







Synergy User Guide – SAM Portal



SAM Portal - Schools

- 1. Open the SAM Portal: Synergy - Enquiry (telford.gov.uk)
- 2. Click School Access Module (SAM Portal) on the right side of the screen.

*				🎝 Sign In
Protect Care and Invest to create a better borough	Telford a Wrekin COUNCIL			
	Telford & Wrekin Home Page (Opens in New Window)	Child Employment Forms Sch Guidance can be found here.	nool Access Module (SAM rtal)	
	Parent Portal - Schools Admissions Apply for a schools place here. Guidance on how to complete this can be found here. Parent Portal - Talking 2s Apply for a Talking 2s place click here. Talking 2s - specialist criteria (Opens in New Window)	Child Missing Education Referral To be completed by referrers outside of Telford & Wrekin Local Authority. If you are a school located in Telford & Wrekin, please go onto the School Access Module located in the right column and complete the appropriate form there. Guidance can be found here. Portage Service Request Please ensure that you have got all		
	Apply for Talking 2s specialist/additional criteria here ChildCare Choices (Opens in New Window) Apply as a working parent for funded childcare here.	documentation needed to atlach to this document before proceeding. • Supporting documents e.g. Recent Clinic Letter, SOGS, Reports from other agencies including settings • Signed Parential Consent. Form can be found here. Guidance can be found here.		

3. Find the SAM portal link.

Please click here to access the SAM Portal.	
For guidance on Admissions, click here.	
For guidance on Forms, click here.	

4. **DO NOT set up your own account**. If you do not currently have an account, please email educationsystemsupport@telford.gov.uk.

Your log in details will be emailed to you - this includes a temporary password. When you log in for the first time you will be required to change your password please keep a note of this password somewhere safe.

	Sign In	
Sign in or creat	an account with us.	
Enter your use	ame	
	Next	
	Create Account	

5. After receiving your login details, log in by entering the details and clicking **Next**. The front page will look like this. Please select **Online Forms.**

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.



6. You will then need to search for the pupil. You only need to search using Forename and Surname. If the pupil does still not show, you can search using the % as a wildcard. For example: for **Joe Bloggs** you can search **Jo% Bl%**

(If the pupil does not show after the two searches please email <u>educationsystemsupport@telford.gov.uk</u> with the pupils full name, DOB, UPN and the date they started at the school.)

Forename		
Surname		
NC Year	\$	
First line Of Address		
Post Code		
Submitted Forms	\$	
Submission Date		
Submission Status	ŧ	
	Search	

7. When you find the pupil, you will see any previous forms submitted and basic details of the pupil.

			Telford Testing School
y Notices, Exclusion reports and other referrals that he	we been setup by	the local authority. The di	ata will be sent directly to the local authority automatically once the form is
Search Criteria : Telford Test	ng School 🛛		
Submitted Form(s)			Select & Submit Form
Form	Submission Date	Submission Status	
Access Panel Resuest for Additional Support - EAP/1	05-02-2024	Approved	
	r Notices, Exclusion reports and other referrals that h Search Criteria : Tellord Test Submitted Form(s) Form :Access Panel Resuest for Additional Support <u>E82/1</u>	y Notices, Exclusion reports and other referrals that have been setup by Search Criteria : Tellord Testing School ♥ Submitted Form(s) Form Submission Date Access Panel Researct for Additional Support_ <u>FBP/1</u>	v Notices, Exclusion reports and other referrals that have been setup by the local authority. The d Search Criteria : Tellord Testing School ♥ Submitted Form(s) Form Submission Submission Form Date Status c.Access Panel Results for Additional Support_ E8271

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

Online Fo Velcome to the Sch Laberithed	rms ool Online For	n system. Kere y	ou can send forms for F	ived Penalty Notices, Exclusion reports and other referrals that	have been artup by	the local authority. T	te data will be sent directly to the local authority automatically once the form is
				Search Criteria : Tellard T	nting School 🛛		
Pupil Name	Date of Birth	NC. Year	Address	Submitted Form	ω		Select & Submit Form
		Year 10			Submission	Submission	Discloset Engagement Programme Referral - Sh-Engage/1 4 Add
				form	Data	Status	Fair Access Panel Request for Additional Support - FAR/1
				Ear Access Fland Research for Additional Second EARCI	05-02-2024	Approved	nin stappman namen indoern in den de Anno. 'n godgenaam heene School form - Permanent Bolaum - PEX/School" School Form - furgestere - HTI/Scappmics/1 School Engagement Programme Referal - Scalegage/1

9. Complete the form. It will not allow you to move on to the next section until you have added the mandatory information.

	School Form - Permanent Exclusion -	PEX/School/1	
0-	2	3	4
X Main details	Parent/Carer's Contact Details	Exclusion Details	Results
	Main det	ails	c
Pupil Name *			
DOB *			
Gender *			
Ethnicity *			
NC Year *			
UPN *			
School Name *			
School Contact Number *			
Headteacher *			
Senior Contact *			
SENCOs Name			
SEN Status " O EHC	P O EHCNA Submitted O SEN Support O No SEN		
CIN * O'Yes	O No		
cic • O Yes	O No		
CP • O Yes	O No		
PPG * O Yes	O No		
FSM * O'Yes	O No		

10. 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.

0			-
Men details	Perent/Carer's Contert Datable	Excitantian Details	Anuth
	Result	s	\$0.41
	🗸 Than	k you	
	The form has been write	o the local extranty.	
			11

Printing your submitted form

1. Once the form has been submitted, click on the Home icon in the top left corner and select **Online Forms** again.



2. After searching for the child's name, you will see all the forms you have submitted listed against them. Select the form you would like to print.

Form	Submission Date	Submission Status
Student Engagement Programme Referral - StuEngage/1	09-02-2024	Rejected with Reasoning
Fair Access Panel Request for Additional Support - FAP/1	09-02-2024	Approved

3. Right click on the page and click Print.

School : Telford Testing School



Errors that may appear

When logging in you may see this error appear.



In the top left corner, you will see a drop down of modules, click in schools and this should load the school you are linked to.

A Modules -	
403	Ocoops! Sorry, you do not have access to this. Please return to the previous page to continue. Go Back

If the problem continues either log a call via IDT self service if you have access or email educationsystemsupport@telford.gov.uk.