



Telford & Wrekin
Co-operative Council



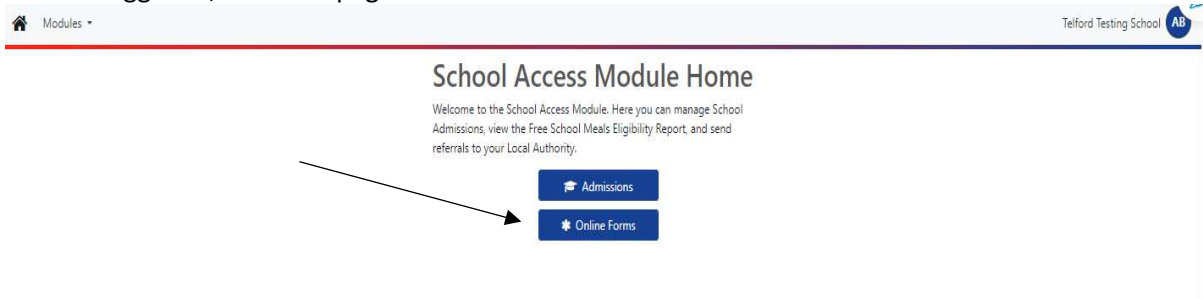
access Synergy

SAM Portal - Schools



SAM Portal - Schools

- Log in to the SAM module. This is the same system your school uses for Admissions. Once logged in, the front page will look like this. Please select online forms.



Modules ▾ Telford Testing School AB

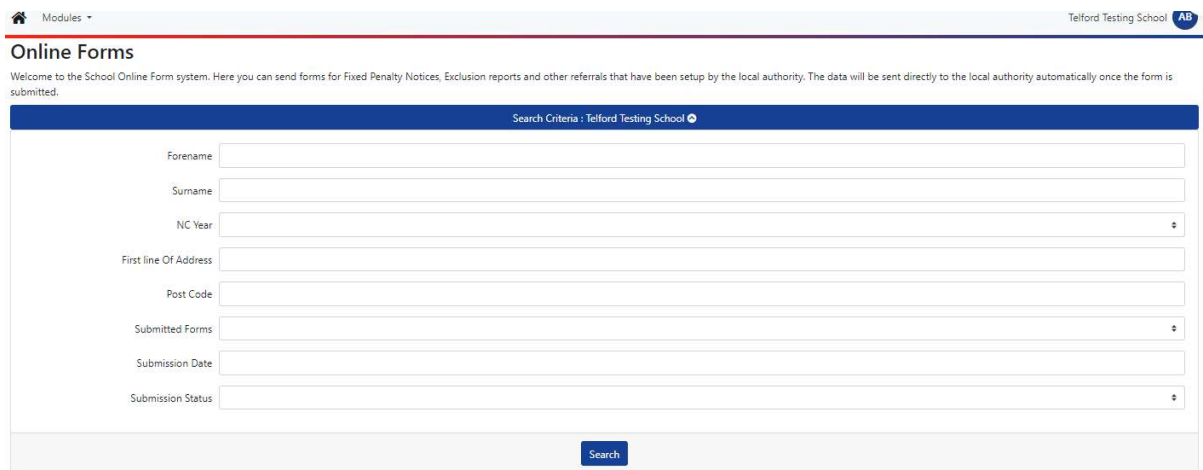
School Access Module Home

Welcome to the School Access Module. Here you can manage School Admissions, view the Free School Meals Eligibility Report, and send referrals to your Local Authority.

Admissions

Online Forms

- Input the child's information and click search.



Modules ▾ Telford Testing School AB

Online Forms

Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referrals that have been setup by the local authority. The data will be sent directly to the local authority automatically once the form is submitted.

Search Criteria : Telford Testing School

Forename

Surname

NC Year

First line Of Address

Post Code

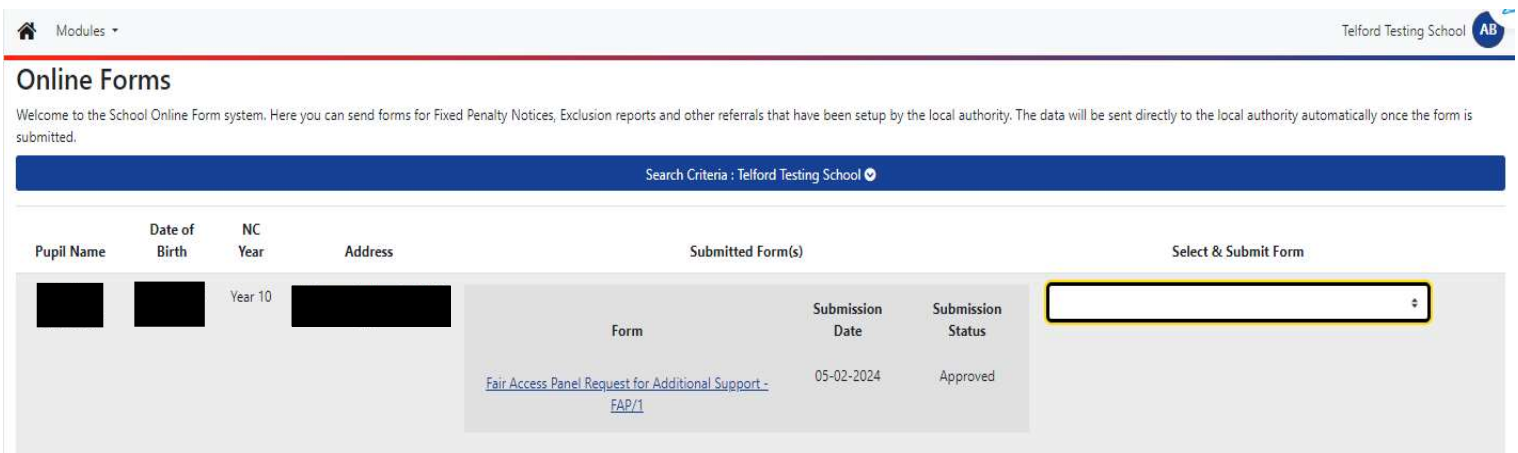
Submitted Forms

Submission Date

Submission Status

Search

- If the pupil you are searching for is registered to your school with admissions, the child will show up. Any previous forms submitted to the local authority are also displayed here.



Modules ▾ Telford Testing School AB

Online Forms

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Search Criteria : Telford Testing School

Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)	Select & Submit Form						
		Year 10		<table border="1"><thead><tr><th>Form</th><th>Submission Date</th><th>Submission Status</th></tr></thead><tbody><tr><td>Fair Access Panel Request for Additional Support - FAP/1</td><td>05-02-2024</td><td>Approved</td></tr></tbody></table>	Form	Submission Date	Submission Status	Fair Access Panel Request for Additional Support - FAP/1	05-02-2024	Approved	<input type="text"/>
Form	Submission Date	Submission Status									
Fair Access Panel Request for Additional Support - FAP/1	05-02-2024	Approved									

- Click on the drop-down box and select the form you need to submit to the local authority and select add.

Modules + Telford Testing School AB

Online Forms

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Search Criteria : Telford Testing School

Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)	Select & Submit Form						
[Redacted]	[Redacted]	Year 10	[Redacted]	<table border="1"> <thead> <tr> <th>Form</th> <th>Submission Date</th> <th>Submission Status</th> </tr> </thead> <tbody> <tr> <td>Fair Access Panel Request for Additional Support - FAP/1</td> <td>05-02-2024</td> <td>Approved</td> </tr> </tbody> </table>	Form	Submission Date	Submission Status	Fair Access Panel Request for Additional Support - FAP/1	05-02-2024	Approved	Student Engagement Programme Referral - StuEngage/1 Fair Access Panel Request for Additional Support - FAP/1 Pre Suspension Hotline - Request for Service - Pre Suspension Hotline School Form - Permanent Exclusion - PEX/School/1 School Form - Suspensions - FTE/Suspension/1 Student Engagement Programme Referral - StuEngage/1
Form	Submission Date	Submission Status									
Fair Access Panel Request for Additional Support - FAP/1	05-02-2024	Approved									

- Complete the fields on the form with as much information as you are aware of. The form will not allow you to move onto the next section until you have added information into each box.

School Form - Permanent Exclusion - PEX/School/1 [Redacted]

1 Main details (x) 2 Parent/Carer's Contact Details 3 Exclusion Details 4 Results

Main details (1 of 4)

Pupil Name * [Input Field]

DOB * [Input Field]

Gender * [Input Field]

Ethnicity * [Input Field]

NC Year * [Input Field]

UPN * [Input Field]

School Name * [Input Field]

School Contact Number * [Input Field]

Headteacher * [Input Field]

Senior Contact * [Input Field]

SENCOs Name [Input Field]

SEN Status * EHCP EHCNA Submitted SEN Support No SEN

CIN * Yes No

CIC * Yes No

CP * Yes No

PPG * Yes No

FSM * Yes No

- Once you have filled in the form, you will be shown this final page. This shows you that the Local Authority has now received your form. You will receive an email once the Local Authority has viewed your form and are processing it.

School Form - Permanent Exclusion - PEX/School/1 [Redacted]

1 Main details (✓) 2 Parent/Carer's Contact Details (✓) 3 Exclusion Details (✓) 4 Results (✓)

Results (4 of 4)

✓ Thank you

The form has been sent to the local authority.

Finish