



SAM – Attendance Counts

**Guidance for school
admissions staff on updating
attendance counts**

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Introduction

Hackney Education must ensure the correct vacancy position is for each school is maintained at all times, and also checked before ranking and offers take place. Assistance is required with this task from all primary and secondary schools. These checks are important and help to ensure we are making offers during the year.

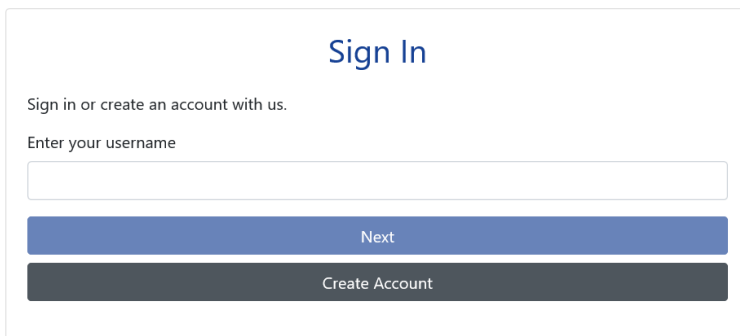
This document explains how schools can ensure their attendance counts are up to date within SAM.

At the appropriate time during the admissions process the Admissions and Pupil Benefits Team will contact schools via e-mail to confirm they must review their attendance counts within SAM.

If you have any queries regarding attendance counts, 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://synergy.hackney.gov.uk/Synergy/Schools>
- ◆ Enter your school username and click Next:



Sign In

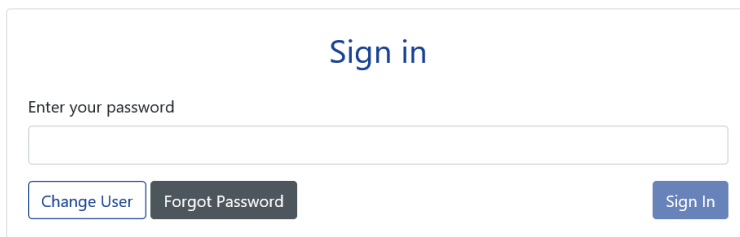
Sign in or create an account with us.

Enter your username

Next

Create Account

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



Sign in

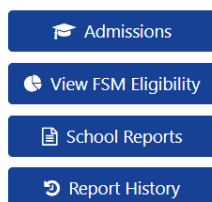
Enter your password

Change User Forgot Password Sign In

- ◆ Click the 'Admissions' button on the homepage:

School Access Module Home

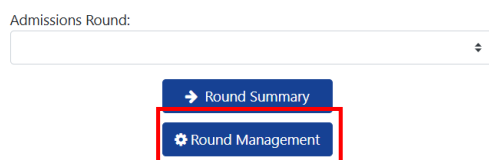
Welcome to the School Access Module. IMPORTANT: Due to essential maintenance, this site will be unavailable on 6th August between 08:30 and 11:00. We apologise for the inconvenience and thank you in advance for your understanding. Here you can manage School Admissions, view the Free School Meals Eligibility Report, and send referrals to your Local Authority.



- ◆ Click 'Round Management':

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

Updating your attendance counts

- Attendance counts that can be updated for your school will be shown in yellow (see red box below).
- You must update the attendance counts with the number of children currently on roll in the year group.
- The attendance count figure **must not** include children who have been offered a place at your school but are not yet on roll (see blue box below).
- Click the 'Edit' button (see orange box below) to update the figure for each year group.

Round	Band	Band Hierarchy	Lock Band	PAN	Attendance Count	No. of Places Available	No. of Places Requested	No. of Places Offered / Accepted	Offered / Accepted but not yet on roll	No. of Places Withdrawn / Declined	No. on Waiting List	No. of Appeals	In Year	Attendance Count Modified Date/Time	Attendance Count Modifier
 ly 1 2025			No	90	90	90	1	0	0	0	0	1	0	Yes	
 ly 2 2025			No	90	88	90	1	1	1	0	1	1	0	Yes	
 ly 3 2025			No	90	90	90	1	1	1	0	-1	1	0	Yes	
 ly 4 2025			No	90	89	90	1	0	0	0	1	1	0	Yes	
 ly 5 2025			No	90	73	90	0	0	0	0	17	0	0	Yes	

- Enter the correct the on roll figure for the year group and then click 'Save'.

	ly 1 2025	0	90	<input type="text" value="90"/>	<input type="text" value="90"/>
					

- Repeat for each year group.

NOTES:

- Children in the 'Offered/Accepted but not yet on roll' column are deducted from the number of vacancies available in the year group but are not included in the 'Attendance Count' figure. As soon as a child is placed on roll, you **must** update your attendance count to reflect the correct number of children on roll in the year group. See X for instructions for putting children on roll.
- At the start of the autumn term, attendance counts for Reception and Year 7 cannot be updated by schools. This is because the Admissions Team must track the whereabouts of all children who have been offered a place before removing them from the offer list and offering the place to a new child.