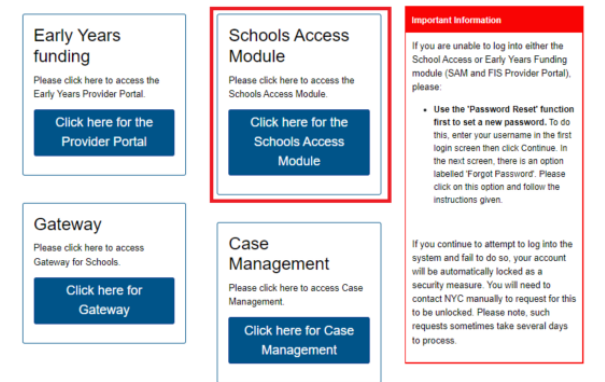

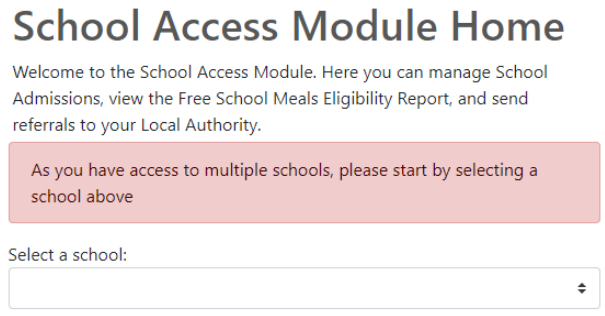


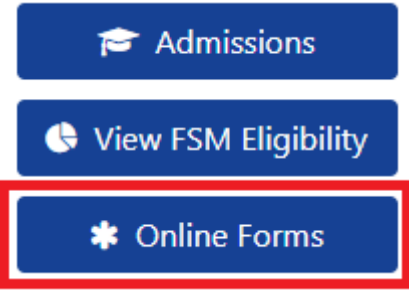
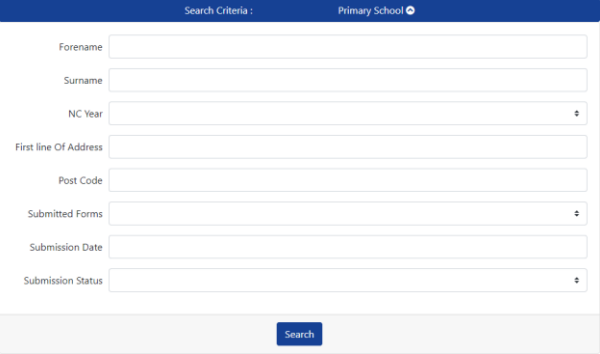
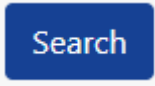
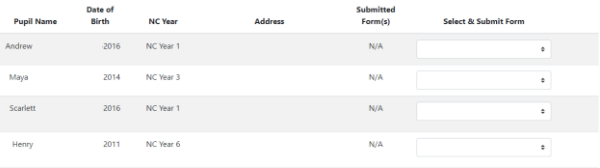
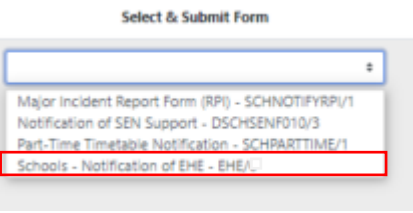
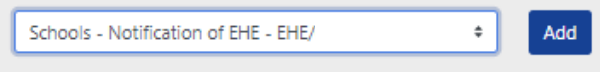
Schools Notification of EHE

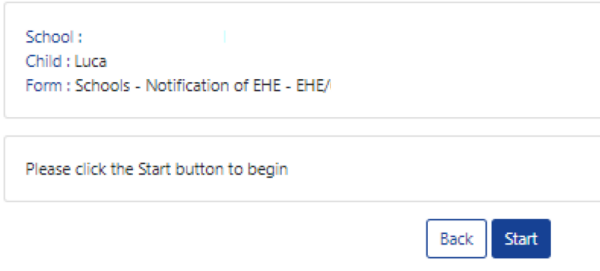
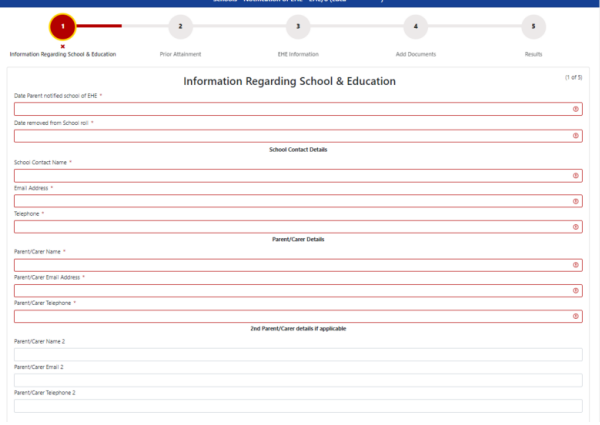
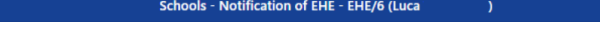

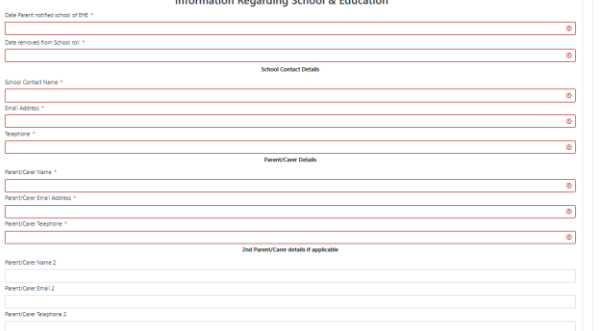

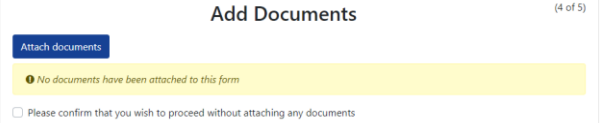
Document History

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.*

Logging 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.	
4.	<p>If you are not already signed in, you will be required to sign in.</p> <p>Sign in should be by an existing Synergy Web user and requires 2-factor authentication.</p>	
5.	<p>All schools have Synergy Web accounts to access information such as Admissions, Free School Meals and Online Forms. Please sign in as normal.</p> <p>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.</p>	
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.	

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.	
8.	A search dialog appears, which allows the searching for any pupil registered as a current attendee at the selected school.	<p>Online Forms</p> <p>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.</p> 
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.	
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: safeguardingunit@northyorks.gov.uk	
11.	Against the required pupil name, select the 'Schools – Notification - EHE' form from the Select & Submit Form column.	
12.	Once the form has been selected, an Add button will appear. Click the Add button to add the form to the pupil record.	

13.	The system will confirm details. Click Start.	
14.	The form will be shown. Use the date selector tool to add dates – do not enter manually.	
15.	The header bar shows the name of the form and the name of the pupil it is being applied to.	
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.	
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.	
18.	The Back and Next buttons along the bottom allow navigation through the form.	
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.	

21.	Click Next.	
22.	The system will confirm the form has been submitted.	
23.	Click Finish to return to the list of pupils.	