

Title

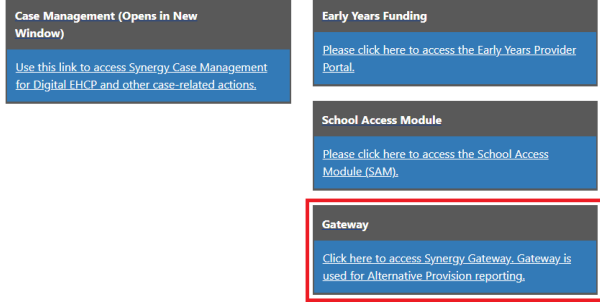

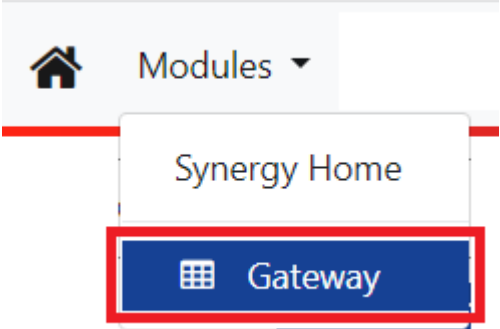


Registering Alternative Provision



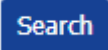
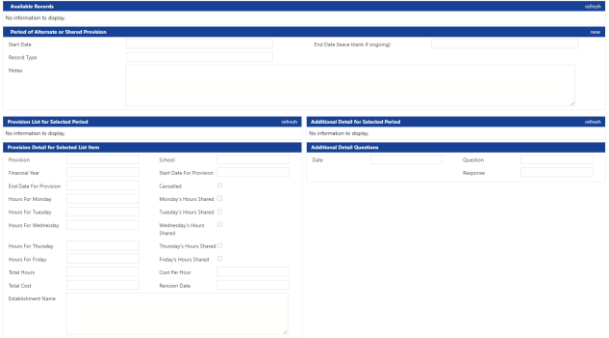
Document History

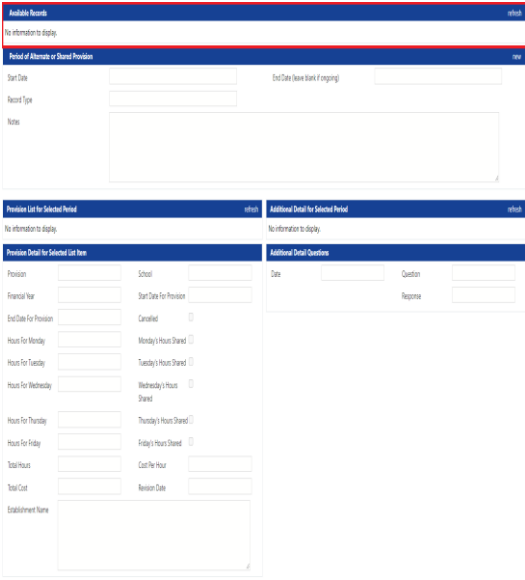
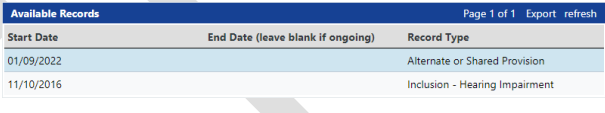

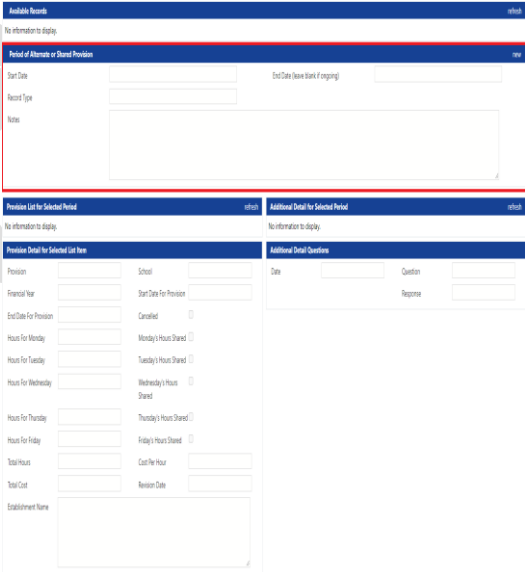
Version	Date	Produced by	Comments/changes made
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Background and Overview

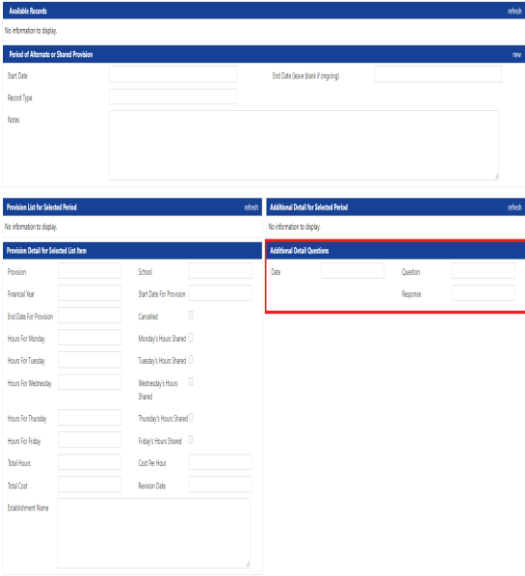
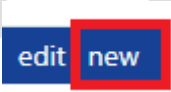
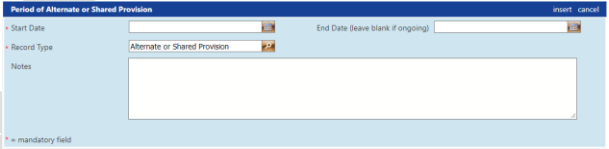
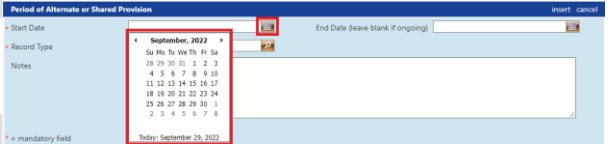

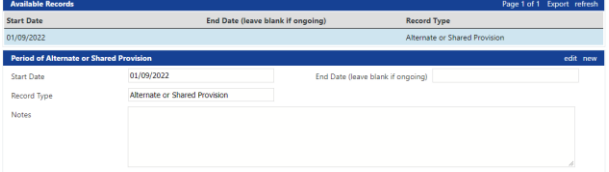


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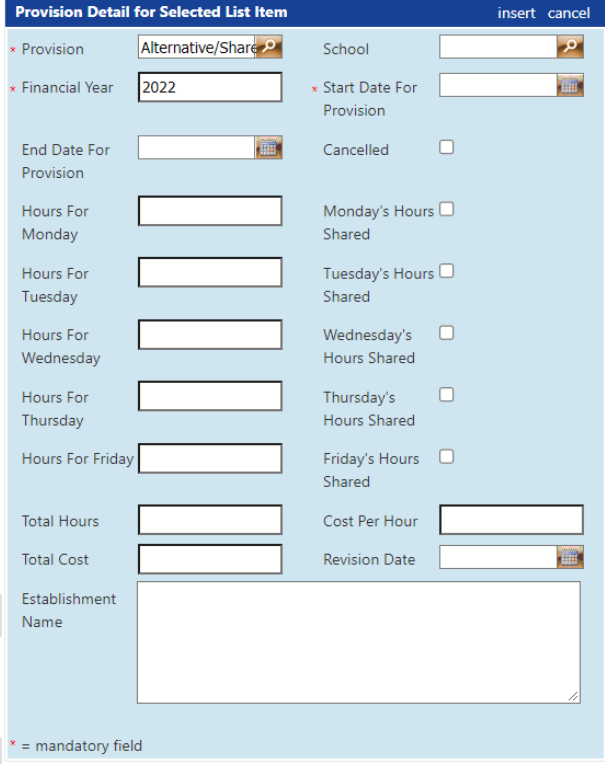
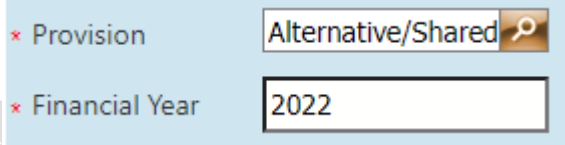
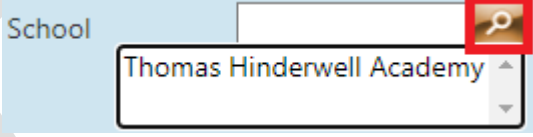


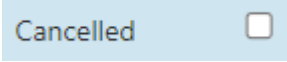
Logging into Synergy Gateway		
1.	Synergy Gateway is accessed using the same URL as the School Access Module (SAM) and user logins for SAM also allow access to Gateway.	
2.	Go to https://fisportal.northyorks.gov.uk/	
3.	Click on the Gateway link box.	 <p>Case Management (Opens in New Window) Use this link to access Synergy Case Management for Digital EHCP and other case-related actions.</p> <p>Early Years Funding Please click here to access the Early Years Provider Portal.</p> <p>School Access Module Please click here to access the School Access Module (SAM).</p> <p>Gateway Click here to access Synergy Gateway. Gateway is used for Alternative Provision reporting.</p>
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>	 <p>Sign In</p> <p>Portal for parents, schools and providers</p> <p>Enter your email address or username</p> <p>Continue</p> <p>New to the Parent Portal? Register here</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 Alternative Provision reporting process, please contact ><.</p>	
6.	<p>Use the Modules link to select Gateway from the drop-down menu.</p> <p>Please note: different users might have different options in this menu based on security settings.</p>	 <p>Home Modules ▾</p> <p>Synergy Home</p> <p>Gateway</p>
7.	Along the top bar, a Profiles option is available. Ensure Provision Reporting is selected.	 <p>Profiles: Provision Reporting ▾</p>
8.	Click on the magnifying glass to search for a child.	 <p>Click to select a Child</p>

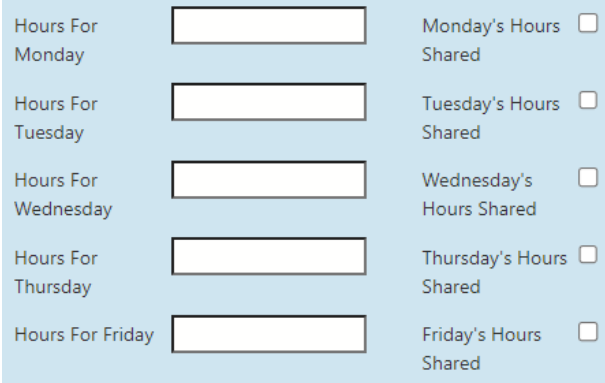
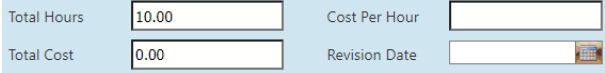
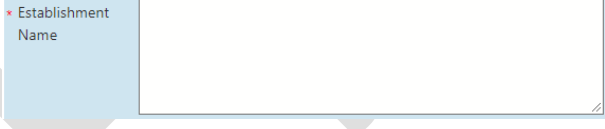
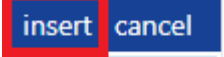
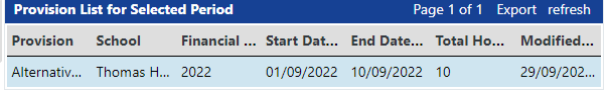
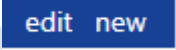
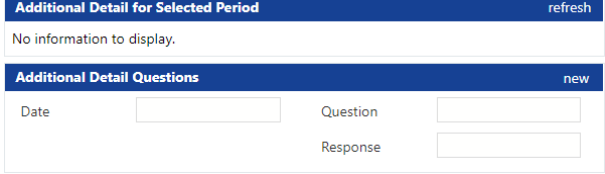
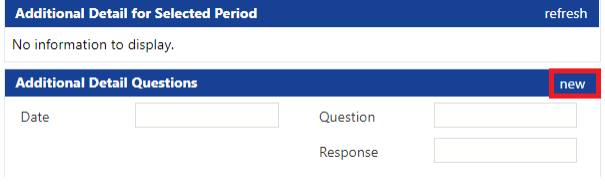
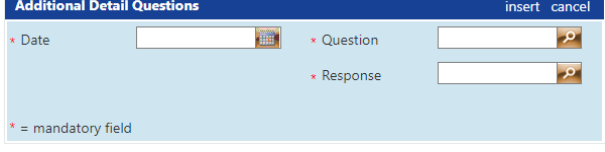
<p>9.</p>	<p>A number of search fields are available. Enter an appropriate amount of information to search for an individual pupil.</p> <p><i>Please note: searching will only return pupils who are registered with NYCC as attending the school.</i></p>	<p>Quick Search options.</p> <p>System Ref <input type="text"/></p> <p>DfE UPN <input type="text"/></p> <p>Forename <input type="text"/></p> <p>Middle Name(s) <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Address <input type="text"/></p> <p>Postal Code <input type="text"/></p> <p>Date Of Birth <input type="text"/> </p> <p>To Date Of Birth <input type="text"/> </p> <p>Gender <input type="text" value="v"/></p> <p>LA Name <input type="text" value="v"/></p> <p>Current Main School <input type="text" value="v"/></p>																
<p>10.</p>	<p>Once search criteria has been entered, click the Search button.</p> <p>Clicking the Search button with no criteria will return the full list of pupils from your school.</p> <p>We are aware of an issue where a user has access to multiple schools through Synergy Web, only pupils from one of those schools will be returned within Gateway. We are working with our supplier to resolve this issue. In the interim, if you are unable to access the student list for one of the schools you are linked with, please contact the Inclusion team who will ensure this is resolved on an individual basis.</p>	<p></p>																
<p>11.</p>	<p>Click on the relevant pupil.</p>	<table border="1"> <thead> <tr> <th>Surname</th> <th>Forename</th> <th>Date Of Birth</th> <th>Address</th> <th>Postal Code</th> <th>Gender</th> <th>DfE UPN</th> <th>NC Year</th> </tr> </thead> <tbody> <tr> <td>Fox</td> <td>Red</td> <td>01/02/2011</td> <td>1 Farnside Avenue</td> <td>D17 8DN</td> <td>F</td> <td></td> <td>NC Year 7</td> </tr> </tbody> </table>	Surname	Forename	Date Of Birth	Address	Postal Code	Gender	DfE UPN	NC Year	Fox	Red	01/02/2011	1 Farnside Avenue	D17 8DN	F		NC Year 7
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<p>12.</p>	<p>A table listing Inclusion involvements and Provision will be shown. If these are no involvements, the panels on the screen will contain no data.</p>																	


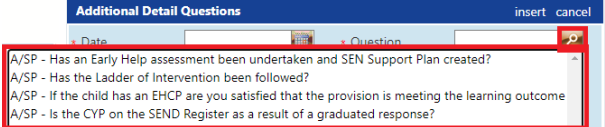
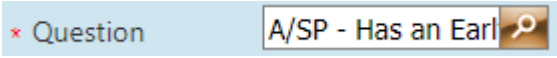

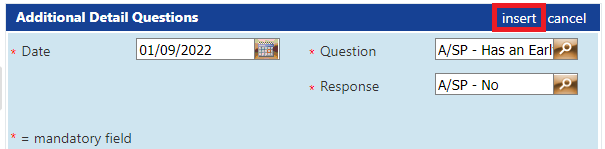
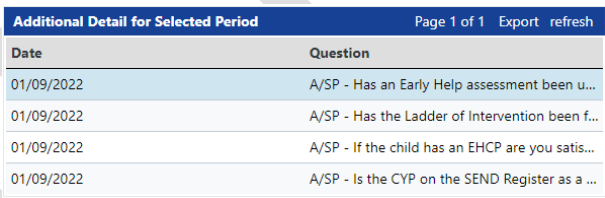
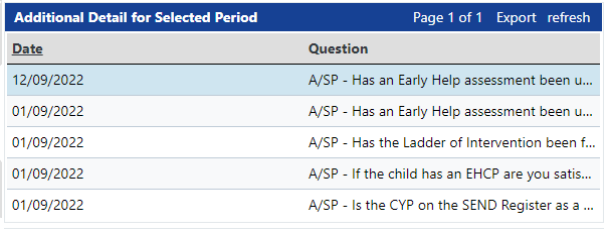
<p>13.</p>	<p>Available Records shows all instances of Inclusion involvement for the pupil selected.</p>										
<p>14.</p>	<p>The only instances which are relevant for this are ones which have a Record Type of Alternative/Shared Provision.</p>	 <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date (leave blank if ongoing)</th> <th>Record Type</th> </tr> </thead> <tbody> <tr> <td>01/09/2022</td> <td></td> <td>Alternate or Shared Provision</td> </tr> <tr> <td>11/10/2016</td> <td></td> <td>Inclusion - Hearing Impairment</td> </tr> </tbody> </table>	Start Date	End Date (leave blank if ongoing)	Record Type	01/09/2022		Alternate or Shared Provision	11/10/2016		Inclusion - Hearing Impairment
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<p>15.</p>	<p>The details shown in the panels below Available Records will change depending which record is selected.</p>										
<p>16.</p>	<p>Period of Alternate or Shared Provision shows the Start Date and End Date of the involvement.</p>										

<p>17.</p>	<p>Provision List for Selected Period shows the list of Provision which is associated with the Period of Alternate or Shared Provision associated with the selected Available Record.</p> <p>There might be multiple Provisions for a single period. All Provisions relating the to the period should be recorded against the period.</p>	
<p>18.</p>	<p>Provision Detail for Selected List Item will show the detail of the Provision selected in the list above.</p> <p>The content of the Detail will change depending which Provision has been selected.</p>	
<p>19.</p>	<p>The Additional Detail for Selected Period shows records and questions/answers.</p> <p>For each Provision in each Period, there are four questions which need to be added, and answered (see step >>).</p>	

20.	The Additional Detail Questions box gives space to provide responses to the questions which have been added in the Additional Detail box above.	
21.	To register details of Alternate or Shared Provision, please either choose an existing period (if one has been previously registered), or use the 'new' button to on the right of the Period of Alternate or Shared Provision.	
22.	The section will appear highlighted.	
23.	Click on the calendar icon to the right of the Start Date box. Select the start date of the period from the calendar which appears.	
24.	If the End Date is known, this can be added in the End Date box. Please do not add an End Date if the period is ongoing.	
25.	Once the date(s) are added, click Insert.	
26.	The record will be inserted and will show in the list of Available Records.	
27.	The selected record is highlighted, and the Period details are shown for the selected record.	
28.	To add details of Provision within the selected Period, use the Provision List and Provision Detail section. To add a new Provision, click new.	

29.	The Provision Detail panel will appear highlighted.	
30.	The Provision and Financial Year boxes are pre-populated.	
31.	Click the magnifying glass in the School field. This will show the school(s) the pupil has a current attendance at. Please select the name of the school who has arranged this Provision.	
32.	Please enter the Start Date for the Provision. This might be different to the Period start date entered earlier, especially when there might be multiple Provisions within a single Period.	
33.	Once known, please enter the End Date for the Provision.	
34.	If the Provision has been cancelled, or ended unexpectedly, please tick the Canceled box. If the Provision has ended as planned, please leave this blank.	

35.	<p>Enter the hours per day in the relevant boxes.</p> <p>If the hours are shared between multiple Provisions (eg. a pupil undertakes 2 hours in one Provision and 2 hours in a different Provision on the same day), please tick the Shared box for the relevant day. If not, please leave blank.</p>	
36.	<p>Total hours will automatically be populated from the sum of daily hours.</p> <p>The Cost Per Hour is optional. If this is entered, the system will automatically calculate the Total Cost.</p>	
37.	<p>The Establishment Name is where the Provision is taking place. This must be entered. If the establishment has a URN, please also include the URN in this field.</p>	
38.	<p>Click Insert to add the details.</p>	
39.	<p>The Provision will then be shown in the Provision List.</p>	
40.	<p>Additional Provisions within the same Period can be added by clicking New.</p> <p>Edits can be made to Provisions already added by selecting the Provision in the Provision List and clicking Edit.</p>	
41.	<p>For every Period (not every Provision), Additional Detail Questions, with answers, need to be added.</p>	
42.	<p>Click New to add a Question.</p>	
43.	<p>The Question box will be highlighted.</p>	

44.	Click on the Calendar icon and add the date the Question is being added to the record.													
45.	Click on the magnifying glass in the Question field. The four questions needed are at the top of the list of questions, and all begin with 'A/SP'.													
46.	Click on a Question to select it.													
47.	Please select one of two responses: <ul style="list-style-type: none"> • A/SP – No • A/SP – Yes 													
48.	Click Insert to add the Question and Response to the Period.													
49.	As Questions are Inserted, they will appear in the Additional Detail list.	 <table border="1" data-bbox="858 860 1465 1057"> <thead> <tr> <th>Date</th> <th>Question</th> </tr> </thead> <tbody> <tr> <td>01/09/2022</td> <td>A/SP - Has an Early Help assessment been undertaken and SEN Support Plan created?</td> </tr> <tr> <td>01/09/2022</td> <td>A/SP - Has the Ladder of Intervention been followed?</td> </tr> <tr> <td>01/09/2022</td> <td>A/SP - If the child has an EHCP are you satisfied that the provision is meeting the learning outcome?</td> </tr> <tr> <td>01/09/2022</td> <td>A/SP - Is the CYP on the SEND Register as a result of a graduated response?</td> </tr> </tbody> </table>	Date	Question	01/09/2022	A/SP - Has an Early Help assessment been undertaken and SEN Support Plan created?	01/09/2022	A/SP - Has the Ladder of Intervention been followed?	01/09/2022	A/SP - If the child has an EHCP are you satisfied that the provision is meeting the learning outcome?	01/09/2022	A/SP - Is the CYP on the SEND Register as a result of a graduated response?		
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50.	If the Response to a Question changes part-way through the Period, simply add a repeat of the Question to the Additional Details. In the example shown, the question 'A/SP – Has an Early Help assessment been undertaken and SEN Support Plan created?' was answered 'A/SP – No' on 01/09/2022, but then answered 'A/SP – Yes' on 12/09/2022.	 <table border="1" data-bbox="858 1090 1465 1317"> <thead> <tr> <th>Date</th> <th>Question</th> </tr> </thead> <tbody> <tr> <td>12/09/2022</td> <td>A/SP - Has an Early Help assessment been undertaken and SEN Support Plan created?</td> </tr> <tr> <td>01/09/2022</td> <td>A/SP - Has an Early Help assessment been undertaken and SEN Support Plan created?</td> </tr> <tr> <td>01/09/2022</td> <td>A/SP - Has the Ladder of Intervention been followed?</td> </tr> <tr> <td>01/09/2022</td> <td>A/SP - If the child has an EHCP are you satisfied that the provision is meeting the learning outcome?</td> </tr> <tr> <td>01/09/2022</td> <td>A/SP - Is the CYP on the SEND Register as a result of a graduated response?</td> </tr> </tbody> </table>	Date	Question	12/09/2022	A/SP - Has an Early Help assessment been undertaken and SEN Support Plan created?	01/09/2022	A/SP - Has an Early Help assessment been undertaken and SEN Support Plan created?	01/09/2022	A/SP - Has the Ladder of Intervention been followed?	01/09/2022	A/SP - If the child has an EHCP are you satisfied that the provision is meeting the learning outcome?	01/09/2022	A/SP - Is the CYP on the SEND Register as a result of a graduated response?
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