

Completing Sibling, Staff and Feeder School Checks in SAM Instructions for Schools



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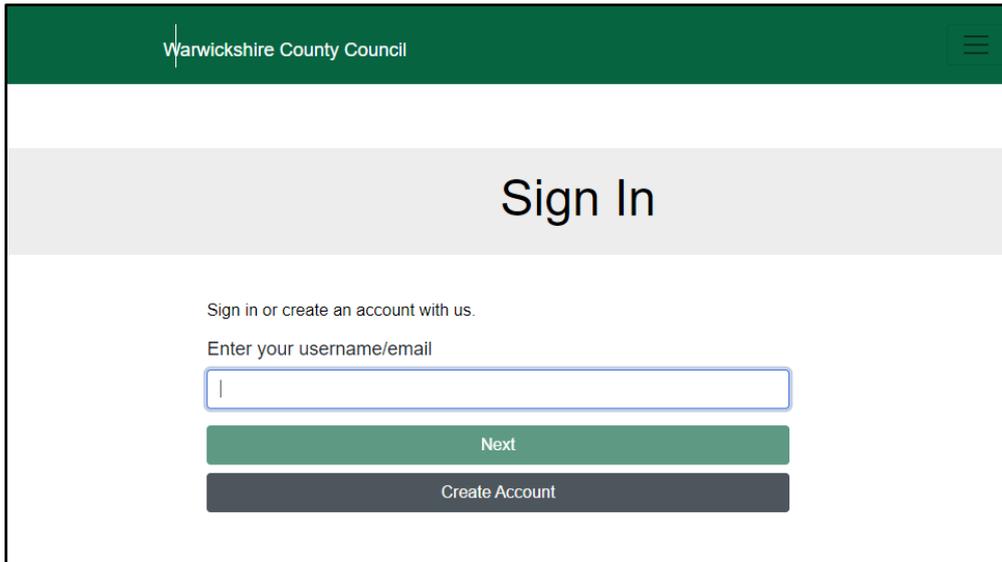
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This guide includes steps and links to access SAM (Schools Access Module) and how to complete sibling, staff, and feeder school checks.

Log into SAM

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

www.warwickshire.gov.uk/SAM



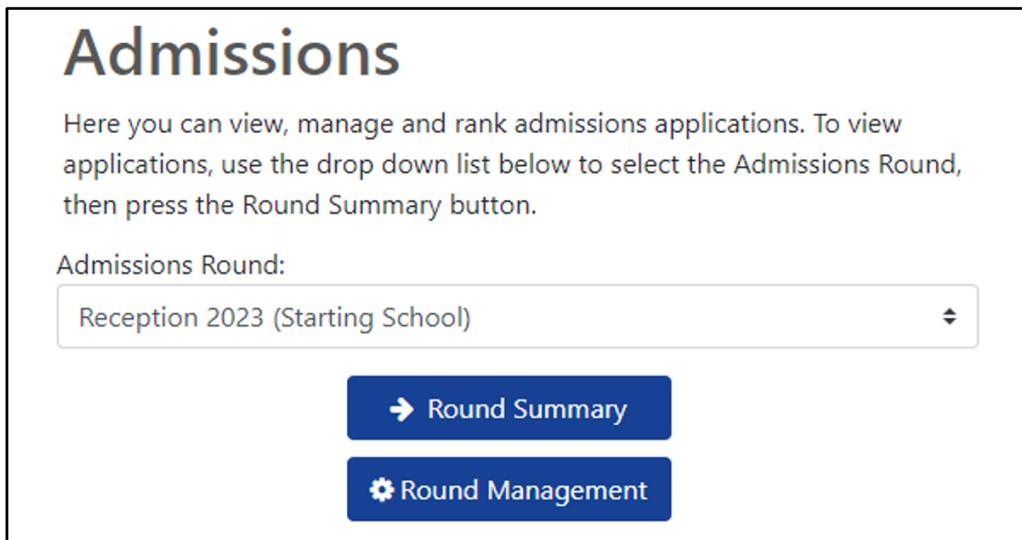
The screenshot shows the SAM Sign In page. At the top, there is a green header with the Warwickshire County Council logo and a menu icon. Below the header is a grey bar with the text "Sign In". Underneath, there is a form with the text "Sign in or create an account with us." and "Enter your username/email". There is a text input field with a cursor. 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.

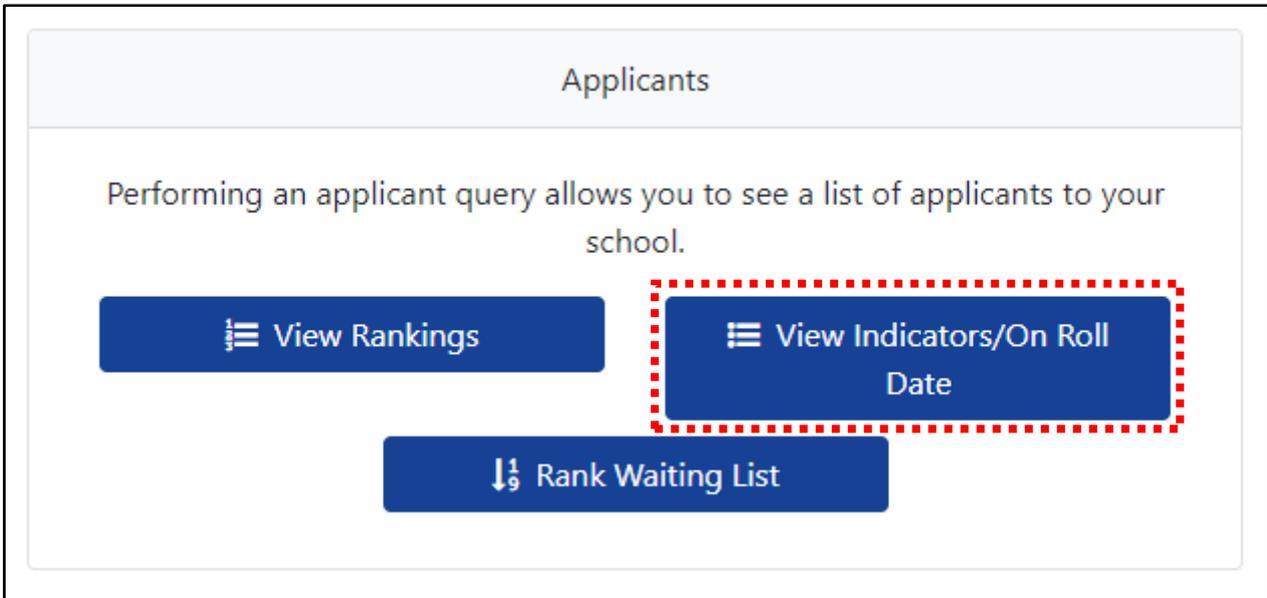


The screenshot shows the Admissions page. At the top, there is a large heading "Admissions". Below the heading is a paragraph of text: "Here you can view, manage and rank admissions applications. To view applications, use the drop down list below to select the Admissions Round, then press the Round Summary button." Below the text 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 button with a right arrow and the text "Round Summary", and a blue button with a gear icon and the text "Round Management".

Round Summary – View Indicators

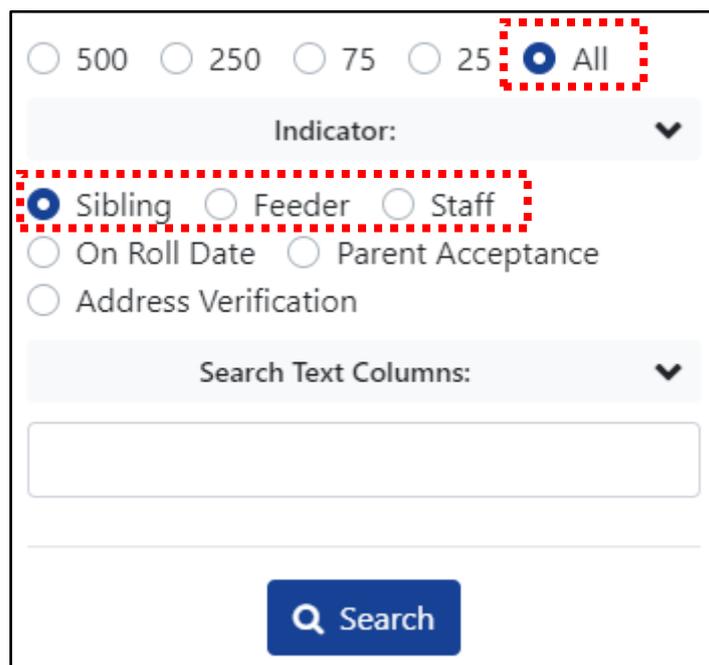
In the lower left-hand side of the round summary screen, you will see a section labelled Applicants.

Click View Indicators/On Roll Date. This will take you to the Pupil Indicators screen



Pupil Indicators

On the left-hand side of the Pupil Indicators screen, under page size select All and the select which Indicator you would like to view and click Search.

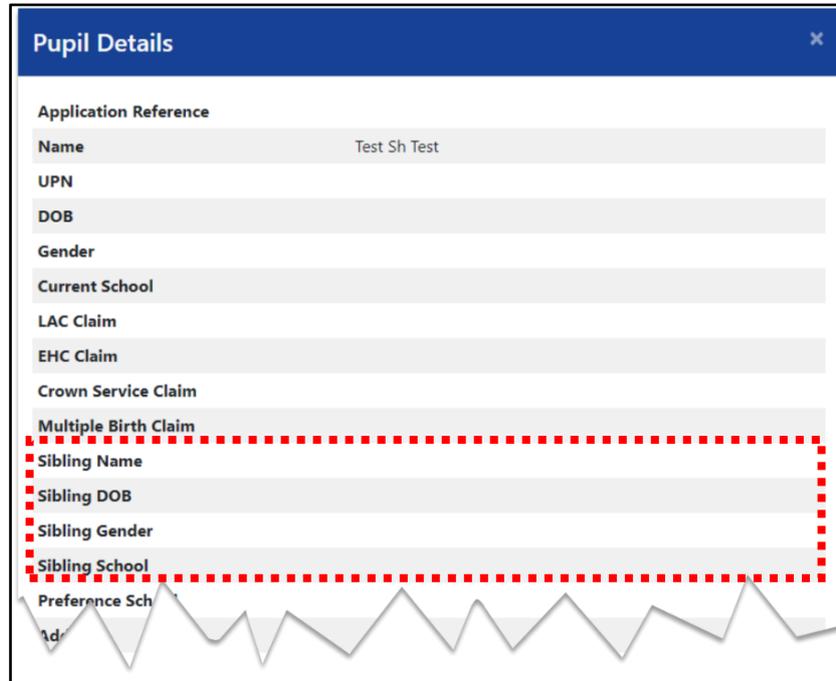


The screenshot shows the filter section of the Pupil Indicators screen. It includes a row of radio buttons for page size: 500, 250, 75, 25, and All (selected). Below this is a dropdown menu for 'Indicator:' with options: Sibling (selected), Feeder, Staff, On Roll Date, Parent Acceptance, and Address Verification. There is also a dropdown menu for 'Search Text Columns:' and a search input field. At the bottom is a blue 'Search' button with a magnifying glass icon.

This will populate all children in the selected round with these indicators.

Checking Sibling Claims.

If you click on the child's name, a pop-up box will show the applicant's full details. This will help you to confirm if a sibling claim can be accepted or rejected.



To accept or reject a sibling claim, click the grey Edit button.

Pupil Name	Pupil Preference Status	Sibling Name	Sibling School	Sibling Confirmation	Sibling Confirmation Reason
Test, Test Sh		Test, Test		N/D	

This will expand the row and show you a drop-down box where you can select Accept or Reject, depending on whether the applicant's sibling claim is correct.

You do not need to enter a Confirmation Reason unless you are rejecting the sibling claim, for example, if an older sibling no longer attends the school, the sibling claim is related to a multiple-birth sibling who has not yet been offered a place. Or the claim is for a cousin or other family member other than a sibling.

Pupil Name	Pupil Preference Status	Sibling Name	Sibling School	Sibling Confirmation	Sibling Confirmation Reason
Test, Test Sh		Test, Test		<div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; padding: 2px;">N/D</div> <div style="border-bottom: 1px solid gray; padding: 2px;">N/D</div> <div style="padding: 2px; background-color: #007bff; color: white;">Accept</div> <div style="padding: 2px; background-color: #dc3545; color: white;">Reject</div> </div>	

Once complete, please click the blue Save button. The child will then no longer show on this list.

Please note, the same process can be carried out for staff and feeder school checks. Simply change the indicator selection on the left-hand side and click search again.