

Updating Pupil Numbers on Roll in SAM Instructions for Schools



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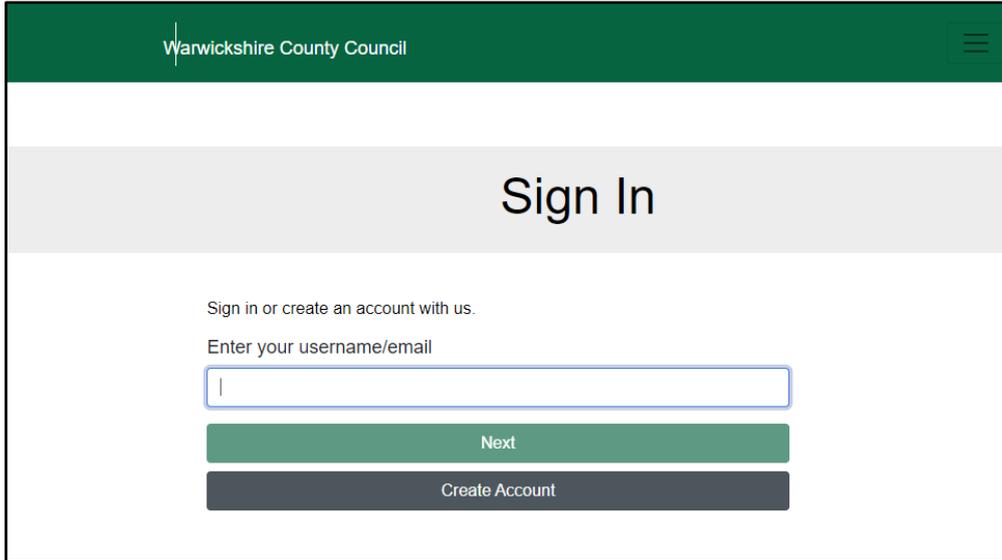
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This guide includes steps to updating pupil numbers on roll in SAM (Schools Access Module)

Log into SAM

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

www.warwickshire.gov.uk/SAM



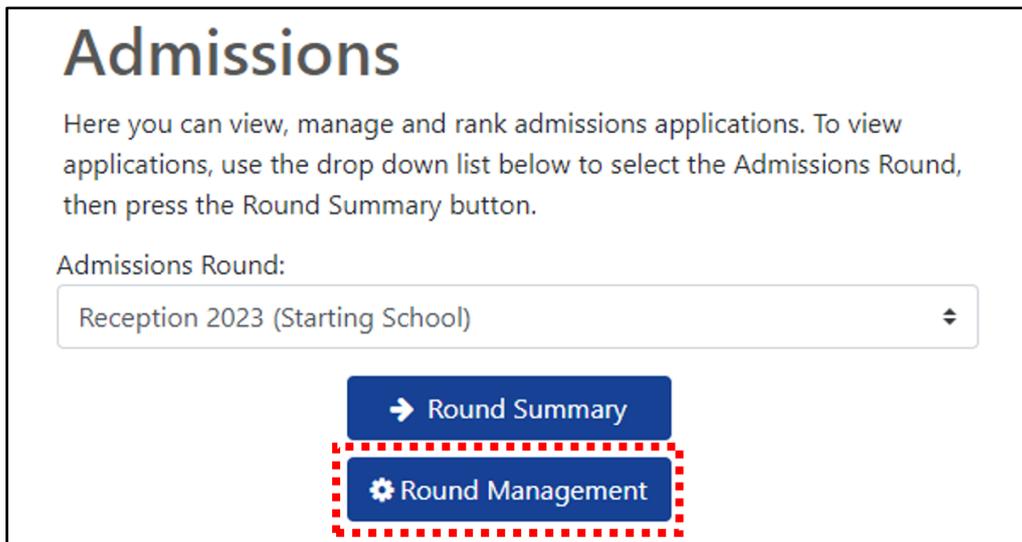
The screenshot shows the Warwickshire County Council website's sign-in page. At the top, there is a green header with the council's name and a menu icon. Below this is a grey banner with the text "Sign In". Underneath, there is a prompt "Sign in or create an account with us." followed by a text input field labeled "Enter your 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 Round Management

From this screen, please click Round Management (there is no need to select a round)



The screenshot shows the "Admissions" page. The title "Admissions" is in large, bold, dark blue font. Below it, there 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, there are two blue buttons: "→ Round Summary" and "⚙ Round Management". The "Round Management" button is highlighted with a red dashed border.

Round Management Screen

On the Round Management page please click Display In-Year Rounds. You will see all relevant in-year rounds for your school, showing, Attendance Count and No. of Places Available for each year group. These columns are highlighted in yellow.

These are the columns that we require each school to update on a regular basis. In this case, 'regular' is defined as either weekly or when the school becomes aware of starters and leavers, whichever occurs first.

Please note: Even if your school does not currently participate in Warwickshire's In-Year Admissions process, and the school administers this process internally, there is still a legal requirement for each school to update these numbers for the local authority, as outlined in the School Admissions Code (2021)

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 <input checked="" type="checkbox"/> Sort By Round Title <input type="checkbox"/>																
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
Secondary 2024			No	275	0	275	0	0	0	0	275	0	0	No	07/05/2023 17:05:27	
Secondary 2023			No	275	0	284	48	282	282	584	2	48	0	No		
 In Year 8 - 23/24 (Start School In September 2023)			No	275	284	284	50	1	1	0	-1	50	0	Yes		
 In Year 9 - 23/24 (Start School In September 2023)			No	275	284	284	41	1	1	2	-1	41	0	Yes		
 In Year 10 - 23/24 (Start School In September 2023)			No	275	284	284	31	1	1	3	-1	31	0	Yes		
 In Year 11 - 23/24 (Start School In September 2023)			No	275	275	275	7	2	2	1	-2	7	0	Yes	27/06/2023 12:14:45	
Yr 8 - 22/23			No	275	282	284	36	5	0	34	2	36	0	Yes	07/06/2023 12:06:32	
Yr 9 - 22/23			No	275	283	284	26	9	4	24	-3	26	0	Yes	27/06/2023 12:15:13	
Yr 10 - 22/23			No	275	275	275	5	12	2	25	-2	5	0	Yes	27/06/2023 12:15:50	
Yr 11 - 22/23			No	275	275	275	4	0	0	18	0	4	0	Yes	06/09/2022 10:20:29	
In Year 7 - 22/23			No	275	284	284	40	8	1	111	-1	40	0	Yes	27/06/2023 12:16:13	

Your PAN (Published Admission Number) is irrelevant to all in-year cohorts. The Code states PAN only refers to the entry year group for the school. i.e., Reception for a primary school, Year 3 for a junior school, or Year 7 for a secondary school. This column will therefore always remain locked by the local authority.

Please update **No. of Places Available** column regularly so the local authority is aware of the maximum number of students the school can physically accommodate within each year group.

Please update **Attendance Count** column regularly confirming the number of children on roll in that each year group.

As a school, you are confirming to the local authority that the admittance of children over the number indicated in the No. of Places Available column, for that particular year group, would be prejudicial to the effective education and use of resources within that year group.

Where this number has been reached (as indicated in the Attendance Count column) for any school that participates in the local authority's in-year admissions process, the Admissions Service will issue refusals of places through the in-year process on this basis.

This will then be confirmed in the appeal paperwork that is submitted by the school/local authority, where the school participates in the local authority's school appeals process.

How to update your numbers

To update your numbers per year group, First click on the grey edit button.

	In Year 8 - 23/24 (Start School In September 2023)	No	275	284	284
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You will now be able to update your numbers for the selected year group.

 	In Year 8 - 23/24 (Start School In September 2023)	0	275	284	284
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Click the blue save button to save changes or the yellow cancel button to cancel edits.