

# Viewing Offers and Waiting Lists in SAM Instructions for Schools



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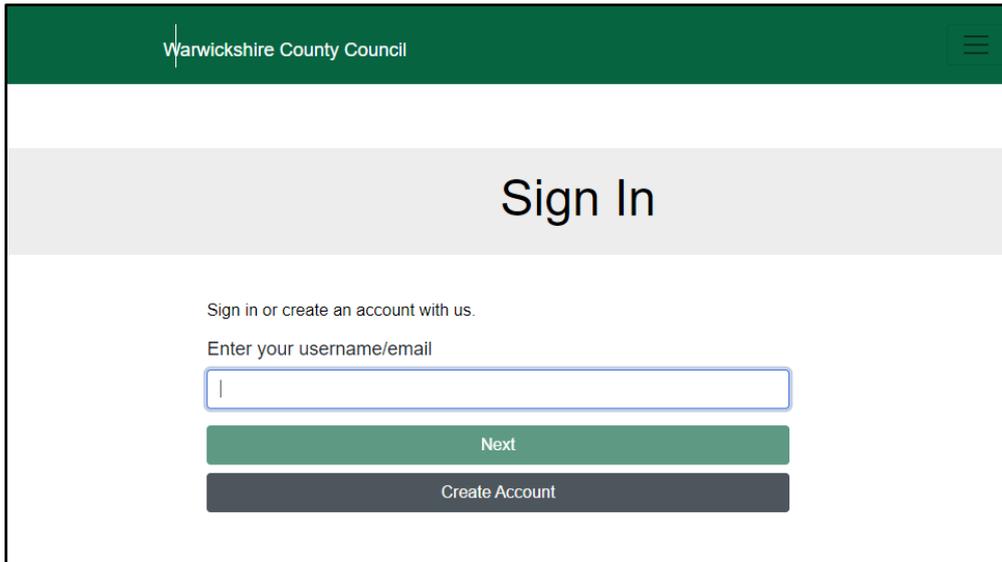
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This guide includes steps and links to access SAM (Schools Access Module) and how to view offers and waiting lists.

## Log into SAM

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

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



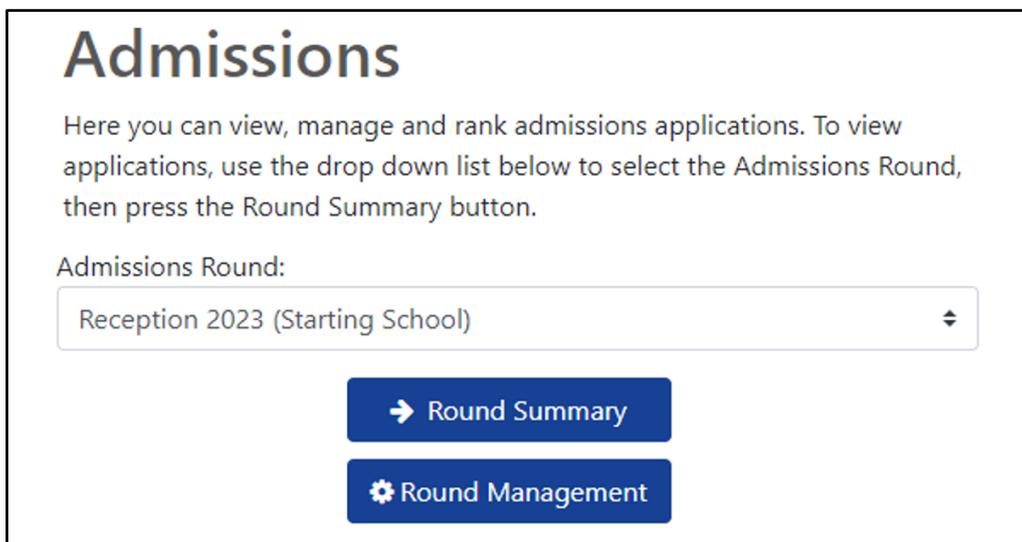
The screenshot shows the SAM Sign In page. At the top, there is a green header with the Warwickshire County Council logo and a menu icon. Below the header is a grey banner with the text "Sign In". Underneath, there is a section titled "Sign in or create an account with us." followed by the instruction "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](mailto:synergysupporthelpdesk@warwickshire.gov.uk)

## Select Admissions Round

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

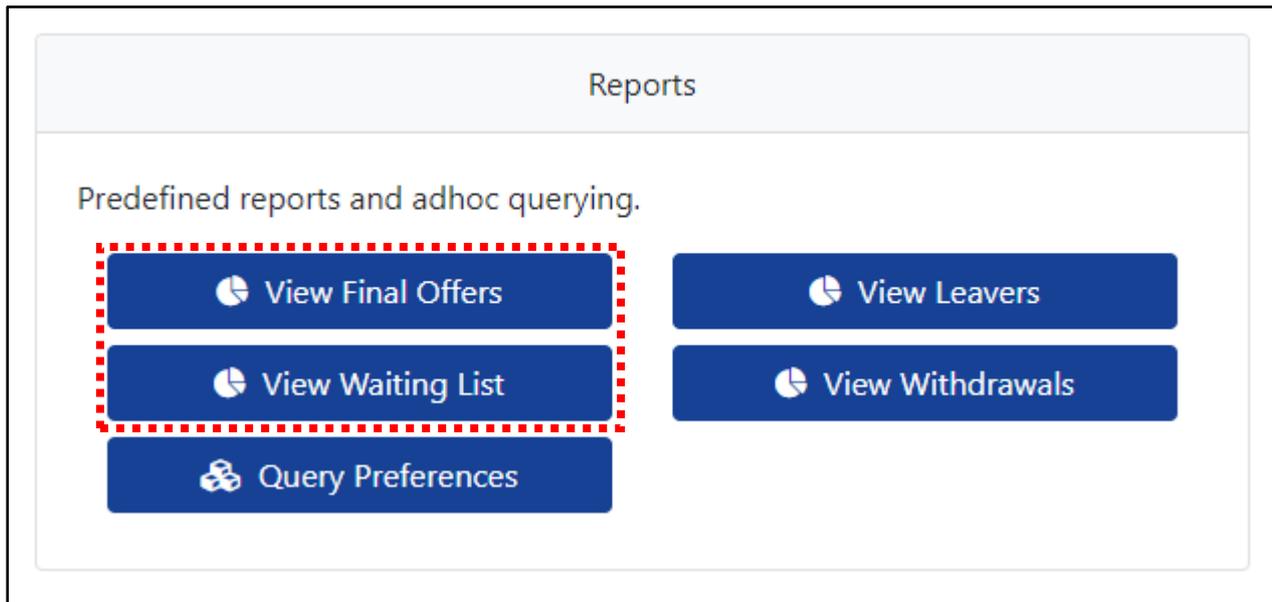


The screenshot shows the Admissions page. At the top, there is a large heading "Admissions". Below the heading is a paragraph: "Here you can view, manage and rank admissions applications. To view applications, use the drop down list below to select the Admissions Round, then press the Round Summary button." Below this text is a label "Admissions Round:" followed by a dropdown menu. 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 Offers & Waiting Lists

In the lower right-hand side of the round summary screen, you will see a section labelled Reports. Here you will be able to view a list of children offered in the current round selected from the previous screen.

Waiting Lists for the current round selected can also be viewed from here.



## How rounds are represented

### Transfer rounds are displayed as

Reception 20xx (Starting School) - *Infant and Primary Schools*

Junior 20xx (Infant to Junior) - *Junior Schools*

Secondary 20xx - *Secondary schools*

### Current academic year, rounds are displayed as

In Year x – xx/xx

### New academic year, starting in September 20xx, rounds are displayed as

In Year x – xx/xx (Start School In September 20xx)