

Schools Notification of EHE

Document History

Version	Date	Produced by	Comments/changes made
DRAFT	24/04/2023	B Thompson	S Fawcett

Background and Overview: All schools must notify the Local Authority when a pupil becomes Electively Home Educated (EHE) by completing the Notification to EHE form as per instructions below.

Loggin	g into Synergy Web		
1.	Online forms for reporting are accessed using the School Access Module (SAM).		
2.	Go to https://fisportal.northyorks.gov.uk/		
3.	Click on the School Access Module link box.	Early Years funding Schools Access Module Magnetic Information (SMA of FIS Provider Portal) Piese click here to access the Early Years Provider Portal Disc bench cases the School Acceess the School Acceess the School Acceess Module My case unable to bg into their the School Acceess the School Acceess Module Cateway Brase click here for Gateway Case Management My case unable to bg into the other the school Acceess Module Cateway Gateway Piese click here to access Cateway for Schools Case Management My case unable to bg into the first module Case Module Disp case Case Management My case unable to bg into the state way assess to a the piese case of the met access the case of the met access case Management My case unable to bg into the state way assess the click here to case the piese case case was the piese case of the state of the second to be united bace your accent with the advonced frage to the state of the met bace count	
4.	If you are not already signed in, you will be required to sign in. Sign in should be by an existing Synergy Web user and requires 2-factor authentication.	Sign In Portal for parents, schools and providers Enter your email address or username Continue New to the Parent Portal? Register here	
5.	All schools have Synergy Web accounts to access information such as Admissions, Free School Meals and Online Forms. Please sign in as normal. For larger schools (over 500 pupils), if an additional Synergy Web account is required to manage the EHE reporting process, please contact the Inclusion Team.		
6.	If you work across a number of schools, your Synergy Web account might request you to select the school you are working with from the drop- down list.	Select a school:	

7.	Once a school has been selected (or if your Synergy Web account is linked to a single school), select Online Forms from the menu options.	 Admissions View FSM Eligibility Online Forms
8.	A search dialog appears, which allows the searching for any pupil registered as a current attendee at the selected school.	Online Forms Welcome to the School Online Form system. Here you can send forms and referrals that have been setup by the local authority. To get started, search for the pupil the form relates to, then select the relevant form from the drop-down list. Search Criteria Primary School ♥ Forename ● Surname ● First line Of Address ● Submission Date ● Submission Status ●
9.	Enter the relevant search criteria, then click the Search button. Clicking Search without entering any criteria will return the full list of students at the school.	Search
10.	A list of pupils matching the search criteria will be shown. NOTE: If the pupil does not return in the search results this might be because the child is not recorded as attending your establishment. Please contact: <u>safeguardingunit@northyorks.gov.uk</u>	Date of Birth NC Year Address Submitted Form(a) Andreas 2016 NC Year 1 N/A • Maya 2014 NC Year 3 N/A • Scarlett 2016 NC Year 3 N/A • Henry 2011 NC Year 6 N/A •
11.	Against the required pupil name, select the 'Schools – Notification - EHE' form from the Select & Submit Form column.	Select & Submit Form Major Incident Report Form (RPI) - SCHINOTIFYRPI/1 Notification of SEN Support - DSCHSENF010/3 Part-Time Timetable Notification - SCHPARTTIME/1 Schools - Notification of EHE - EHE/CT
12.	Once the form has been selected, an Add button will appear. Click the Add button to add the form to the pupil record.	Schools - Notification of EHE - EHE/ + Add

13.	The system will confirm details. Click Start.	School : Child : Luca Form : Schools - Notification of EHE - EHE/ Please click the Start button to begin Back Start	
14.	The form will be shown. Use the date selector tool to add dates – do not enter manually.	Information Regarding School & Education Information Regarding School & Education Information Regarding School & Education	
		Sour Const Nate * Terra C	
15.	The header bar shows the name of the form and the name of the pupil it is being applied to.	Schools - Notification of EHE - EHE/6 (Luca)	
16.	The step bar shows the steps involved in the form and highlights which part of the form is currently in focus. Completed steps are coloured green, incomplete steps are coloured red and steps which have not yet been started are coloured grey.	e e e e e e e e e e e e e e e e e e e	
17.	The main section is where information required for the selected step is gathered. Fields which appear with an asterisk next to them are mandatory and the form will not progress to the next step/page until they have been completed.	Information Regarding School & Education profile	
18.	The Back and Next buttons along the bottom allow navigation through the form.	Eack Next	
19.	Complete the required information in the first three steps of the form.		
20.	The Add Documents step allows documents to be uploaded and submitted with the notification.	(4 of 5) Attach documents Attach documents No documents have been attached to this form Please confirm that you wish to proceed without attaching any documents	

21.	Click Next.	
22.	The system will confirm the form has been submitted.	(8 of 8) Thank you The form has been sent to the local authority.
23.	Click Finish to return to the list of pupils.	Finish