



SAM – Waiting List Ranking

**Guidance for school
admissions staff on preparing
In Year rankings via SAM**

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Introduction

The In Year team must ensure all primary applications are ranked before offers are made. 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 approximately every 2-3 weeks in line with the in year cycle timetable.

At the appropriate time during the admissions process the In Year team will contact schools via e-mail to confirm they must review their rankings within SAM.

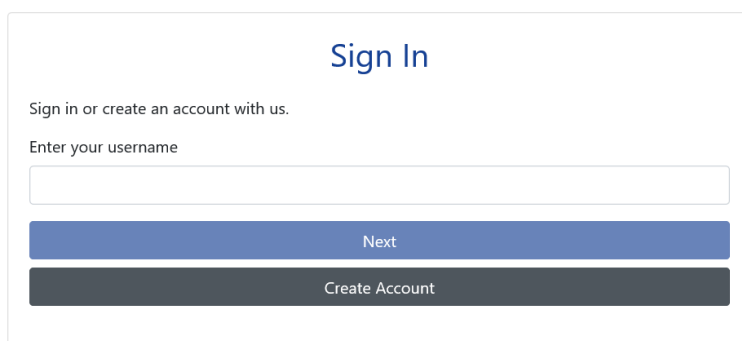
This document explains how schools should prepare for and ensure children are ranked within SAM.

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 your waiting lists via SAM

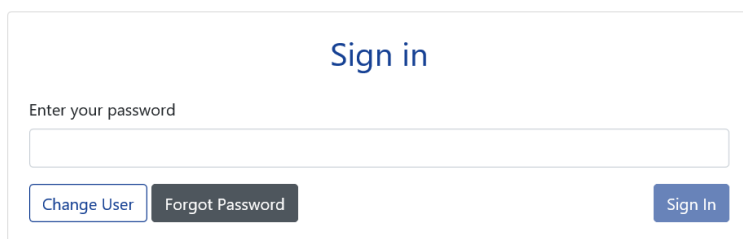
The Admissions and Pupil Benefits Team will not send a list of applications to be ranked. A live list of applications is available in SAM at all times.

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



A screenshot of the 'Sign In' page. At the top, it says 'Sign In' in blue. Below that, it says 'Sign in or create an account with us.' Then, 'Enter your username' is followed by a text input field. Below the field are two buttons: a blue 'Next' button and a dark grey 'Create Account' button.

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

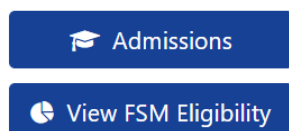


A screenshot of the 'Sign in' page. At the top, it says 'Sign in' in blue. Below that, it says 'Enter your password' is followed by a text input field. Below the field are three buttons: a blue 'Change User' button, a dark grey 'Forgot Password' button, and a blue 'Sign In' button.

- ◆ 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 round then click 'Round Summary'. Please be aware that you will need to repeat these steps to see your waiting lists for each round:

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.

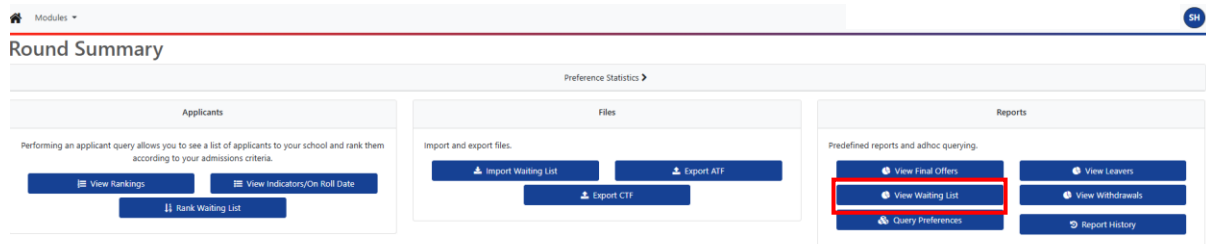
Admissions Round:

ly Reception 2025

→ Round Summary

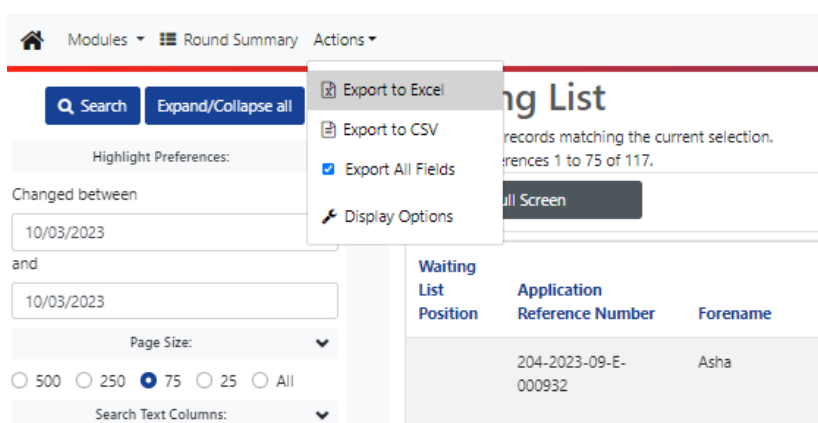
⚙️ Round Management

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



If you are a school with a high number of applications to rank, you can download each list via 'View Waiting List' in SAM.

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



- ◆ You will be presented with a list of children who are currently on the waiting list for the round selected. This list will include the position and criteria used if the child was included in a previous round of offers. It will also include the full details of the application including the child's address, any priority claims and contacts.

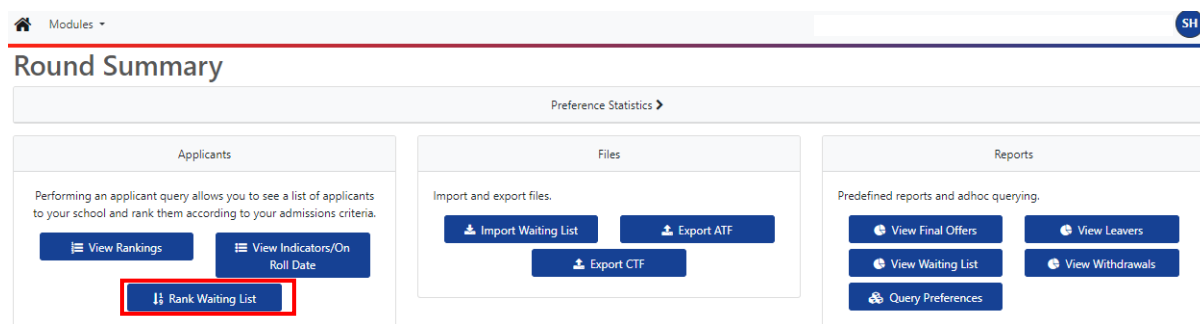
Preparing your ranked list(s)

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

- 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'. You can also view this information by clicking on the child's name in SAM.
- 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'. You can also view this information by clicking on the child's name in SAM.
- 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.
- Ranked 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.
- Ranked position numbers should be in numerical order. For example, if there are 10 applicants, you must order the children from 1-10.
- 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.

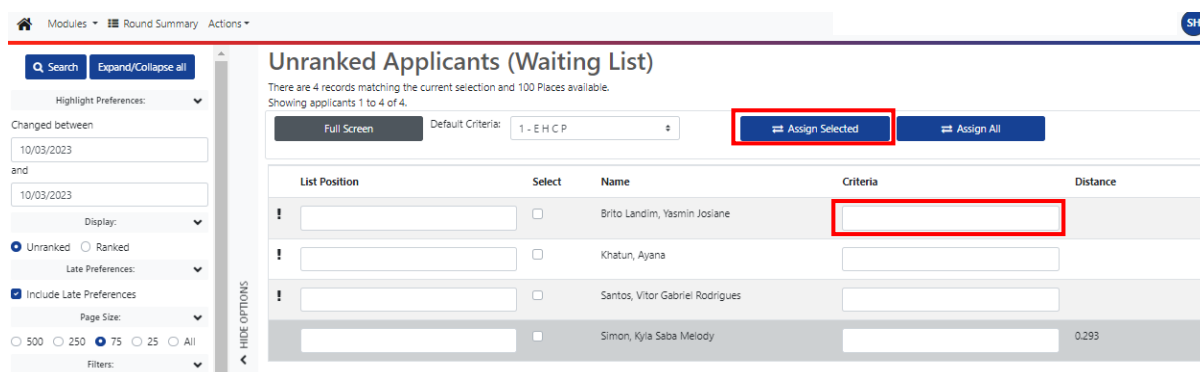
Ranking your waiting lists

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



Ranking Unranked (new) applicants

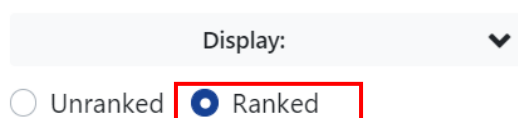
- ◆ You will be presented with a list of 'Unranked' children initially. Select the applicable criteria from the drop down menu for each child and click 'Assign Selected' to apply the criteria:



- ◆ 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:



- ◆ 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. On the left hand side of the page, select Criteria from the 'Order By' drop down menu and click 'Search':

Modules ▾ Round Summary Actions ▾

SH

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	

HIDE OPTIONS

- ◆ 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:

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	