Updating Pupil Numbers on Roll on SAM
Instructions for Schools

- **Log into SAM and select 'Admissions'.**

If you have any issues logging in, or require assistance with your Username/Password, please email: ***synergysupporthelpdesk@warwickshire.gov.uk***

- **Select any IN-YEAR Admissions round (e.g. 'Yr4 – 22/23' from September 2022) and then 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.

Select a school:

> School

Admissions Round:

Yr 4 - 21/22

→ Round Summary

⚙ Round Management

On the Round Management page, ensure that 'Display In-Year Rounds' is ticked. You can see all of the relevant in-year cohorts for your school and the 'Attendance Count' and 'No. of Places Available' columns will be highlighted pastel yellow. These are the columns that we require each school to update on a <u>regular</u> basis. In this case, 'regular' is defined as either weekly or when the school becomes aware of starters and leavers, whichever occurs first.

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of Places Requested	No. of Places Offered / Accepted	No. of Places Offered / Accepted but not yet on roll	No. of Places Withdrawn / Declined	Vacancies	No. on Waiting List	No. of Appeals	In Year
	Junior 2022 (Infant To Junior)			No	60	0	60	3	26	26	44	34	3	0	No
✏	Junior 2021 (Infant To Junior)			No	60	0	60	0	34	7	75	26	0	0	No
✏	Yr 3 - 21/22			No	60	34	60	1	8	2	5	24	1	0	Yes
✏	Yr 4 - 21/22			No	60	53	60	2	15	4	6	3	2	0	Yes
✏	Yr 5 - 21/22			No	60	62	60	1	9	0	10	-2	1	0	Yes
✏	Yr 6 - 21/22			No	60	57	60	1	11	3	4	0	1	0	Yes

<u>***Note***</u>: *Even if your school does not currently participate in Warwickshire's In-Year Admissions process, and the school administers this process internally, there is still a **legal requirement** for each school to update these numbers for the local authority, as outlined in the School Admissions Code (2021).*

Your '**PAN**' (Published Admission Number) is <u>irrelevant</u> to all in-year cohorts. The Code is very clear in that PAN only refers to the entry year group for the school. For example, Reception for a primary school, Year 3 for a junior school, or Year 7 for a secondary school. This column will therefore always remain locked by the local authority.

However, what each school is required to do is update the 'No. of Places Available' column. This is so the local authority is aware of the <u>maximum</u> number of students the school can physically accommodate within the year group.

You will also be required to update the 'Attendance Count' column, confirming the number of children on roll in that year group.

As a school, you are confirming to the local authority that the admittance of children over the number indicated in the No. of Places Available column, for that particular year group, would be prejudicial to the effective education and use of resources within that year group.

Where this number has been reached (as indicated in the Attendance Count column) for any school that participates in the local authority's in-year admissions process, the Admissions Service will issue refusals of places through the in year process on this basis.

This will then be confirmed in the appeal paperwork that is submitted by the school/local authority, where the school participates in the local authority's school appeals process.

To update your numbers, click on the grey square with the pencil icon, which can be seen to the left of the row/year group you wish to make changes to:

| | Yr 4 - 21/22 | No | 60 | 53 | 60 | 2 |

You can now update the relevant numbers in one, or both, columns:

| | Yr 4 - 21/22 | 0 | 60 | 53 | 60 |

Click on the blue 'save' icon when finished updating numbers for <u>each</u> row