



SAM – Address Verification

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

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.

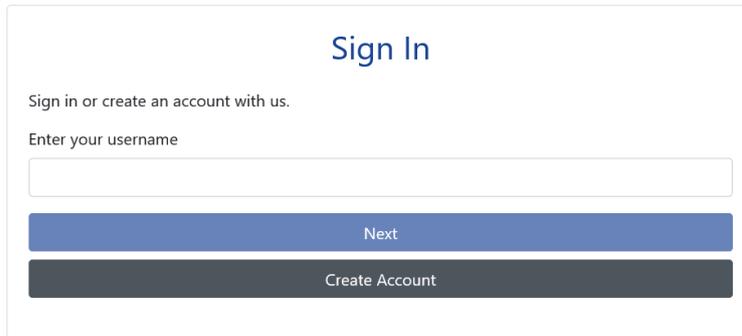
This document explains how schools and academies can carry out their address validation checks within SAM.

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

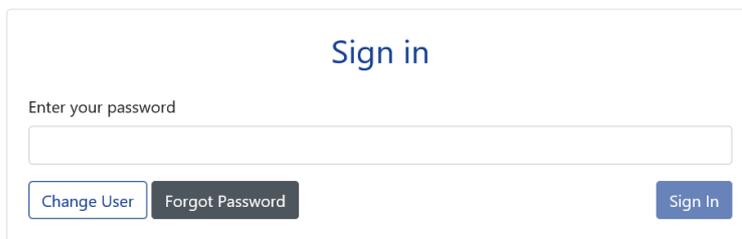
- ◆ To log in to SAM, click the following link:
<https://portal.learningtrust.co.uk/Synergy/Schools>
- ◆ Enter your school username and click Next:



The screenshot shows a 'Sign In' page with the following elements:

- Header: Sign In
- Text: Sign in or create an account with us.
- Text: Enter your username
- Input field: A text box for entering the username.
- Buttons: A blue 'Next' button and a dark grey 'Create Account' button.

- ◆ Enter your password and click 'Sign In':



The screenshot shows a 'Sign in' page with the following elements:

- Header: Sign in
- Text: Enter your password
- Input field: A text box for entering the password.
- Buttons: 'Change User', 'Forgot Password', and 'Sign In' buttons.

- ◆ 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

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

Admissions

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.

Admissions Round:

→ Round Summary

⚙ Round Management

Validating Addresses

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

Round Summary

The screenshot shows a dashboard titled 'Round Summary' with a 'Preference Statistics' dropdown. It contains three summary cards: 'Total Applications: 0', 'On Waiting List: 0', and 'Total Withdrawn: 0', each with a 'No Preferences' message. Below these are three sections: 'Applicants' with 'View Rankings' and 'View Indicators' buttons (the latter is highlighted with a red box), 'Files' with an 'Import and export files' link, and 'Reports' with 'View Leavers' and 'Query Preferences' buttons.

- ◆ Select the 'Address Verification' radio button and click 'Search':

The screenshot shows a search filter panel for 'Round Summary'. It includes a 'Search' button, an 'Expand/Collapse all' button, a 'Page Size' dropdown (set to 75), radio buttons for '500', '250', '75', '25', and 'All', an 'Indicator:' dropdown (set to 'Address Verification'), radio buttons for 'Sibling', 'Feeder', and 'Staff', and a 'Search Text Columns:' dropdown. A 'Search' button at the bottom is also highlighted with a red box.

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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
317-2023-09-E-000077	McCann, Helen	27/06/2012	F	Redbridge Town Hall, 128 High Road, Ilford, IG1 1BY	<input type="checkbox"/>	

- ◆ 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	<input checked="" type="checkbox"/>	 
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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.