Download ATF file in SAM Instructions for Schools

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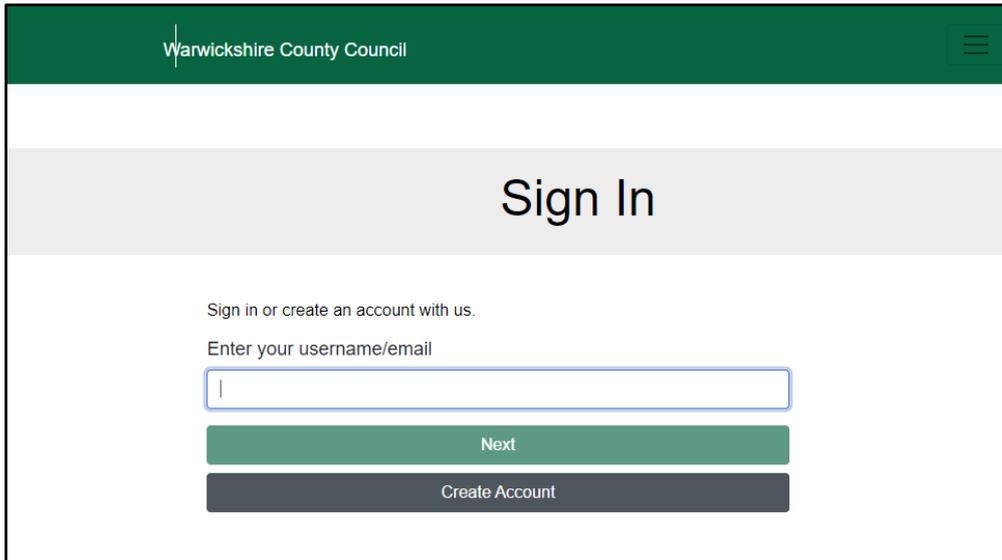
This guide includes steps and links to access SAM (Schools Access Module) and how to view offers and waiting lists.

Log into SAM

To log in to SAM, navigate to the following URL.
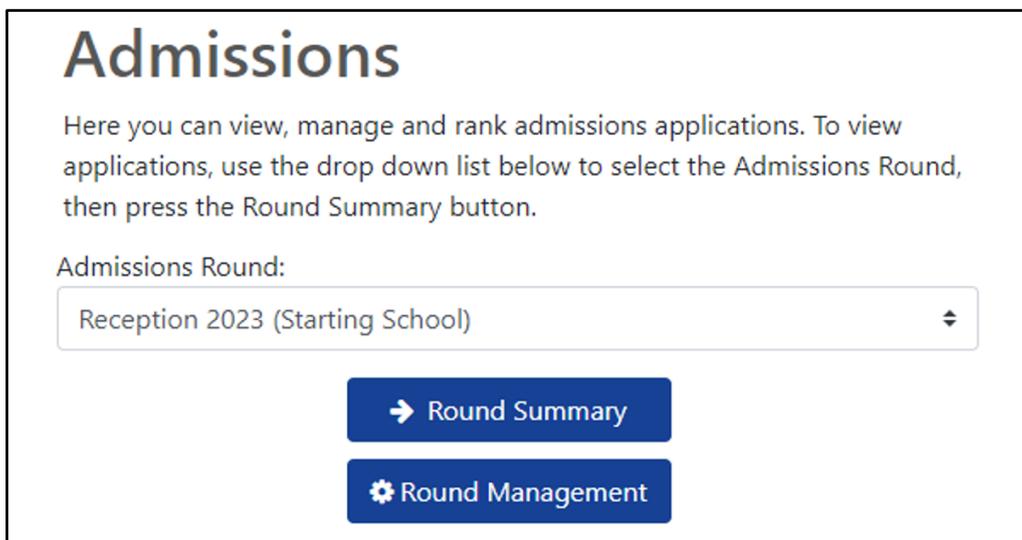
www.warwickshire.gov.uk/SAM

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

synergysupporthelpdesk@warwickshire.gov.uk

Select Admissions Round

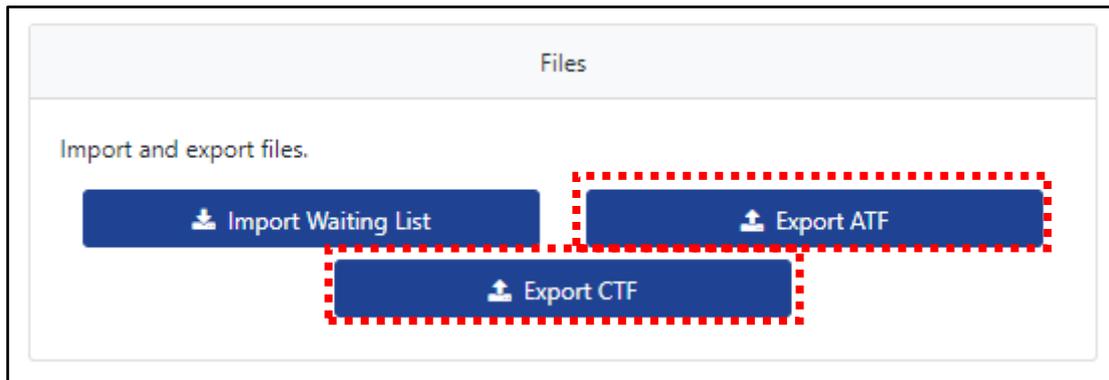Select the admissions round you would like to view and click Round Summary.

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