

Viewing Allocations on National Offer Day

Log into SAM Portal, select 'Secondary 2023' round and '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 Place 2023

→ Round Summary

⊙ Round Management

Navigate to 'View Final Offers' from the 'Reports' section on the bottom right of the page.

Reports

Predefined reports and adhoc querying.

🕒 View Final Offers

🕒 View Leavers

🕒 View Waiting List

🕒 View Withdrawals

🔗 Query Preferences

This will present you with a list of all pupils who have been offered a space at your setting for Secondary 2023. Each pupil will be listed individually here

The screenshot shows a web interface titled "Final Offers". On the left, there are filters for "Changed between" (27/02/2023 and 27/02/2023), "Page Size" (500, 250, 75, 25, All), and "Search Text Columns". The main area displays a table with 237 records. The table has columns: Forename, Middlename, Surname, Preference Status, Status Last Updated, Band, Criteria, List Position, and Home LA Code. A red arrow points to the "Middlename" column header. The table shows several rows with "Allocated" in the "Preference Status" column and "894" in the "Home LA Code" column.

To view further information about each pupil, click on their name and you will be able to see the application details showing date of birth, address, current school etc.

The screenshot shows a "Pupil Details" form with the following fields:

- Application Reference
- Name
- UPN
- DOB
- Gender
- Current School
- LAC Claim
- EHC Claim
- Crown Service Claim
- Multiple Birth Claim
- Preference School
- Distance
- Address
- Admissions Address Verified
- Applicant Name
- Relationship
- Responsibility
- Address
- Email
- Home Phone

