SAM – Sibling and Staff Verification

Guidance for school admissions staff on verifying sibling and staff claims

Working for every child

Hackney

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Introduction

Hackney Education must ensure the claims made on all primary and secondary transfer applications are checked before ranking and iterations take place. Assistance is required with this task from all community primary and secondary schools on an annual basis. These checks are important and help to ensure we are making offers to the right children under the right criteria.

This document explains how community schools can carry out their sibling and staff verification checks 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 are able to carry out their sibling and staff verification checks within SAM.

If you have any queries regarding sibling and staff 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:
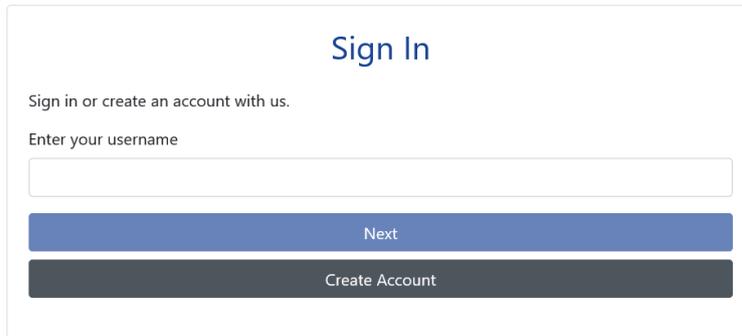
Sign In

Sign in or create an account with us.

Enter your username

[   ]

[Next]

[Create Account]

♦ Enter your password and click 'Sign In':
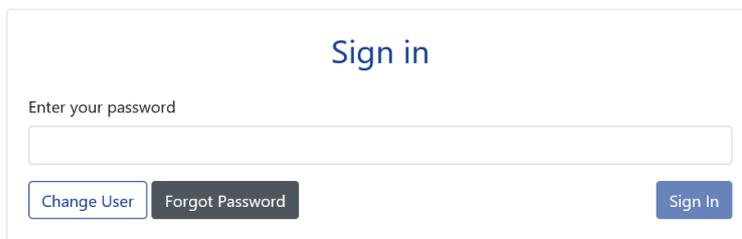
Sign in

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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♦ Using the drop down menu, select the 'Secondary Transfer 2024' round if you are a secondary school or 'Reception 2024' 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:

Secondary Transfer 2023

→ Round Summary

⚙ Round Management

Sibling claims should only be accepted when the following conditions are met

For Reception admissions:

Children with a brother or sister on roll at the school in Reception to Year 6 at the time of the proposed admission. In cases where a family has moved address since the last sibling was offered a place and the new address is further away from the school priority will only be given where the new address is within 0.75 miles of the school*.

A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes a half brother or sister, step brother or sister or a foster brother or sister who lives permanently as a family unit at the same address.

* Discretion may be given to families who were forced to move address more than 0.75 miles from the school, e.g. where they were rehoused, or there are other exceptional reasons.

For Secondary transfer:

Children with a brother or sister on roll at the school in Years 7 to 13 at the time of the proposed admission.

A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes a half brother or sister, step brother or sister or a foster brother or sister who lives permanently as a family unit at the same address.

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To export sibling details

◆ If you have a high number of sibling claims to verify, you can export the list of sibling details to check against your school database before verifying the claims on SAM. To do this, you will need to select 'View Rankings' from the 'Round Summary' screen. If you are a school that uses banding, you will also need to select any band from the drop down menu first:

◆ Select the 'Sibling Claim' box in the 'Options' section on the left hand side of the page and then click Search. This will display a list of children with a sibling claim. To extract the list, click on the 'Actions' menu, select 'Export All Fields' and then 'Export to CSV':

◆ You may be given the option to open the CSV file or it will open automatically. Once the file is open, you can save it by clicking on 'File' → 'Save As' and navigating to where you would like to save the list. You are advised to select Excel Workbook from the 'Save type as' drop down list before clicking 'Save':

You can check whether the sibling details in columns AN to BD match those registered for the child on your school database. Once you have checked the list to make sure the sibling is on roll and the address of the applicant and sibling are the same; follow the steps below.

Verifying the sibling claims

♦ To verify the sibling claim, click on the link 'View Indicators' button:

♦ Select the 'Sibling' radio button and click 'Search':

You will then be presented with a list of siblings to verify.

NOTE: If you did not export the list of siblings prior to starting verification, you can check the address of the applicant by clicking on the row for each child. This will open up a pop up with further information which you can use to verify the claim.

Select the 'Edit' button next to the first record:

Pupil Indicators

There are 59 records matching the current selection.
Showing pupils 1 to 59 of 59.

Full Screen

Pupil Name	Sibling Name	Sibling School	Sibling Confirmation	Sibling Confirmation Reason	
Hussen, Amra	hussen, ayman Hamza and Alia Hamza		N/D		✎
Miah, Israa Mustafa	miah, sameena mustafa		N/D		✎

♦ Select 'Accept' from the 'Sibling Confirmation' drop down menu if the sibling meets the criteria and is living at the same address registered on your school system. If the address is not correct, select 'Reject' from the drop down menu:

Pupil Indicators

There are 59 records matching the current selection.
Showing pupils 1 to 59 of 59.

Full Screen

Pupil Name	Sibling Name	Sibling School	Sibling Confirmation	Sibling Confirmation Reason	
Hussen, Amra	hussen, ayman Hamza and Alia Hamza		N/D ⬍		💾 ✖
Miah, Israa Mustafa	miah, sameena mustafa		N/D		✎

NOTE: If selecting 'Reject', please also enter the reason why the claim was rejected in the 'Sibling Confirmation Reason' column, i.e. – not at the same address, not on roll.

♦ Click the 'disk' icon 💾 to save

♦ Repeat the above for all pupils listed in the report.

Verifying staff claims

Staff claims should only be accepted when the following conditions are met.

Children of staff in either or both of the following circumstances, subject to there being no more than one child offered a place under this priority in each class:

- Where the staff member has been employed at the school for two years at the time of the application for (admission) and/or

- the staff member has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

♦ To verify a staff claim, click on the link 'View Indicators' button:

♦ Select the 'Staff' radio button and click 'Search':

You will then be presented with a list of staff to verify. You can view further information about the applicant by clicking on the row for each child.

Select the 'Edit' button next to the first record:

Pupil Indicators

There are 2 records matching the current selection.
Showing pupils 1 to 2 of 2.

Full Screen

Pupil Name	Staff Confirmation	Staff Confirmation Reason	
Clarke, Freddie Matthew	N/D		✏️
Heath, Maxwell	N/D		✏️

- Select 'Accept' from the 'Staff Confirmation' drop down menu if the member of staff meets the criteria. If the staff member does not meet the criteria, select 'Reject' from the drop down menu:

Pupil Indicators

There are 2 records matching the current selection.
Showing pupils 1 to 2 of 2.

Full Screen

Pupil Name	Staff Confirmation	Staff Confirmation Reason		
Clarke, Freddie Matthew	N/D ⇕		💾	✖️
Heath, Maxwell	N/D		✏️	

NOTE: If selecting 'Reject', please also enter the reason why the claim was rejected in the 'Staff Confirmation Reason' column, i.e. – employed less than 2 years, not known.

- Click the 'disk' icon 💾 to save

- Repeat the above for all pupils listed in the report.