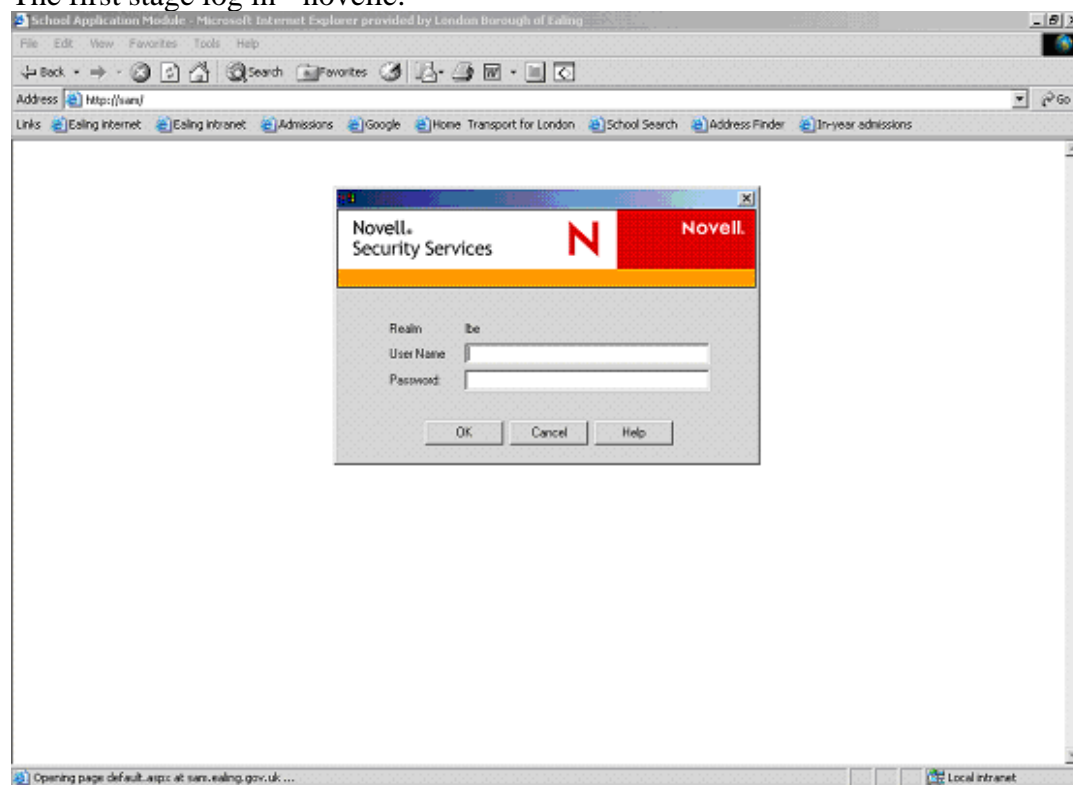
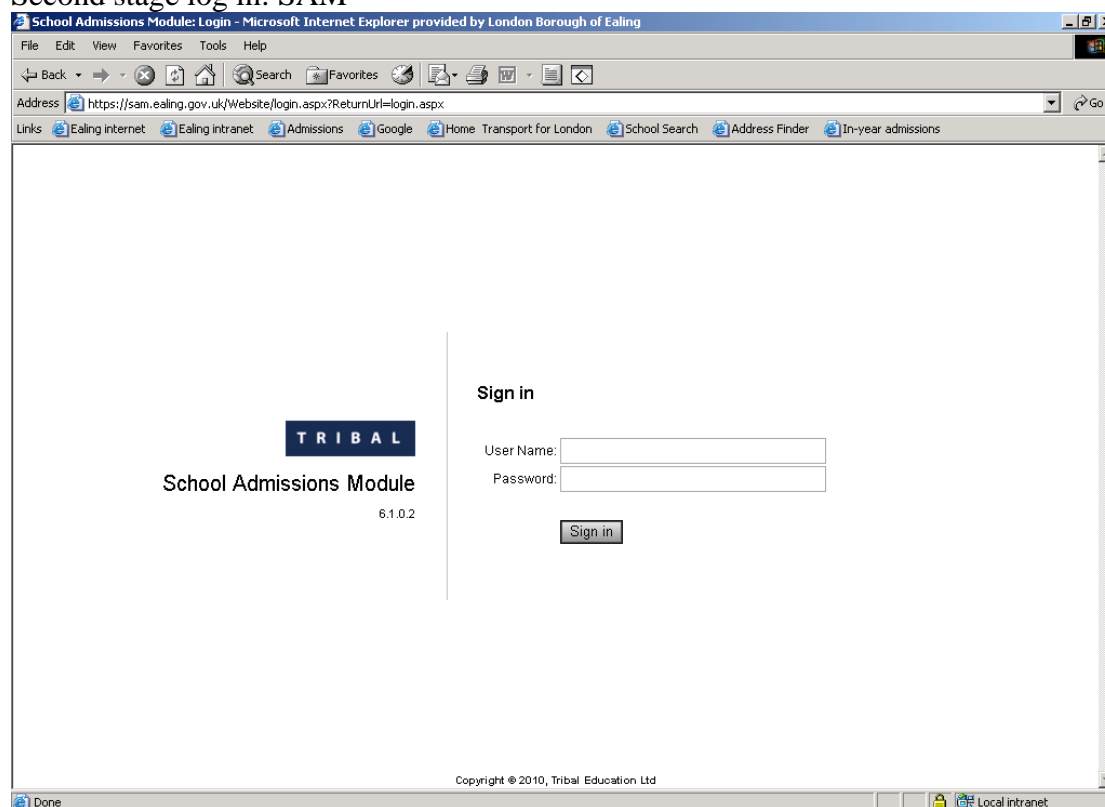


The first stage log in - novelle:

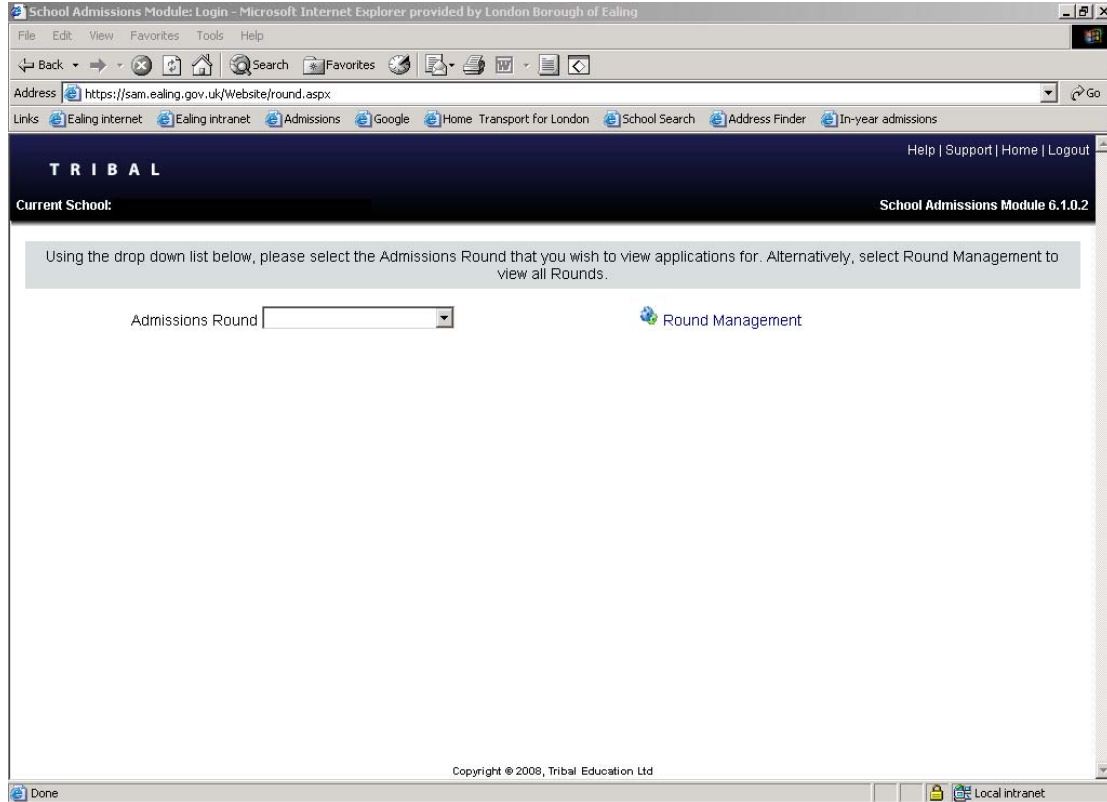


If your log in does not work, you can contact service Ealing to have your password reset. Tel: 020 8825 9000 option 1 for I.T.

Second stage log in: SAM

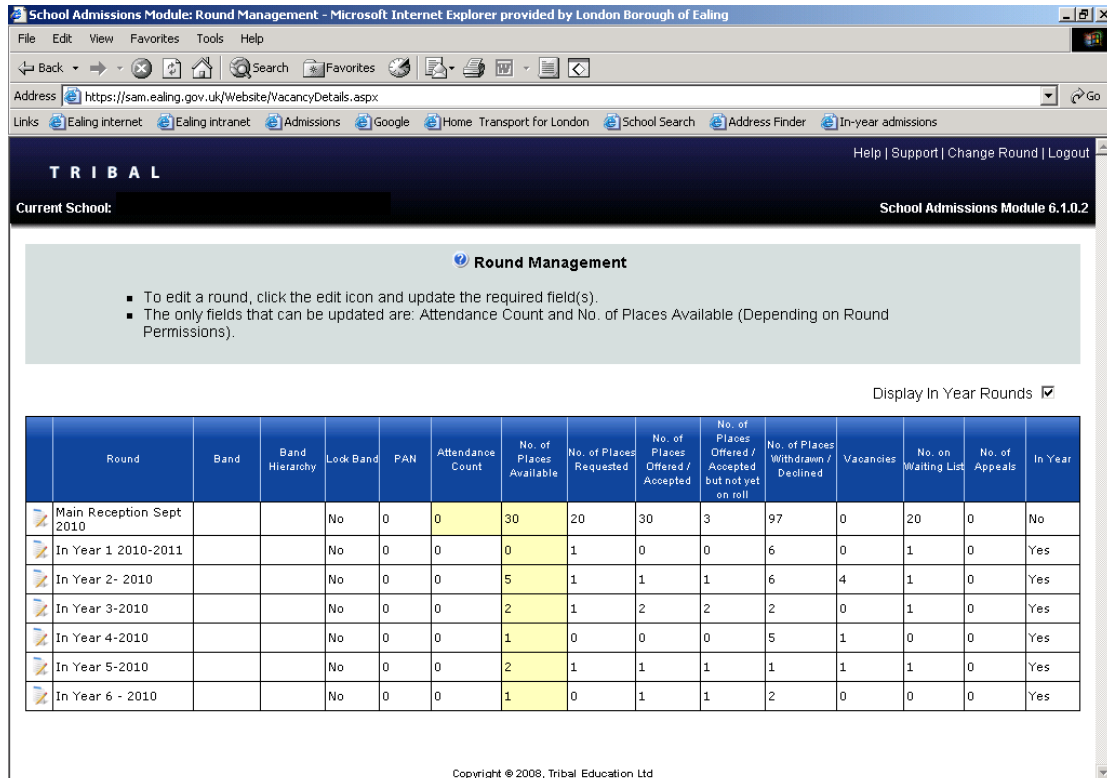


The main SAM screen



Round Management: Entering your vacancies

Click Round Management. You will see “no of places available” column highlighted in yellow. This is where you put the number of vacancies for each year group.






Click the icon on the left hand side of the year you would like to open for editing:

 Main Reception Sept 2010			0	0	<input type="text" value="0"/>	<input type="text" value="30"/>	20	30	3	97	0	20	0
--	--	--	---	---	--------------------------------	---------------------------------	----	----	---	----	---	----	---

No. of Places Available
<input type="text" value="30"/>

Add the number of vacancies in the following box:



When you have done this click on the left hand side of the row to save your changes or click  to cancel your changes.

Do this for each year group.

[Help](#) | [Support](#) | [Change Round](#) | [Logout](#)

In the top right hand of the page: click “change round” to return to the Main screen.

Admission Round: Checking Waiting Lists

Select the year group you wish to look into from the drop down menu:

Admissions Round

- Main Year 7 2010
- Main Reception Sept 2010
- Main Year 3 - 2010
- Main Rising 5 2011
- Main Year 3 2011
- Main Year 7 Transfer 2011
- In Year 1 2010-2011
- In Year 2- 2010**
- In Year 3-2010
- In Year 4-2010

You will be taken to the following page:

Vital Stats
Preference statistics for your school.

Statistic Name	Result
Total Applications	8
Total Applications On Waiting List	1
Total Withdrawn Applications	6

Applicants
Performing an applicant query allows you to see a list of applicants to your school.

View Rankings | Rank Waiting List | View Indicators/On Roll Date

Files
Import and export files.

Import Waiting List

Reports
Predefined reports and adhoc querying.

View Waiting List | View Withdrawals | Query Preferences

Setup

Viewing offers, acceptances, offers withdrawn or declined. Click ‘query preferences’ at the bottom of the page. The following page will show up.

TRIBAL | Help | Support | Home | Change Round | Logout

Current School: | Current Round: In Year 2- 2010 (Deadline Passed) | School Admissions Module 6.1.0.2

Searches for a value in any column

Remember to click on the (Search) button after changing the query parameters.

Page Size: 500 250 75 25 All | Pupil Selection: Applicants | Waiting List Status: On Off All

Preference Status: Place Requested Place Accepted Place Withdrawn Previously Accepted

Highlight Preferences: Changed between 11/10/2010 and 11/10/2010


Export to Excel | Export to CSV | Export All Fields | Display Options | Home | Search

There are 8 records matching the current selection.

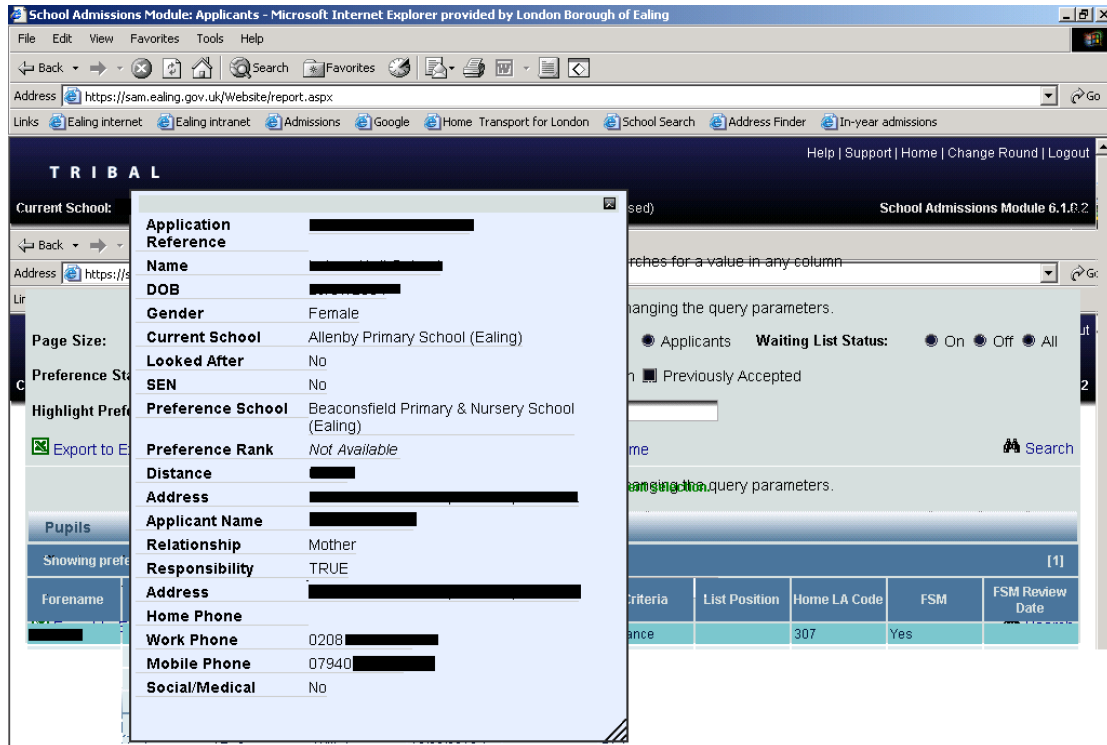
Pupils
Showing preferences 1 to 8 of 8. [1]

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code	FSM	FSM Review Date
			Place Declined	11/10/2010 0...		Distance		307	Yes	
			Withdrawn - ...	07/10/2010 1...		Distance		307	No	
			Place Reque...			Catchment		307	No	

You can filter your searches by ticking the “Preference Status” boxes i.e. “place accepted” will show the students who have been offered places or accepted places etc.

Please  [Search](#) any changes to get the appropriate results. You can also filter your search by stating dates in “Highlight Presences” in order to separate historical acceptances etc from current changes.

Click on the child’s name to see the child’s details as below:





Click one of the following headings to have the list in a particular order:

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code	FSM	FSM Review Date
----------	------------	---------	-------------------	---------------------	------	----------	---------------	--------------	-----	-----------------

As soon as a child appears as place offered, the school can contact the parent at this point to arrange admission. As the LA send offers via letter, the school may be the first to break the news to the parent. Please do not let the receipt of the offer letter delay the admission arrangement between your school and the parent.

Where possible please ask the parent to bring in their reply slip into school if not already done returned to the LA and ensure this form with appropriate acceptance is returned to the LA to have “place offered” status updated to “place accepted”.

Click  at the top right hand of the screen to return to the year group page.

Click  to see that year group’s applicants waiting for a place at the school.

Admission Rounds Rank Waiting Lists

For Foundation and Voluntary Aided schools, you will need to rank your waiting list in order for the LA to see who has been ranked in first position and allocate accordingly.

Click  Rank Waiting List

You can also filter your results:



Highlight Preferences: Changed between 11/10/2010 and 11/10/2010

Display: Unranked Ranked Filter: Sibling SEN Looked After | Include Late Preferences




Page Size: 500 250 75 25 All Order By: Name Default Criteria: [Dropdown]

[Assign Selected](#) | [Assign All](#) | [Export to Excel](#) | [Export to CSV](#) | Export All Fields | [Display Options](#) | [Home](#)

A list of unranked pupils will appear as below

List Position	Select	Name	Criteria	Distance
	<input type="checkbox"/>			1.26

Click the criteria row and a drop down menu will appear and you can select your criteria reason for the child. Once this is done, the “select box” will be ticked and the row will be highlighted in pink. In “list position” you can add the number the child will be in your waiting list (handy if your waiting list applicants aren’t all on SAM).

In order to save the changes, click  Assign Selected and this should apply the criteria to the child. Your waiting list should be ranked, you can view all ranked applicants by clicking  Home and  View Rankings to see the list of ranked applicants.

This will be automatically updated for the LA to see through their interface system the correct order of the applicants on the list.