School Access Module (SAM)

The School Access Module (SAM) allows you to view the free school meals eligibility of students in your school. It is a live link to the administration system used by the Council. As soon as an application is processed you will be able to view a student's free school meals eligibility status.

The School Access Module has replaced the previous free school meals lists that you used to receive through S2S.

The information you will see in the school access module for free school meals is for viewing only – you won't be able to edit information.

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Log in using your Username and Password.

The first screen you will see is the 'Home' screen.

Here you will also see some options relating to Admissions which won't be enabled until next year. Free School Meals is the first module to start using Synergy and so you will only be able to access FSM information at the moment. Admissions are due to transfer next Summer and you will receive further instructions at that time on how to use SAM relating to Admissions.

To view information relating to Free School Meals please select View '**FSM Eligibility**'

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.

School:

Admissions Round:

➜ Round Summary

⚙ Round Management   ⏱ View FSM Eligibility

On this next screen you will see the names of **all** students in your school (to view students with FSM eligibility you will need to filter the information in the drop-down menu on the left hand side of the screen – details below).

Across the top of the screen you will see Pupil Name, DOB, NC Year, Address Line 1 (this is student address not claimant address that used to appear on the previous FSM lists that you used to receive), Status, UI Status (UIFSM) and Status Start Date.

Please note - one of the changes you may notice is that there will no longer be a future free school meal predicted end/review date. The purpose of this future end date in the Capita ONE system was only to assist locally in determining when free school claims needed to be reviewed.

The absence of future end dates will have no impact on any school census return as only historical end dates are pulled through on the census not future dates.
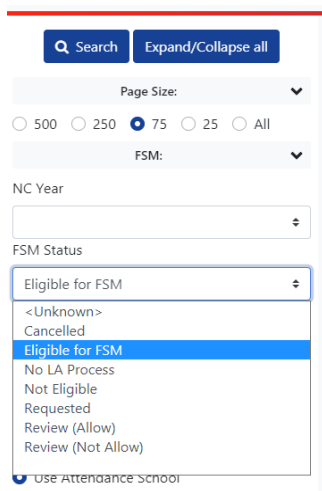
Should you want to look at further information in relation to free school meals and school census this is available through the DfE guidance https://www.gov.uk/guidance/complete-the-school-census/data-items

Due to the current protection period that has been in place since April 2018, FSM claims aren't being cancelled whilst the government is rolling out Universal Credit.
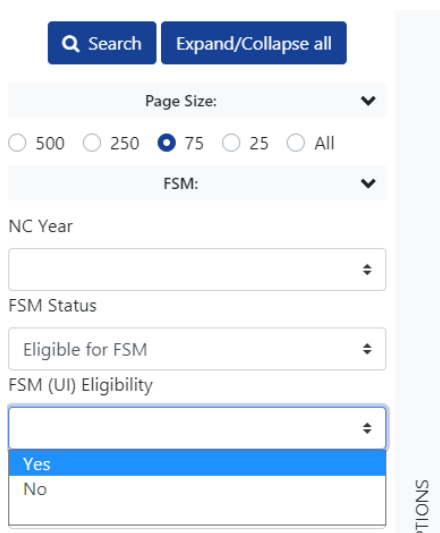
Filter and view functions

To view students with FSM eligibility, you need to look at the selections within the tool bar on the left-hand side of the screen, under FSM Status, select '**Eligible for FSM**' and then select '**Search**'. The list of students displayed will be those Eligible for FSM.

For infant and primary schools you can also filter to see students who are entitled to UI (Universal Infant Free School Meals), when viewing this information it will show students who are also entitled to benefit related free school meals, as well as also those who haven't applied (students within the age category for UIFSM).

Please note - you won't receive a notification when a new student becomes eligible. You will need to use the '**Status Start Date on or after**' filter function to search between dates. You can decide how often you would like to check for new applications – you could check once a week, twice a week or daily. For example, within the search box if you type in the date that you last checked (then click 'search') it will return a search of new applications received since that date.

Status Start Date on or after

At the top of the main screen you will see '**Actions**', when this is selected it allows you to export a list into Excel or CSV.

Q Search

x Export to Excel

Export to CSV

Page Size.
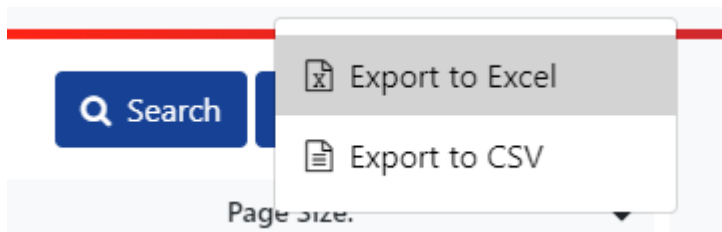
To expand the view of the screen you can click 'Hide Options' and that removes the side toolbar, to bring back the tool bar you click 'Show Options'

This selection below allows you to view the number of students on the page, once selected you will then need to also click 'Search'.

As we start to use the new system you will also be able to see when a parent/carer has applied by looking at the student's eligibility status.

To undo your search selection and refresh your screen you can select the home button which will then take you back to the first screen (after log-in) or you can unselect your search option using the blank selection (within the drop-down list) then click Search (example below).

 or

NC Year

FSM Status

When you select '**Expand/Collapse all**' it narrows down the display of the side bar like this:

Please note the options below won't be in use until Admissions start using SAM.

School Options: ⌄

🔘 Use Attendance School
⚪ Use Accepted Preference School if no Attendance exists
⚪ Use Accepted Preference School

Attendance As At

25/08/2020

Admissions Entry Academic Year

🔍 **Search**