

# Download ATF file in SAM Instructions for Schools



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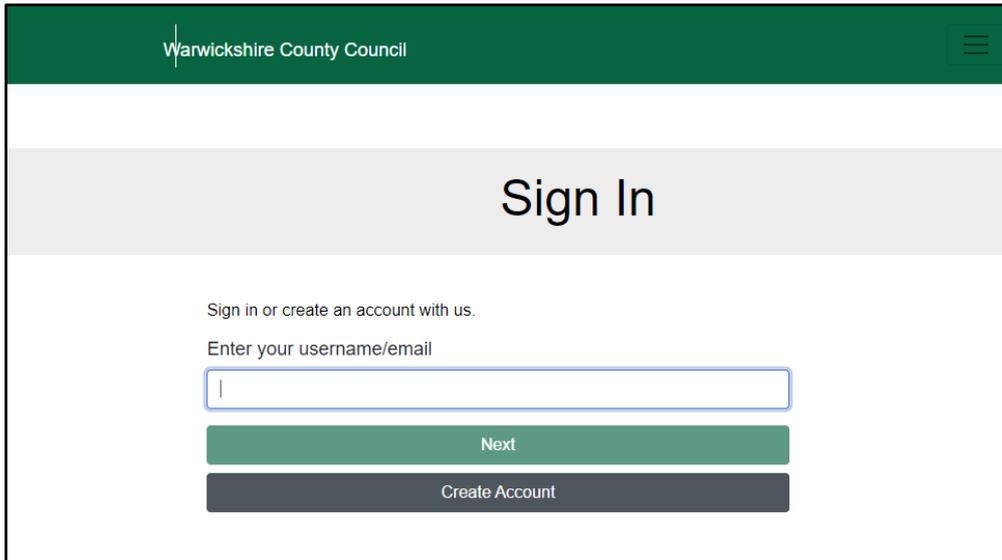
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This guide includes steps and links to access SAM (Schools Access Module) and how to view offers and waiting lists.

## Log into SAM

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

[www.warwickshire.gov.uk/SAM](http://www.warwickshire.gov.uk/SAM)



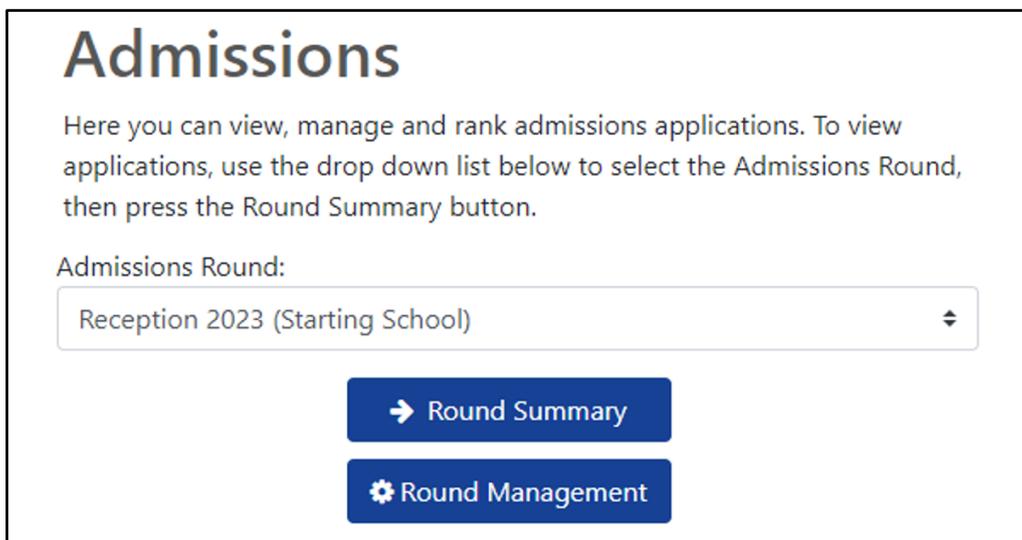
The screenshot shows the Warwickshire County Council website's sign-in page. At the top, there is a green header with the council's name and a menu icon. Below the header is a grey banner with the text "Sign In". Underneath, there is a prompt to "Sign in or create an account with us." followed by a label "Enter your username/email" and a text input field. 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](mailto:synergysupporthelpdesk@warwickshire.gov.uk)

## Select Admissions Round

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



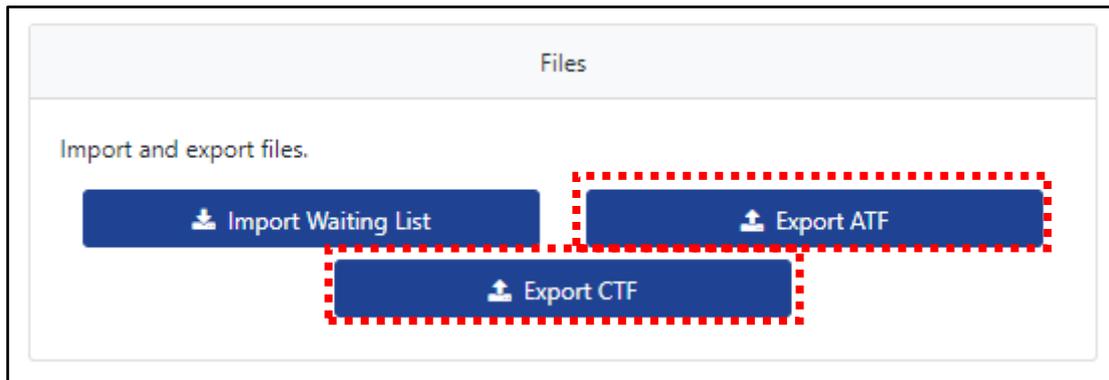
The screenshot shows the "Admissions" page. The title "Admissions" is in a large, bold font. Below it is a paragraph: "Here you can view, manage and rank admissions applications. To view applications, use the drop down list below to select the Admissions Round, then press the Round Summary button." Below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

## Round Summary – Files \ Download AFT file

At the bottom of the round summary screen, you will see a section labelled Files. Here you will be able to download AFT and CFT files.

Click either file you require, this will then download to you computer.

You can now upload this to your SIMS



If you have any missing children off this list, please contact [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)