**Viewing Secondary Allocations for Year 6 Pupils**

Log into SAM Portal, select ‘Secondary 2023’ round and ‘Round Summary’.

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Navigate to ‘View Leavers’ from the ‘Reports’ section on the bottom right of the page.

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Graphical user interface

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The offer list can then be exported to an Excel by selecting ‘Actions’ and ‘Export to excel’. Your list will then download as an Excel document.

Graphical user interface, application

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