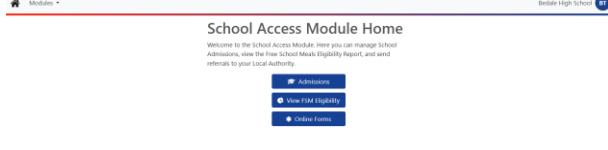
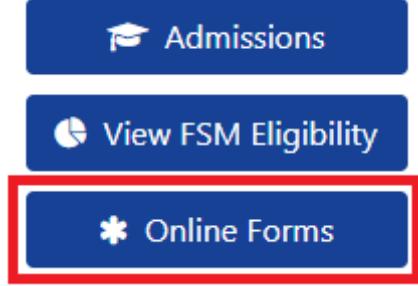


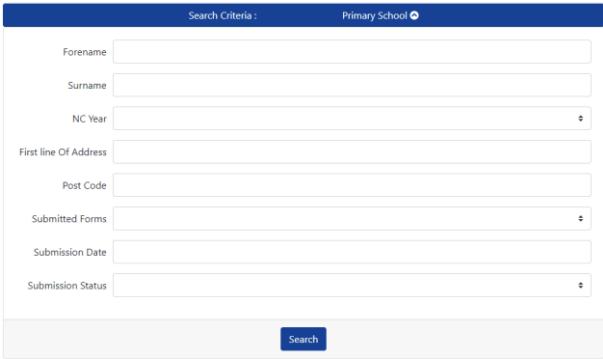
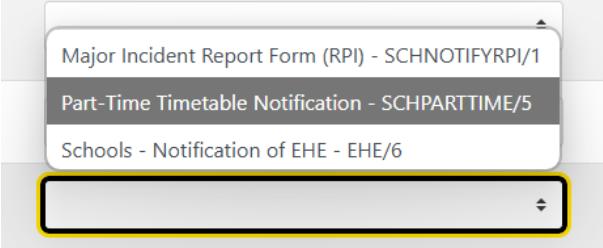
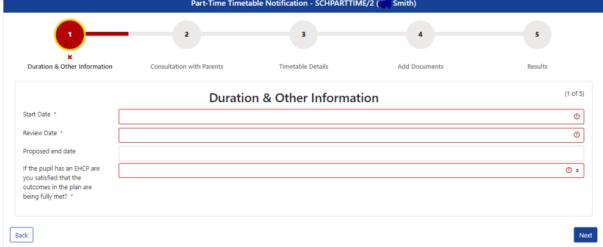
Title

Part-Time Timetables Reporting

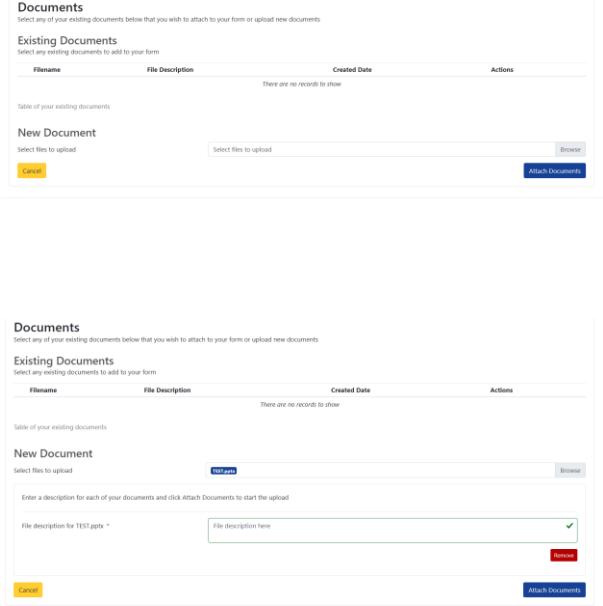
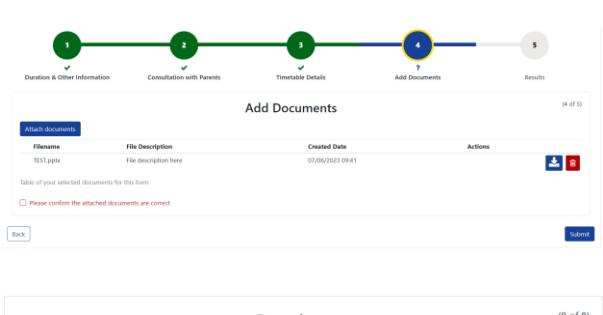
Document History

Version	Date	Produced by	Comments/changes made
V2	07/06/2023	BT	Field updates added to instructions
V2.1	18/06/2025	BT	URL/Screenshot/contact email updates

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 <i>Online Forms</i> button.	
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 Part-Time Timetables reporting process or to notify the LA of staff changes, please contact PTT@northyorks.gov.uk.</p>	
6.	If you work across several schools e.g. MAT, your Synergy Web account might request you to select the school you are working with from the drop-down list.	<p>School Access Module Home</p> <p>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.</p> <p>As you have access to multiple schools, please start by selecting a school above</p> <p>Select a school:</p>
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.	<p>A search dialog appears, which allows the searching for any pupil registered as a current attendee at the selected school.</p>	<p>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.</p> 																										
9.	<p>Enter the relevant search criteria, then click the Search button.</p> <p>Clicking Search without entering any criteria will return the full list of students at the school.</p>																											
10.	<p>A list of pupils matching the search criteria will be shown.</p>	<table border="1"> <thead> <tr> <th>Pupil Name</th> <th>Date of Birth</th> <th>NC Year</th> <th>Address</th> <th>Submitted Form(s)</th> <th>Select & Submit Form</th> </tr> </thead> <tbody> <tr> <td>Andrew</td> <td>2016</td> <td>NC Year 1</td> <td>N/A</td> <td><input type="button" value="Select"/></td> </tr> <tr> <td>Maya</td> <td>2014</td> <td>NC Year 3</td> <td>N/A</td> <td><input type="button" value="Select"/></td> </tr> <tr> <td>Scarlett</td> <td>2016</td> <td>NC Year 1</td> <td>N/A</td> <td><input type="button" value="Select"/></td> </tr> <tr> <td>Henry</td> <td>2011</td> <td>NC Year 6</td> <td>N/A</td> <td><input type="button" value="Select"/></td> </tr> </tbody> </table>	Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)	Select & Submit Form	Andrew	2016	NC Year 1	N/A	<input type="button" value="Select"/>	Maya	2014	NC Year 3	N/A	<input type="button" value="Select"/>	Scarlett	2016	NC Year 1	N/A	<input type="button" value="Select"/>	Henry	2011	NC Year 6	N/A	<input type="button" value="Select"/>
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11.	<p>Against the required pupil name, select the 'Part-Time Timetable Notification' form from the Select & Submit Form column.</p>																											
12.	<p>Once the form has been selected, an Add button will appear. Click the Add button to add the form to the pupil record.</p>																											
13.	<p>The system will confirm details. Click Start.</p>	<p>School : High School Child : Smith Form : Part-Time Timetable Notification - SCHPARTTIME/2</p> <p>Please click the Start button to begin</p> <p><input type="button" value="Back"/> <input style="background-color: red; color: white; border: 1px solid red;" type="button" value="Start"/></p>																										
14.	<p>The form will be shown.</p>																											

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 until they have been completed.	
18.	The Back and Next buttons along the bottom allow navigation to the next page.	
19.	<p>Please provide a brief reason why the student is accessing a Part Time Timetable.</p> <p>Please confirm if parents have been consulted and consent to the introduction of the Part Time Timetable.</p>	
20.	<p>Select the sessions that have been agreed in the Part Time Timetable.</p> <p>If the student is also accessing an Alternative Provision as part of the agreement, please record those sessions here.</p> <p>Note – If student's total hours equate to a full-time timetable across both establishments, this would not be considered a Part Time Timetable</p>	
21.	Complete the required information in the first three steps of the form.	
22.	<p>The Add Documents step allows documents to be uploaded and submitted with the notification.</p> <p>To add any documents select <i>Attach Documents</i> button</p>	

	<p>Select <i>Browse</i> button and locate file and double click or select <i>Open</i> in file browser.</p> <p>Enter a file description and select <i>Attach Documents</i> button</p> <p>Select <i>check box</i> to confirm documents are correct and then select <i>Submit</i> button</p> <p>The system will confirm the form has been submitted.</p>	 
23.	If no documents are required, tick <i>Please confirm that you wish to proceed without attaching any documents</i> before clicking Next.	<input checked="" type="checkbox"/> Please confirm that you wish to proceed without attaching any documents
24.	Click Next	
25.	The system will confirm the form has been submitted.	
26.	Click Finish to return to the list of pupils initially searched for.	
27.	In the Submitted Forms column, the form will now show against the pupil.	

28.	<p>To review the submitted data, click on the form name. This can be done at any time.</p>	<table border="1" data-bbox="843 148 1457 294"> <thead> <tr> <th data-bbox="843 148 954 294">Form</th><th data-bbox="954 148 1176 294">Submission Date</th><th data-bbox="1176 148 1457 294">Submission Status</th></tr> </thead> <tbody> <tr> <td data-bbox="843 226 1176 294"> Part-Time Timetable Notification - SCHPARTTIME/5 </td><td data-bbox="1176 226 1457 256">03-06-2025</td><td data-bbox="1176 226 1457 256">Submitted</td></tr> </tbody> </table>	Form	Submission Date	Submission Status	Part-Time Timetable Notification - SCHPARTTIME/5	03-06-2025	Submitted
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