



# DIPS

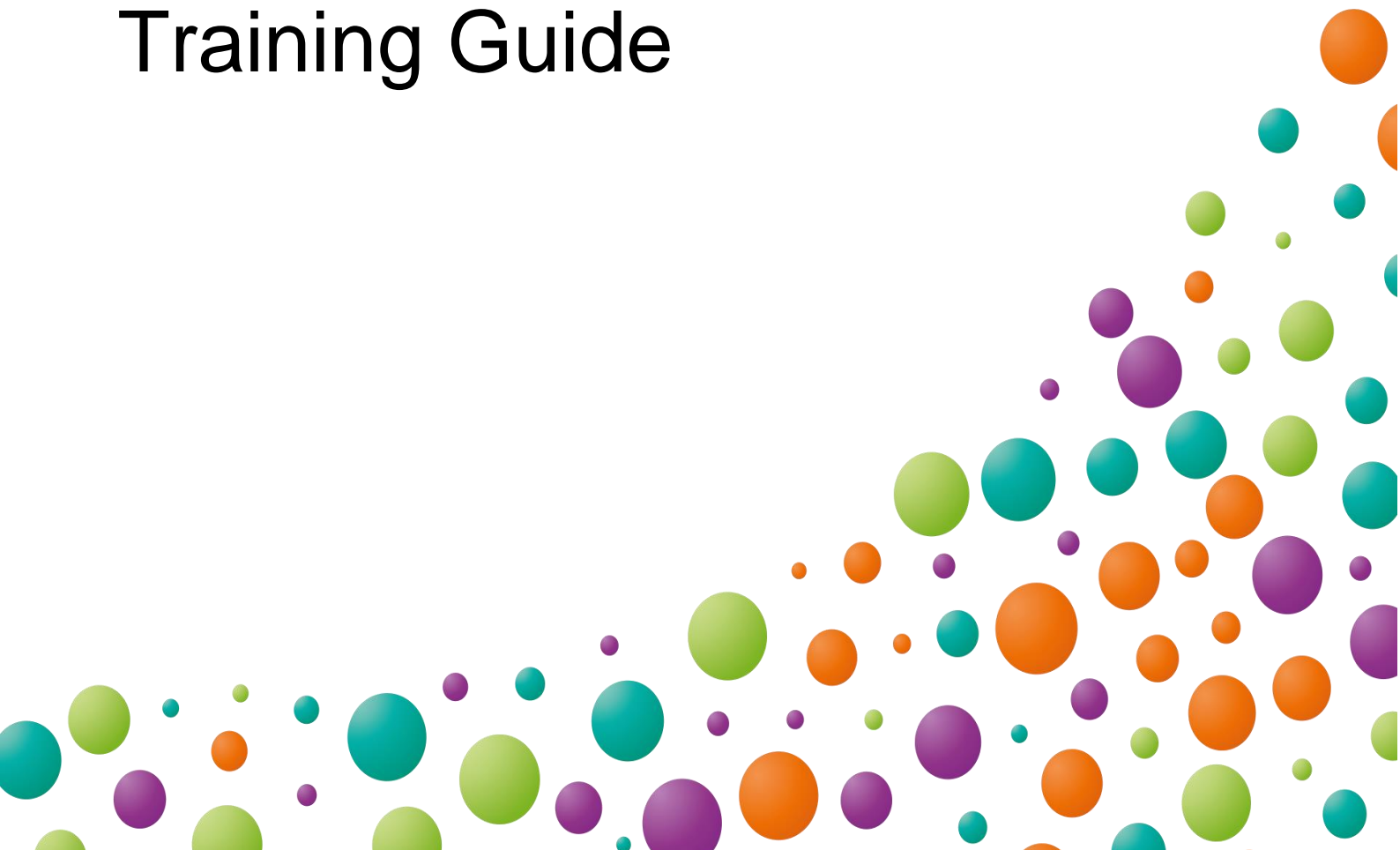
Doncaster Integrated People Solution

## **SAM**

## **Schools Access**

## **Module**

### Training Guide



## Revision History

**File Location:** S:\Integrated\_People\_Solution\_DIPS\_Training\Training Guides\Synergy\Sam.docx

DATE	VERSION	DESCRIPTION	AUTHOR
09/11/2019	V0.1	Draft	Lee Simpson

## Contents


Synergy Web Schools (SAM) .....	4
Accessing Synergy Web Schools .....	4
2. Round Management.....	6
3. Round summary .....	8
4. Applicants .....	10
4.1 View Rankings .....	10
4.1.1.1 Assigning Criteria .....	13
4.1.1.2 List Positions.....	15
4.1.1 Local Authority Schools using Rules .....	17
4.1.2 Local Authority Schools using Criteria .....	20
4.1.2.1 Assigning Criteria .....	22
4.1.3 View Indicators/On Roll Date .....	25
4.1.3.1 Sibling Confirmation .....	25
4.1.3.2 Feeder school confirmation.....	26
4.1.3.3 Staff Confirmation.....	27
4.1.3.4 Parent Acceptance.....	27
4.1.3.5 On Roll Date .....	28
4.1.3.6 Address Verification.....	29
4.1.4 Rank Waiting List .....	29
4.2 Files.....	34
4.3 Reports .....	34

## Synergy Web Schools (SAM)

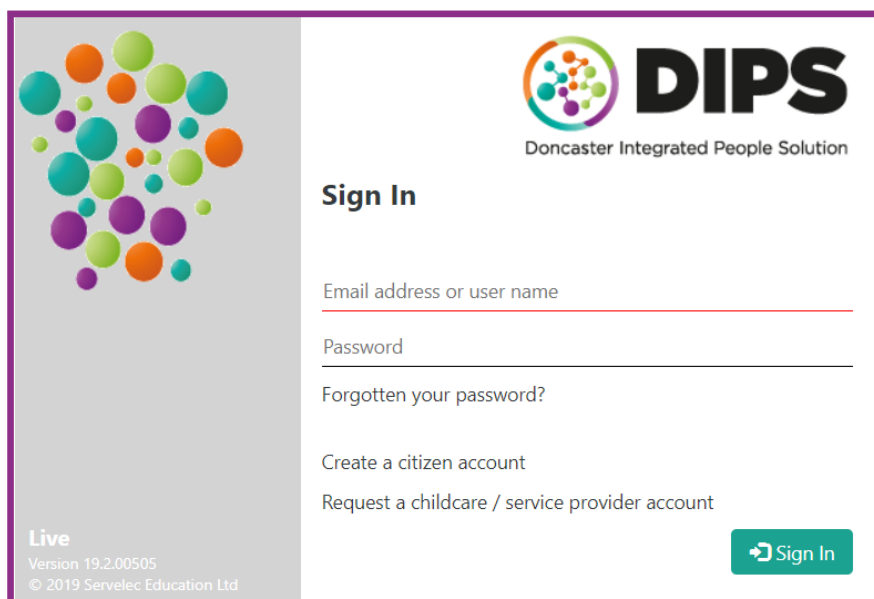
Synergy Web Schools (SAM) is a responsive web application that integrates with Synergy Admissions.

The site enables schools to access and view live co-ordinated admissions information relating to their school securely via Synergy Web.

### Accessing Synergy Web Schools


 Open an Internet browser and enter the URL provided by the Admissions Team.

 <https://fis.doncaster.gov.uk/Synergy/schools>



 Enter **username** and **password**  
 Click **Sign In**

User log in accounts have been set in the format of Firstname.Surname

 If the Synergy Web URL has directed you to the School web site, you will be presented with the Home Screen.

 If the URL has directed you to Synergy Web you can access Schools by clicking the **Schools** link.

The home screen will be displayed.

Administration | Schools Hello DMBCNT\LeeSi, Sign Out

XP School (AA)

## Home

To view applications, use the drop down list below. Select the Admissions Round, then press the → **Round Summary** button. Alternatively, select Round Management to view all Rounds.

**Admissions Round:**

[→ Round Summary](#)

[⚙ Round Management](#) [👤 View FSM Eligibility](#)

A user with multiple schools attached to their login details will be asked to select the School before selecting an available Round from the drop-down list.

## Home

As you have access to multiple schools you must select one from the list.

To view applications, use the drop down list below. Select the Admissions Round, then press the → **Round Summary** button. Alternatively, select Round Management to view all Rounds.

**School:**

**Admissions Round:**

[→ Round Summary](#)

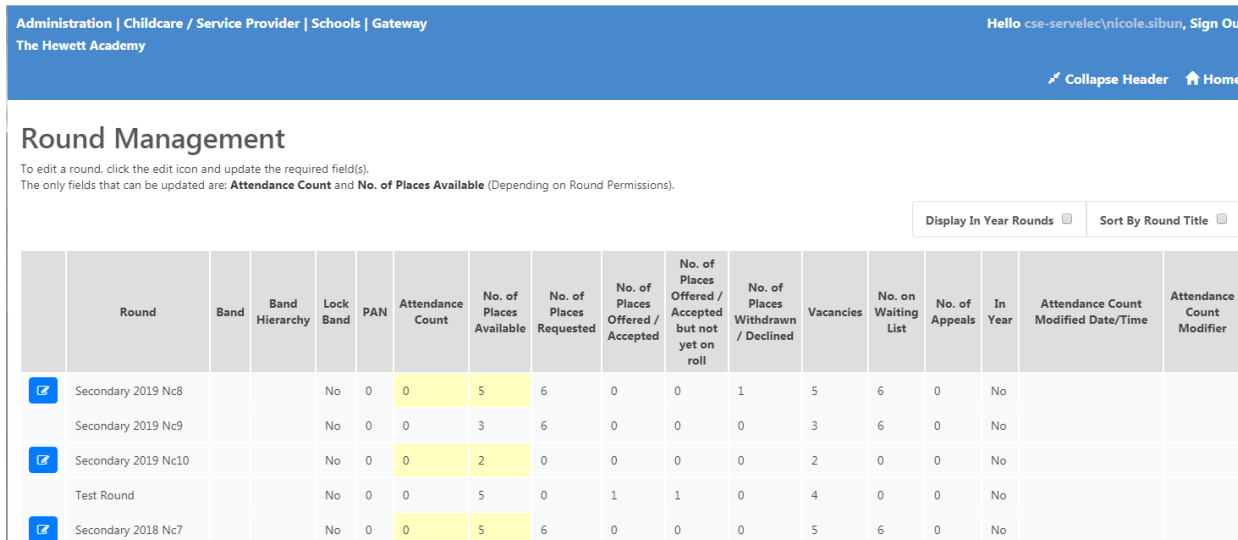
From the Home screen, users can select an Admissions Round, access Round Management to update school roll/vacancy numbers or View FSM Eligibility. The school name and the **Sign Out** option will always appear at the top of the screen on the Navigation bar.

 Select the **School** where applicable.

## 2. Round Management

 From the Home screen select **Round Management**

Users will be presented with the Round Management page that enables the update of school Attendance Count:



Administration | Childcare / Service Provider | Schools | Gateway  
The Hewett Academy




Hello cse-servelec\nicole.sibun, Sign Out


Collapse Header Home


### 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	Attendance Count Modifier
	Secondary 2019 Nc8			No	0	0	5	6	0	0	1	5	6	0	No		
	Secondary 2019 Nc9			No	0	0	3	6	0	0	0	3	6	0	No		
	Secondary 2019 Nc10			No	0	0	2	0	0	0	0	2	0	0	No		
	Test Round			No	0	0	5	0	1	1	0	4	0	0	No		
	Secondary 2018 Nc7			No	0	0	5	6	0	0	0	5	6	0	No		

 The header bar can be hidden if required by clicking **Collapse Header** on the Navigation bar, clicking Home will return you to the Home screen.

 Using the check boxes above the grid you can choose to **Display In Year Rounds** or to **Sort by Round Title**.

 Only those Rounds displaying an Edit button  may be amended and the editable fields are displayed in yellow. Permissions to edit these fields are set by the Local Authority.

 The **Attendance Count** displays the total number of pupils attending the school and currently on roll. This number should be updated when new pupils are admitted to the school following an offer from the Local Authority, including In Year rounds. You will also need to update the Attendance Count field with your leavers.

 The **No. of Places Available** displays the number of places that the school has for each year group. This is usually the same as your PAN. It is not your vacancy numbers.

 Click **Edit** against the Round you wish to update.

## 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	Attendance Count Modifier
	Secondary 2018 Nc7			0	0	<input type="text" value="2"/>	<input type="text" value="5"/>	6	0	0	0	5	6	0	0		
	Secondary 2019 Nc10			No	0	<input type="text" value="0"/>	<input type="text" value="2"/>	0	0	0	0	2	0	0	No		

Make your changes as required and click **Save** to update Synergy Admissions or click **Cancel** to undo your changes

If the Attendance Count is updated the **Attendance Count Modified Date/Time** and **Attendance Date Modifier** will update to reflect who made the changes and when. The Attendance Count modifier can also be viewed in Synergy > Admissions > School > Admissions tab > Vacancies table:

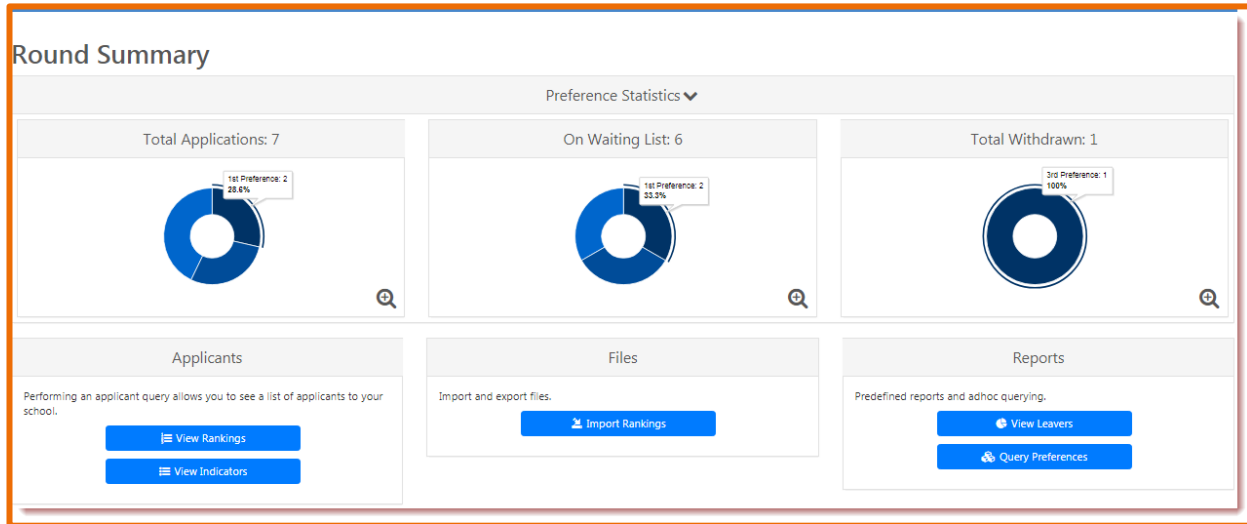
Vacancies																
	Round	Band	Band Hierarchy	Lock Band	No Places	Req	Acc	Acc Not On Roll	Withd/ Decl	Vac	Waiting List	Appeals	Attendance Count	Attendance Count Modified Date & Time	Attendance Count Modifier	
	919.Snc8			<input type="checkbox"/>	5	6	0	0	1	5	6	0				
	619.Innc7			<input type="checkbox"/>	3	0	0	0	0	3	0	0				
	Test Round			<input type="checkbox"/>	5	0	1	1	0	4	0	0				
	919.Snc9			<input type="checkbox"/>	3	6	0	0	0	3	6	0				
	919.Snc10			<input type="checkbox"/>	2	0	0	0	0	2	0	0				
	918.Snc7			<input type="checkbox"/>	5	6	0	0	0	5	6	0	2	31-Jul-2019 10:03	cse-servelectnicole.sibun	

Click **Home** on the Navigation bar to return to the Home screen.

### 3. Round summary

 From the Home screen select the Admissions Round from the drop-down list and click **Continue to Round Summary**.

You will be presented with the Round Summary Screen:

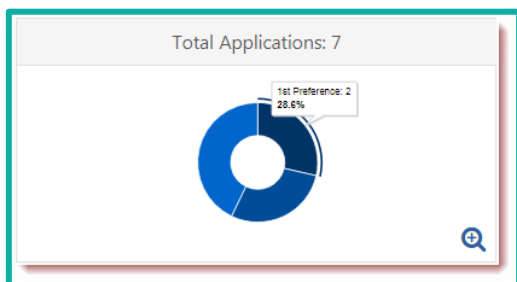


The Round Summary screen displays the Preference Statistics and provides a visual summary of counts. The information here automatically updates as applications are input by the Local Authority. If your school operates a banded admissions policy, you will also be able to select the required band.

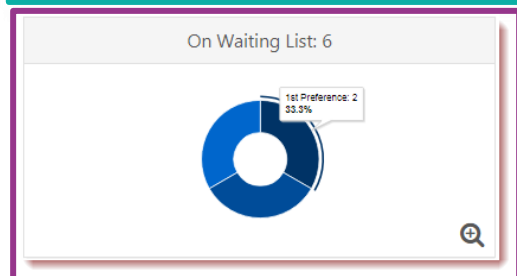
 Click on **Preference Statistics** to collapse or expand the visual summary.

 Click on a magnifying glass icon  to view a percentage breakdown of the statistics.

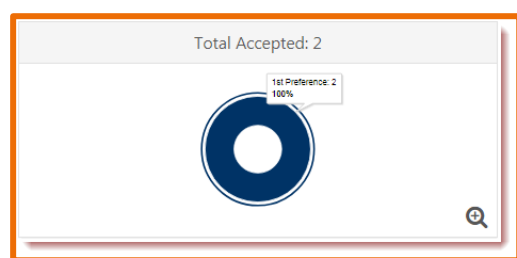




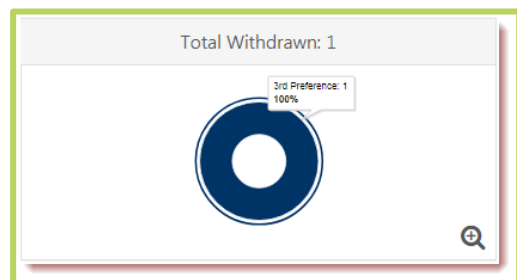
**Total Applications** displays the statistical information relating to the school's applicants and their preference ranks.



**On Waiting List** - displays the statistical information relating to the applicants on your schools waiting list.



**Total Accepted** - displays statistical information about how the offers were made after allocation. This graph only displays if you have permissions to view the final allocations and the round is 'Finished'.

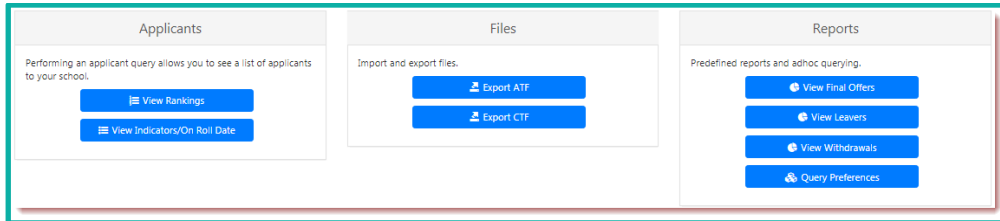


**Total Withdrawn** - displays the statistical information relating the movement of the applicants during the allocation process, for example the acceptance of a higher preference.

Below the Preference Statistics are the Applicants, Files and Reports options.

## 4. Applicants

Applicants enables schools to view the applications in detail. It is also for own admissions authority schools to rank applications using the school's published criteria and update the Synergy Admissions database with an on-roll date when an applicant is admitted to the school.

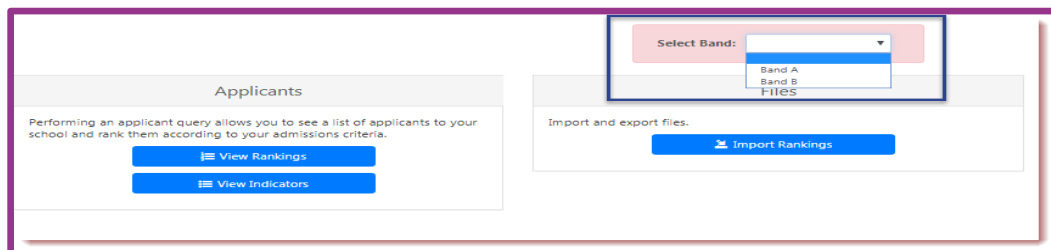


### 4.1 View Rankings

View Rankings provides visibility of records that require processing, applicants who have requested a place at your school and applicants that are unranked and can be allocated places based on your criteria.

#### Click **View Rankings**

If your school operates a banded admissions policy, you will be required to select the appropriate band before you can proceed to View Rankings



Users will not be able to see which applicants have requested a school as a first, second or third preference.

Users will be presented with the View Rankings screen. If any there are any Unranked Applicants, these will be displayed first by default.

Administration | Childcare / Service Provider | Schools | Gateway Hello cse-servelec\nicolle.sibun, Sign Out

Notre Dame High School (AA) • Secondary 2019 Nc8 • Band A

Default Criteria: EHC Assign Selected Assign All Actions Hide Options Collapse Header Round Summary

### Unranked Applicants

There are 4 records matching the current selection and 5 Places available.  
Showing applicants 1 to 4 of 4.

List Position	Select	Name	Criteria	Distance
<input type="checkbox"/>	<input type="checkbox"/>	Doe, Alyssia	<input type="text"/>	1711.72
<input type="checkbox"/>	<input type="checkbox"/>	Gamache, Lorelee	<input type="text"/>	1897.37
<input type="checkbox"/>	<input type="checkbox"/>	Jones, Joanna	<input type="text"/>	2863.56
<input type="checkbox"/>	<input type="checkbox"/>	Jones, Carlton	<input type="text"/>	3945.88

**Options Panel:**

- Search:  Collapse All
- Highlight Preferences:
- Changed between:  and
- Display:
- Unranked  Ranked
- Late Preferences:
- Include Late Preferences
- Page Size:
- 500  250  75  25  All
- Filters:
  - EHC Claim
  - Crown Service Claim
  - Sibling Claim
  - Catchment School
  - Nearest School
  - Looked After Claim
  - Multiple Birth Claim
  - Social/Medical Claim
  - Feeder Claim
- Order By:
- Name
- Search:

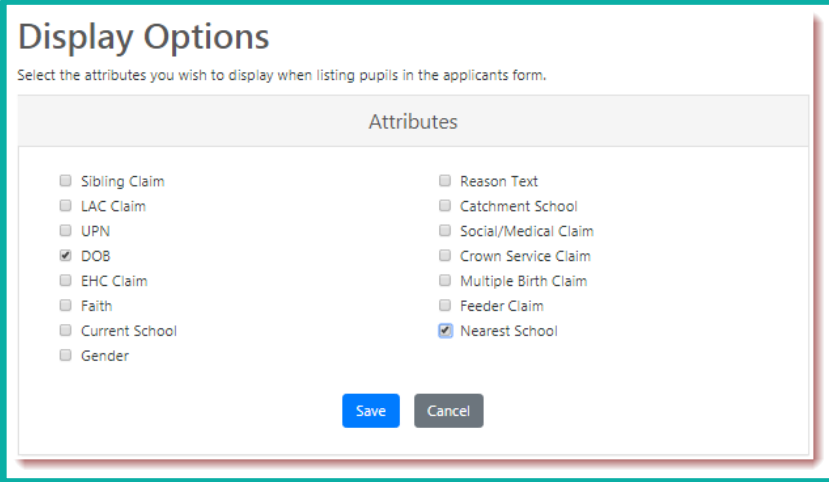
- Late Preferences** will default to include all late preferences, clear the check box to remove late preferences from the grid.
- Page Size** allows you to control the number of applications which can be displayed.
- Filters** allows you to filter your applications by the 'claim' made by the parent or carer.
- Order By** enables you to select the order in which applications are displayed, this can be useful for when viewing ranked applications.
- The **Options** can be hidden by clicking Close  or clicking Hide Options on the Navigation bar. To reveal the Options click Show Options on the Navigation bar.

You can also define the columns you wish to be displayed in the grid area by selecting **Display Options** from the **Actions** menu on the Navigation bar:

Default Criteria:  Assign Selected Assign All Actions Hide Options Collapse Header Round Summary

- Export to Excel
- Export to CSV
- Export All Fields
- Display Options**

 Using the check boxes select the attributes you wish to display and click **Save**.



**Display Options**  
Select the attributes you wish to display when listing pupils in the applicants form.

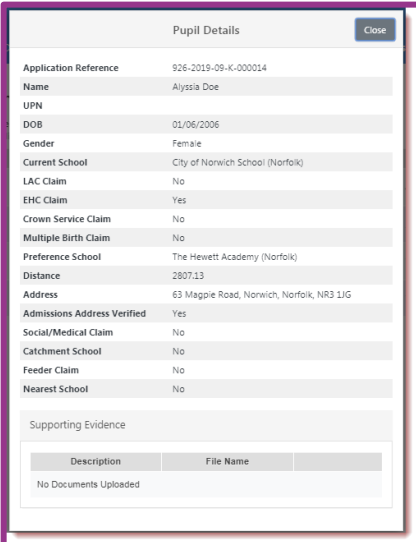
**Attributes**

- Sibling Claim
- LAC Claim
- UPN
- DOB
- EHC Claim
- Faith
- Current School
- Gender
- Reason Text
- Catchment School
- Social/Medical Claim
- Crown Service Claim
- Multiple Birth Claim
- Feeder Claim
- Nearest School

**Save** **Cancel**

The selected columns will now be displayed against both your Ranked and Unranked applicants. The attributes you choose are stored against your login, so the next time you access Synergy Web Schools your selections will be restored.

To view additional details relating to the Applicant, for example, name, address, school or sibling, click the applicant's table row. This will open the Pupil Details dialog displaying a summary of their application:



**Pupil Details** **Close**

Application Reference: 926-2019-09-K-000014  
Name: Alyssa Doe  
UPN:  
DOB: 01/06/2006  
Gender: Female  
Current School: City of Norwich School (Norfolk)  
LAC Claim: No  
EHC Claim: Yes  
Crown Service Claim: No  
Multiple Birth Claim: No  
Preference School: The Hewett Academy (Norfolk)  
Distance: 2807.13  
Address: 63 Magpie Road, Norwich, Norfolk, NR3 1JG  
Admissions Address Verified: Yes  
Social/Medical Claim: No  
Catchment School: No  
Feeder Claim: No  
Nearest School: No

Supporting Evidence

Description	File Name
No Documents Uploaded	

Any documents, which have been attached to a preference to support an application, will be visible within the Pupil Details dialog.



Click **Download** to retrieve the document.

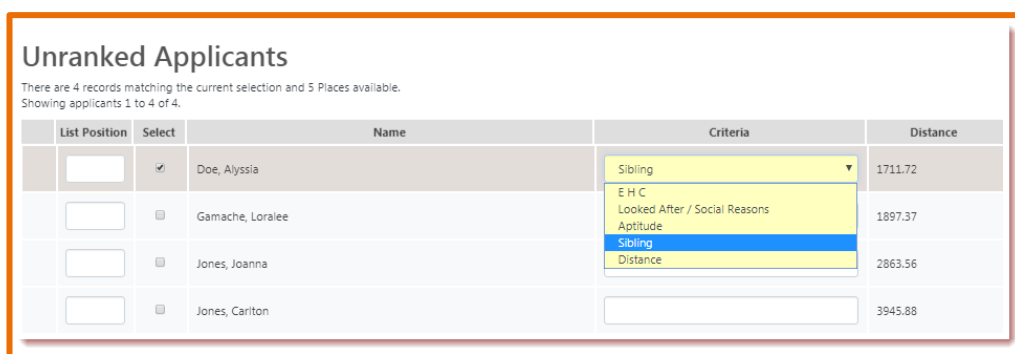
### 4.1.1.1 Assigning Criteria

Criteria is set up by the Local Authority and can be assigned to either individual, multiple or all applicants.

AA schools can change the 'Order By' from the default ordering by Name if required and click **Search** to sort the applicants.

Use the filters to display only selected records in the grid area.

Enter criteria within individual records by selecting the from the Criteria drop-down list within the record.



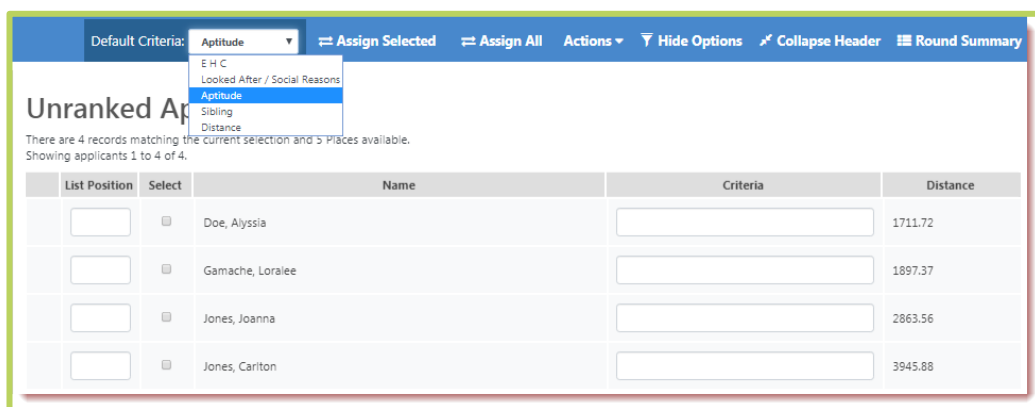
The screenshot shows a table titled "Unranked Applicants" with the following data:

List Position	Select	Name	Criteria	Distance
	<input checked="" type="checkbox"/>	Doe, Alyssia	Sibling	1711.72
	<input type="checkbox"/>	Gamache, Lorelee		1897.37
	<input type="checkbox"/>	Jones, Joanna		2863.56
	<input type="checkbox"/>	Jones, Carlton		3945.88

Click **Assign Selected** on the Navigation bar to assign the selected criteria to the applicant.

The applicant will be removed from the Unranked Applicants and can be viewed by selecting Ranked Applicants.

To apply criteria to all or multiple applicants, select the required **Default Criteria** from the drop-down list on the Navigation bar.



The screenshot shows the navigation bar with the following elements:

- Default Criteria: Aptitude
- Assign Selected
- Assign All
- Actions
- Hide Options
- Collapse Header
- Round Summary

The table below shows the same data as the previous screenshot, but with empty criteria fields for all applicants:

List Position	Select	Name	Criteria	Distance
	<input type="checkbox"/>	Doe, Alyssia		1711.72
	<input type="checkbox"/>	Gamache, Lorelee		1897.37
	<input type="checkbox"/>	Jones, Joanna		2863.56
	<input type="checkbox"/>	Jones, Carlton		3945.88

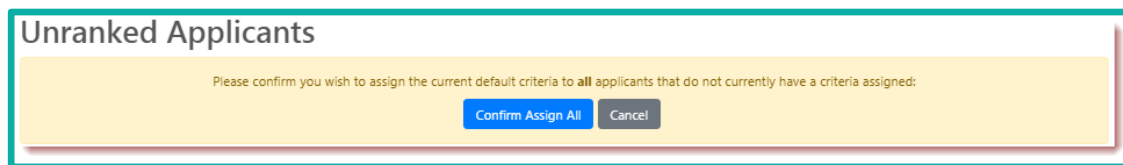
Click **Assign All** on the Navigation bar to assign the Default Criteria to all Unranked Applicants.

Alternatively

Using the **Select** check box select the records to which you wish to assign the Default Criteria.

Click **Assign Selected** on the Navigation bar to assign the criteria to the selected Unranked Applicants.

You will be asked to confirm the selection:



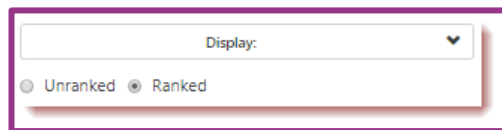
**Unranked Applicants**

Please confirm you wish to assign the current default criteria to all applicants that do not currently have a criteria assigned:

Click **Confirm Assign All** or **Cancel** as required.

Clicking **Confirm Assign All** will assign the selected criteria to the applicants and they will now be displayed in the Ranked Applicants screen.

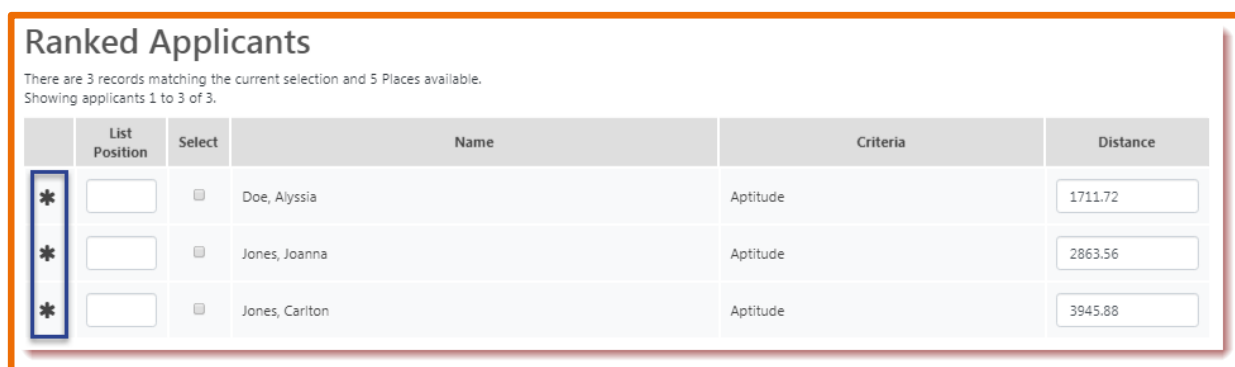
To display the Ranked Applicants, select the **Ranked** radio button in the Options panel:



Display:

Unranked  Ranked

Your previously ranked applicants will be displayed. An asterisk beside a record denotes it has been edited:



**Ranked Applicants**

There are 3 records matching the current selection and 5 Places available.  
Showing applicants 1 to 3 of 3.

	List Position	Select	Name	Criteria	Distance
*	<input type="text"/>	<input type="checkbox"/>	Doe, Alyssia	Aptitude	<input type="text" value="1711.72"/>
*	<input type="text"/>	<input type="checkbox"/>	Jones, Joanna	Aptitude	<input type="text" value="2863.56"/>
*	<input type="text"/>	<input type="checkbox"/>	Jones, Carlton	Aptitude	<input type="text" value="3945.88"/>

You can unassign criteria from your ranked applicants, if for example, you have ranked an applicant under the wrong criteria or an amendment has been made to an application.

Select and click **Unassign Selected** from the Actions menu on the Navigation bar.

To unassign all applicants select **Unassign All**.

The Ranked Applicants will have the criteria removed and will be displayed in the Unranked Applicants view enabling you to assign the correct criteria.


#### 4.1.1.2 List Positions

Once you have assigned criteria to all applicants you can generate, or manually add the list positions. This applies to both phased and In-Year transfers. When viewing ranked applicants before a list position has been generated, the order of applicants who have the same date of birth or distance and criteria is defined by the settings applied in System Manager > Options > Admissions > General.

Change the 'Order By' from the default List Position to Criteria Order and click **Search** to sort the records by Criteria if required. This will ensure that your applications will be given a list position based on the highest criteria.

Click **Generate List Positions** on the Navigation bar.

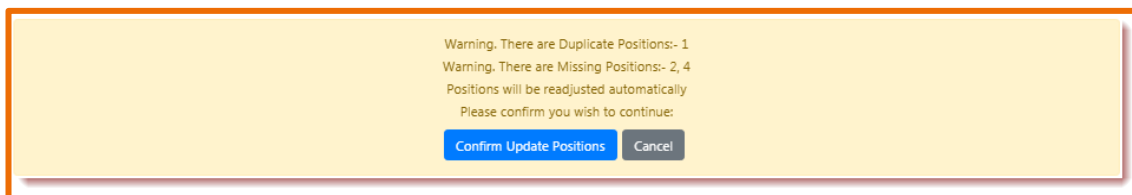
You will be asked to confirm that you wish to update the position of all applicants, this will overwrite any existing list positions.

 Click **Confirm Update Positions** to assign the positions based on the criteria. You can make manual adjustments to the list position if required, this can be repeated as many times as desired up until the deadline date set by the Local Authority, choosing different 'Order By' values to change the list position assigned to applicants.

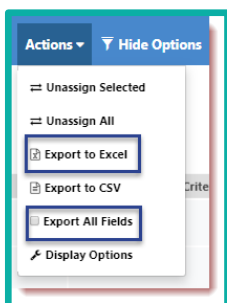



Please note that clicking Update List Positions will re-order any applicants that you do not specify a position for manually according to their current position in the grid. When manually entering positions, it is best to ensure the 'Order By' drop-down list is set to 'List Position' as this will ensure that manual changes do not also change the list positions of previously ordered applicants.

Validation is applied to the list positions and any errors will be displayed:



You also have the option to rank your Unranked Applicants outside of Synergy Web Schools by using the Export to Excel option accessible via the Actions menu on the Navigation bar. This enables you to assign criteria and list positions in the exported spreadsheet, and then import the applicants, criteria and list position back into Synergy Web Schools. This can be useful if a school is required to provide a list of applicants for Governors to view and rank.



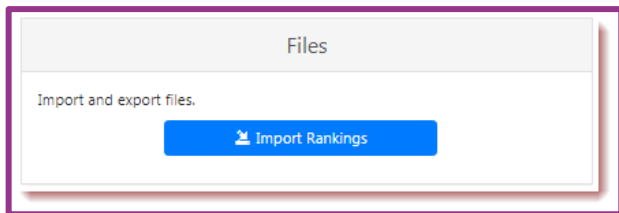
 From the Navigation bar select Actions > **Export All Fields**. If this is not selected, only the visible fields will be exported.

 Select **Export to Excel**.

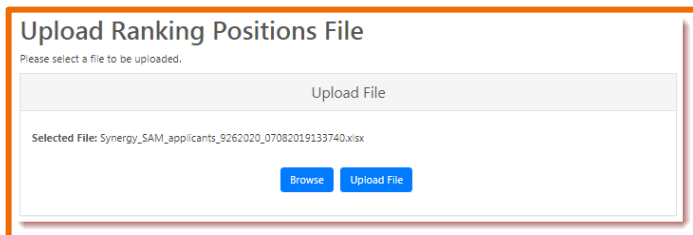
The .xlsx file will be accessible from your downloads folder for you to amend.


It is important to note that the file headings should not be amended, if they are amended, the file will produce an error when trying to import back into Synergy Web Schools.





Once you have finalised the criteria and list positions the ranked applicants can be imported back into SAM via the Round Summary > Files > Import Rankings option.



 Click **Browse** to navigate to the location of the file, this is usually in your Downloads folder.

 Highlight the file and click **Open**.

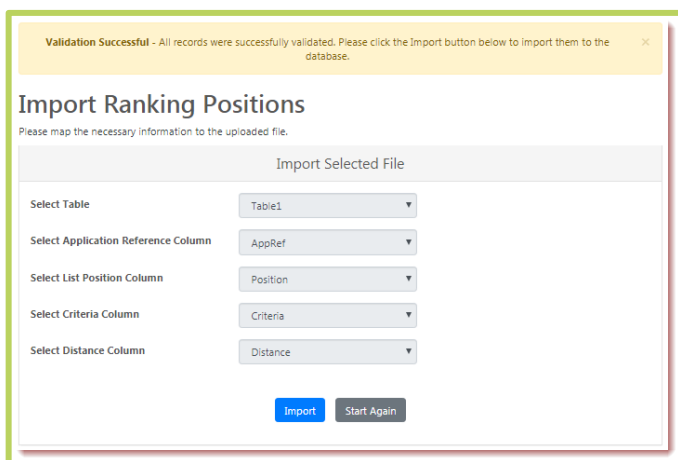
The selected file name will be displayed as

shown in this example.

 Click **Upload File**.

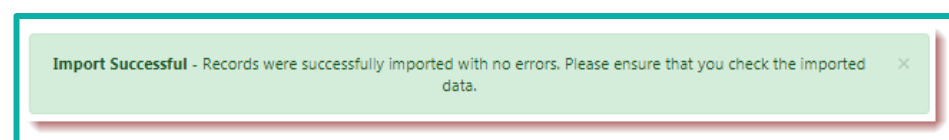
You will be presented with the mapping table where you can map your required fields.

 Click **Validate Uploaded Applicants**.



The result of the Validation will be displayed. If there are errors, these will need to be resolved before the file can be imported.

 Click **Import**.



### 4.1.1 Local Authority Schools using Rules

Where Rules are used to rank your children as opposed to **Criteria**, your Unranked Applicants will be displayed in a read-only view as shown in the example below, enabling you to view the Highest Eligible Rule for each child.

The screenshot shows the 'Ranked Applicants' interface. On the left is the 'Options' panel with the following controls:


- Search:** A search bar with a magnifying glass icon and a 'Collapse All' button with a right-pointing arrow.
- Highlight Preferences:** A dropdown menu.
- Changed between:** Two date input fields, both containing '02/08/2019'.
- and:** A text label between the two date fields.
- Late Preferences:** A dropdown menu.
- Include Late Preferences:** A checked checkbox.
- Page Size:** A dropdown menu.
- Page Size Options:** Radio buttons for 500, 250, 75, 25, and All.
- Filters:** A dropdown menu.
- Filter Categories:**
  - EHC Claim
  - Crown Service Claim
  - Sibling Claim
  - Catchment School
  - Nearest School
  - Looked After Claim
  - Multiple Birth Claim
  - Social/Medical Claim
  - Feeder Claim
- Search:** A search bar with a magnifying glass icon at the bottom.


On the right is the 'Ranked Applicants' table:

There are 9 records matching the current selection and 5 Places available.  
Showing applicants 1 to 9 of 9.

Name	Highest Eligible Rule	Distance
Rajavi, Arash	L A C	2202.27
Jones, Carlton	L A C	5004
Doe, Alyssia	E H C	2807.13
Bieber, Meryl		412.31
Simone, Sylvia		728.01
Gamache, Lorelee		728.01
Martin, Melody		1923.54
Besaw, Ethel		1972.31
Jones, Joanna		3182.77

The Options on the left control how your applicant records are displayed, ordered and enables you to apply filters.

 **Highlight Preferences** will highlight any preferences changed between the specified dates.

 **Late Preferences** will default to include all late preferences, clear the check box to remove late preferences from the grid.

 **Page Size** allows you to control the number of applications which can be displayed.

 **Filters** allows you to filter your applications by the 'claim' made by the parent or carer.

The **Options** can be hidden by clicking Close  or clicking **Hide Options** on the Navigation bar. To reveal the Options click **Show Options** on the Navigation bar.

You can also define the columns you wish to be displayed in the grid area by selecting **Display Options** from the **Actions** menu on the Navigation bar:

The screenshot shows the 'Ranked Applicants' interface with the 'Actions' menu open. The menu items are:

- Export to Excel
- Export to CSV
- Export All Fields
- Display Options** (highlighted with a blue box)

The table below the menu shows the first row of data:

Name	Rule	Distance
Rajavi, Arash	L A C	2202.27

 Using the check boxes select the attributes you wish to display and click **Save**.

## Display Options

Select the attributes you wish to display when listing pupils in the applicants form.

### Attributes

<input type="checkbox"/> Sibling Claim	<input type="checkbox"/> Reason Text
<input type="checkbox"/> LAC Claim	<input type="checkbox"/> Catchment School
<input type="checkbox"/> UPN	<input type="checkbox"/> Social/Medical Claim
<input checked="" type="checkbox"/> DOB	<input type="checkbox"/> Crown Service Claim
<input type="checkbox"/> EHC Claim	<input type="checkbox"/> Multiple Birth Claim
<input type="checkbox"/> Faith	<input type="checkbox"/> Feeder Claim
<input type="checkbox"/> Current School	<input type="checkbox"/> Nearest School
<input type="checkbox"/> Gender	

The selected columns will now be displayed against both your ranked and unranked applicants. The attributes you choose are stored against your login, so the next time you access Synergy Web Schools your selections will be restored.

To view further details about the Applicant, for example, Name, address, school and sibling details, highlight the row for the applicant you wish to view. This will open the Pupil Details dialog displaying a summary of their application:

### Pupil Details Close

Application Reference	926-2019-09-K-000034
Name	Arash Rajavi
UPN	N839203218007
DOB	20/08/2006
Gender	Male
Current School	Unknown
LAC Claim	Yes
Care Authority	Norfolk
EHC Claim	No
Crown Service Claim	No
Multiple Birth Claim	No
Preference School	The Hewett Academy (Norfolk)
Distance	2202.27
Address	128 Thorpe Road, Norwich, Norfolk, NR1 1RJ
Admissions Address Verified	No
Social/Medical Claim	No
Catchment School	No
Feeder Claim	No
Nearest School	Yes

Supporting Evidence

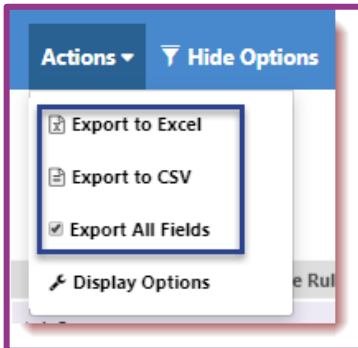
Description	File Name
No Documents Uploaded	

Any documents, which have been attached to a preference to support an application, will be visible within the Pupil Details dialog.



Click **Download** to retrieve the document.

You also have the option to view your Ranked Applicants outside of Synergy Web Schools by using the Export to Excel or Export to CSV functions accessible via the Actions menu on the Navigation bar.



From the Navigation bar select Actions > Export all fields. If this is not selected, only the visible fields will be exported.

Select **Export to Excel** or **Export to CSV**.

The .xlsx file or .csv file will be accessible from your downloads folder for you to view.

### 4.1.2 Local Authority Schools using Criteria

Where Criteria is used to rank children as opposed to Rules your Unranked Applicants will be displayed as shown in the example below enabling you to assign criteria to each child.

The screenshot shows the 'Unranked Applicants' page with a table of four applicants. The control panel on the left includes options for search, highlight preferences, date ranges, display type (Unranked/Ranked), late preferences, page size, and various filters.

Select	Name	Criteria	Distance
<input type="checkbox"/>	Jones, Johnny		3182.77
<input type="checkbox"/>	Mark, Markson		3373.43
<input type="checkbox"/>	Rogers, Steven		900
<input type="checkbox"/>	Rogers, Simon		900

The options on the panel on the left control how applicant records and displayed, ordered and enable filters to be applied.

**Display** defaults to Unranked Applications. Selecting the **Ranked** radio button will display your ranked applicants

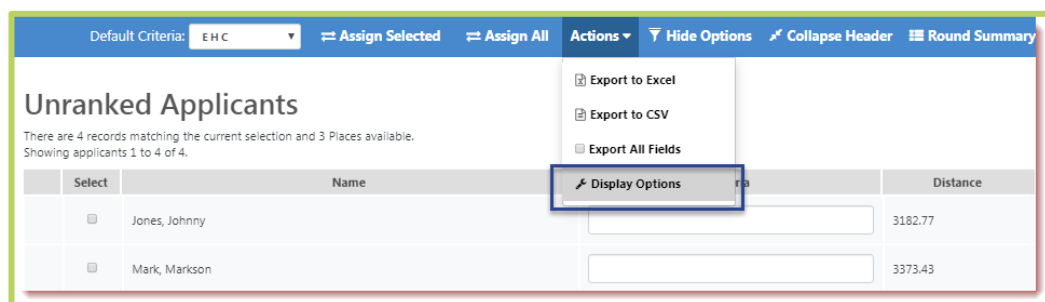
**Late Preferences** will default to include all late preferences, clear the check box to remove late preferences from the grid.

**Page Size** allows you to control the number of applications which can be displayed.

**Filters** allows you to filter your applications by the 'claim' made by the parent or carer.

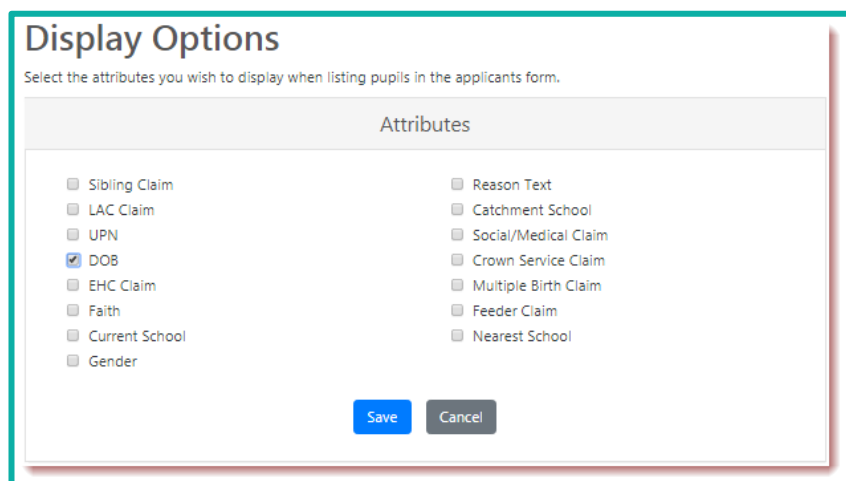
The **Options** can be hidden by clicking Close  or clicking **Hide Options** on the Navigation bar. To reveal the Options click **Show Options** on the Navigation bar.

You can also define the columns you wish to be displayed in the grid area by selecting **Display Options** from the **Actions** menu on the Navigation bar:



The screenshot shows the 'Unranked Applicants' section of a web application. The navigation bar includes 'Default Criteria: EHC', 'Assign Selected', 'Assign All', 'Actions', 'Hide Options', 'Collapse Header', and 'Round Summary'. The 'Actions' menu is open, showing options: 'Export to Excel', 'Export to CSV', 'Export All Fields', and 'Display Options' (highlighted with a blue box). Below the menu is a table with columns 'Select', 'Name', 'Address', and 'Distance'. Two rows are visible: 'Jones, Johnny' with distance 3182.77 and 'Mark, Markson' with distance 3373.43.

 Using the check boxes select the attributes you wish to display and click **Save**.



The 'Display Options' dialog box is shown, titled 'Display Options'. It contains the instruction: 'Select the attributes you wish to display when listing pupils in the applicants form.' Below this is a section titled 'Attributes' with a list of checkboxes. The 'DOB' checkbox is checked. At the bottom are 'Save' and 'Cancel' buttons.

Attributes	
<input type="checkbox"/> Sibling Claim	<input type="checkbox"/> Reason Text
<input type="checkbox"/> LAC Claim	<input type="checkbox"/> Catchment School
<input type="checkbox"/> UPN	<input type="checkbox"/> Social/Medical Claim
<input checked="" type="checkbox"/> DOB	<input type="checkbox"/> Crown Service Claim
<input type="checkbox"/> EHC Claim	<input type="checkbox"/> Multiple Birth Claim
<input type="checkbox"/> Faith	<input type="checkbox"/> Feeder Claim
<input type="checkbox"/> Current School	<input type="checkbox"/> Nearest School
<input type="checkbox"/> Gender	

The selected columns will now be displayed against both your ranked and unranked applicants. The attributes you choose are stored against your login, so the next time you access Synergy web Schools your selections will be restored.

To view further details about the Applicant, for example, Name, address, school and sibling details, highlight the row for the applicant you wish to view. This will open the Pupil Details dialog displaying a summary of their application:

Any documents, which have been attached to a preference to support an application, will be visible within the Pupil Details dialog.



Click **Download** to retrieve the document.

#### 4.1.2.1 Assigning Criteria

Criteria is set up by the Local Authority and can be assigned to either individual, multiple or all applicants.



Use the filters to display only selected records in the grid area.



Enter criteria within individual records by selecting the criteria from the drop-down list within the record.

Select	Name	Criteria	Distance
<input checked="" type="checkbox"/>	Iravani, Yasamin	Looked After / Social Reasons	200
<input type="checkbox"/>	Jones, Johnny	E H C Looked After / Social Reasons Distance	3182.77
<input type="checkbox"/>	Mark, Markson		3373.43
<input type="checkbox"/>	Rogers, Steven		900
<input type="checkbox"/>	Rogers, Simon		900



Click **Assign Selected** on the Navigation bar to assign the selected criteria to the applicant.

The applicant will be removed from the Unranked Applicants and can be viewed by selecting Ranked Applicants.



To apply criteria to all or multiple applicants, select the required **Default Criteria** from the drop-down list on the Navigation bar.

Click **Assign All** on the Navigation bar to assign the Default Criteria to all Unranked Applicants.

Alternatively

Using the **Select** check box select the records to which you wish to assign the Default Criteria.

Click **Assign Selected** on the Navigation bar to assign the criteria to the selected Unranked Applicants.

You will be asked to confirm the selection:

Click **Confirm Assign All** or **Cancel** as required.

Clicking **Confirm Assign All** will assign the selected criteria to the applicants and they will now be displayed in the Ranked Applicants screen.

To display Ranked Applicants, select the **Ranked** radio button in the Options panel:

Your previously ranked applicants will be displayed. An asterisk beside a record denotes it has been edited:

### Ranked Applicants

There are 5 records matching the current selection and 3 Places available.  
Showing applicants 1 to 5 of 5.

Select	Name	Criteria	Distance
<input type="checkbox"/>	Iravani, Yasamin	Looked After / Social Reasons	200
<input type="checkbox"/>	Rogers, Steven	Distance	900
<input type="checkbox"/>	Rogers, Simon	Distance	900
<input checked="" type="checkbox"/>	Jones, Johnny	Distance	3182.77
<input checked="" type="checkbox"/>	Mark, Markson	Distance	3373.43

Users can unassign criteria from your ranked applicants, if for example, if an applicant has been applicant under the wrong criteria or an amendment has been made to an application.

Save Changes Actions Hide Options Collapse Header Round Summary

### Ranked Applicants

There are 5 records matching the current selection and 3 Places available.  
Showing applicants 1 to 5 of 5.

Select	Name	Criteria	Distance
<input type="checkbox"/>	Iravani, Yasamin		200
<input type="checkbox"/>	Rogers, Steven		900
<input type="checkbox"/>	Rogers, Simon	Distance	900
<input checked="" type="checkbox"/>	Jones, Johnny	Distance	3182.77

- Unassign Selected
- Unassign All
- Export to Excel
- Export to CSV
- Export All Fields
- Display Options

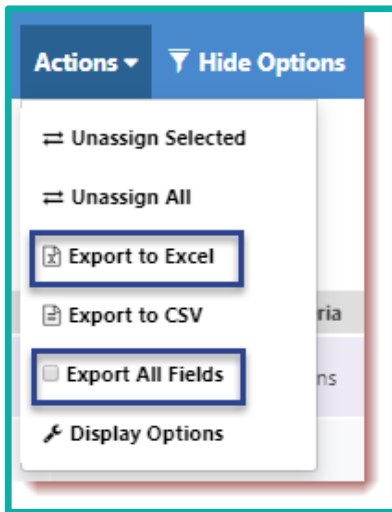
Select and click **Unassign Selected** from the Actions menu on the Navigation bar.

To unassign all applicants select **Unassign All**.

The Ranked Applicants will have the criteria removed and will be displayed in the Unranked Applicants view enabling you to assign the correct criteria.

Users also have the option to view your Ranked Applicants outside of Synergy Web Schools by using the Export to Excel or Export to CSV functions accessible via the Actions menu on the Navigation bar.





From the Navigation bar select Actions > Export all fields. If this is not selected, only the visible fields will be exported.

Select **Export to Excel** or **Export to CSV**.

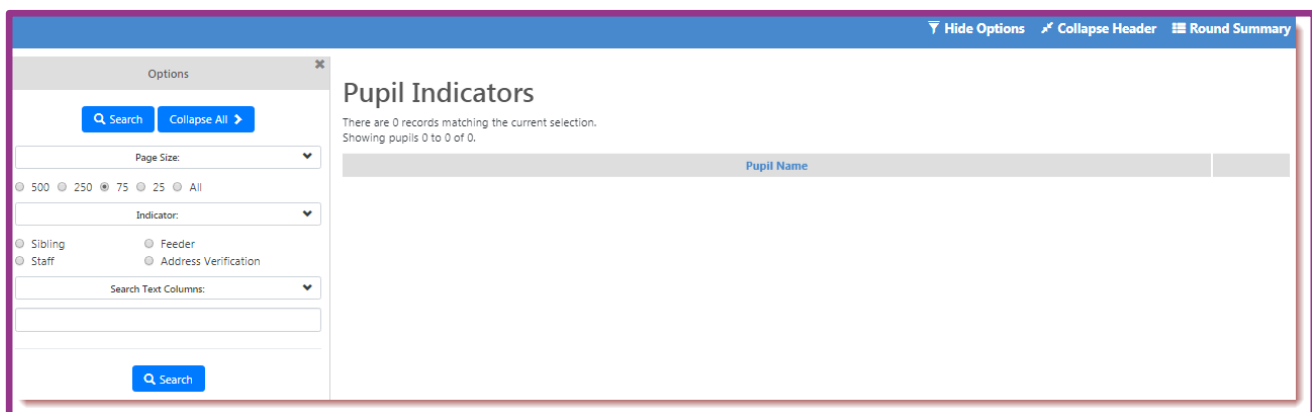
The .xlsx file or .csv file will be accessible from your downloads folder for you to view.

### 4.1.3 View Indicators/On Roll Date

The View Indicators/On Roll Date link is used to view and manage pupil indicators according to your local process, for example, verify addresses, sibling confirmation and update the Synergy Admissions database with an On Roll Date when an applicant is admitted to your school. Permissions to view Pupil Indicators are controlled within Synergy > Security Manager > Security Groups > Admissions > School Access Module > Pupil Indicators.

Click View Indicators/On Roll Date in the Applicants Section of the Round Summary screen.

You will be presented with the Pupil Indicators grid:



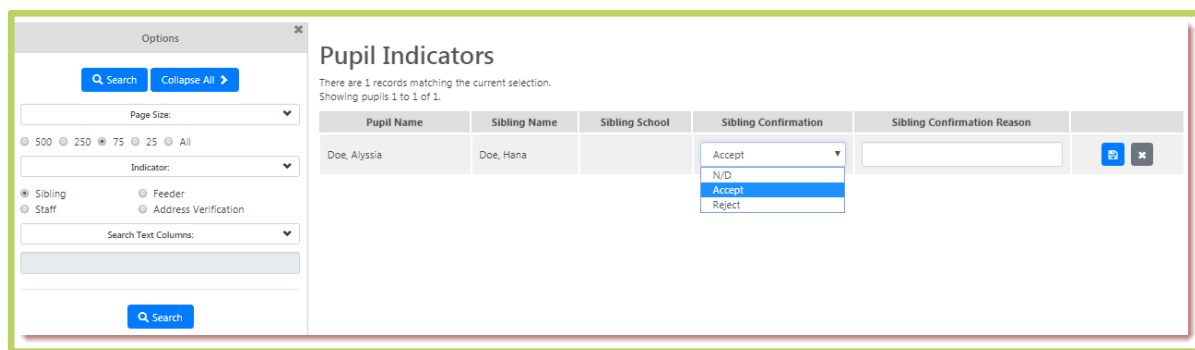
#### 4.1.3.1 Sibling Confirmation

If a parent or carer has made a claim that the applicant has a sibling at your school, you can search for and verify the claim according to your local process.

Within the Options panel, under Indicators, select the **Sibling** radio button and click **Search**.


The screen will refresh and only the applicants whose parents/carers are applying using sibling criteria will be shown, along with the name of the sibling. You will be required to verify that the sibling attends your school and will still be 'on-roll' at the time of admission according to your local processes.

 To edit the record, click **Edit** 



The screenshot shows the 'Pupil Indicators' interface. On the left is an 'Options' panel with search and filter controls. The main area displays a table with one record for 'Doe, Alyssia' with a sibling 'Doe, Hana'. The 'Sibling Confirmation' dropdown menu is open, showing a list of options: 'Accept', 'N/D', 'Accept', and 'Reject'.

 Select the Sibling Confirmation from the drop-down list.

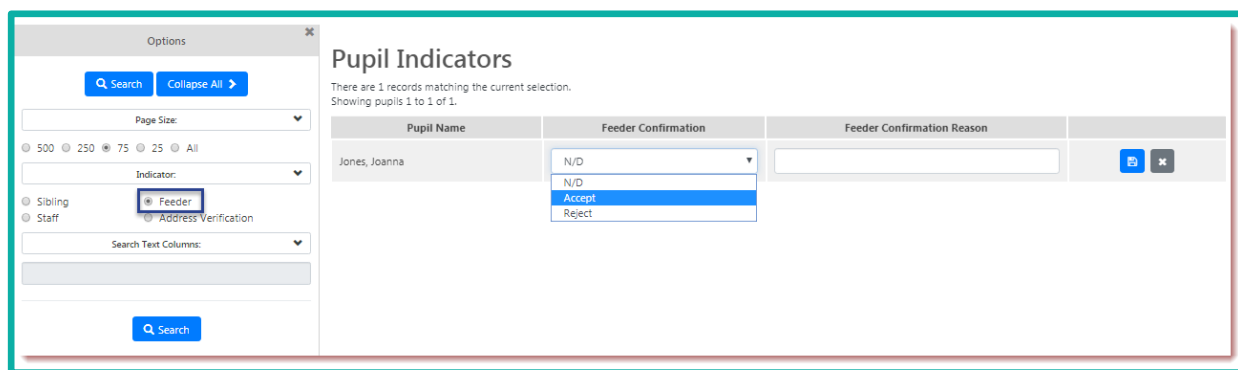
 Enter text supporting the acceptance or rejection in the **Sibling Confirmation Reason** free text field.

 Click **Save** 

#### 4.1.3.2 Feeder school confirmation


If a parent or carer has made a claim that the applicant is from a designated feeder school you can search for and verify the claim.

 Within the Options panel, under Indicators, select the Feeder radio button and click **Search**. To edit the record, click **Edit** 



The screenshot shows the 'Pupil Indicators' interface with the 'Feeder' indicator selected in the Options panel. The table shows one record for 'Jones, Joanna'. The 'Feeder Confirmation' dropdown menu is open, showing a list of options: 'N/D', 'N/D', 'Accept', and 'Reject'.


 Select the Feeder Confirmation from the drop-down list.

 Enter text supporting the acceptance or rejection in the **Feeder Confirmation Reason** free text field.

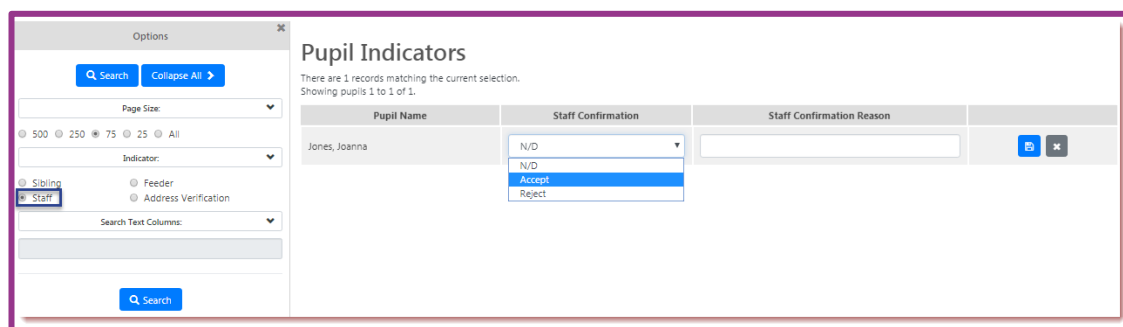
 Click **Save** 

### 4.1.3.3 Staff Confirmation

If your school allows the Staff rule, the Staff Confirmation can be verified if required.

 Within the Options panel, under Indicators, select the Staff radio button and click **Search**.

The screen will refresh and only the applicants whose parents/carers are applying using staff criteria will be shown:



The screenshot shows the 'Pupil Indicators' interface. On the left is an 'Options' panel with a search bar, 'Collapse All' button, 'Page Size' dropdown (set to 500), and 'Indicator' dropdown (set to Staff). The main area shows a table with one record for 'Jones, Joanna'. The 'Staff Confirmation' column has a dropdown menu open with options: 'N/D', 'N/D', 'Accept', and 'Reject'. The 'Staff Confirmation Reason' column has a text input field. There are 'Save' and 'X' icons at the end of the row.

 Select the Staff Confirmation from the drop-down list.


 Enter text supporting the acceptance or rejection in the **Staff Confirmation Reason** free text field.

 Click **Save** 

### 4.1.3.4 Parent Acceptance

The Parent Acceptance indicator is only visible following Auto Allocation and the round is finished. The details can be completed following parents accepting a school place and the Local Authority has activated the [View Final Offers report](#). This enables you to see the applicants who have been offered a place at your school for both phased and In-Year applications.

From here, you can update an offer by using the Parental Acceptance indicators.

 Within the Options panel, under Indicators, select the Parent Acceptance radio button and click **Search**.

 To edit the record, click **Edit** 

**Options**

Search Collapse All

Page Size: 500 250 75 25 All

Indicator: Sibling Staff Parent Acceptance Feeder On Roll Date Address Verification

Search Text Columns:

Search

### Pupil Indicators

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

Pupil Name	Pupil Preference Status	Parental Acceptance	Parental Acceptance Reason	
Gamache, Lorelee	Offered	N/D		
Doe, Alyssia	Offered	Accept	Accept Declined	

Select the Parental Acceptance from the drop-down list.

Select the **Parental Acceptance Reason** from the drop-down list.

Click **Save**

#### 4.1.3.5 On Roll Date

The On Roll Date Indicator is only visible when the round is finished

Once the **Parent Acceptance** has been completed, and the start date is known, an On Roll Date can be entered to inform the Local Authority of the expected Date of Admission of the applicant your school for both phased and In-Year applications. This will update Synergy Admissions with the on-roll date when an applicant is admitted to the school.

Within the Options panel, under Indicators, select the **On Roll Date** radio button and click **Search**.

To edit the record, click **Edit**.

**Options**

Search Collapse All

Page Size: 500 250 75 25 All

Indicator: Sibling Staff Parent Acceptance On Roll Date Feeder Address Verification

Search Text Columns:

Search

### Pupil Indicators

There are 3 records matching the current selection. Showing pupils 1 to 3 of 3.

Pupil Name	Pupil Preference Status	
Platt, Tonisha	Accepted By Parent	
Ermas, Awet	Accepted By Parent	
Bijani, Nawaar	Accepted By Parent	

Calendar: August 2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7


Enter or select the On Roll Date.

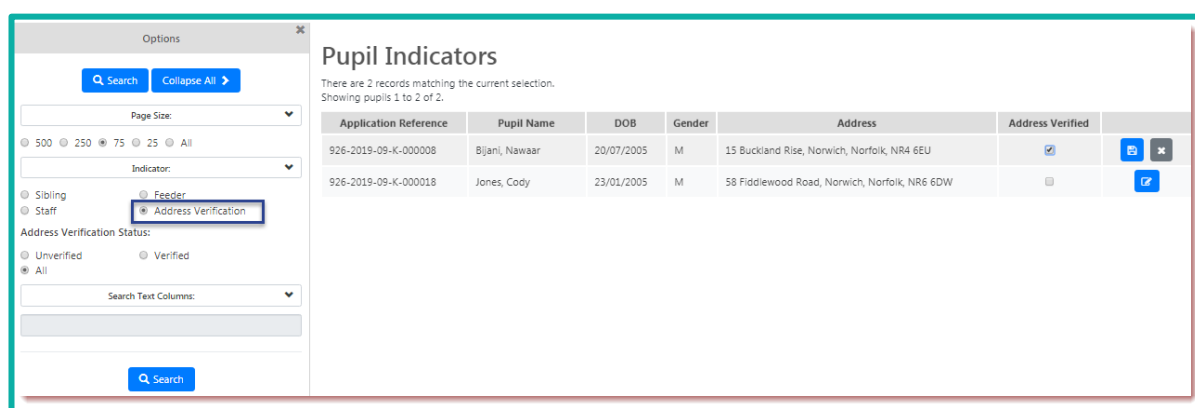
Click **Save**

The Attendance Count in the Round Management screen must be updated with the number of pupils on roll at the school. Vacancy numbers are calculated based on the information that is input by the schools. It is very important that the number of vacancies in the vacancy column is correct.




#### 4.1.3.6 Address Verification

Address verification allows you to indicate that an applicant's Admissions address has been verified according to your local process.







 Within the Options panel, under Indicators, select the Address Verification radio button and click **Search**.



The screenshot shows the 'Options' panel on the left and the 'Pupil Indicators' table on the right. The 'Options' panel has a search bar, a 'Collapse All' button, a 'Page Size' dropdown (set to 500), an 'Indicator' dropdown (set to 'Address Verification'), and 'Address Verification Status' radio buttons (set to 'All'). The 'Pupil Indicators' table has 7 columns: Application Reference, Pupil Name, DOB, Gender, Address, Address Verified, and actions. Two records are shown.

Application Reference	Pupil Name	DOB	Gender	Address	Address Verified	
926-2019-09-K-000008	Bijani, Nawaar	20/07/2005	M	15 Buckland Rise, Norwich, Norfolk, NR4 6EU	<input checked="" type="checkbox"/>	 
926-2019-09-K-000018	Jones, Cody	23/01/2005	M	58 Fiddlewood Road, Norwich, Norfolk, NR6 6DW	<input type="checkbox"/>	

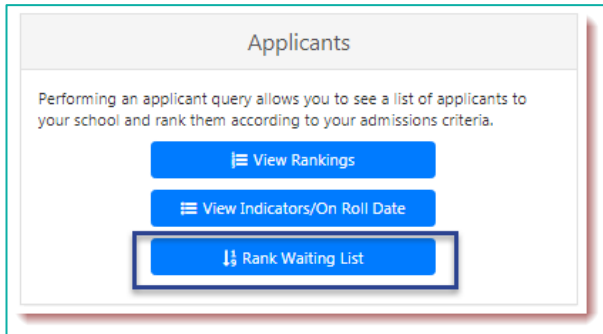
The Address Verification Status will default to **All** and all records will be displayed.

-  Using the radio button select **Unverified**.
-  Click **Edit**  against the address you wish to verify.
-  Select the **Address Verified** check box.
-  Click **Save** 

#### 4.1.4 Rank Waiting List

If your school operates a waiting list this will be activated by the Local Authority at the end of the Allocation process and will appear in the Applicants section within the Round Summary, from here you can rank and maintain your waiting list using the same process as described in [View Rankings](#).

If your school operates a banded admissions policy, you will be required to select the appropriate band before you can proceed to Rank Waiting List.



You will be presented with the Unranked Applicants (Waiting List) screen where Unranked applicants will be displayed.

Unranked Applicants (Waiting List)

There are 3 records matching the current selection and 2 Places available.  
Showing applicants 1 to 3 of 3.

List Position	Select	Name	Criteria	Distance
<input type="checkbox"/>	<input type="checkbox"/>	Besaw, Ethel	<input type="text"/>	848.53
<input type="checkbox"/>	<input type="checkbox"/>	Jones, Joanna	<input type="text"/>	2863.56
<input type="checkbox"/>	<input type="checkbox"/>	Jones, Carlton	<input type="text"/>	3945.88

Criteria is set up by the Local Authority and can be assigned to either multiple or all


- Change the 'Order By' from the default ordering by Name if required and click **Search** to sort the .
- Use the filters to display only selected records.in the grid
- Enter criteria within individual records by selecting the criteria from the down list within the.

Click Assign Selected on the Navigation bar to assign the selected criteria to the applicant, this will automatically populate the Select checkbox against the corresponding record.


The applicant will now be displayed when selecting the Ranked Applicants (Waiting List) view.


To apply criteria to multiple applicants, select the required **Default Criteria** from the drop-down list on the Navigation bar.

Select the applicants to which you wish to assign the selected criteria by using the individual **Select** check boxes.

 Click **Assign Selected** on the Navigation bar to assign the criteria to the selected Unranked Applicants.

The applicants will now be displayed in the Ranked Applicants (Waiting List) screen.

 To apply criteria to all unranked applicants, select the required **Default Criteria** from the drop-down list on the Navigation bar.

 Click **Assign All** on the Navigation bar to assign the selected criteria to all Unranked Applicants.


You will be asked to confirm the selection:

### Unranked Applicants (Waiting List)

Please confirm you wish to assign the current default criteria to **all** applicants that do not currently have a criteria assigned:

 Click **Confirm Assign All** or **Cancel** as required.

Clicking Confirm Assign All will assign the selected criteria to the applicants and they will now be displayed in the Ranked Applicants (Waiting List) screen.

 To display the Ranked Applicants, select the Ranked radio button in the Options panel:

Display:  ▼

Unranked  Ranked


An asterisk beside a record denotes that it has been edited:


### Ranked Applicants (Waiting List)

There are 2 records matching the current selection and 2 Places available.  
Showing applicants 1 to 2 of 2.

	List Position	Select	Name	Criteria	Distance
*	<input type="text"/>	<input checked="" type="checkbox"/>	Besaw, Ethel	Distance	848.53
*	<input type="text"/>	<input checked="" type="checkbox"/>	Jones, Joanna	Distance	2863.56

You can unassign criteria from your ranked applicants if, for example, you have ranked an applicant under the wrong criteria.


 Select the applicant you wish to unassign.

 Select and click Unassign Selected from the Actions menu on the Navigation bar.

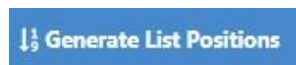
 To unassign all applicants select **Unassign All**.

The Ranked Applicants will have the criteria removed and will be displayed in the Unranked Applicants (Waiting List) view enabling you to assign the correct criteria.

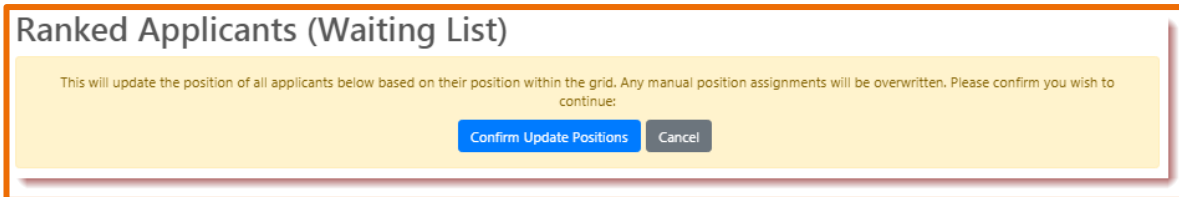
Once you have ranked your applicants you can generate, or manually add, the waiting list positions.

 Change the 'Order By' from the default List Position to Criteria Order and click **Search** to sort the records by Criteria if required. This will ensure that your applications will be given a list position based on the highest criteria.

 Click **Generate List Positions** on the Navigation bar.



You will be asked to confirm that you wish to update the position of all applicants, this will overwrite any existing list positions.



 Click Confirm Update Positions to assign the positions based on the criteria.

You can make manual adjustments to the waiting list position if required and this can be repeated as many times as desired up until the deadline set by the Local Authority.

You also have the option to rank your waiting list applicants outside of Synergy Web Schools by using the same process used for your Unranked Applicants using the Export to Excel option accessible via the Actions menu on the Navigation bar. This enables you to assign criteria and waiting list positions in the exported spreadsheet and then import the applicants, criteria and waiting list position back into Synergy Web Schools.

 From the Navigation bar select Actions > **Export All Fields**. If this is not selected, only the visible fields will be exported.

 Select **Export to Excel**.

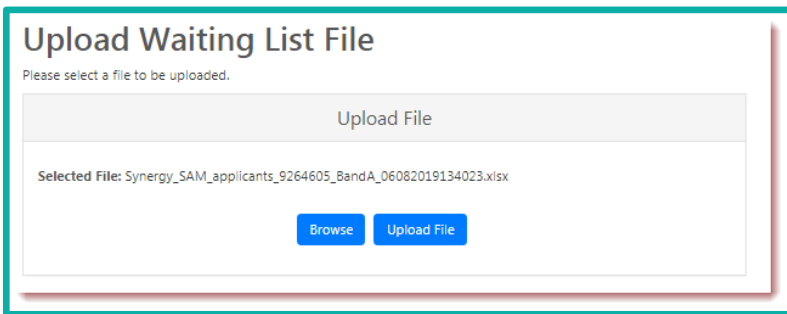
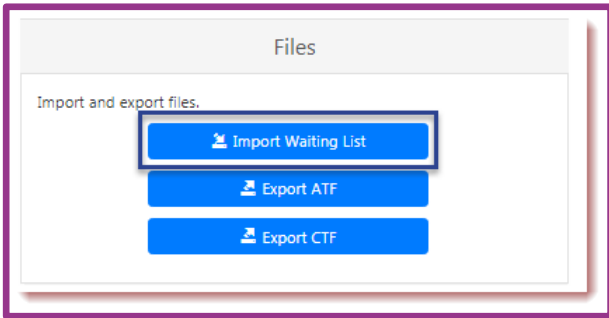
The .xlsx file will be accessible from your downloads folder for you to amend.


It is important to note that the file headings should not be amended. If they are amended, the file will produce an error when trying to import back into Synergy Web Schools.

Once you have finalised the criteria and list positions the ranked waiting list applicants can be imported back into Synergy Web Schools via the Files option.

 From the Round Summary screen select Files > **Import Waiting List**.





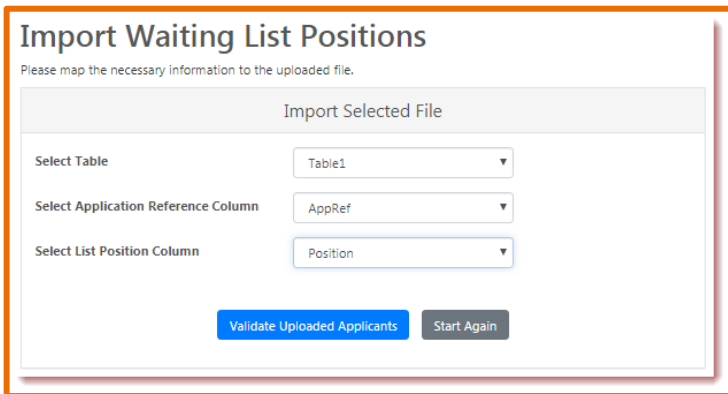
 Click **Browse** to navigate to the location of the file, this is usually in your Downloads folder.

 Highlight the file and click **Open**.

The selected file name will be displayed as shown in this example.

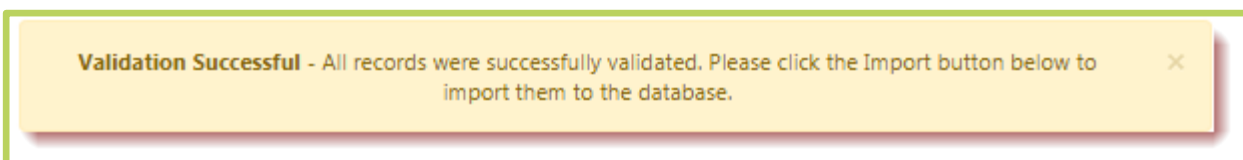
 Click **Upload File**.

You will be presented with the mapping table where you can map your required fields:

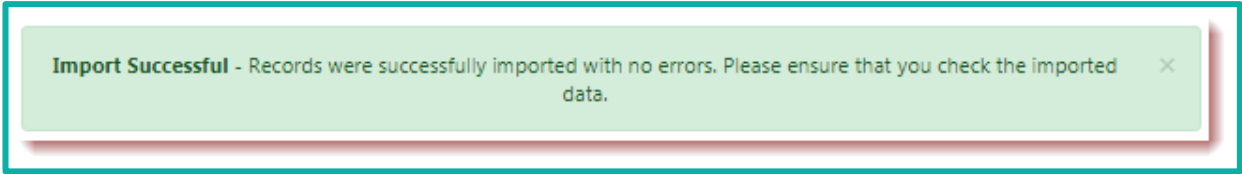


 Click **Validate Uploaded Applicants**.

A successful validation will display the following dialog:



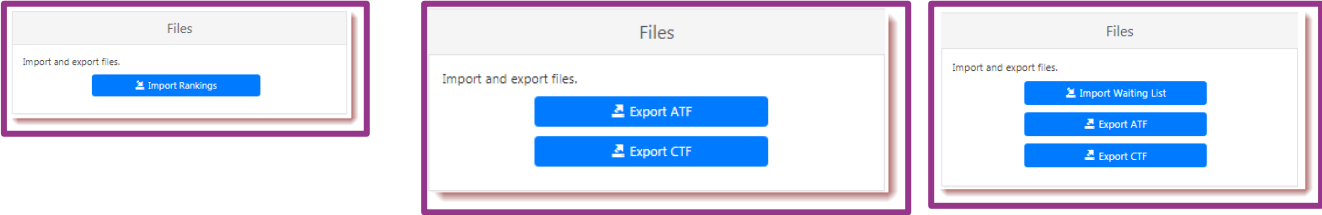
If you have validation errors, these will be displayed and will need to be resolved before the file can be imported. • Click **Import**




 Select **Round Summary** from the Navigation bar and you may now view the imported data from the View Waiting List Report.

### 4.2 Files

Files enables you to export and import data, for example [importing Rankings](#) and [Waiting Lists](#) or, following final offers being made, exporting ATF or CTF files for import into the school's system. The options displayed will depend on where in the process you are.

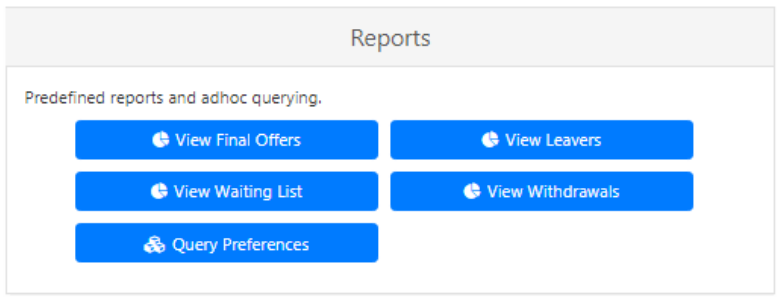


Once your School has permission to view the View Final Offers report you will be able to export an Admissions Transfer File (ATF) or Common Transfer file (CTF), which contains basic applicant information that can be imported into your school's system to remove the need to add applicant records manually.

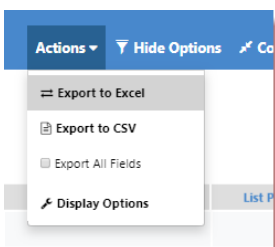
 To create an ATF or CTF click **Export ATF** or **Export CTF** on the [Round Summary](#) page. This will download the file to your downloads folder and will be appended with the LA Code and School Code.

### 4.3 Reports

Reports is used to produce various predefined reports, which can be exported to Excel to manipulate the data or produce mailing lists.





When a report is opened, you can sort the data on screen in ascending or descending order by clicking on the column headings.



All reports can be exported to Excel or CSV from the Actions menu on the Navigation bar.

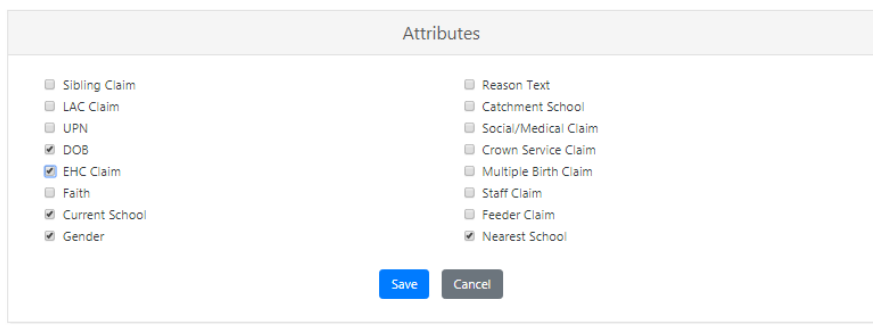
-  Click **Actions**.
-  Select the **Export All Fields** check box to ensure all report fields are exported.

 Click **Export to Excel** to export the report into an Excel spreadsheet.

 Click **Display Options** to add or remove columns displayed on screen.

### Display Options


Select the attributes you wish to display when listing pupils in the applicants form.



The Options panel enables you to make selections to change or filter the report data prior to exporting.

Highlight Preferences enables you to search for preferences changed between specified dates.

 Page Size enables you to control the number of applications which can be displayed.

 **Search Any Column** enables you to search for specific text within the report.

 Click **Search** once your choices have been made.

The **View Final Offers** report is viewable once it has been activated by the Local Authority and shows all applicants that have been offered a place at your school. This list is generated from the allocation process and can change if a parent or carer declines a place and a further offer is made to another applicant. It may also change depending on the results of appeals made.

Notre Dame High School (AA) • Secondary 2019 Nc8 (Round Finished)

Options

Search Collapse All

Highlight Preferences:

Changed between 07/08/2019 and 07/08/2019

Page Size: 500 250 75 25 All

Search Text Columns:

Search

### Final Offers

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

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code	DOB	Gender	EHC	Current School
Alyssia		Doe	Accepted By Parent	05/08/2019 11:28:05				926	01/06/2006	F	Yes	City of Norwich School
Loraiee		Gamache	Accepted By Parent	06/08/2019 10:22:25				926	02/11/2005	F	No	

The **Leavers** report allows you to view pupils who attend your school and are due to transfer in a current admissions round. When the Round is finished and you can view the final allocations the report will display Places Requested, Accepted and Withdrawn and the Top Place Allocated school.

City of Norwich School • Secondary 2019 Nc8 (Round Finished)

Options

Search Collapse All

Highlight Preferences:

Changed between 07/08/2019 and 07/08/2019

Page Size: 500 250 75 25 All

Search Text Columns:

Search

### Leavers

Please note that counts shown on this screen may be inaccurate for out of LA children

There are 4 records matching the current selection. Showing preferences 1 to 4 of 4.

Forename	Middlename	Surname	Places Requested	Places Accepted	Places Withdrawn	Top Place Accepted School	Home LA
Ethel		Besaw	3	0	0		Norfolk
Alyssia		Doe	1	1	1	Notre Dame High School	Norfolk
Joanna		Jones	3	0	0		Norfolk
Carlton		Jones	2	0	0		Norfolk



It is important to note when viewing Leavers in a round the list of applicants may not leave your school. The list is an overview of applicants whose parents/carers have submitted an application for an alternative school. Should the parent/carer make application and have not made an application to the LA may not be able to offer a place at a preferred school and therefore offer will be made

Prior to you being able to view the final allocations the Leavers report will display the No. of Preferences which exist against the child's record.

## Leavers

Please note that counts shown on this screen may be inaccurate for out of LA children



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

Forename	Middlename	Surname	No. of Preferences	Home LA
Jayne		Doe	1	Norfolk
Johnny		Jones	2	Norfolk

The **View Waiting List** report allows you to view your school's waiting list and the applicant's waiting list positions.

Waiting List Position	Application Reference Number	Forename	Surname	DOB	Gender	Address	Criteria	Current School	Distance
1	926-2019-09-K-000003	Ethel	Besaw	26/10/2006	F	5, Rivenway Court, 4 Recorder Road, Norwich, Norfolk, NR1 1BP	Distance	City of Norwich School	848.53
2	926-2019-09-K-000021	Joanna	Jones	25/07/2006	F	9 Guardian Road, Norwich, Norfolk, NR5 8PG	Distance	City of Norwich School	2863.56
	926-2019-09-K-000020	Carlton	Jones	16/05/2006	M	58 Fiddiewood Road, Norwich, Norfolk, NR6 6DW		City of Norwich School	3945.88

The **View Withdrawals** report allows you to view pupils who applied for a place but have withdrawn their application. The report not only shows the pupils whose offers have been withdrawn by parents but also whose applications were discarded in the allocation process. For example, a higher preference for another school has been accepted.

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code	DOB	Gender	EHC	Current School
Billy		Bloggs	Discard	22/05/2019 09:29:32				926	10/10/2006	M	No	Preston CoE Primary School

The **Query Preferences** report enables you to view applicants who have requested a place at your school based on the criteria you have assigned and provides a summary of the allocation process your school has undergone since the auto allocation process was run.

Forename	Middlename	Surname	Preference Status	Status Last Updated	Band	Criteria	List Position	Home LA Code	DOB	Gender	EHC	Current School
Ethel		Besaw	Requested	01/08/2019 15:26:12	Band A	Distance		926	26/10/2006	F	No	City of Norwich School
Billy		Bloggs	Discard	22/05/2019 09:29:32				926	10/10/2006	M	No	Preston CoE Primary School
Alyssia		Doe	Accepted By Parent	05/08/2019 11:28:05				926	01/06/2006	F	Yes	City of Norwich School
Loraiee		Gamache	Accepted By Parent	06/08/2019 10:22:25				926	02/11/2005	F	No	
Carlton		Jones	Requested	31/07/2019 08:48:00				926	16/05/2006	M	No	City of Norwich School
Joanna		Jones	Requested	31/07/2019 08:58:43	Band A	Distance		926	25/07/2006	F	No	City of Norwich School



Using the Waiting List Status radio buttons, you can choose to view or hide the waiting list applicants or view all.

Schools (SAM)

The Preference Status enables you to filter by:

**Place Requested** - produces a list of all applications that have been input and currently requesting a place at your school.

**Place Accepted** - produces a list of applicants who have been either offered a place or updated with Accept status.

**Place Withdrawn** - produces a list of applications that have either been withdrawn from the school due to higher preference elsewhere or 'Declined' which indicates that the parent/carer has declined the offer.

**Previously Accepted** status indicates that the parent/carer has returned the Admission Form to the school and the school has updated the Parental Accept status.

You can filter by all or any of these options, for example selecting both Place Accepted and Previously Accepted will return only those applicants whose place has been accepted.