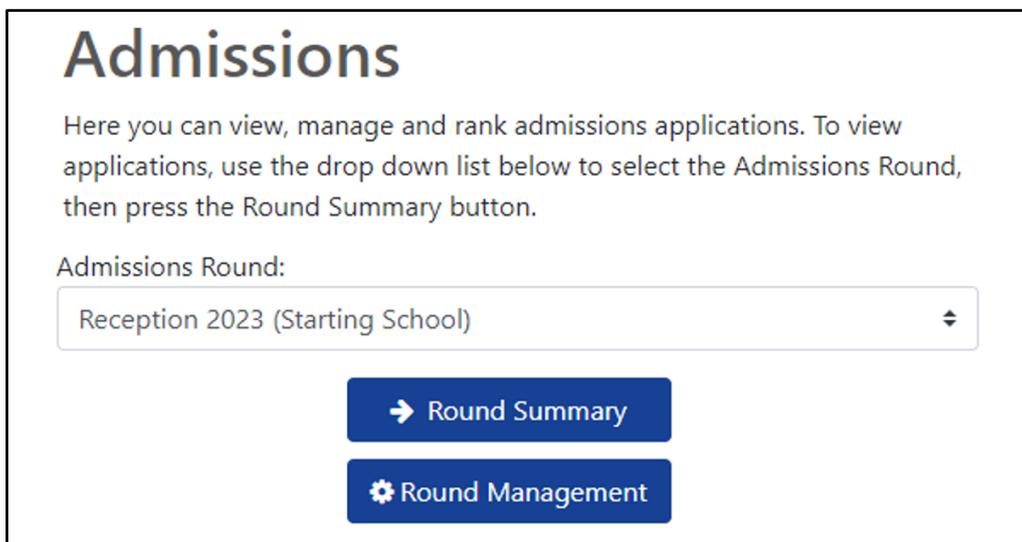
The screenshot shows the SAM Sign In page. At the top, there is a green header with the Warwickshire County Council logo and a menu icon. Below the header, the page has a light grey background with the text "Sign In" in a large, bold font. Underneath, there is a prompt "Sign in or create an account with us." followed by the instruction "Enter your username/email". A text input field is provided for the username/email. Below the input field are two buttons: a green "Next" button and a dark grey "Create Account" button.

If you have any issues logging in, or require assistance with your Username or Password, please email:

synergysupporthelpdesk@warwickshire.gov.uk

Select Admissions Round

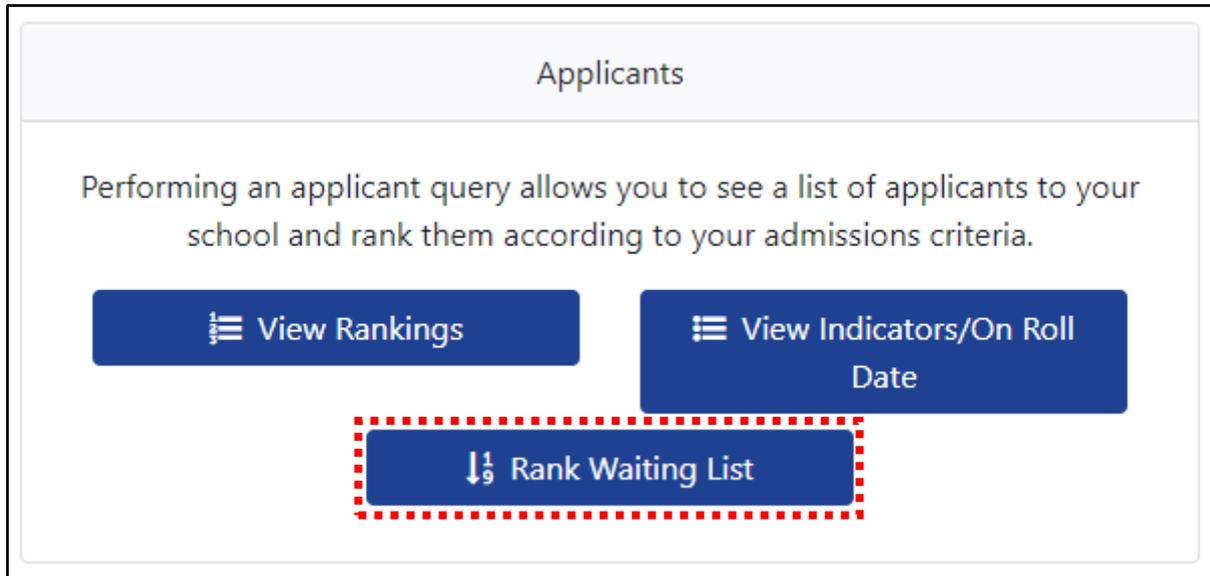
Select the admissions round you would like to view and click Round Summary.



The screenshot shows the Admissions page. At the top, there is a large heading "Admissions". Below the heading, there is a paragraph of text: "Here you can view, manage and rank admissions applications. To view applications, use the drop down list below to select the Admissions Round, then press the Round Summary button." Below this text, there is a label "Admissions Round:" followed by a dropdown menu. The dropdown menu is currently set to "Reception 2023 (Starting School)". Below the dropdown menu are two buttons: a blue "→ Round Summary" button and a blue "⚙ Round Management" button.

Round Summary screen – Rank Waiting List

On the round summary screen select Rank Waiting List



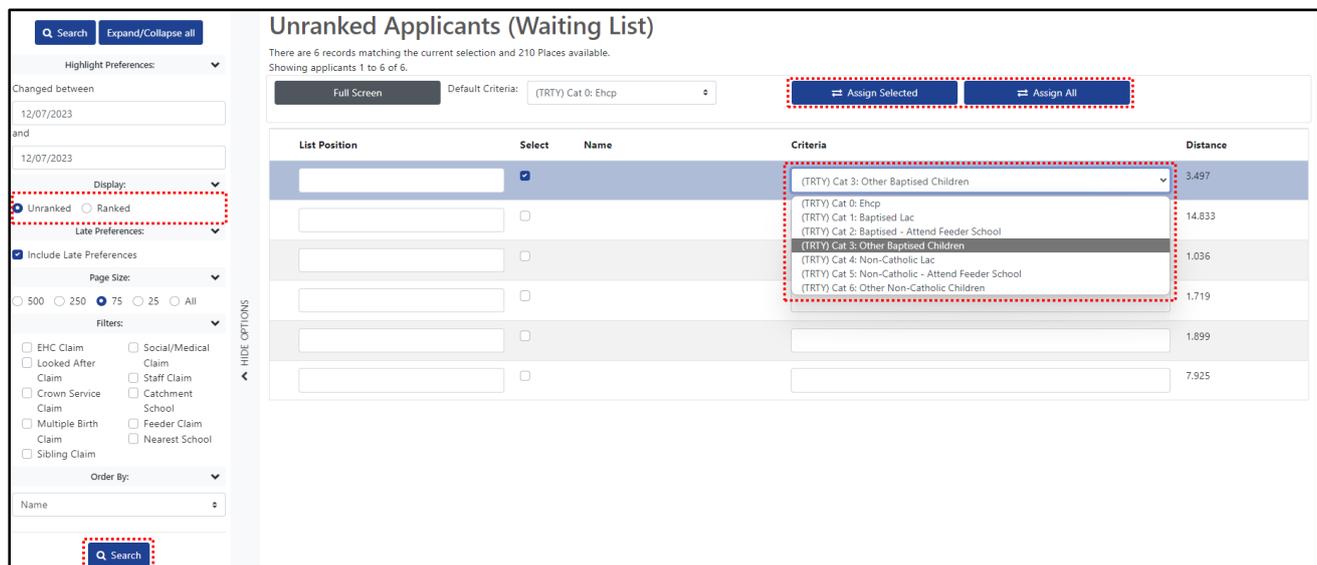
Rank Waiting List Screen – Unranked Applicants

From the Rank Waiting Lists screen please check Unranked is selected and click Search. This will show a list of children that need criteria to be assigned. (*names removed from examples below*)

Click into each child's criteria and select the correct criteria.

You can click on the child's name to bring up further information about the application, including the child's home address, sibling claims, LAC/EHCP info, etc. You can also open any documents that have been submitted in support of the application for your school.

Once all criteria have been selected, please click either assign selected or assign all. These will now be classed as ranked applicants.



Unranked Applicants (Waiting List)

There are 6 records matching the current selection and 210 Places available.
Showing applicants 1 to 6 of 6.

Full Screen Default Criteria: (TRTY) Cat 0: Ehcp ☰ Assign Selected ☰ Assign All

List Position	Select	Name	Criteria	Distance
	<input checked="" type="checkbox"/>		(TRTY) Cat 3: Other Baptised Children	3,497
	<input type="checkbox"/>		(TRTY) Cat 0: Ehcp	14,833
	<input type="checkbox"/>		(TRTY) Cat 1: Baptised Lac	
	<input type="checkbox"/>		(TRTY) Cat 2: Baptised - Attend Feeder School	
	<input type="checkbox"/>		(TRTY) Cat 3: Other Baptised Children	1,036
	<input type="checkbox"/>		(TRTY) Cat 4: Non-Catholic Lac	1,719
	<input type="checkbox"/>		(TRTY) Cat 5: Non-Catholic - Attend Feeder School	1,899
	<input type="checkbox"/>		(TRTY) Cat 6: Other Non-Catholic Children	7,925

Filters: Unranked Ranked

Page Size: 500 250 75 25 All

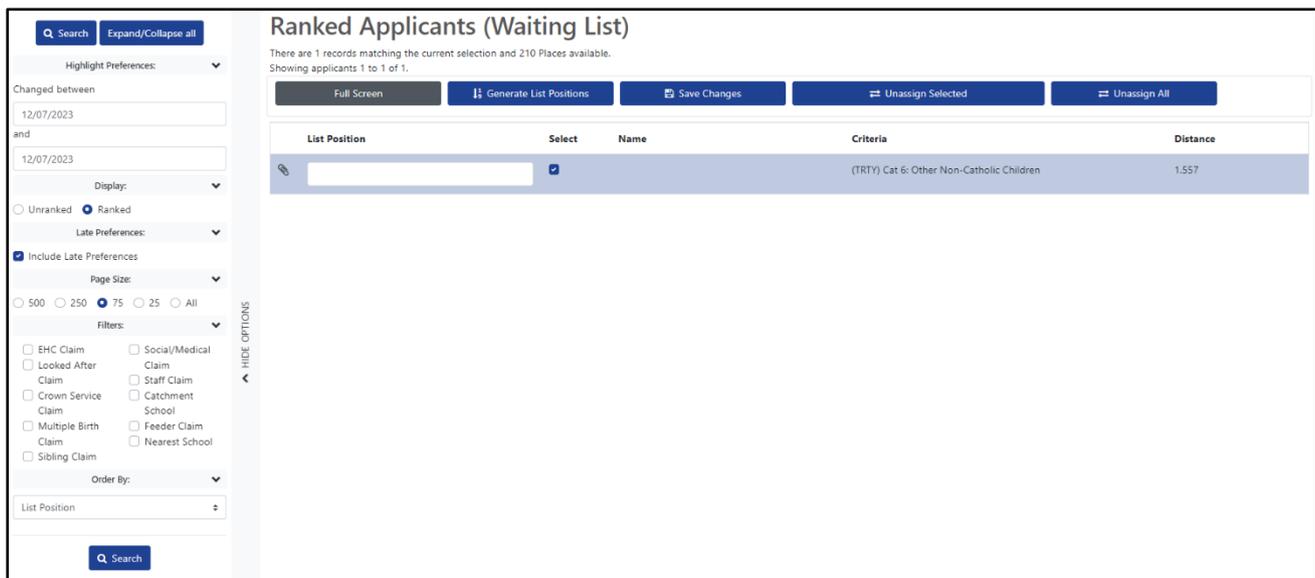
Search

Rank Waiting List Screen – Ranked Applicants

To view applications which have had criteria assigned, click the ranked option in the search screen on the left-hand side of the page.

You can now see applicants who you have assigned criteria to, in order of priority.

If you need to change criteria for any applicant, click the tick box next to the child/s name in the select column and click Unassign Selected.



Ranked Applicants (Waiting List)

There are 1 records matching the current selection and 210 Places available.
Showing applicants 1 to 1 of 1.

Full Screen | Generate List Positions | Save Changes | Unassign Selected | Unassign All

List Position	Select	Name	Criteria	Distance
	<input checked="" type="checkbox"/>		(TRTY) Cat 6: Other Non-Catholic Children	1.557

Filters: EHC Claim, Looked After Claim, Crown Service Claim, Multiple Birth Claim, Sibling Claim, Social/Medical Claim, Staff Claim, Catchment School, Feeder Claim, Nearest School

These applicants will then be removed from this ranked list and re-appear on the unranked list for criteria to be assigned again.

You don't have to worry about generating list positions.

Further information

The over-subscription criteria for your school, for the relevant year of entry, has already been set-up for you by the local authority's School Admissions team. If you come across anything which needs changing/updating in relation to this, please let contact us admissions@warwickshire.gov.uk