



SAM – Waiting List Ranking

**Guidance for school
admissions staff on preparing
post National Offer Day
rankings via SAM**

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Introduction

Hackney Education must ensure all primary and secondary transfer applications are ranked before iterations take place. All own admitting authority schools and academies are responsible for ranking their own waiting list in line with their admissions arrangements. This task must be completed regularly after national offer day.

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

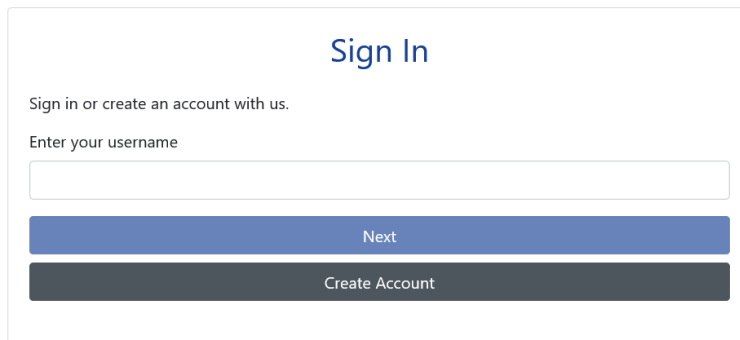
This document explains how schools should prepare for and ensure children are ranked within SAM.

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

Accessing the list via SAM

If you are a school with a high number of applications to rank, you can download the list via 'View Waiting List' in SAM. The Admissions and Pupil Benefits Team will not send a list of applications to be ranked.

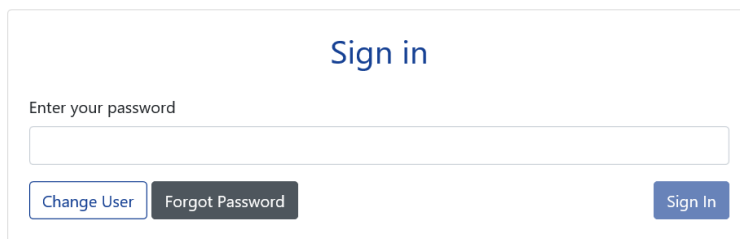
- ◆ To log in to SAM, click the following link:
<https://synergy.hackney.gov.uk/Synergy/Schools>
- ◆ Enter your school username and click Next:



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':



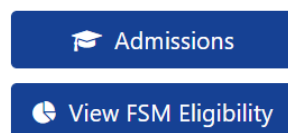
The screenshot shows a 'Sign in' page with the following elements:

- 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.



- ◆ Using the drop down menu, select the relevant 'Secondary Transfer' round if you are a secondary school or the relevant 'Reception' round if you are a primary school then 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

- ◆ On the Round Summary screen, select 'View Waiting List':

The screenshot shows the 'Round Summary' interface. At the top, there is a 'Preference Statistics' section with a 'Select Band:' dropdown. Below this are three main sections: 'Applicants', 'Files', and 'Reports'. The 'Applicants' section has buttons for 'View Rankings', 'View Indicators/On Roll Date', and 'Rank Waiting List'. The 'Files' section has buttons for 'Import Waiting List', 'Export ATF', and 'Export CTF'. The 'Reports' section has buttons for 'View Final Offers', 'View Leavers', 'View Waiting List' (highlighted with a red box), 'View Withdrawals', and 'Query Preferences'.

- ◆ On the Waiting List screen, click the 'Actions' menu, select 'Export All Fields' and 'Export to Excel':

The screenshot shows the 'Waiting List' interface. At the top, there is a search bar and an 'Expand/Collapse all' button. Below this are filters for 'Highlight Preferences:', 'Changed between' (10/03/2023), 'and' (10/03/2023), 'Page Size:' (75), and 'Search Text Columns:'. The 'Actions' menu is open, showing options: 'Export to Excel', 'Export to CSV', 'Export All Fields' (checked), and 'Display Options'. Below the menu is a table with columns: 'Waiting List Position', 'Application Reference Number', 'Forename', and 'S'. The first row shows '204-2023-09-E-000932' and 'Asha'.

- ◆ You will be presented with a list of children who are currently on the waiting list for your school. This list will include the position, criteria and band (if applicable) used if the child was included in a previous round of offers.

Preparing your ranked list(s) – schools using criteria only

Please click [here](#) if you are a school that uses bands **and** criteria.

Please use the exported list of applications as a master list for checking and updating each applicant's position and qualifying criteria. You will not be required to upload the spreadsheet to SAM and will instead make changes to the relevant children manually. You are advised to add a column to the master list to track the changes you are making so you can easily identify and apply them to SAM.

Please be aware of the following which will help you to review and rank each child on your waiting list:

- The 'Special Education Needs Claim Acceptance' column in the spreadsheet confirms whether the child has an Education Health and Care Plan. We have verified the status of these children with the relevant teams across Hackney Education, therefore if the status shows as 'Accept' the child must be ranked accordingly. You can use the filter to select children who are 'Accept'.
- The 'LAC Claim Acceptance' column in the spreadsheet confirms whether the child is or was a Looked After child. We have verified the status of these children with the relevant teams across Hackney Education, therefore if the status shows as 'Accept' the child must be ranked accordingly. You can use the filter to select children who are 'Accept'.
- The 'LA Text' column in the spreadsheet confirms whether the child has a Child Protection Plan. We have verified the status of these children with the relevant teams across Hackney Education, therefore if the status shows as 'CPP' and you have a CPP criteria as part of your admission arrangements, the child must be ranked accordingly. You can use the filter to select children who are 'CPP'.
- There are columns in the spreadsheet which indicate where applicants have made a Social/Medical, Sibling and/or Staff claim. You must ensure you check whether the children qualify under these criteria in line with your admission arrangements and rank them accordingly. You can use the filter to select children who have a claim set as 'TRUE'.
- There is a free text column where applicants have given additional reasons for expressing a preference at your school/academy. You are advised to read these reasons. You can use the filter the children with additional reasons by unticking the 'Blanks'.
- All applications are considered on time after National Offer Day. Children who were previously ranked as late applicants will now have the same priority as an on time applicant.
- Children without a criteria are likely to be new applicants for your school. You will need to ensure they are ranked.
- If you have received new information about a child, you will need to ensure their criteria is reviewed and updated if necessary. For example, if you have received a SIF confirming their religious status or a sibling has started since their original application was made.

- Each child can only be assigned ONE criteria. If they qualify for more than one criterion, you should rank the child using the highest criteria that they qualify for.
- The positions in the master list will initially reflect those used for national offer day and should be re-generated the first time you rank your waiting list.
 - New position numbers must reflect the order in which the children should be offered places, therefore those that meet the criteria best must be ordered first.
 - Position numbers should be in numerical order. For example, if there are 70 applicants, you must order the children from 1-70.
 - Position numbers must be ordered in line with the tie break set out in your admission arrangements. For example, if there are more applications than places available, children must be ordered within each criteria using the tie break, i.e. – distance. Please refer to your admissions arrangements. You can use the sort function to order the children by criteria and distance (or other tie break) if necessary.
- Once you are happy you have reviewed your waiting list and tracked the changes that need to be made in SAM, you can move on to page 10.

Preparing your ranked list(s) – schools using bands and criteria

Please use the exported list of applications as a master list for checking and updating each applicant's position, band and qualifying criteria. You will not be required to upload the spreadsheet to SAM and will instead make changes to the relevant children manually. You are advised to add a column to the master list to track the changes you are making so you can easily identify and apply them to SAM.

Please be aware of the following which will help you to review and rank each child on your waiting list:

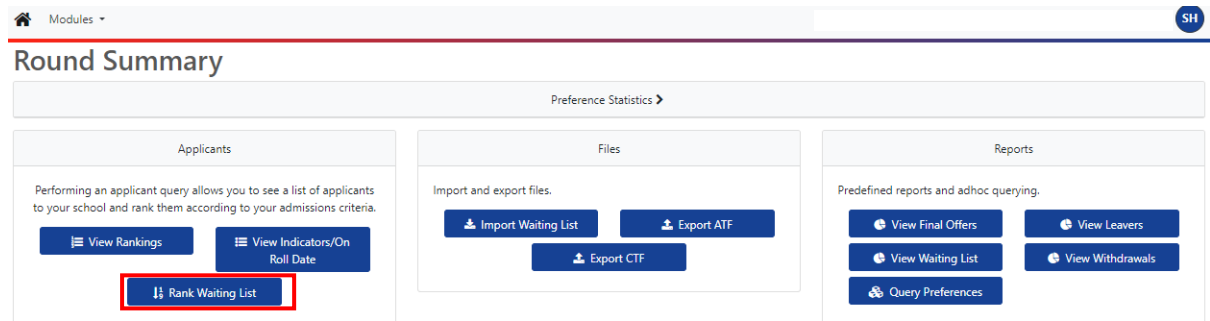
- The 'Special Education Needs Claim Acceptance' column in the spreadsheet confirms whether the child has an Education Health and Care Plan. We have verified the status of these children with the relevant teams across Hackney Education, therefore if the status shows as 'Accept' the child must be ranked accordingly. You can use the filter to select children who are 'Accept'.
- The 'LAC Claim Acceptance' column in the spreadsheet confirms whether the child is or was a Looked After child. We have verified the status of these children with the relevant teams across Hackney Education, therefore if the status shows as 'Accept' the child must be ranked accordingly. You can use the filter to select children who are 'Accept'.
- The 'LA Text' column in the spreadsheet confirms whether the child has a Child Protection Plan. We have verified the status of these children with the relevant teams across Hackney Education, therefore if the status shows as 'CPP' and you have a CPP criteria as part of your admission arrangements, the child must be ranked accordingly. You can use the filter to select children who are 'CPP'.
- There are columns in the spreadsheet which indicate where applicants have made a Social/Medical, Sibling and/or Staff claim. You must ensure you check whether these children qualify under these criteria in line with your admission arrangements and rank them accordingly. You can use the filter to select children who have a claim set as 'TRUE'.
- There is a free text column where applicants have given additional reasons for expressing a preference at your school/academy. You are advised to read these reasons. You can use the filter the children with additional reasons by unticking the 'Blanks'.
- All applications are considered on time after National Offer Day. Children who were previously ranked as late applicants will now have the same priority as an on time applicant.
- Children without a band are likely to be new applicants for your school without a CAT or TA score. The Admissions and Pupil Benefits Team will request a Teachers Assessment where possible and update the band according to the ranges used for National Offer Day. However, if it is not possible to get a TA score, you will need to ensure they are ranked in an appropriate band.
- Children without a criteria are likely to be new applicants for your school. You will need to ensure they are ranked.

- If you have received new information about a child, you will need to ensure their criteria is reviewed and updated if necessary. For example, if you have received a SIF confirming their religious status or a sibling has started since their original application was made.
- Each child can only be assigned ONE criteria. If they qualify for more than one criterion, you should rank the child using the highest criteria that they qualify for.
- The positions in the master list will initially reflect those used for national offer day and should be re-generated the first time you rank your waiting list.
 - New position numbers must reflect the order in which the children should be offered places, therefore those that meet the criteria best must be ordered first.
 - Position numbers must be in criteria order by band. For example, if there are 70 Band A applicants and 80 Band B applicants, you must order the children in Band A from 1-70 and in Band B from 1-80. You can use the filter to order the children in each band.
 - Position numbers must be ordered in line with the tie break set out in your admission arrangements. For example, if there are more applications than places available, children must be ordered within each criteria using the tie break, i.e. – distance. Please refer to your admissions arrangements. You can use the sort function to order the children by criteria and distance (or other tie break) if necessary.
- Once you are happy you have reviewed your waiting list and tracked the changes that need to be made to SAM, you can move on to page 13.

Ranking your waiting list – schools using criteria only

Please click [here](#) if you are a school that uses bands **and** criteria.

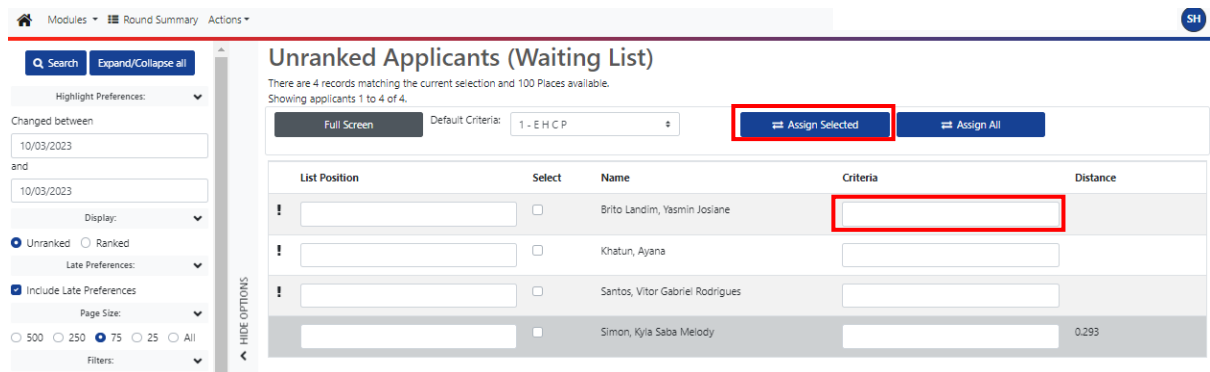
- ◆ On the Round Summary screen, select 'Rank Waiting List':



The screenshot shows the 'Round Summary' interface. In the 'Applicants' section, the 'Rank Waiting List' button is highlighted with a red box. Other buttons include 'View Rankings', 'View Indicators/On Roll Date', 'Import Waiting List', 'Export ATF', and 'Export CTF'. The 'Reports' section includes 'View Final Offers', 'View Leavers', 'View Waiting List', 'View Withdrawals', and 'Query Preferences'.

Ranking Unranked (new) applicants

- ◆ You will be presented with a list of 'Unranked' children initially. Select the applicable criteria from the drop down menu for each child and click 'Assign Selected' to apply the criteria:



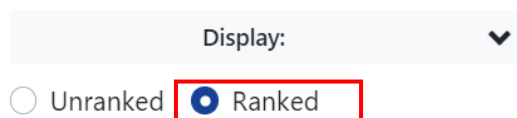
The screenshot shows the 'Unranked Applicants (Waiting List)' screen. The 'Assign Selected' button is highlighted in red. The table below shows the list of applicants with their names, criteria, and distances.

List Position	Select	Name	Criteria	Distance
!	<input type="checkbox"/>	Brito Landim, Yasmin Josiane		
!	<input type="checkbox"/>	Khatun, Ayana		
!	<input type="checkbox"/>	Santos, Vitor Gabriel Rodrigues		
	<input type="checkbox"/>	Simon, Kyia Saba Melody		0.293

- ◆ Once you have added criteria for all children the list will be blank.

Making criteria changes for existing applicants

- ◆ On the left hand side of the 'View Waiting List' screen choose the 'Ranked' radio button:



The screenshot shows the 'View Waiting List' screen. The 'Display:' dropdown menu is set to 'Ranked', and the 'Ranked' radio button is selected and highlighted with a red box.

- ◆ This will show you a list of all the children who are currently ranked. To make changes to a child's criteria, i.e. – where you have received new information, find the child in the ranked list, tick the 'Select' box and click 'Unassign selected':

Ranked Applicants (Waiting List)

There are 1 records matching the current selection and 100 Places available.
Showing applicants 1 to 1 of 1.

Full Screen Generate List Positions Save Changes **Unassign Selected** Unassign All

List Position	Select	Name	Criteria	Distance
* <input type="text"/>	<input checked="" type="checkbox"/>	Simon, Kyla Saba Melody	5 - Distance	0.293

Repeat this step for all children who require a change to criteria.

- ◆ Once you have unassigned the relevant children, select the 'Unranked' radio button on the left hand side of the page:

Display: **Unranked** Ranked

- ◆ You will be presented with a list of the children you unassigned. Select the correct criteria from the drop down menu for each child and click 'Assign Selected' to apply the new criteria:

Modules Round Summary Actions

Search Expand/Collapse all

Highlight Preferences:

Changed between: 10/03/2023 and 10/03/2023

Display:

Unranked Ranked

Unranked Applicants (Waiting List)

There are 1 records matching the current selection and 100 Places available.
Showing applicants 1 to 1 of 1.

Full Screen Default Criteria: 1 - E H C P **Assign Selected** Assign All

List Position	Select	Name	Criteria	Distance
<input type="text"/>	<input type="checkbox"/>	Simon, Kyla Saba Melody	<input type="text"/>	0.293

- ◆ Once you have added criteria for all children the list will be blank.

Assigning waiting list positions

- ◆ On the left hand side of the 'View Waiting List' screen choose the 'Ranked' radio button:

Display: Unranked **Ranked**

- ◆ You will be presented with a list of 'Ranked' children without a waiting list position initially. This will only be the case the first time you rank the waiting list after national offer day. On the left hand side of the page, select Criteria from the 'Order By' drop down menu and click 'Search':

Modules | Round Summary | Actions

Search | Expand/Collapse all

Highlight Preferences: >

Display: >

Unranked | **Ranked**

Late Preferences: >

Page Size: >

Filters: >

Order By: >

Criteria

Search

Ranked Applicants (Waiting List)

There are 4 records matching the current selection and 100 Places available.
Showing applicants 1 to 4 of 4.

Full Screen | Generate List Positions | Save Changes | Unassign Selected | Unassign All

List Position	Select	Name	Criteria	Distance
* !	<input type="checkbox"/>	Khatun, Ayana	4 - Staff	
	<input type="checkbox"/>	Simon, Kyla Saba Melody	5 - Distance	0.293
!	<input type="checkbox"/>	Brito Landim, Yasmin Josiane	5 - Distance	
!	<input type="checkbox"/>	Santos, Vitor Gabriel Rodrigues	5 - Distance	

- ◆ You will be presented with a list of 'Ranked' children in criteria and distance* order. Click the 'Generate List Positions' button and then the 'Confirm Update Positions' button to apply the positions:

Ranked Applicants (Waiting List)

This will update the position of all applicants below based on their position within the grid. Any manual position assignments will be overwritten. Please confirm you wish to continue:

Confirm Update Positions | Cancel

There are 4 records matching the current selection and 100 Places available.
Showing applicants 1 to 4 of 4.

Full Screen | **Generate List Positions** | Save Changes | Unassign Selected | Unassign All

List Position	Select	Name	Criteria	Distance
* !	<input type="checkbox"/>	Khatun, Ayana	4 - Staff	
	<input type="checkbox"/>	Simon, Kyla Saba Melody	5 - Distance	0.293
!	<input type="checkbox"/>	Brito Landim, Yasmin Josiane	5 - Distance	
!	<input type="checkbox"/>	Santos, Vitor Gabriel Rodrigues	5 - Distance	

*** If you are a school that does not use distance order within each criteria, you will need to rank your children according to the tie break set out in your admission arrangements.**

- ◆ You will be presented with a list of 'Ranked' children in position, criteria and distance order. You can carry out some spot checks to make sure the ranking is as expected, in line with your spreadsheet:

Ranked Applicants (Waiting List)

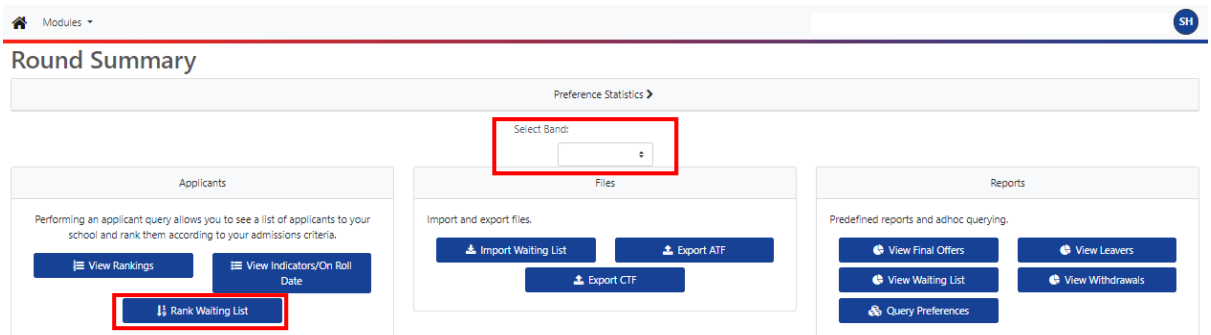
There are 4 records matching the current selection and 100 Places available.
Showing applicants 1 to 4 of 4.

Full Screen | Generate List Positions | Save Changes | Unassign Selected | Unassign All

List Position	Select	Name	Criteria	Distance
* !	<input type="checkbox"/>	Khatun, Ayana	4 - Staff	
	<input type="checkbox"/>	Simon, Kyla Saba Melody	5 - Distance	0.293
!	<input type="checkbox"/>	Brito Landim, Yasmin Josiane	5 - Distance	
!	<input type="checkbox"/>	Santos, Vitor Gabriel Rodrigues	5 - Distance	

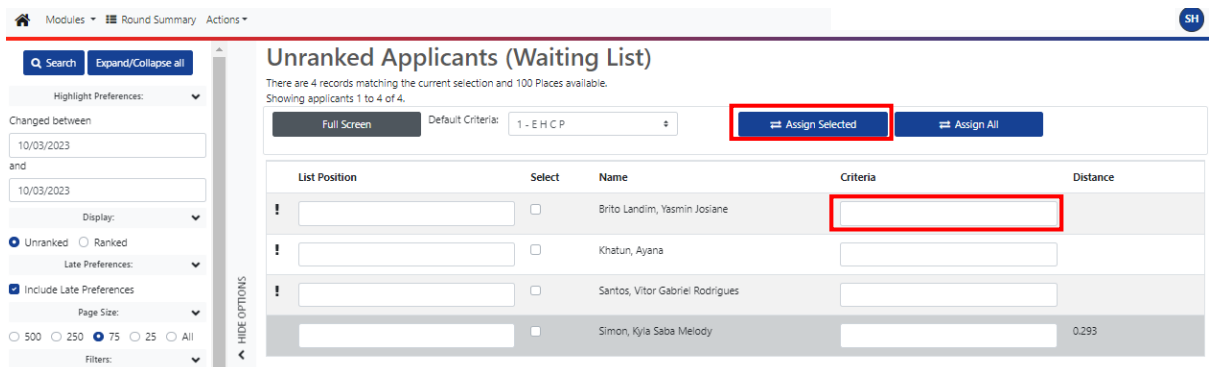
Ranking your waiting list – schools using bands and criteria

- ◆ On the Round Summary screen, select a band from the drop down menu and then click 'Rank Waiting List':



Ranking Unranked (new) applicants

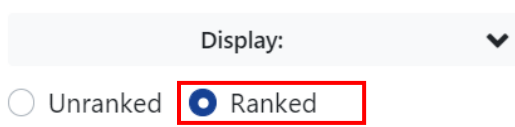
- ◆ You will be presented with a list of 'Unranked' children initially. Children who have not been assigned to a band will show in the 'Unranked' list for all bands until a criteria is assigned. If the child(ren) need to be ranked in the band you have selected, choose the criteria from the drop down menu for each child and click 'Assign Selected' to apply the band and criteria:



- ◆ Once you have added criteria for the relevant children, they will disappear from the list.

Making criteria changes for existing applicants

- ◆ Ensure you have selected the correct band and choose the 'Ranked' radio button on the left hand side of the 'View Waiting List' screen:



- ◆ This will show you a list of all the children who are currently ranked in the selected band. To make changes to a child's criteria, i.e. – where you have received new information, find the child in the ranked list, tick the 'Select' box and click 'Unassign selected':

Ranked Applicants (Waiting List)
 There are 1 records matching the current selection and 100 Places available.
 Showing applicants 1 to 1 of 1.

Full Screen Generate List Positions Save Changes **Unassign Selected** Unassign All

List Position	Select	Name	Criteria	Distance
*	<input checked="" type="checkbox"/>	Simon, Kyla Saba Melody	5 - Distance	0.293

Repeat this step for all children who require a change to criteria.

- ◆ Once you have unassigned the relevant children, choose the 'Unranked' radio button the left hand side of the page:

Display: ▼

Unranked Ranked

- ◆ You will be presented with a list of the children you unassigned. Select the correct criteria from the drop down menu for each child and click 'Assign Selected' to apply the new criteria:

Modules Round Summary Actions SH

Search Expand/Collapse all

Highlight Preferences: ▼

Changed between: 10/03/2023 and 10/03/2023

Display: ▼

Unranked Ranked

Unranked Applicants (Waiting List)
 There are 1 records matching the current selection and 100 Places available.
 Showing applicants 1 to 1 of 1.

Full Screen Default Criteria: 1 - E H C P **Assign Selected** Assign All

List Position	Select	Name	Criteria	Distance
	<input type="checkbox"/>	Simon, Kyla Saba Melody		0.293

Once you have added criteria for all children the list will be blank. Repeat this step for each of your bands that require criteria changes.

Assigning waiting list positions

- ◆ Ensure you have selected the correct band and choose the 'Ranked' radio button on the left hand side of the 'View Waiting List' screen:

Display: ▼

Unranked Ranked

- ◆ You will be presented with a list of 'Ranked' children without a waiting list position initially. This will only be the case the first time you rank the waiting list after national offer day. On the left hand side of the page, select Criteria from the 'Order By' drop down menu and click 'Search':

Ranked Applicants (Waiting List)

There are 4 records matching the current selection and 100 Places available.
Showing applicants 1 to 4 of 4.

Full Screen Generate List Positions Save Changes Unassign Selected Unassign All

List Position	Select	Name	Criteria	Distance
* !	<input type="checkbox"/>	Khatun, Ayana	4 - Staff	
	<input type="checkbox"/>	Simon, Kyla Saba Melody	5 - Distance	0.293
!	<input type="checkbox"/>	Brito Landim, Yasmin Josiane	5 - Distance	
!	<input type="checkbox"/>	Santos, Vitor Gabriel Rodrigues	5 - Distance	

- ◆ You will be presented with a list of 'Ranked' children in criteria and distance* order. Click the 'Generate List Positions' button and then the 'Confirm Update Positions' button to apply the positions:

Ranked Applicants (Waiting List)

This will update the position of all applicants below based on their position within the grid. Any manual position assignments will be overwritten. Please confirm you wish to continue:

Confirm Update Positions Cancel

There are 4 records matching the current selection and 100 Places available.
Showing applicants 1 to 4 of 4.

Full Screen Generate List Positions Save Changes Unassign Selected Unassign All

List Position	Select	Name	Criteria	Distance
* !	<input type="checkbox"/>	Khatun, Ayana	4 - Staff	
	<input type="checkbox"/>	Simon, Kyla Saba Melody	5 - Distance	0.293
!	<input type="checkbox"/>	Brito Landim, Yasmin Josiane	5 - Distance	
!	<input type="checkbox"/>	Santos, Vitor Gabriel Rodrigues	5 - Distance	

*** If you are a school that does not use distance order within each criteria, you will need to rank your children according to the tie break set out in your admission arrangements.**

- ◆ You will be presented with a list of 'Ranked' children in position, criteria and distance order. Repeat this step for each of your bands. You can carry out some spot checks to make sure the ranking is as expected, in line with your spreadsheet:

Ranked Applicants (Waiting List)

There are 4 records matching the current selection and 100 Places available.
Showing applicants 1 to 4 of 4.

Full Screen Generate List Positions Save Changes Unassign Selected Unassign All

List Position	Select	Name	Criteria	Distance
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!	<input type="checkbox"/>	Brito Landim, Yasmin Josiane	5 - Distance	
!	<input type="checkbox"/>	Santos, Vitor Gabriel Rodrigues	5 - Distance	