SAM – Address Verification

Guidance for primary school admissions staff on verifying the addresses of children applying through the secondary transfer process

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Hackney

Introduction

Hackney Education must check the addresses of all secondary transfer applicants and will request assistance with this task from all primary schools on an annual basis. These checks are important and help to ensure we are doing all we can to prevent fraudulent applications.
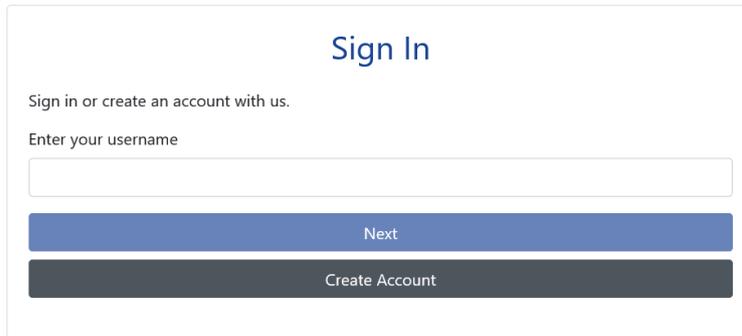
This document explains how schools and academies can carry out their address validation checks within SAM.

At the appropriate time during the admissions process the Admissions and Pupil Benefits Team will contact schools and academies via e-mail to confirm they are able to carry out their address validation checks within SAM.

If you have any queries regarding address verification, you can contact the Admissions and Pupil Benefits Team on 0208 820 7125 Monday to Friday from 9am to 5pm.
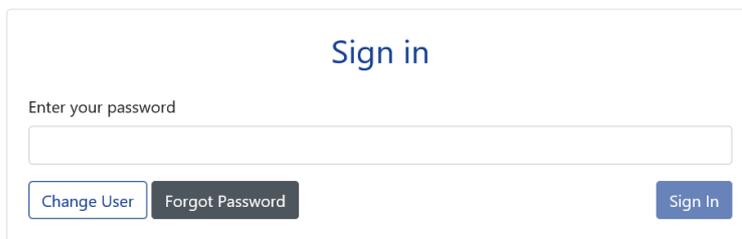
Accessing the SAM System

♦ To log in to SAM, click the following link:
https://portal.learningtrust.co.uk/Synergy/Schools

♦ Enter your school username and click Next:

Sign In

Sign in or create an account with us.

Enter your username

[   ]

| Next |

| Create Account |

♦ Enter your password and click 'Sign In':

Sign in

Enter your password

[   ]

| Change User | Forgot Password | | Sign In |

♦ Click the 'Admissions' button on the homepage:

School Access Module Home

Welcome to the School Access Module. Here you can manage School Admissions, view the Free School Meals Eligibility Report, and send referrals to your Local Authority.

🎓 Admissions

◔ View FSM Eligibility

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♦ Select the 'Secondary Transfer 2024' round from the drop down menu and click 'Round Summary':

Validating Addresses

♦ To verify the applicant address, click on the link 'View Indicators/On Roll Date':

♦ Select the 'Address Verification' radio button and click 'Search':

Select the 'Edit' button next to the first record, and enter a tick in the 'Address Verified' column, if the address is the same as the address registered for the child on your school system. If the address is not correct, do not enter a tick.

(The application form states that parents/carers must provide the child's permanent address (the place where they spend most of their time Monday to Friday) as at the closing date, 31st October 2023.)

Pupil Indicators

There are 5 records matching the current selection.
Showing pupils 1 to 5 of 5.

Full Screen

Application Reference	Pupil Name	DOB	Gender	Address	Address Verified	
204-2023-09-E-000057	Harriott, Jonah	02/10/2011	M	Flat 1, 70 Digby Road, Hackney, London, E9 6HX	☐	✎
204-2023-09-E-000067	Test, Superman	01/01/2012	M	Second Floor Hackney Technology And Learning Centre, 1 Reading Lane, Hackney, London, E8 1GQ	☐	✎
204-2023-09-E-000069	Test, Minnie	02/02/2012	F	Second Floor Hackney Technology And Learning Centre, 1 Reading Lane, Hackney, London, E8 1GQ	☐	✎
204-2023-09-E-000070	Test, Donald	03/03/2012	M	Second Floor Hackney Technology And Learning Centre, 1 Reading Lane, Hackney, London, E8 1GQ	☐	✎
317-2023-09-E-000077	McCann, Helen	27/06/2012	F	Redbridge Town Hall, 128 High Road, Ilford, IG1 1BY	☐	✎

♦ Click the 'disk' icon to save the verification:

| 204-2023-09-E-000067 | Test, Superman | 01/01/2012 | M | Second Floor Hackney Technology And Learning Centre, 1 Reading Lane, Hackney, London, E8 1GQ | ☑ | 💾 ✕ |

NOTE: *If you verify an address by mistake, you can update it by selecting the edit button again, removing the tick and saving the record.*

♦ Repeat the above steps for all pupils whose address can be verified.

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