

Guide to Update Synergy Web/Sam with Number of Children on Roll

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Introduction

We are now recording the number of children you have in your school on our shared system as opposed to the spreadsheet we normally use.

By your schools entering your numbers on a frequent basis in Synergy Web/Sam, we will be able to better;

- Advise families where there are spaces in year groups in schools and where there are not
- Fill spaces in schools quicker
- Provide data and reporting for more efficient school place planning
- Provide data and reporting for more efficient transport arrangement and planning
- Save unnecessary phone calls and emails to your staff checking if you have spaces

Most of your staff will be very comfortable and competent using Synergy Web/Sam and here is a step by step guide to how to add your numbers to Synergy Web/Sam.

If you have any questions, require new system users or any other support with Synergy Web/Sam, please contact Louise Church or Phil Ransford on synergysupporthelpdesk@warwickshire.gov.uk

Thank you for your support

Louise Church and Phil Ransford

Education Services

Logging in

All users will have a username and password and can log in here Synergy Web/Sam [log in](#)

If you have forgotten your password or need a log in, please contact synergysupporthelpdesk@warwickshire.gov.uk

Next Step – Home

Once you have logged in, you will be presented with this screen.

Round Management

You will see the rounds relevant to your school and we require you to keep the in year rounds up to date.

Display In Year Rounds



You can filter these by ticking the Display In Year Rounds

Modules Hogwarts **LC**

Round Management

To edit a round, click the edit icon and update the required field(s).
The only fields that can be updated are: **Attendance Count** and **No. of Places Available** (Depending on Round Permissions).

Display In Year Rounds Sort By Round Title


| Round | Band | Band Hierarchy | Lock Band | PAN | Attendance Count | No. of Places Available | No. of Places Requested | No. of Places Offered / Accepted | No. of Places Offered / Accepted but not yet on roll | No. of Places Withdrawn / Declined | Vacancies | No. on Waiting List | No. of Appeals | In Year | Attendance Count Modified Date/Time |
|--|------|----------------|-----------|-----|------------------|-------------------------|-------------------------|----------------------------------|--|------------------------------------|-----------|---------------------|----------------|---------|-------------------------------------|
|  Yr 2 - 20/21 | | | No | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Yes | |
|  Yr 2 - 19/20 | | | No | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Yes | |

We only require you to update the most up to date year rounds.



To do this please click in the left-hand side box

This will then show the boxes that need updating

| 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 | Vacancies | No. on Waiting List | No. of Appeals | In Year | Attendance Modified Date/Time |
|--|------|----------------|-----------|-----|------------------|-------------------------|-------------------------|----------------------------------|--|------------------------------------|-----------|---------------------|----------------|---------|-------------------------------|
|  Yr 2 - 20/21 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |

Attendance Count **No. of Places Available**

Depending on what system, you use in school (for example Sims), you should easily be able to obtain this.

Attendance is the number in this year group and places is usually the difference between the attendance count and the Pan.

Admissions will ensure the Pan is up to date, you do not need to worry about this.

You do not need to also worry about any children on waiting lists as Admissions will record this separately.



Once you have added the numbers, press the floppy disk blue box and this will save the numbers

| Round | Band | Band Hierarchy | Lock Band | PAN | Attendance Count | No. of Places Available |
|--------------|------|----------------|-----------|-----|------------------|-------------------------|
| Yr 2 - 20/21 | | | 0 | 0 | 29 | 1 |

Once saved it will show your numbers, the modifier and the date and time entered

| Round | Band | Band Hierarchy | Lock Band | PAN | Attendance Count | No. of Places Available | No. of Places Requested | No. of Places Offered / Accepted | Places Offered / Accepted but not yet on roll | No. of Places Withdrawn / Declined | Vacancies | No. on Waiting List | No. of Appeals | In Year | Attendance Count Modified Date/Time | Attendance Count Modifier |
|--------------|------|----------------|-----------|-----|------------------|-------------------------|-------------------------|----------------------------------|---|------------------------------------|-----------|---------------------|----------------|---------|-------------------------------------|---------------------------|
| Yr 2 - 20/21 | | | No | 0 | 29 | 1 | 0 | 0 | 0 | 0 | -28 | 0 | 0 | Yes | 12/09/2020 14:49:52 | LChu |

Attendance Count Modified Date/Time **Attendance Count Modifier**

12/09/2020 14:49:52 LChu

All done!!

Questions and Answers

How frequently do I need to do this?

Ideally as soon as there are any changes to your attendance numbers. This ensures The Admissions Team can get any vacancies filled as quickly as possible.

I have entered a wrong number – what do I do?

Do not worry, you can add the correct number by following the same steps.

I need help/advice/support/training with Synergy Web/Sam

Please contact Louise Church or Phil Ransford on synergysupporthelpdesk@warwickshire.gov.uk, we can help. We are also happy to visit your school providing it is safe to do so.