

School Admissions Manual (SAM) Manual

(Last Updated: 07/04/216))

Contents

Logging on: Stage One: Ealing Portal Log on.....	Page 2
Logging on: Stage Two: SAM Log on.....	Page 3
Viewing rounds/Year Groups.....	Page 4-5
I want to view all my applicants.....	Page 6-7
I want to view new offers.....	Page 8
I want to view no-choice allocations.....	Page 9
I want to rank my waiting list.....	Page 10
I want to re-rank my waiting list.....	Page 11
I want to add on-roll dates to SAM.....	Page 12-13
Signing up to Egress (sending secure email).....	Page 14-16

*If you have a problem with your password or log on please call **020 8825 9662** for assistance.*

If there's anything that this document has not covered you're welcome to contact us:

- *In-Year Admissions **020 8825 5121** or email sguest@ealing.gov.uk*
- *Main Round Admissions **020 8825 9662** or email jbradley@ealing.gov.uk (not for parents)*

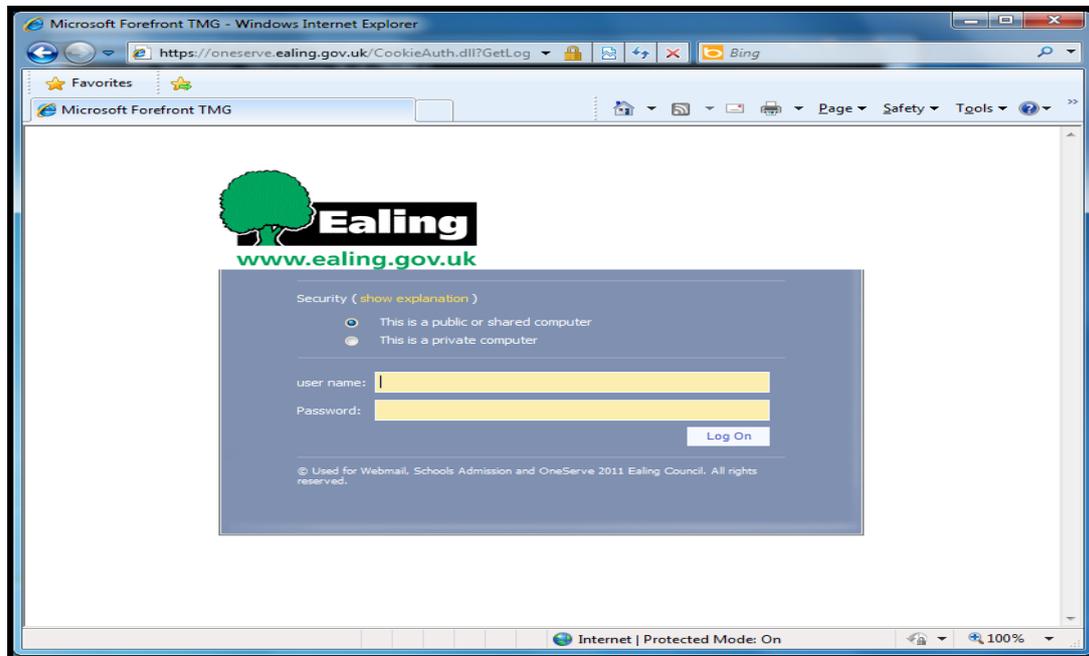
Logging On

Ealing Portal

In a web browser, type the following link:

<http://sam.ealing.gov.uk/Website/login.aspx?ReturnUrl=login.aspx>

*



Insert your Ealing login name and password

*(*Your log in screen may appear differently from the above screenshot)*

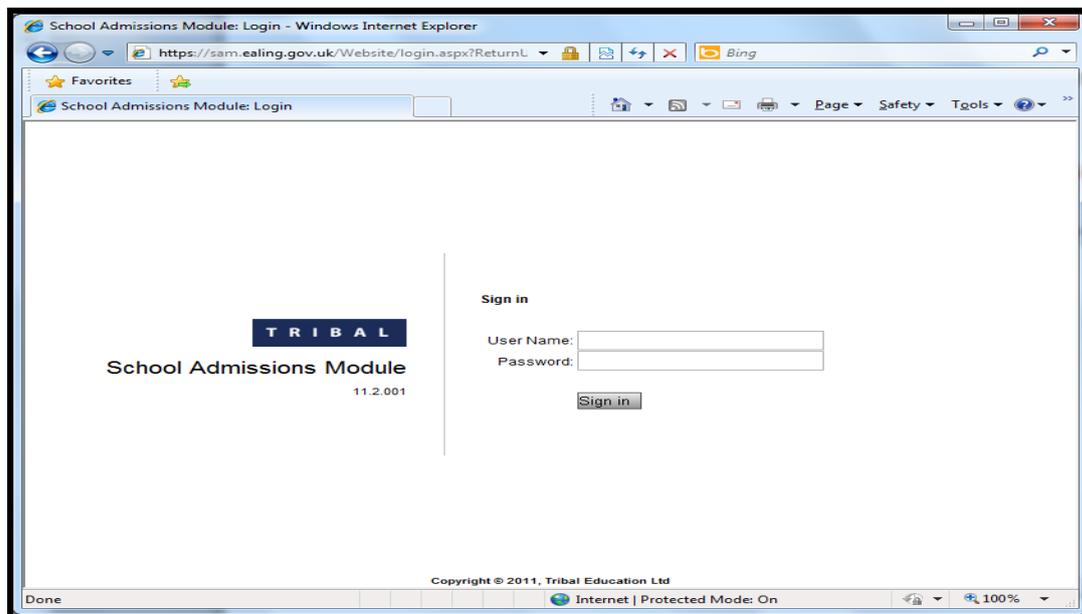
School Admission Module (SAM) Log on

You will be presented with the School Admissions Module login.

This log in is unique to the school and users should already be in receipt of this. If you are not please contact us to request this information.

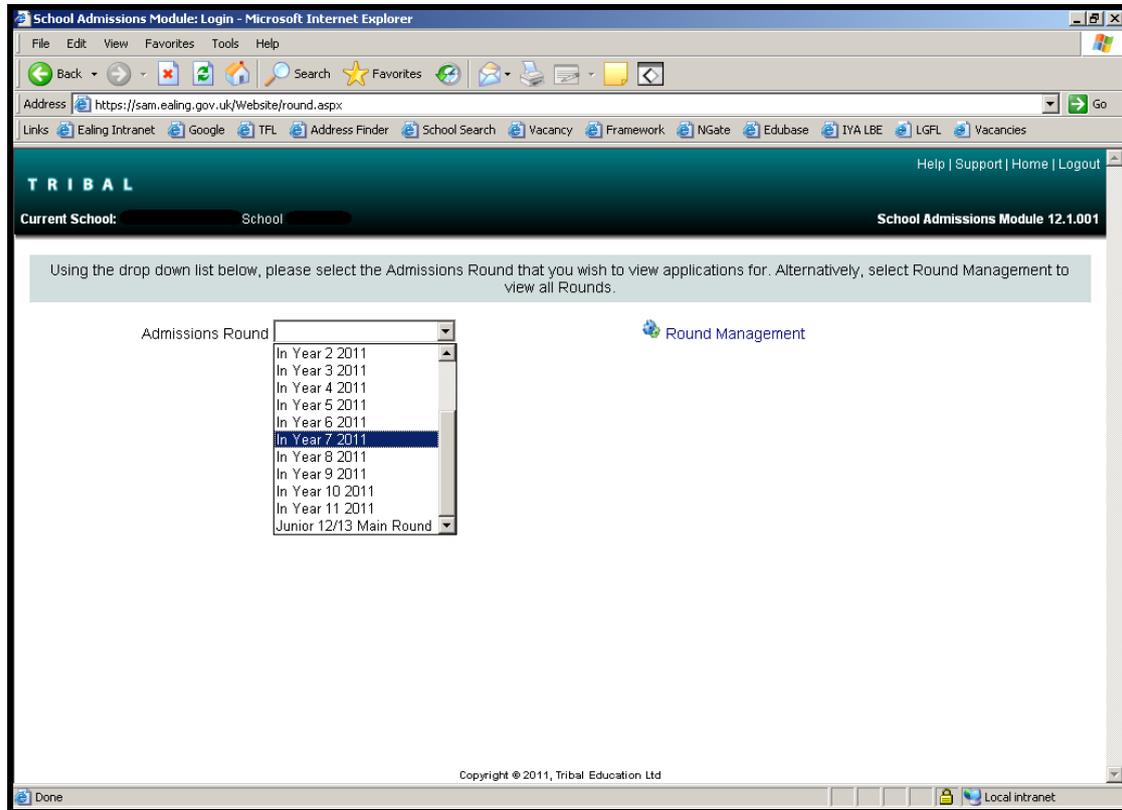
User names typically start with a “W”

Passwords typically start with “sam”



Viewing rounds/Year Groups

Choose your year group/round from the Admissions Round down drop down menu, you can typically choose from In Year Reception – Year 11 rounds as well as Main Round Reception, Year 7 and Junior Transfers:



Once you have selected your round the below should automatically load up:

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'School Admissions Module: Applicants' page. The address bar shows the URL: <https://sam.ealing.gov.uk/Website/default.aspx>. The page content is organized into several sections:

- Vital Stats:** Preference statistics for your school. A table shows the following data:

Statistic Name	Result
Total Applications	325
Total Applications On Waiting List	58
Total Withdrawn Applications	38

Below the table is a 'Select Band:' dropdown menu.
- Applicants:** Performing an applicant query allows you to see a list of applicants to your school and rank them according to your admissions criteria. It includes links for 'View Rankings', 'Rank Waiting List', and 'View Indicators/On Roll Date'.
- Files:** Import and export files. It includes a link for 'Import Waiting List'.
- Reports:** Predefined reports and adhoc querying. It includes links for 'View Waiting List', 'Query Preferences', and 'View Withdrawals'.

The browser's taskbar at the bottom shows the 'Local intranet' icon.

I want to view all my applicants

Click on [Query Preferences](#) (bottom left of the page) to see a list of pupils both ranked and unranked, with all statuses: Place Offered, Place Declined, Place Requested, Waiting List, and Withdrawn.

The Query Preference page will appear as follows:

The screenshot shows the 'Query Preferences' page in the School Admissions Module. The browser address bar shows 'https://sam.ealing.gov.uk/Website/report.aspx'. The page header includes 'TRIBAL' and navigation links like 'Help | Support | Home | Change Round | Logout'. The current school is 'School' and the current round is 'In Year 7 2011 (Deadline Passed)'. The page size is set to 75, and the pupil selection is 'Applicants'. The preference status includes 'Place Requested', 'Place Accepted', and 'Place Withdrawn'. A message states 'There are 327 records matching the current selection.' Below this is a table of pupils with the following columns: Forename, Middlename, Surname, Preference Status, Status Last Updated, Band, Criteria, List Position, Home LA Code, FSM, and FSM Review Date. The table shows several rows of data, including pupils with statuses like 'Place Requested', 'Place Accepted', and 'Place Declined'.

You can filter your searches using the bar below:

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

Click the option once and it will arrange itself in descending order i.e. latest date to earliest date or or a-z. Click the option a second time and it will arrange itself in ascending order i.e. earliest date to latest date or z-a.

You can view a child's details including contact information by clicking the child's name:

The screenshot shows a web browser window titled "School Admissions Module: Applicants - Microsoft Internet Explorer provided by London Borough of Ealing". The browser address bar shows "https://sam.ealing.gov.uk/Website/report.aspx". The page content includes a sidebar with navigation options like "Pupils", "Showing preferences", and "Forename". A pop-up window displays the following details for a child:

Application Reference	[Redacted]
Name	[Redacted]
DOB	[Redacted]
Gender	Female
Current School	Allenby Primary School (Ealing)
Looked After	No
SEN	No
Preference School	Beaconsfield Primary & Nursery School (Ealing)
Preference Rank	Not Available
Distance	[Redacted]
Address	[Redacted]
Applicant Name	[Redacted]
Relationship	Mother
Responsibility	TRUE
Address	[Redacted]
Home Phone	[Redacted]
Work Phone	0208 [Redacted]
Mobile Phone	07940 [Redacted]
Social/Medical	No

The background page shows a search interface with a "Waiting List Status" section containing radio buttons for "On", "Off", and "All". Below this is a table with columns: "Criteria", "List Position", "Home LA Code", "FSM", and "FSM Review Date". The first row of data shows "307" and "Yes".

I want to view new offers:

After an allocation has been completed and you have been notified that SAM has been updated with new offers.

There are 3 ways you can view offers in Query Preferences:

One

At the top of your query preference page ensure the **Preference Status:** dial button has the Place Accepted ticked only and  [Search](#) these parameters i.e.



The offered applicants will show at the top of the listed pupils:

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code	FSM	FSM R
			Place Offered	20/06/2012 1...	All	Distance		307	No	
			Place Offered	26/06/2012 1...	All	Distance		307	No	
			Place Offered	26/06/2012 1...		Distance		307	No	

Two

Order applicants by **Preference Status** and find the applicants who have been updated as Place Offered (they will likely not appear at the top as the Preference status will be alphabetical).

Three

Check for new offers in the Query Preference tab and filter your search by order of

Status Last Updated

You will find the latest activity will be listed to include any applicants appearing as Place Offered

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code	FSM	FSM R Da
			Place Offered	26/06/2012 1...		Distance		307	No	

I want to view no-choice allocations

You can view these in much the same way as regular offers:

In the [Query Preferences](#) page of your chosen round, amend the **Preference Status:** dial button with **Place Accepted** ticked only and [Search](#) these parameters.

If this does work you should also order your applicants by **Preference Status** and find the applicants who have been updated as Place Offered (they will likely not appear at the top as the Preference status will be alphabetical).

Or you can order by **Status Last Updated** and they should appear at the top, however, in some instances no choice allocations do not have dates recorded by them and so you can check by Preference Status to double check.

If you are in any doubt of in-year no-choice allocations made to your school you are welcome to contact your in-year admissions contact for assistance.

I want to rank my waiting list

This may or may not apply to you: for Year 7, due to the way the 11+ round was rolled over you will have to select ALL if you are an own Admission Authority school. This will not necessarily appear for schools if it does not form part of your 11+ selection process.

TRIBAL Help | Support | Change Round |

Current School: Current Round: In Year 7 2011 (Deadline Passed) School Admissions Module 11

Vital Stats
Preference statistics for your school.

Statistic Name	Result
Total Applications	310
Total Applications On Waiting List	66
Total Withdrawn Applications	14

Select Band: All

Applicants
Performing an applicant query allows you to see a list of applicants admissions criteria.

View Rankings Rank Waiting List View Indicators/On Roll Date

Files
Import and export files.

Import Waiting List

Go to Rank Waiting List.

The box at the top of the page will appear as follows:

To view the details of a pupil please click on the relevant name cell in the table below. To collapse/expand panel, click on the icon to the right. Press [CTRL]+[SHIFT]+[S] to assign selected pupils.

Highlight Preferences: Changed between 04/10/2011 and 04/10/2011

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

Page Size: 500 250 75 25 All **Order By:** Name **Default Criteria:** Lac

Assign Selected | Assign All | Export to Excel | Export to CSV | Export All Fields | Display Options | Home

“Unranked” is the default dial button, so all new unranked applicants will appear automatically. On the row of the unranked applicant the “criteria box” will be blank, click to select the criteria from the drop down menu. The criteria of 11+ forms may not apply to the in-year consideration criteria.

Unranked Applicants... (Waiting List)

Showing applicants 1 to 1 of 1.

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

Lac
Sibling
Social
Medical
Feeder School
Ealing School
Distance

Copyright © 2008, Tribal Education Ltd

If you have more than 1 unranked applicant you can choose the criteria for each applicant and [Assign Selected](#) which will assign the criteria you have selected for the number of applicants you have updated and has a tick in the “select” box.

I want to re-rank my waiting list

To un-rank and re-rank, you need to select the Ranked dial button and you can manually select them by ticking the “select” box. Then you can [Unassign Selected](#) and go to the Unranked dial button and the names will appear for you to re-rank as above.

To see you ranked waiting list, presuming all your applicants have been ranked appropriately for your round you should be able to view in the “Ranked Waiting List” section of each round. You must select the Ranked and

select **Order By:** and the applicants will appear in their ranked position.

 To view the details of a pupil please click on the relevant name cell in the table below. To collapse/expand panel, click on the icon to the right. Press [CTRL]+[SHIFT]+[S] to save updated positions.

Highlight Preferences: Changed between and

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

Page Size: 500 250 75 25 All **Order By:**

[Generate List Positions](#) | [Save Updated Positions](#) | [Unassign Selected](#) | [Unassign All](#) | [Export to Excel](#) | [Export to CSV](#) | Export All Fields | [Display Options](#) | [Home](#)

I want to add on-roll dates to SAM

This must be done in order to determine pupils who remain out of education who can be identified as Children Missing Education and tracked into education.

In your chosen round click the [View Indicators/On Roll Date](#)

The screenshot shows the 'School Admissions Module: Applicants' page in Microsoft Internet Explorer. The browser address bar shows 'https://sam.ealing.gov.uk/Website/default.aspx'. The page header includes 'TRIBAL' and 'Current Round: In Year 2 2011 (Deadline Passed)'. The main content area is divided into sections: 'Vital Stats' (Total Applications: 0, Total Applications On Waiting List: 0, Total Withdrawn Applications: 0), 'Applicants' (with a link to 'View Indicators/On Roll Date'), 'Files' (Import Waiting List), and 'Reports'.

It will take you to the following:

The screenshot shows the 'School Admissions Module: Applicants' page in Microsoft Internet Explorer, displaying search results for 'View Indicators/On Roll Date'. The browser address bar shows 'https://sam.ealing.gov.uk/Website/indicators.aspx?Search=8&SortColumn=Sibling+Confirmation&SortDirection=ASC&Indicator=5&QUERY_PageSize=75&QUERY_Indicator=4&QUERY'. The page header includes 'TRIBAL' and 'Current Round: In Year 7 2011 (Deadline Passed)'. The main content area shows a search bar, a 'Go' button, and a message: 'Remember to click on the (Search) button after changing the query parameters.' Below this, there are radio buttons for 'Page Size' (500, 250, 75, 25, All) and 'Indicator' (Sibling, Feeder, Staff, On Roll Date, Parent Acceptance, Address Verification). A 'Search' button is visible. The results section shows 'There are 116 records matching the current selection.' and a table of 'Pupil Indicators'.

Pupil Name	Pupil Preference Status	On Roll Date
[REDACTED]	Place Accepted	05/09/2011
[REDACTED]	On Line Decline	
[REDACTED]	Place Accepted	05/09/2011

Ensure the  **On Roll Date** dial button has been selected and  [Search](#) this parameter and a list of names will appear. Where this is a blank in the **On Roll Date** column you can click the edit symbol  this will open up the

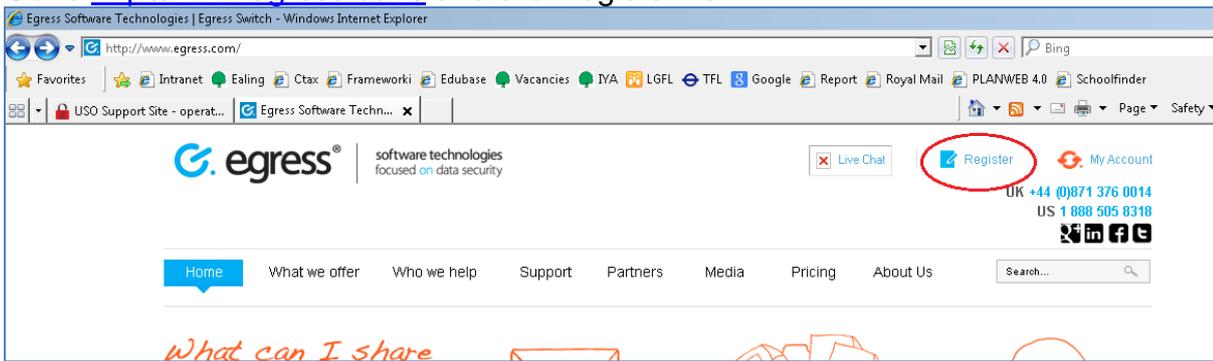
On Roll Date	
<input type="text"/>	

row for editing  once you have entered the date (dd/mm/yyyy) you can save this change by pressing .

This will update the Local Authority interfacing Tribal Admissions, which lets us know that we do not have to chase this applicant for a response and will not have to call you applicant by applicant for a start date.

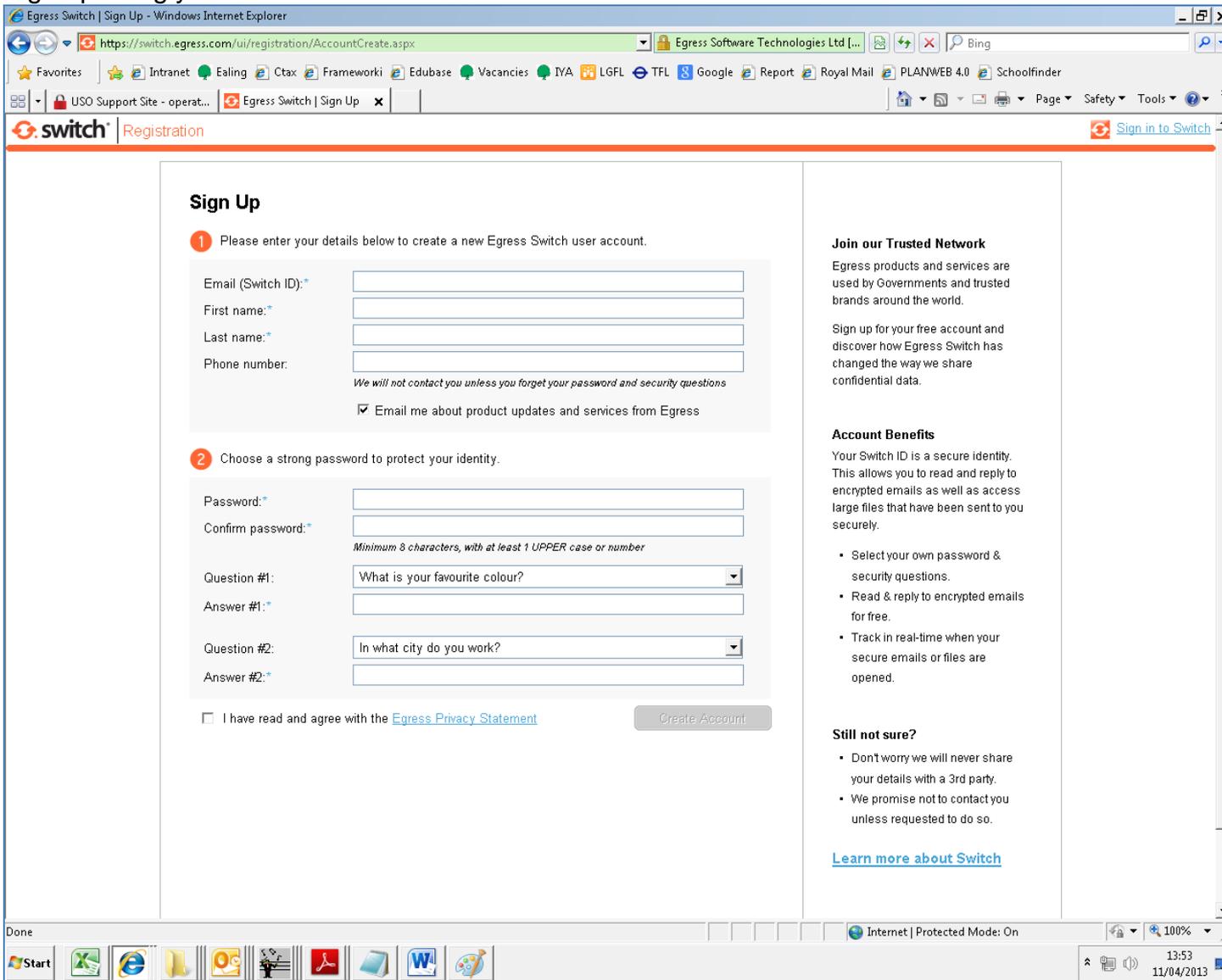
Signing up to Egress

Go to <http://www.egress.com/> and click register i.e.

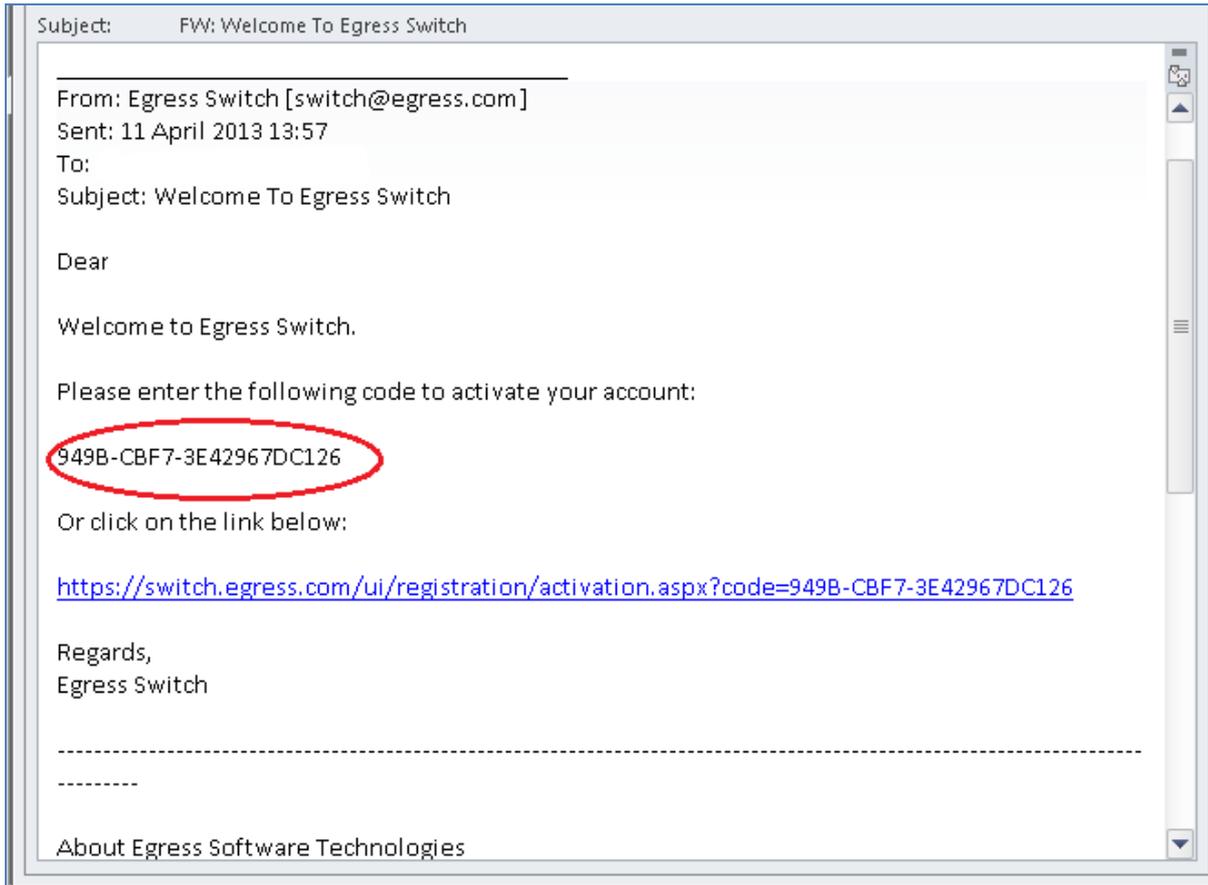


What can I share

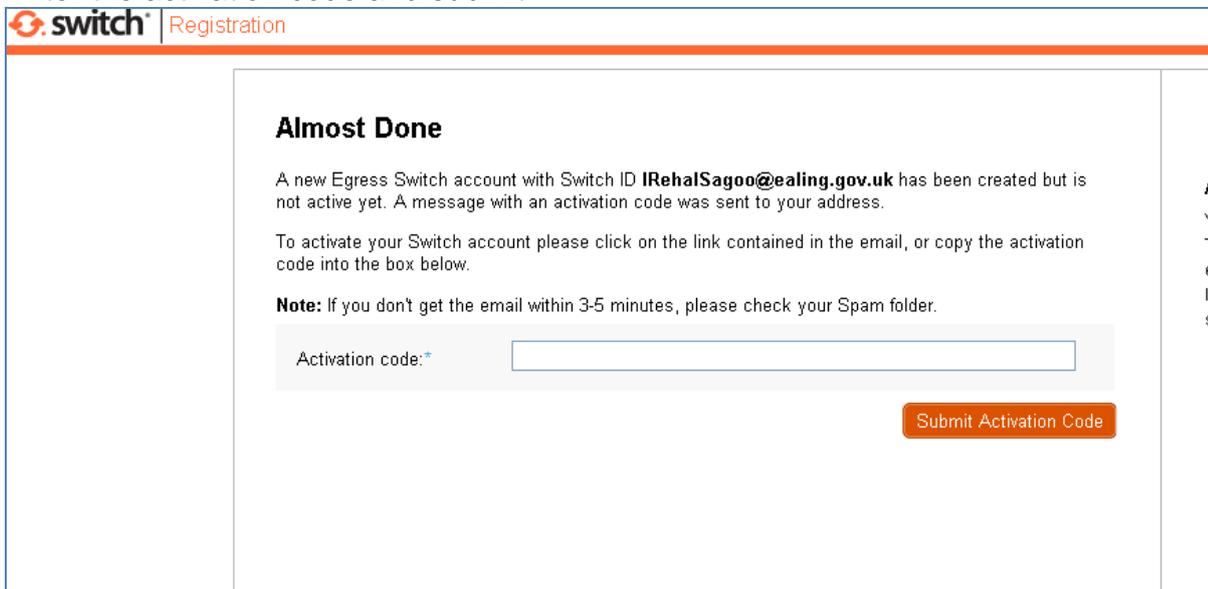
Sign up using your usual email address:



You will be emailed an activation code:



Enter the activation code and submit



Click Activate Switch Account

The screenshot shows the 'Almost Done' registration screen. At the top left is the 'switch' logo and 'Registration'. The main content area is titled 'Almost Done' and contains the text: 'You are about to join the following Switch Business account:'. Below this is a light blue box with the following details: 'Company name: London Borough of Ealing', 'Company ID: SW-002664', and 'Support contact: anselm igbinigie (igbiniga@ealing.gov.uk)'. To the right of this box is an orange button labeled 'Activate Switch Account'. On the far right, under the heading 'Account Benefits', there is a list of benefits: 'Your Switch ID is a...', 'This allows you to r...', 'encrypted emails a...', 'large files that have...', 'securely.', and a bulleted list: '• Select your own security questio...', '• Read & reply to for free.', and '• Track in real-tim secure emails c opened.'

You will get the below confirmation screen that you are successfully signed up.

The screenshot shows the 'All Done' confirmation screen. At the top left is the 'switch' logo and 'Registration'. At the top right is the 'irehals' logo. The main content area is titled 'All Done' and contains the text: 'You can now access Switch secure messages using your new Switch account:'. Below this is the text: 'Thank you for signing up with Egress Switch.'. On the right side, under the heading 'Next steps', there are three links: 'Get the most out of Switch', 'Mobile and Web Access', and 'Learn more about Switch'. Each link is followed by a short paragraph of text.

If you need to send an email you can go to <http://www.egress.com/> and click My Account or go to the following link

The screenshot shows a vertical menu titled 'Account Summary'. The menu items are: 'My Account', 'Account Settings', 'Change Password', 'Access Settings', 'Create Message', and 'My Packages'. The 'Create Message' item is circled in red.

Click "Create Message" on the left hand side, a new window will pop out where you can send your email including any attachments to your intended recipient. If you are not aware that your recipient has access to Egress Switch, an email will be sent prompting them to sign up to Egress to access your message.