

Synergy SAM –File Exports

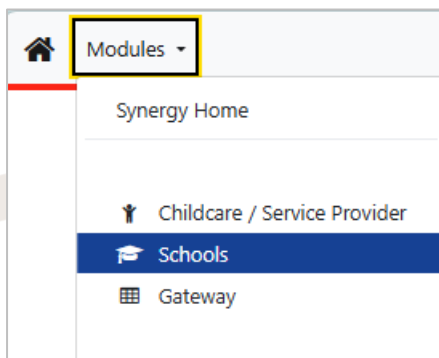
Overview

Synergy Web Schools (SAM) is a secure, responsive web application integrated with Synergy Admissions. It enables schools to view and manage live, coordinated admissions information for their school through Synergy Web.

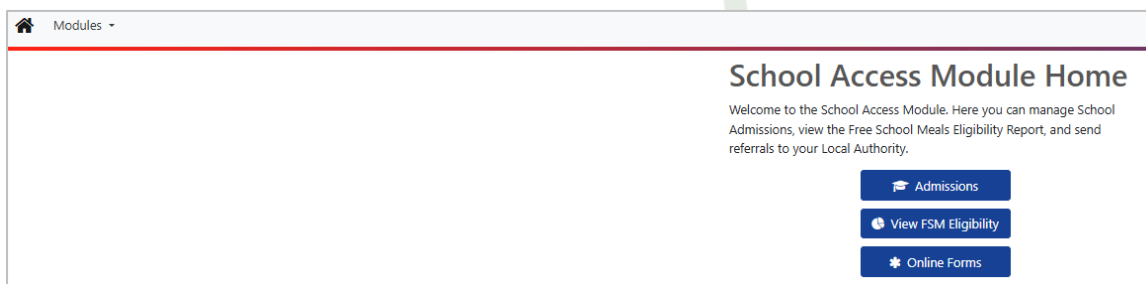
Sign in:

[Sign In - Portal for parents, schools and providers](#)

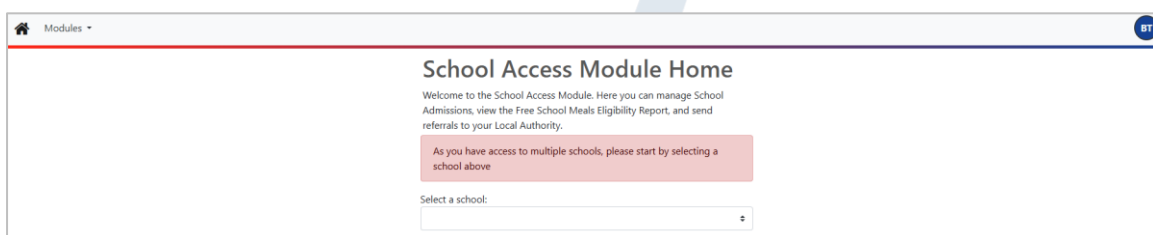
If the link opens Synergy Web directly, access **Schools** from the **Modules** menu on the navigation bar.



You will be presented with the home screen.



If your account is linked to **multiple schools** (e.g. Trusts or Federations), you will be prompted to **select a school** after signing in.



Select Admissions

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
- View FSM Eligibility
- Online Forms

Choose the required **Admissions Round** from the drop-down list.

Admissions

Please note: any information about Admissions for a Round which has not reached National Offer Day is only in draft format and it is not a true representation of your allocation. In accordance with the School Admissions Code 2021, this information must not be shared with applicants or their representatives prior to National Offer Day.

Admissions Round:

- Round Summary
- Round Management

You will be presented with the Round Summary Screen.

Modules - High School - 2026 September - Transfer To Secondary School (Round Finished) **BT**

Round Summary

Preference Statistics

Total Applications: 190 First: 89 (46.8%)	On Waiting List: 0 No Preferences
Total Accepted: 100 First: 88 (88%)	Total Withdrawn: 90 First: 1 (1.1%)

Applicants

Performing an applicant query allows you to see a list of applicants to your school.

- View Rankings
- View Indicators/On Roll Date
- Maintain Entrance Test H/A

Files

Import and export files.

- Export ATF
- Export CTF

Reports

Predefined reports and adhoc querying.

- View Final Offers
- View Leavers
- View Waiting List
- View Withdrawals

Files

Files allow you once final offers have been made to export ATF or CTF files for import to your schools MIS system.

Why Use ATF Files?

ATF files contain essential information about pupils who have been **offered a place**, including:

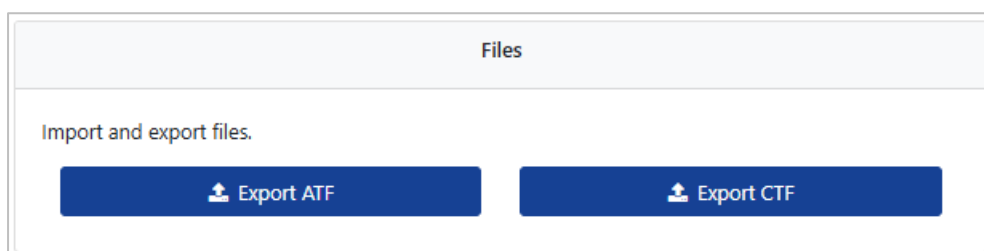
- Applicant names
- Core pupil details required by school MIS systems e.g. UPN/Address/Parent details

Using ATF files allows this data to be **imported directly** into your school's Management Information System (MIS), ensuring:

- Accurate and up-to-date pupil records
- Reduced manual data entry
- Fewer errors
- A more efficient admissions process

How to Export

1. Open the **Round Summary** page.
2. Select **Export ATF** or **Export CTF**.
3. The file will download automatically to your computer's **Downloads** folder.



*For instructions on importing files into your MIS, refer to your MIS provider's guidance. Schools subscribed to **NYES Digital Support** can also contact the support team for assistance.*

Reports – Final Offers

Reports

The **Final Offers Report** becomes available once activated by the **Local Authority (Admissions)**.

This report:

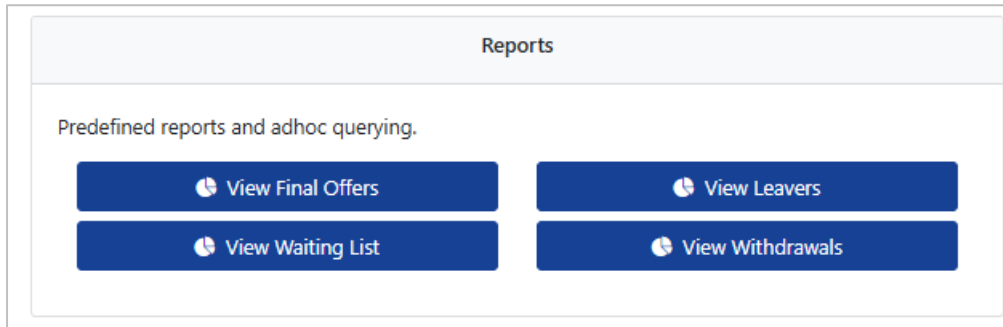
- Shows all applicants who have been offered a place at your school
- Is generated from the allocation process
- May change if:
 - A parent/carer declines an offer
 - A further offer is made

- Appeals are processed

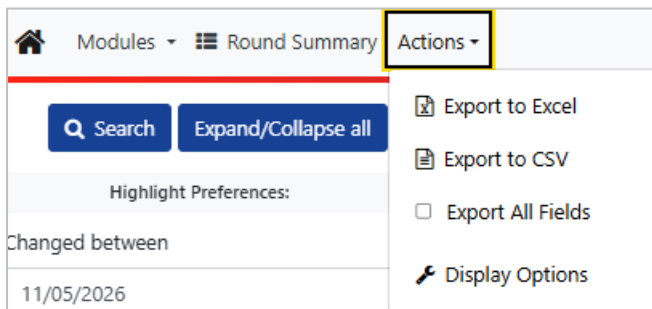
Exports include full applicant details, such as **parent/carer contact information**.

Important: Contact details may be updated during post-allocation processing.

It is recommended that schools **re-run the report weekly** to ensure records remain current.



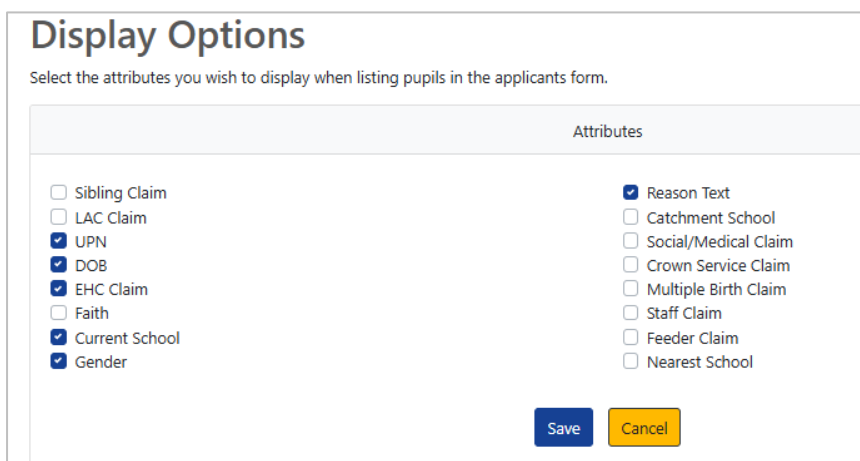
When a report is opened, you can sort data on screen in ascending or descending order by clicking on the column headings.



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. You may need to click on the wording if check box fails to select

- Click Display Option to add or remove columns on screen where the report allows you to do so



Home Modules Round Summary Actions

Search Expand/Collapse all

Highlight Preferences:

Changed between

01/02/2026

and

12/05/2026

Page Size:

500 250 75 25 All

Search Text Columns:

smith

Search

TIONS

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

- Page size allows the control of the number of applications displayed
- **Search any text column** enables you to search for specific text within the report e.g. child name
- Click **search** once your choices have been made
- Export if required using the Actions-Export to Excel/CSV