

# **Guidance to using the SEND Professional Portal for Early Years Settings**

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## Setting up your Capita One SEND Professional Portal Account

The link to accessing the Capita One SEND Professional Portal is as follows:  
[https://emsonline.somerset.gov.uk/ProfessionalPortal\\_LIVE/Account/Login](https://emsonline.somerset.gov.uk/ProfessionalPortal_LIVE/Account/Login)

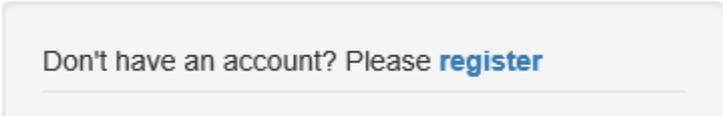
We would advise you access the Portal using Google Chrome if possible and add the address to your bookmarks. The reason for using Chrome as your Internet browser for the Portal is that it automatically updates and hence there won't be any compatibility issues that you might face if you are using an old version of Microsoft Internet Explorer, Microsoft Edge, Mozilla Firefox or Apple Safari.

### Setting up an account

When you set up an account on the SEND Professional Portal we would advise you use a team inbox, rather than a personal inbox, so that if the Early Years Contact at your education setting ever changes you can adjust the Personal Details on the account to be with the new Early Years Contact.

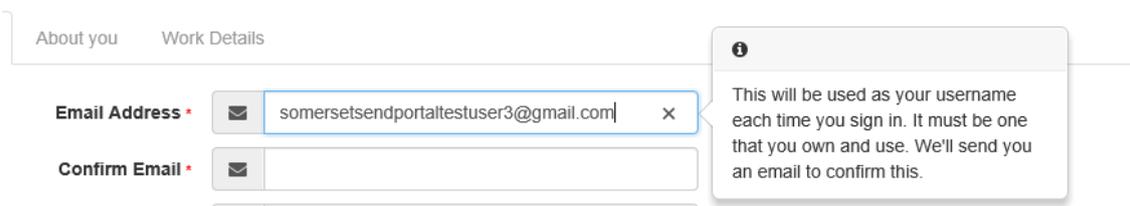
The new Early Years Contact can then benefit when they start in post by seeing anyone who the previous Early Years Contact has added to the education setting's Caseload on the SEND Professional Portal.

To set up an account, go to the Capita One SEND Professional Portal homepage and click Register:



Don't have an account? Please [register](#)

On the next screen enter the team e-mail address on which your education setting wants to receive notifications for the Portal and confirm it. Note that this will be used as your username each time you sign into the Portal going forward.



About you    Work Details

**Email Address \***

**Confirm Email \***

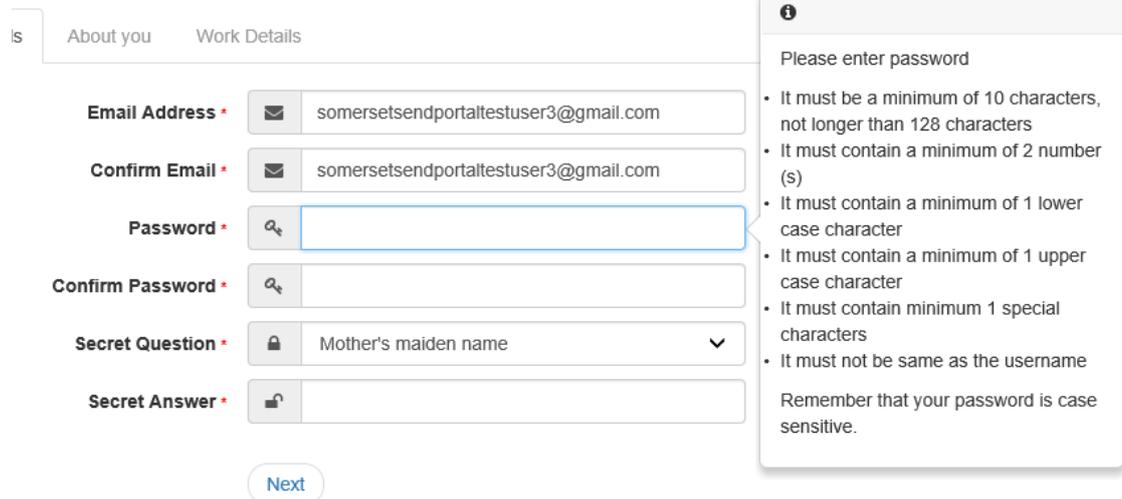
**i** This will be used as your username each time you sign in. It must be one that you own and use. We'll send you an email to confirm this.

Next, you need to set your account password.

Your Capita One Professional Portal password must conform to the following:

- Must contain between 10 and 128 characters
- Must contain one uppercase, one lowercase, one numeric and one special character (! £ \$, etc)
- Must not be the same as the username
- New password cannot be the same as the previous 10 passwords
- New password cannot numerically increment the existing password, e.g. if the existing password is Lack!ngEntropy32, the new password cannot be Lack!ngEntropy33.
- You will be prompted to change your password every 60 days.

field to see what information you will need to enter for this purpose.



is About you Work Details

**Email Address \***

**Confirm Email \***

**Password \***

**Confirm Password \***

**Secret Question \***

**Secret Answer \***

[Next](#)

**i** Please enter password

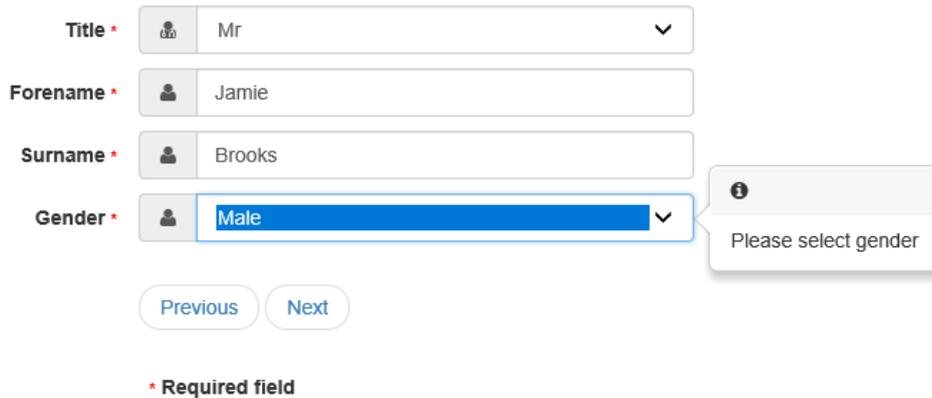
- It must be a minimum of 10 characters, not longer than 128 characters
- It must contain a minimum of 2 number (s)
- It must contain a minimum of 1 lower case character
- It must contain a minimum of 1 upper case character
- It must contain minimum 1 special characters
- It must not be same as the username

Remember that your password is case sensitive.

The last step of setting up your security details is to set a Secret Question and a Secret Answer. You have various options available to you for the Secret Question. You will be asked to answer the Secret Answer if you ever forget your password and are requesting a password reset.

Click Next to move onto the next stage of Registration, About You.

On the About You screen enter the details of the Early Years Contact who will be representing the education setting by submitting forms through the SEND Professional Portal:



**Title \***

**Forename \***

**Surname \***

**Gender \***  Please select gender

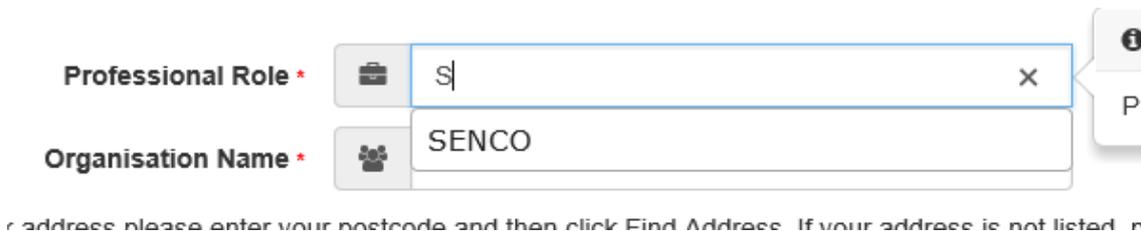
[Previous](#) [Next](#)

\* Required field

Then click Next to move on to the next stage of Registration, Work Details.

When entering your Work Details onto the system the first thing to do is enter your Professional Role.

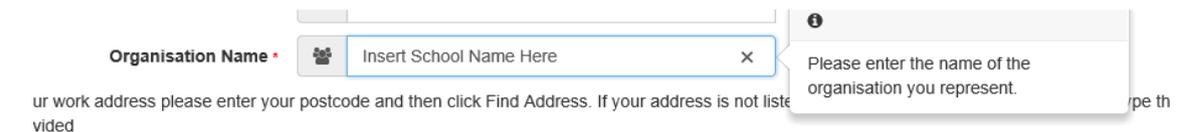
Note the Professional Role of SENCO has been set up on the Professional Portal, as will the Role of SENCO -Early Years going forward. This field is predictive, so if you start typing SENCO it will appear and can be selected:



**Professional Role \***  SENCO

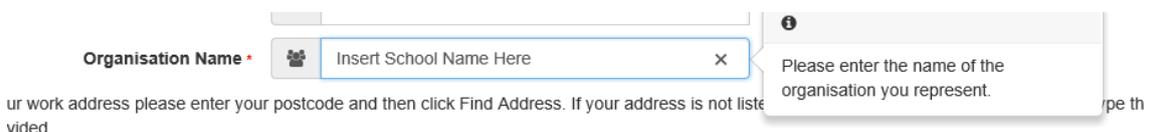
**Organisation Name \***

Next enter the name of your Education Setting in the Organisation Name field:



**Organisation Name \***  Please enter the name of the organisation you represent.

Next enter the name of your Education Setting in the Organisation Name field:



**Organisation Name \***  Please enter the name of the organisation you represent.

You now need to enter the Postcode of your Education Setting. We would encourage you to use the Find Address button to look up the address on the system, which links direct with Royal Mail details, rather than entering the Address on manually.

Postcode \*

Please confirm Postcode

By clicking Find Address the options associated with that postcode will appear on a dropdown menu and you can select the correct option:

Pupil Referral Unit, B Block, Somerset County Council, County Hall, Taunton, Somerset  
**SEND Casework Team, Somerset County Council, County Hall, Taunton, Somerset**  
 Social Inclusion And Access, Somerset County Council, County Hall, Taunton, Somerset  
 Social Services, Somerset County Council, County Hall, Taunton, Somerset, TA1 4DY  
 Somerset Music, Somerset County Council, County Hall, Taunton, Somerset, TA1 4D

Select

Next, supply a contact number you wish to be contacted on during office hours about any Forms you have submitted through the Portal:

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Mobile Number

Work Phone

Please enter your work phone number

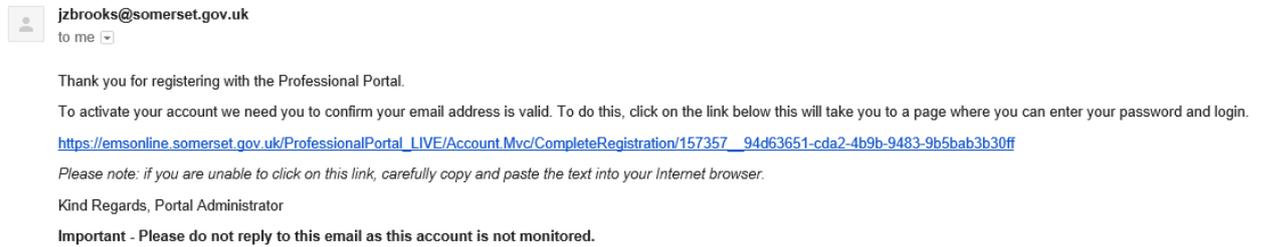
If you would like to add another Professional Role to your account, please navigate to "My Account" once you have completed your registration.

Finally, click Submit Registration to complete this process. You should now receive an e-mail with a link to confirm your e-mail address as your username for the Portal:

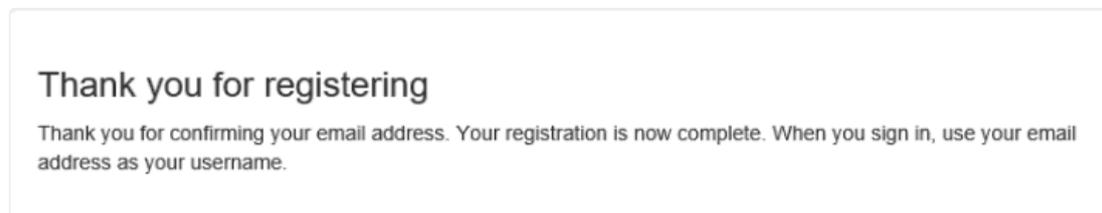
Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

The e-mail should look like this:



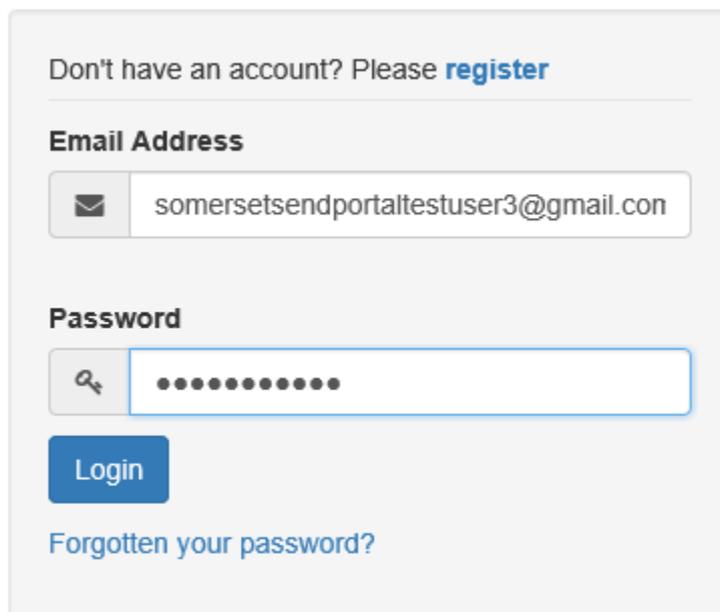
Click the link and your e-mail address should now be confirmed as your username. This is the message you will receive to confirm this:



Now you can log into the SEND Professional Portal.

### Logging into the Portal

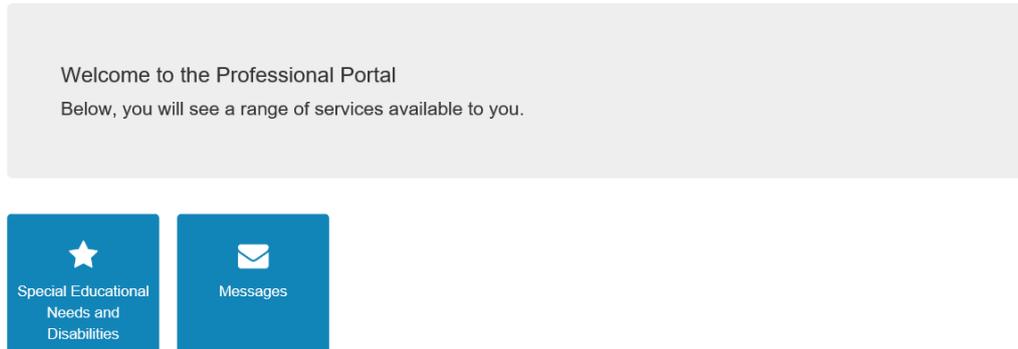
Enter the e-mail address with which you registered and the password into the front page of the Portal and click Login:



The screenshot shows the login form on the SEND Professional Portal. It includes the following elements:

- A link: "Don't have an account? Please [register](#)"
- A label: "Email Address"
- An email input field containing: "somersetsendportaltestuser3@gmail.com"
- A label: "Password"
- A password input field with masked characters (dots).
- A blue "Login" button.
- A link: "Forgotten your password?"

Once you are logged in your Homepage should look as follows:



When you first log in, click the Special Educational Needs and Disabilities button:



In order to access this area of the Portal, you need to Enable Two Step Verification. You may be familiar with Two Step Verification if you use online banking. As there are sensitive details relating to students contained on the Professional Portal, when you log in you need to request a Verification Code to be sent to your e-mail address (which is valid for an hour after the request):

#### Two Step Verification Area

This area requires Two Step Verification to be enabled before you can access it. Please enable this in My Account before continuing.

[Enable Two Step Verification now](#)

Click Enable Two Step Verification now.

When the Two Step Verification screen loads you need to change the preferred method, which will be automatically set to No Two Step Verification:

#### Preferred method

No Two Step Verification ▼

At the moment the only option is to receive Two Step Verification Codes by e-mail so you need to adjust this setting to e-mail and the e-mails will come to the team account you registered which you log in to the Professional Portal with. Going forward, Capita are planning to add text message Two Step Verification so you can get the codes sent to a mobile number if you wish and once it is made available this option would be selected here as well:

**Preferred method**

Then click Save:

The Portal will log you out and return you to the Login screen, where you will need to log in with your Email Address and Password:

Don't have an account? Please [register](#)

---

**Email Address**

**Password**

[Forgotten your password?](#)

Ent  
rerr

When you log in a new Verification Code screen will appear as follows, prompting you to enter your verification code:

## Verification Code sent

---

Your Verification Code has been sent.

Please enter your Verification Code to continue.

**Your Verification Code \***

Verify

The verification code is a six-digit number, which is valid for an hour after you have effectively requested one by trying to log in to the Portal.

It should get sent to your e-mail account within seconds in the following format:

---

☆ jzbrooks@somerset.gov.uk      **Your Verification Code** - Your verification code is 399144

Enter the verification code into the field (we recommend typing this in NOT copying and pasting, as you often pick up an extra space when you copy and paste) and click Verify:

## Verification Code sent

---

Your Verification Code has been sent.

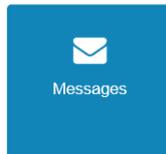
Please enter your Verification Code to continue.

**Your Verification Code \***

Verify

You should now be back on your Portal home screen and will have the ability to open the Special Needs and Disabilities button, which is where you will access the Forms going forward:

Welcome to the Professional Portal  
Below, you will see a range of services available to you.



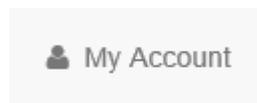
Once you have set up Two Step Verification every time you log in to the Portal you will be sent one of these codes and need to enter the number from your e-mail in order to see secure details relating to students.

## Changing your Account Settings

### To change account settings

If you need to change any of your account settings, if a SENCO leaves and a new one is appointed and you want to change the name who the account is registered with or you want to reset your password or change your secret question you can do so.

Click the My Account button at the top right of the screen:



When the My Account screen loads, on the menu on the left of the screen you can edit the account's Personal Details, Work Details, Change the E-mail Address, Change the Password, Change the Secret Question, Change Circumstances or the Two Step Verification settings. As we advise you are using a shared e-mail address to receive e-mails from the Portal -we would advise you only change the Personal Details, Password and Secret Question settings here:

### My Account

[Personal Details](#)

[Work Details](#)

[Change Email Address](#)

[Change Password](#)

[Change Secret Question](#)

[Change of Circumstances](#)

[Two Step Verification](#)

## To change Personal Details

You can edit the Title, Forename, Surname and Gender of the SENCO who is attached to the school's Professional Portal account by adjusting the following fields:

### Personal Details

**Title**

**Forename**

**Surname**

**Gender**

## To Change Password

Enter your old password into the top field, then enter your new password into the second field and confirm by entering again into the third field:

### Change Password

**Current Password \***

**New Password \***

**Confirm Password \***

**Submit**

Your Capita One Professional Portal password must conform to the following:

- Must contain between 10 and 128 characters
- Must contain one uppercase, one lowercase, one numeric and one special character (! £ \$, etc)
- Must not be the same as the username
- New password cannot be the same as the previous 10 passwords
- New password cannot numerically increment the existing password, e.g. if the existing password is Lack!ngEntropy32, the new password cannot be Lack!ngEntropy33.
- You will be prompted to change your password every 60 days.

### To Change Secret Question

You can select various options in the Secret Question field, which the system will ask you if you forget your password.

You will then be asked to confirm your account password in the next field to confirm any changes you make to the Secret Question:

#### Change Secret Question/Answer

**Secret Question \***

**Secret Answer \***

**Confirm Password \***

Submit

### To Change E-mail Address

If you are needing to change an e-mail address that your account is registered to the Portal with (for instance adjusting from your personal e-mail address to a generic Early Years Setting e-mail address) then click on the Change Email Address link.

The following message will appear on screen, informing you that after you have changed the e-mail address you will be logged out of the system and will have to log back in after you have received an e-mail to your new e-mail address:

## Change Email Address

Please be advised that you will be signed out of the system and, an email will be sent to your new email address containing instructions, you will not be able to log back into the system until you have followed the instructions. Please ensure the email address supplied is correct.

Next

Click the Next button and the following screen will appear:

### Change Email Address

**New Email Address \***

**Confirm New Email \***

**Password \***

Submit

Enter your new e-mail address, confirm it and then confirm the changes by entering your account's password into the bottom field:

### Change Email Address

**New Email Address \***

**Confirm New Email \***

**Password \***



When you are happy, press Submit to confirm the changes.

An e-mail will be sent to your new registered e-mail address, asking you to confirm your change of e-mail address:



There will be a link within the e-mail for you to click on to finally confirm this:

You have chosen to change your email address to access the Professional Portal.

In order to complete this process, you must login again using the password you have chosen.

[https://emsonline.somerset.gov.uk/ProfessionalPortal\\_TEST/Account/Mvc/CompleteRegistration/144736\\_7bc6ed95-0e40-4a47-b356-68ed2acf4a1c](https://emsonline.somerset.gov.uk/ProfessionalPortal_TEST/Account/Mvc/CompleteRegistration/144736_7bc6ed95-0e40-4a47-b356-68ed2acf4a1c)

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Important - Please do not reply to this email as this account is not monitored.

Once you have clicked the link or copied and pasted it into your web browser you will see the following screen:

## Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

After seeing the Thank you message you can now log in with the new e-mail address, using your already existing password.

## Adding Students on to the Professional Portal

To do this, having set up Two Step Verification, click on the Special Educational Needs and Disabilities button on your homepage:



When you go into the button on your homepage for the first time, providing you are not inheriting this account from a previous Early Years Contact, it will appear as follows, with no students available:

★ Special Educational Needs and Disabilities

### Select Person

This area allows you to complete Special Educational Needs and Disabilities actions for children and young people you are working with.

Children and young people will appear here if you have previously added them to your account or if the Local Authority has authenticated you to see Special Educational Needs and Disabilities information about them.

There are no people to select, please add one using the Add Person button and then select them to continue

+ Add Person

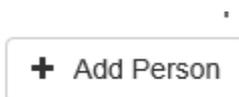
Before adding a student onto the system, there are a few key points to consider, which are important that you get accurate, as if you enter inaccurate data onto the Portal it could hold up your form being processed.

If you enter inaccurate data onto the Capita One Professional Portal, it will not match with the data in the Local Authority's Capita One database, which will cause a conflict and could lead to a delay in your form being processed. These are the points you need to consider:

1. Students who you add onto the Professional Portal must be on your Management Information System (eg Capita SIMS) before you submit a Request for EHC Assessment or an EHC Plan Annual Review.
2. You should look up the student's Legal Forename, Legal Surname and Date of Birth on your Management Information System and ensure you are really careful about entering this data into the Professional Portal so that it matches exactly. Entering in any of this information incorrectly will lead to the form being held up with the Local Authority's Capita One Core Data team, who will have to match this data and come back to you with queries.
3. While there is a field to enter the student's Middle Name, this is not mandatory and we would not encourage you to enter this onto the Professional Portal as it does present another potential matching issue, which could delay the forms coming through to the SEND Statutory Team.
4. On the Professional Portal, the Ethnicity and First Language fields default to Information Not Yet Obtained. We would encourage you to leave this data as such, as this will prevent another potential data matching issue if data is entered here which is not the same and the consequent delays this could cause.

After considering the above four key points, you are ready to add a student onto the Portal.

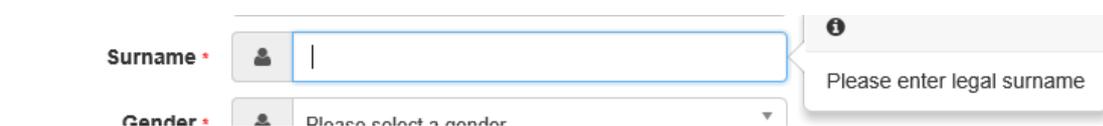
To add a student on, so that you can submit an EHCP Annual Review form, SEND Support Review Form or a Request for an EHC Assessment form, click the Add Person button:



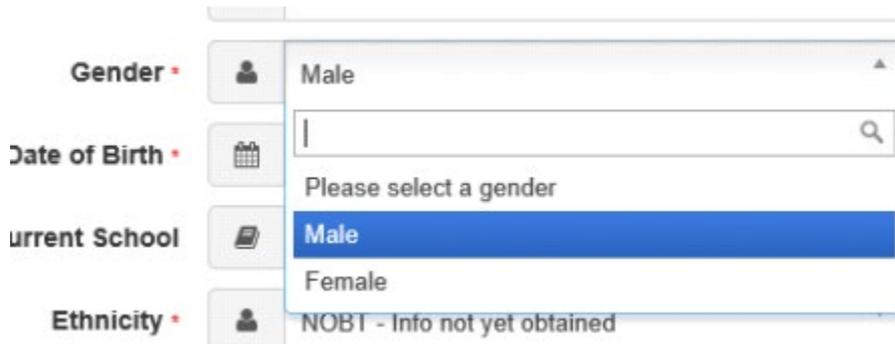
Enter the student's Legal Forename, ensuring you match the data found in your Management Information System:


 A screenshot of a web form. The "Forename" field is highlighted with a blue border and contains a vertical cursor. To its right is an information tooltip box with a grey background and a white border, containing an information icon and the text "Please enter legal forename". Below the forename field is a "Middle Name" field, which is currently empty.

Enter the student's Legal Surname, ensuring you match the data found in your Management Information System:


 A screenshot of a web form. The "Surname" field is highlighted with a blue border and contains a vertical cursor. To its right is an information tooltip box with a grey background and a white border, containing an information icon and the text "Please enter legal surname". Below the surname field is a "Gender" dropdown menu with a grey background and a white border, showing a person icon and the text "Please select a gender".

Enter the student's Gender:



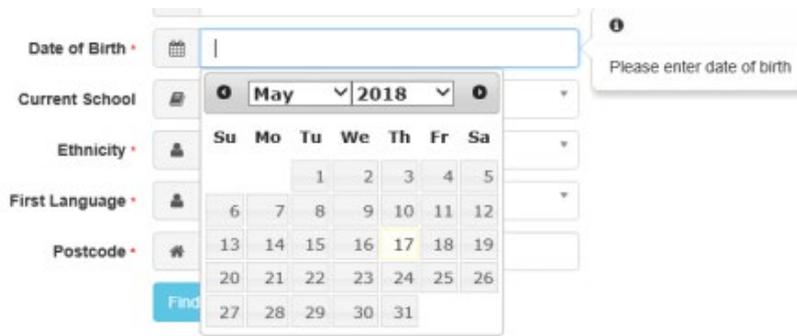
Gender \* Male

Date of Birth \*

Current School \* Male

Ethnicity \* NOBT - Info not yet obtained

Enter the student's Date of Birth, ensuring you match the data found in your Management Information System:



Date of Birth \*

Current School \* May 2018

Ethnicity \*

First Language \*

Postcode \*

Find

Enter the student's Current School, note that in relation to education settings in Somerset, this is predictive, so if you start typing the name of your education setting, it should appear for you to be able to select:



Current School \* Please Select Current School

Ethnicity \* The M

First Language \* Information not obtained

If you are submitting a form from an education setting outside of Somerset, the Current School will not appear in this list and we would encourage you to leave this blank. There will be a chance to enter the Education Setting when you submit one of the SEND forms later.

Keep the Ethnicity and First Language fields as Information not yet obtained as below:

**Ethnicity \***

**First Language \***

You now need to enter the Postcode of the student's home address. We would encourage you to use the Find Address button to look up the student's address on the system, which links direct with Royal Mail details, rather than entering the Address on manually:

**Postcode \***

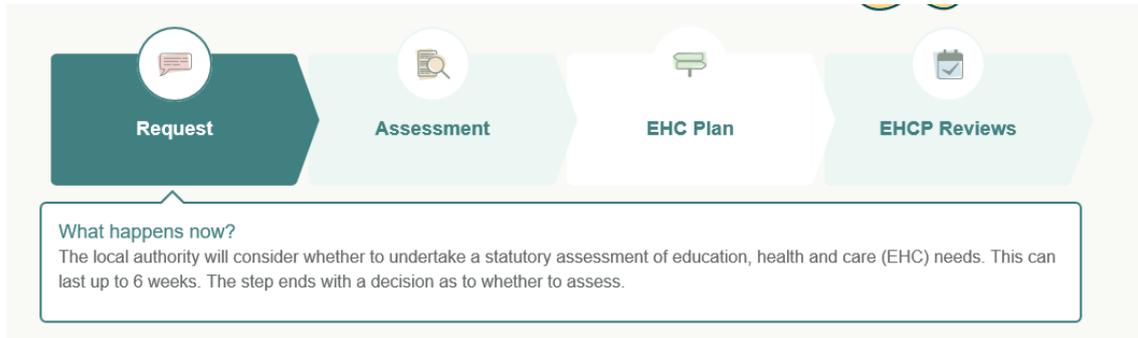
Please confirm Postcode

By clicking Find Address the options associated with that postcode will appear on a dropdown menu and you can select the correct option:

Note this will not work with regards to students who live outside of Somerset, so you will need to submit Annual Reviews or request for assessment for these students to [statutoryassessment@somerset.gov.uk](mailto:statutoryassessment@somerset.gov.uk). Most of these cases should be other local authority's responsibilities, but if they are CLA cases, who are Somerset's responsibilities these will have to be treated separately.

Then click Add Child to add the student onto the system:

Once you have clicked this button the EHC process window will load, enabling you to track the progress of an EHC Assessment if you are an Authenticated Portal User on the student or to submit any available forms for the student on the Portal:



## Viewing your full Caseload

Once you have added a series of students onto the Professional Portal in your education setting account on the Special Educational Needs and Disabilities button as follows:

### Select Person

This area allows you to complete Special Educational Needs and Disabilities actions for children and young people you are working with.

Children and young people will appear here if you have previously added them to your account or if the Local Authority has authenticated you to see Special Educational Needs and Disabilities information about them.

Person Filter

Name	Date of Birth	Address	School
Dent, Arthur	25/05/2001	42 Walnut Grove, Shepton Mallet, Somerset, BA4 4HX	Hinton St.George CofE School

This means that the more students who you submit forms for via the Professional Portal, the more benefit you receive, as when it comes to doing next year's Annual Review for a student they should already appear in your Caseload for submitting next year's form.

## Hiding and Deleting Students from the Professional Portal

If you are wanting to just focus on students you are currently working on Appendices or Annual Reviews for, you can hide other students from your caseload, but keep them on the Portal account to ensure you still receive any information or report shared.

When students leave your education setting, you can also delete students from your Portal, removing you as an Authenticated Portal User, so you can no longer see any information or reports shared.

To do this, click on the Special Educational Needs and Disabilities button on your homepage:



Alongside the Add Person button are two further buttons, one to Hide a Person and another to Delete a Person:

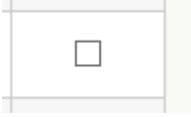


To select a Person you want to Hide or Delete you need to tick on the Select Person tickbox, following all the student's details, name, date of birth, address and school, on the right:

Dent, Arthur	25/05/2001	42 Walnut Grove, Shepton Mallet, Somerset, BA4 4HX
--------------	------------	--

You will notice the column is titled Select at the top of the screen:





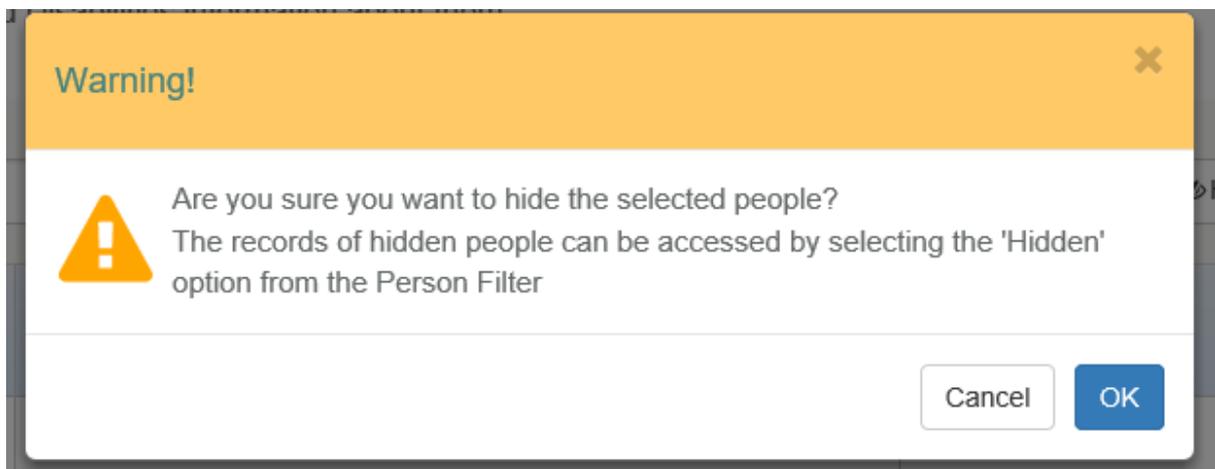
Click the tickbox next to the relevant student and then you can carry out the necessary action to either Hide or Delete, which have different impacts as listed below.

### Hiding a Person

Clicking on Hide Person will mean the student still appears in your SEND Professional Portal account, but is hidden and appears behind a Filter on your Special Educational Needs and Disabilities homepage:



When you have clicked on Hide Person, the following popup message appears:

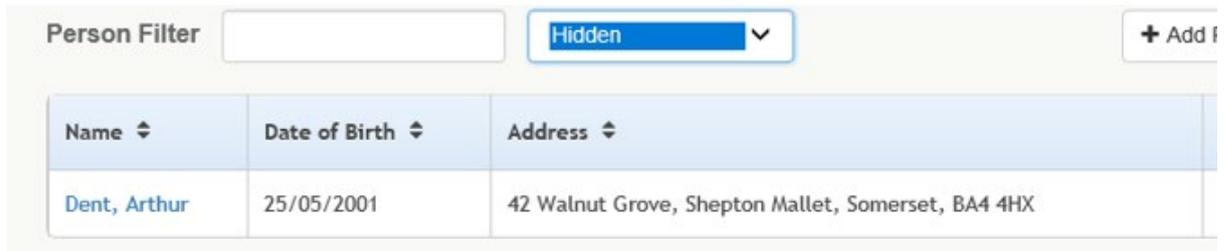


If you want to add the student to the hidden area, click on OK.

This hidden area is accessible on the dropdown next to the Person Filter at the top of your Special Educational Needs and Disabilities homepage. This filter also enables you to filter students who have been accessed on the Portal recently (within the past 18 months):



When you select the Hidden option on this dropdown, any students you have hidden from your Homepage, will appear under this option as below:



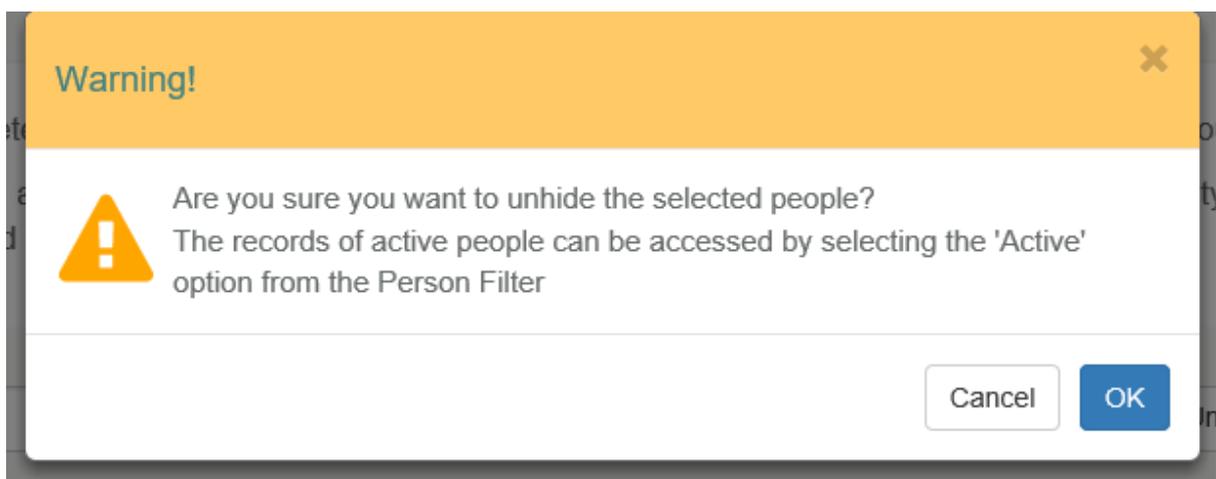
Person Filter  Hidden

Name	Date of Birth	Address
Dent, Arthur	25/05/2001	42 Walnut Grove, Shepton Mallet, Somerset, BA4 4HX

If you want to restore any students you have hidden to your Special Educational Needs and Disabilities Homepage then you can just click the tickbox next to the student in question on this screen and click on Unhide Person:



A pop up message again appears checking if you want to add the student to the Active list which usually appears on the Special Educational Needs and Disabilities homepage and you just click on OK to confirm that you are happy with this:

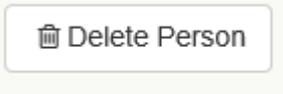


**Warning!**

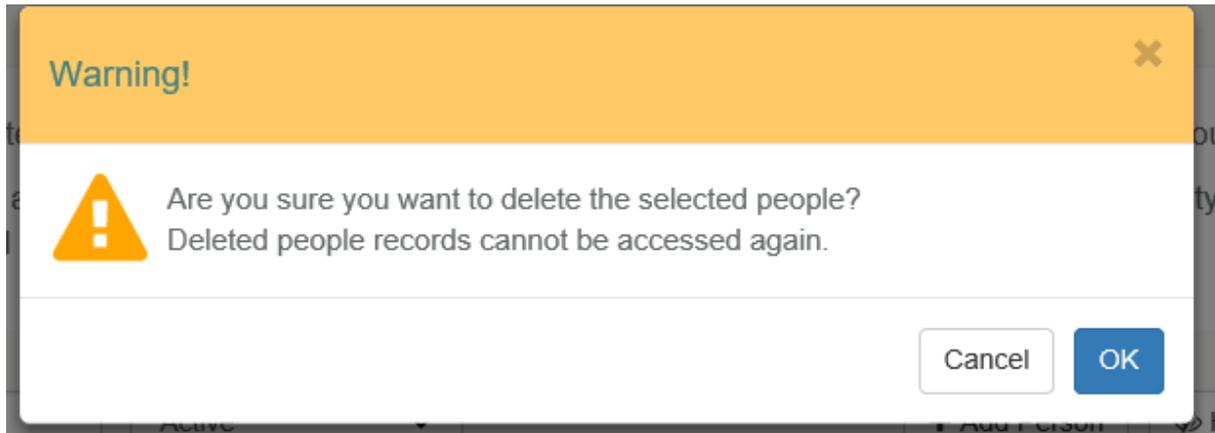
Are you sure you want to unhide the selected people?  
The records of active people can be accessed by selecting the 'Active' option from the Person Filter

## Deleting a Person

Clicking on Delete Person will mean a student is permanently removed from your Portal account, and can only be added again, via a request to the Statutory SEND Team to re-add you on to the student as an Authenticated Portal User:

Delete Person

The following pop-up message appears when you press the Delete Person button to notify you that this student will be permanently removed from your account:



If you are absolutely sure you want to do this, click on the OK button on the pop up message, which appears.

Doing this will automatically change the Authenticated status of your Portal account on the student in question from a 'Yes' to a 'No' on our Local Authority database, meaning any forms shared on this student in future, will no longer be shared with you:

Authenticated
Yes
No

Consequently, please be very cautious and careful before deleting students from your SEND Professional Portal and ensure it is definitely students who you no longer are involved with.

The only way to get them back is to send an e-mail to [sendassessmenthub@somerset.gov.uk](mailto:sendassessmenthub@somerset.gov.uk) (for students under EHC Assessment) or [sendreviewinghub@somerset.gov.uk](mailto:sendreviewinghub@somerset.gov.uk) (for students with an EHC Plan) requesting that you are re-added as an Authenticated Portal User to the students in question.

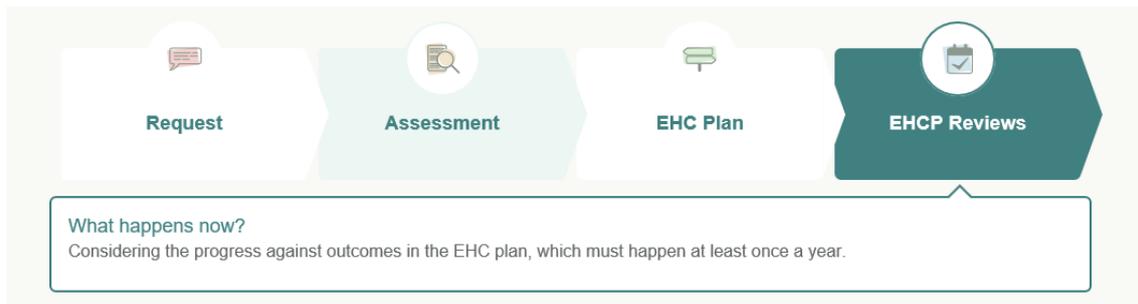
## Submitting EHCP Annual Review forms on the Professional Portal

There are currently three types of EHCP Annual Review forms available on the Professional Portal.

Please note these should only be completed for students who are already in receipt of an EHC Plan, which is being reviewed.

The three forms which are available, relate to different age groups and scenarios as there is slightly different criteria in each form.

To see the different types of EHCP Annual Review forms click on the EHCP Reviews category at the top of the screen:



At the bottom of the screen you will see the three available forms:

Annual Review of EHC Plan for children attending Early Years settings	<a href="#">Start</a>
Annual Review of EHC Plan for young people attending Education Settings in Year 9 and above	<a href="#">Start</a>
Annual Review of EHC Plan for young people attending Schools up to Year 8	<a href="#">Start</a>

Please note that there is no way currently for the Portal to hide forms based on the student's age, so all available forms will display here. Hence, it is important you select the correct form based on the child's education setting, so the relevant questions based on the child's age will be answered in the form.

As you are working in an Early Years Setting, you will always be selecting the Annual Review of EHC Plan for children attending Early Years Settings:

Annual Review of EHC Plan for children attending Early Years settings

Start

Once you have chosen the correct form, press the Start button on it to start filling it in.

Start

When you load the form, an Introduction will appear showing you all the guidance for completing the form and the process around it. We would encourage you to read through these points when you are first using the Portal:

- This online form should only be submitted for student's with Education, Health and Care (EHC) Plans who attend a school and are in Early Years.
- This online form should be used when reviewing a student's EHC Plan. EHC Plans must be reviewed as a minimum every 12 months.
- This online form should help to guide parents, young people and practitioners through the review process and address all aspects of child/young person's life. This should be a holistic and person centred review process.
- The child/young person, parents/carers and professionals (Local Authority, Health, Social Care etc) involved will be invited to attend a meeting at the education setting.
- At least two weeks' notice of the date of the meeting must be given.
- The person arranging the review meeting must obtain advice and information about the child/young person from those invited and must circulate it at least two weeks in advance of the meeting.
- Please note it may be useful to fill in as much as possible of this online form prior to the meeting.
- A report of the online should be generated and sent to all attendees and should refer to any difference between the education setting and attendee recommendations.
- Parents/carers will be offered a date for the review and asked for their views at least two weeks in advance.
- The Department for Education (DfE) expectation is that EHC Plans will be amended at key phases/transitions or where there is a significant change to need so the review paperwork will be appended to EHC Plans. This will be the most current record for any changes ie child/young person views, parent/carer views, current levels of progress and short term outcomes.
- Please ensure you complete any mandatory fields (marked with the red asterisk) on each step of the Annual Review. You will not be able to submit the step of the Review until all mandatory fields are completed.

Once you have read through the guidance, click Start:

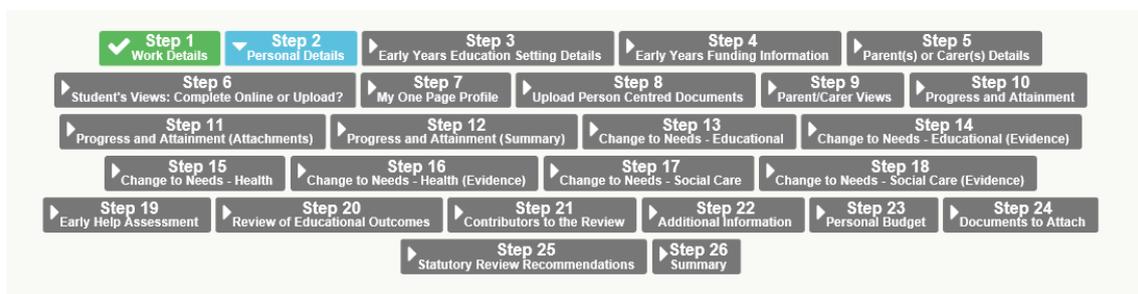
Start

You will then be asked to confirm your Professional Role with regards to the student on the next screen:

SENCO
<b>Organisation Name</b> Insert School Name Here
<b>Address</b> SEND Casework Team, County Hall, The Crescent, Taunton, Somerset, TA1 4DY
<b>Work Phone</b> 01823 359423
<b>Mobile Number</b>
<input type="button" value="Select"/>

Unless you have a second role in relation to the student, ordinarily only SENCO will appear. If this is the case and you are happy with this click Select to confirm:

This means you have completed Step 1 of the form and on the next screen, all the other steps to complete will appear:



This may look a bit imposing at first, but there aren't necessarily detailed actions for you to complete in each step of the form. The reason there are so many steps on the form is to encourage you to Save regularly. You have 15 minutes to complete each step of the form and by saving regularly as you go you will not lose any of the work you have completed and will be able to return to it later if needs be.

In each step of the form, you will see guidance for completing it. We would encourage you to read this as you work through it:

Step 2 - Personal Details

Please note you have 15 minutes to complete this section of the form before it times out.

Provided you have completed all mandatory fields you can click Save and Continue and go back to this stage of the form to add in more detail later if necessary.

Any time a step of the form has mandatory fields, which you must fill in, they will have a red asterisk next to them:

**\*Young Person's Legal Name (300 characters)**

Test Test

---

**\*Date of Birth**

01-January-2000

---

**\*Is the Child in Care/Child Looked After (CLA)?**

No

There are different types of fields in the Portal -some where you can type in information:

**\*Education Setting Name**

The Mendip School

Some of these text fields are limited to 300 characters, while others are Memo fields, in which you can type up to 30,000 characters:

**Diagnosis (if any)**

This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters. This is a memo field, which allows me to enter up to 30,000 characters.

Other fields contain dropdown menus for you to select the correct option:

\*SEND Primary Need

Autistic Spectrum Condition (ASC)

Please select the value required

- Autistic Spectrum Condition (ASC)
- Hearing Impairment (HI)
- Moderate Learning Difficulty (MLD)
- Multi Sensory Impairment (MSI)
- Physical Disability (PD)
- Profound and Multiple Learning Difficulty (PMLD)
- Severe Learning Difficulty (SLD)
- Social, Emotional and Mental Health (SEMH)
- Specific Learning Difficulty (SpLD)

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There are fields that ask you to enter numbers and may be restricted to a certain number of digits:

\*Educational Attendance (%)

86

Some fields you are restricted to entering a Yes/No answer on a dial as follows:

\*Is the Child in Care/Child Looked After (CLA)?

No

Once you have completed a step of a form, click Save and Continue at the bottom of the form:

Save & Continue

You will then move onto the next step of the form:

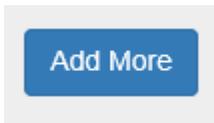
Step 1 Work Details
  Step 2 Personal Details
  Step 3 Early Years Education Setting Details

The step of the form you are currently working on will always be coloured blue and any steps you have completed will be green. Steps you have yet to reach will be coloured grey.

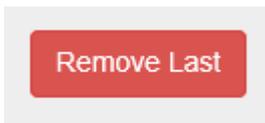
You cannot move on to a grey step of the form until you have completed all the steps on the path to it. However, if you want to edit some information you have submitted in a previous step, you can go back by clicking on the green coloured steps.

In some steps of the form there are repeating groups where you can enter the answers more than once, where for instance you want to enter more than one set of Parent/Carer details or more than one set of Parent/Carer views.

Repeating groups always have an Add More button at the bottom of the screen:



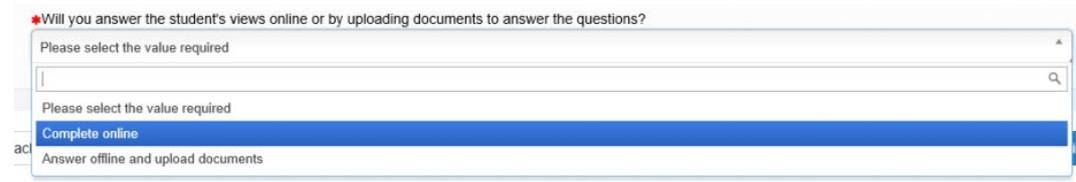
Once you have added a second set of responses to a set of questions, you can take it away again by clicking on the Remove Last button:



When you reach Step 6 of the Annual Review form, you have two choices.

Step 7 of the Annual Review form is designed to capture the child's views. Either the questions can be completed online by the Early Years Contact or you can Upload Person Centred Documents in Step 8 that answer the questions in the previous four steps.

You have to make this choice in Step 6, before progressing, but you can change your mind and go back to this later if needs be:


 A screenshot of a web form. At the top, there is a red asterisk followed by the text: "Will you answer the student's views online or by uploading documents to answer the questions?". Below this is a dropdown menu with a search icon on the right. The menu is open, showing two options: "Complete online" (highlighted in blue) and "Answer offline and upload documents". Above the dropdown, there are two placeholder text boxes that say "Please select the value required".

Together with this guidance we have sent out blank versions of the Annual Review reports. These reports will normally be prepopulated with data you have submitted on the SEND Portal and get shared back to you once your forms have been accepted.

PORTAL Blank Annual Review Paperwork for Early Years

These blank Annual Review reports show the questions as they appear in Step 7 as follows:

### Student's Views

Will you answer the student's views online or by uploading documents to answer the questions?:

### My One Page Profile

Profile compiled by:

Insert Key Person Name Here: (300 characters max):

Things people like and admire about me ... (30,000 characters max):

Things that are important to me ... (30,000 characters max):

My hopes and dreams for the future ... (30,000 characters max):

I need some help with ... (30,000 characters max):

If you prefer not to complete the child's views online, this will enable you to go through the questions, fill them in offline, type documents or fill in PowerPoints and save them as PDFs which could answer these questions via the Person-Centred Document uploading functionality in Step 8.

Step 8 is the first step in the Annual Review form which enables you to Upload Documents. This is also a repeating group, so it enables you to upload more than one document, using the Add More button.

Fields which enable you to Upload Documents appear as follows:

Upload a Person-Centred Document to answer a question in either Step 5, 6, 7 or 8 or to answer questions in all four of these steps here:

- Please ensure that your files have the correct extensions, these should be .doc, .docx, .pdf, .png, .jpeg, .jpg, .bmp
- The maximum file size allowed is 10MB
- By uploading this file, you are confirming that it is free from viruses or other malware and contains no inappropriate material. If the file contains images of people, please ensure you have their consent for the image to be shared
- You must upload each file by selecting the upload button for the file to be added to the form

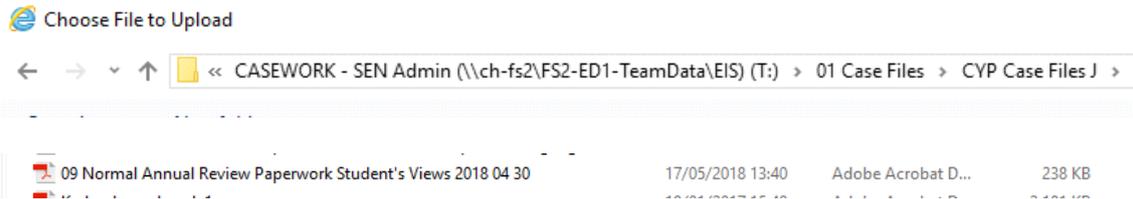
**File Name:**

**File Type:**

**File Size:**

You will see they list the types of documents which can be attached and uploaded to the forms and the maximum size of the files which can be submitted.

To upload a Document, click on the Browse button and find where it is saved on your computer:



Select the file and click Open to add it to upload queue on the Portal:



Then click the Upload button on the Portal to upload the file:



We would then encourage you to enter a description of the document you are uploading in the Description field:

This will enable us in the SEND Statutory team to save the file with a clear document title, following our policies, so that if it is uploaded to our Professional Choices website for discussion at SEND Statutory Panel it will be clearly labelled for the professionals who attend Panel to consider any evidence presented.

This is particularly key when you come to answering Step 24 - Documents to Attach when you are uploading any reports which provide evidence, but do not come into any of the earlier categories listed in earlier steps.

There are other steps in the form which enable you to upload documents and we have sent out specific template documents for uploading to certain steps. Here are the details as follows:

### Step 11 -Progress and Attainment (Attachments)

PORTAL Step 13 Annual Reviews and SEND Support Reviews Individual Progress Tracker -Early Years

## PORTAL Step 11 Early Support Developmental Journal

### Step 21 -Early Help Assessment

PORTAL Early-Help-Assessment Form V21.0

### Step 26 -Personal Budget

PORTAL Personal Budget and Direct Payment Request Form

In Steps 13 to 18 you only need to fill in details if there are any changes to the student's needs in Education, Health and/or Social Care. If there are no changes to the student's needs these sections can be left blank.

If there are changes to the student's Health Needs (highlighted in Steps 15 and 16) or changes to the student's Social Care Needs (highlighted in Steps 17 and 18) please ensure you seek and gain permission from the student's Parents or Carers, before you upload any reports which evidence these changes.

The key information that needs to be included as part of the EHCP Annual Review is the Statutory Review Recommendations on Step 25.

All the fields which need to be completed here are mandatory, and the key information we need to receive is whether there are No Changes to the EHCP, if Amendments should be considered or if the EHC Plan should be Ceased:

\*Annual Review Recommendation

Please select the value required

|

Please select the value required

- EHC Plan should be maintained with no changes
- Amendments to the EHC Plan should be considered
- EHC Plan should be ceased

If you are recommending Amendments to the EHC Plan, you can make it really clear to the Assessment and Review Officer by selecting which Section is being amended:

If Amendments are being considered, is Section A: Child/Young Person and Parent/Carer Views being amended?

Yes

When you get to the last step of the form a Summary will appear:

### Test Test - Summary

The information you have entered as part of this Special Educational Needs & Disabilities form is displayed below. Please review the information provided before continuing.

#### Form Submitter Details

	Jamie Brooks		
<b>Professional Role</b>		<b>SENCO</b>	
<b>Organisation Name</b>		<b>Somerset County Council</b>	

When you scroll down the summary it will show you all the information you have entered through each step of the form, so you can read it back and check it before submitting the form:

#### Form Details

<b>Personal Details</b>	
<b>Young Person's Legal Name (300 characters max)</b>	Test Test
<b>Date of Birth</b>	2000-01-01
<b>Education Setting Name (300 characters max)</b>	The Mendip School
<b>National Curriculum Year (NCY)</b>	8
<b>High Needs Funding Category</b>	Mainstream School Band 1 (MSB1)

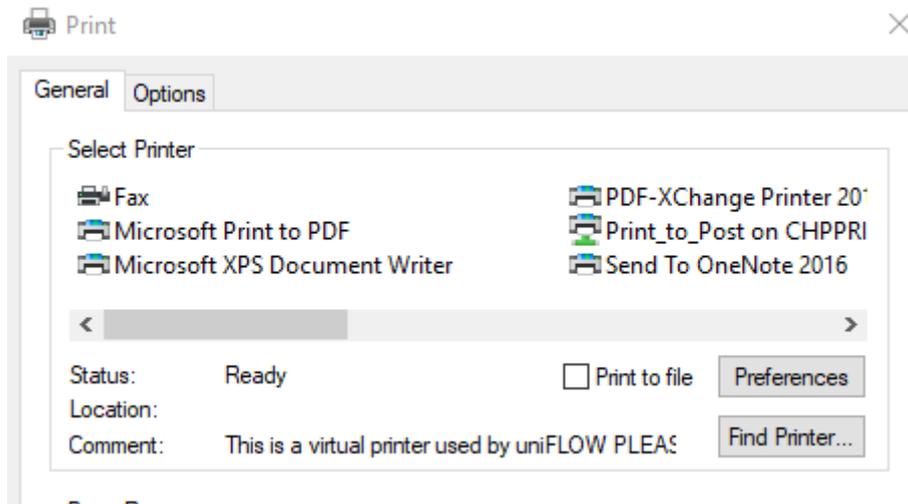
### Printing the Summary as a Draft document

When you get to the Summary stage of a Portal form it shows everything you have entered on a form so far. Hence, this is ideal to share with parents at the Review meeting itself as a draft document of what you intend to submit to the Local Authority and it also allows them to have their input into the Review meeting.

If you are comfortable with using technology at the meeting you can share the Summary with them on screen using a laptop or tablet.

However, there are two ways you can print the summary, either in a hard copy to hand to parents at the Review meeting or as a PDF to share with them electronically.

To print the Summary, simply select Print in your Internet Browser. Here you should either be able to print the document at your Printer or select Microsoft Print to PDF to create a PDF of the document:



The Summary will display in a format like this for Printing, with all the questions you have answered on the form, listed in the order as below:

### Summary

The information entered as part of SEN Support Review for young people attending Education Settings in Year 9 and above - 28/05/2019 form is displayed below.

#### Form Submitter Details



Jamie Brooks

Professional Role: SENCO  
Organisation Name: Somerset County Council

#### Child / Young Person Details



Arthur Dent

Gender: Male  
Date of Birth: 25-May-2001  
Current School: Hinton St.George CofE School

#### Form Details

##### Personal Details

Young Person's Legal Name

t

Note that once you have submitted an Annual Review to the Local Authority you will receive it back in a more professional-looking Quick Report PDF that pulls together all the data you have submitted online for your student files, shared

with you via a Portal Sharing Form. However, you cannot get this until the stage that you have made a final submission.

## Completing the Summary

The Summary step is just about reading and checking the form you have been working on, not about editing it.

Hence, please be careful before you complete this step as it sends the form through to the Local Authority and you effectively have to resubmit the form with a Reason for Editing if you do change anything as part of your submission.

When you scroll down to the bottom of the form you must confirm all the information you are submitting is accurate and acknowledge that any information you have provided as part of the form will be used in accordance with the SEND Code of Practice:

I confirm that I am submitting this form with the knowledge and permission of the person (or his/her parents/guardians) to whom it relates. All information I have provided as part of this form is correct to the best of my knowledge.

I agree

The information that you have provided on this form will be used in accordance with processes outlined in the current Special Educational Needs & Disabilities Code of Practice.

It is important that the child or young person and their parent or carer are able to see the information you are providing and for it to be shared with them. It will also be shared with other professionals working with the child or young person.

Before submitting this information, you must agree that the information provided can be shared with other professionals, the local authority, the child or young person and their parent or carer. If you do not agree to this, you will not be able to send it using this online form.

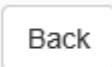
I agree that the information I am submitting can be shared with other professionals, the local authority, the child or young person and their parent or carer as part of processes outlined in the current Special Educational Needs & Disabilities Code of Practice.

I agree

Once you have ticked the two agreements above and clicked on the Accept button the form is sent to the County Council:

A blue rectangular button with rounded corners and the word "Accept" in white text.

If you do need to edit the form further before submission, press the Back button and you can still make changes:

A white rectangular button with rounded corners and a thin grey border, containing the word "Back" in black text.

## Forms you are working on

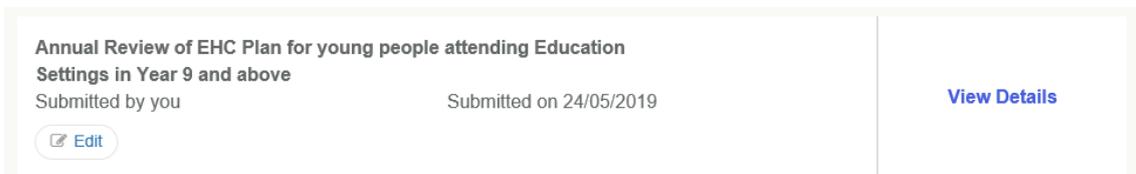
When looking for Annual Review forms you have started working on, or that you have submitted, go into the student and click on the relevant category (so EHCP Reviews for an Annual Review of an EHC Plan):



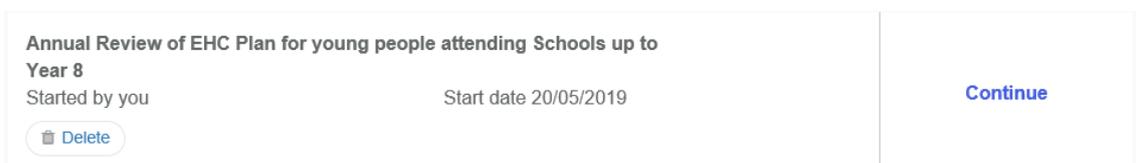
At the top of the EHCP Reviews section you will see there is an Academic Year dropdown, where you can select previous academic years if you want to see previous Reviews you have submitted:



Once you have submitted a form for a student it will appear in the Review category with a note saying that it was 'Submitted by you' and the date on which you submitted the form:



If you are halfway through completing a form, but have not submitted it yet, it will appear in the Review category with a note saying that it was 'Started by you' and the date on which you started the form:



You can continue working on the form, by clicking on the Continue button:

### Continue

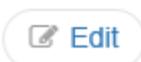
Or if you have gone badly wrong on a form and want to get rid of it you can click on the Delete button. Please note you cannot retrieve a form after you have deleted it so please be sure you want to delete the form, before selecting this option:



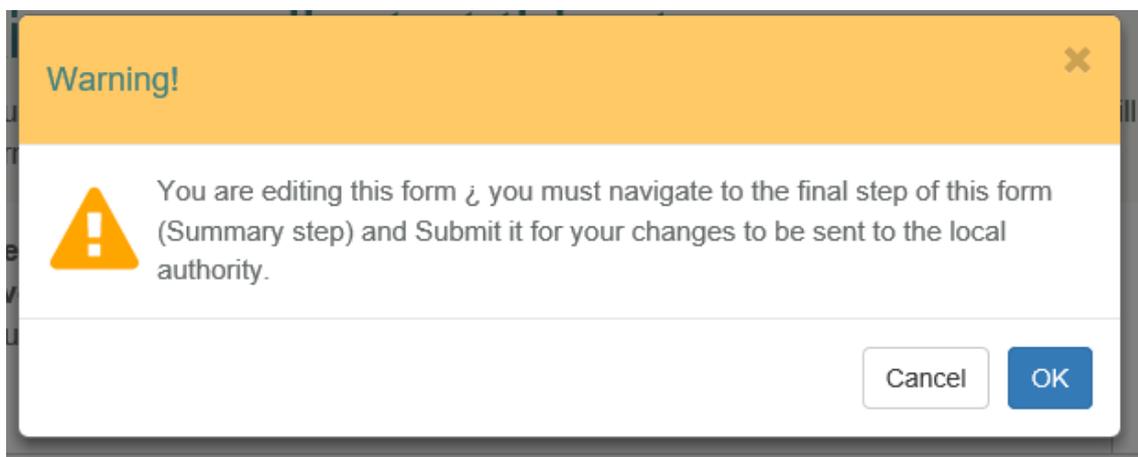
### Editing a form you have already submitted

If you have gone wrong on a form and have already submitted it to the Local Authority or have forgotten to include some evidence you need to include there is an option to Edit a form you have already submitted. This in effect, re-submits the form to the Local Authority, so we would encourage you to get everything right first time and carry out the checks listed above on the Summary Page.

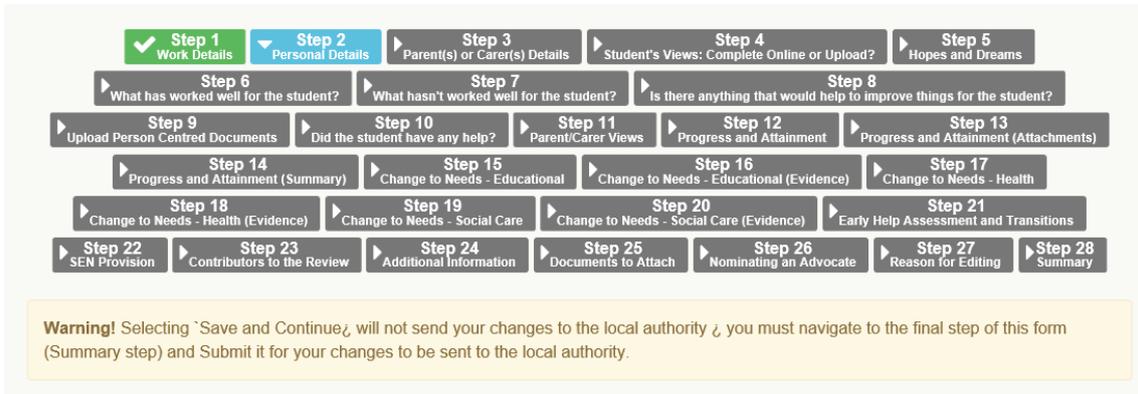
Once you have submitted a Form to the Local Authority, you will notice that the Delete button has changed to an Edit button:



Click on the Edit button and the following pop up message will appear:

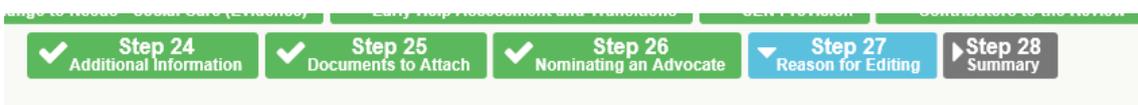


Click OK and you will go back to the start of the form with a warning message on it as below:



You will have to work through the entirety of the form, Saving and Continuing as you go. You can edit the relevant step of the form where things went wrong or where you failed to submit information.

Once you have got through to the last step of the form, before the Summary, you will notice an additional step has been added. This Step is entitled Reason for Editing:



There is only one field to complete in this step, which is a mandatory memo field of 30,000 characters in which you enter the reason for editing the form, before it is resubmitted to the Local Authority:

\*Reason for Editing

I needed to attach an additional Educational Psychologist report, which I forgot to submit with my form when I first submitted it to the LA.

Click Save and Continue and you will move on to the Summary step of the form where you can submit the form to the Local Authority as normal.

You will see that the Reason for Editing also appears at the bottom of the Summary:

Reason for Editing

I needed to attach an additional Educational Psychologist report, which I forgot to submit with my form when I first submitted it to the LA.

### Portal Sharing Forms for Annual Reviews

Once you have submitted an Annual Review of an EHC Plan form through on the Portal and it has been approved by the Local Authority, a report of your submission will be shared with you back through on the Portal.

You will receive an e-mail through from the Portal notifying you that you have a message waiting for you in the Portal.

The message in the Portal will tell you that your form has been approved and that the report will be shared with you in due course.

The form will be shared back to you via a Portal Sharing form, which will appear in the Annual Review category under the relevant academic year as follows:

<p><b>SEND File Sharing Form</b> Shared by SEND team</p> <p style="text-align: right;">Shared on 10/05/2019</p>	<p><a href="#">View Shared Form</a></p>
---	---

Opening up the Portal Sharing Form using the View Shared Form button, you will see the following message, showing you the student, which this form relates to and when it was shared with you by the Local Authority:

**Chronology Form Summary**

This form has been shared by the Local Authority. SEND File Sharing Form - EHC Plan submitted on 10/05/2019 is displayed below.

**Child / Young Person Details**

**Gender**

Male

**Date of Birth**

██████████

**Current School**

Writhlington Comprehensive School

**Form Details**

File Sharing

If you scroll down the screen you will find a PDF attachment of your submission available to download by clicking on the Download File button and a description of the file attached:

**File Sharing**

**Description of File being attached**

Document for sharing

**File Attachment**

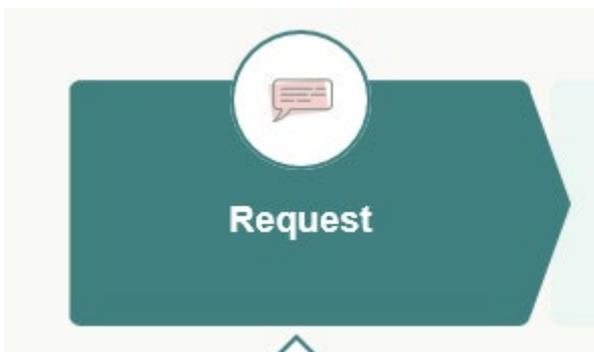
[Download File](#)

**File Name:** Fairmead Annual Review overview Summer 2017.doc  
**File Type:** doc  
**File Size:** 0.08007813 MB

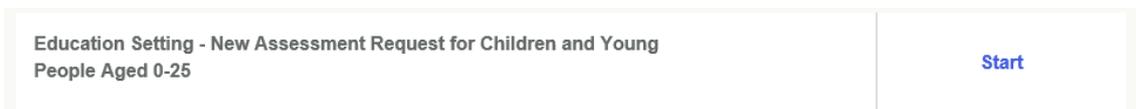
## Submitting a Request for EHC Assessment on the Portal

The form for submitting a request for an EHC Assessment can be used for all students for whom an education setting wishes to make a request for, from the age of 0 to 25.

The form is available on all students who you have added to your Caseload and appears under the Request category at the top of the screen:



The form appears as follows:



Unless there are exceptional circumstances, Early Years Settings should hold a SEND Support Review, ideally within the last term, before they start completing a Request for Assessment.

The main evidence which is considered at SEND Statutory Panel as to whether a student will undergo an EHC Assessment or receive an EHC Plan comes from the SEND Support Review, which is why this is essential.

If you are ready to start making a New Assessment request press the Start button:



When you load the Form an Introduction will appear showing you all the guidance for completing the form and the process around it. We would encourage you to read through these points when you are first using the Portal:

## Introduction

If you are making a request for a student to have an Education, Health and Care (EHC) assessment, you need to submit a recent SEND Support Review.

This SEND Support Review should be produced within the last term, and submitted via the SEND Portal, unless there are exceptional circumstances.

The request and the timing of the request should also be appropriate.

Once you have read through the guidance click Start to start the Form:

Start

You will then be asked to confirm your Professional Role with regards to the student on the next screen:

SENCO
<b>Organisation Name</b> Insert School Name Here
<b>Address</b> SEND Casework Team, County Hall, The Crescent, Taunton, Somerset, TA1 4DY
<b>Work Phone</b> 01823 359423
<b>Mobile Number</b>
Select

Unless you have a second role in relation to the student, ordinarily only SENCO will appear. If this is the case and you are happy with this click Select to confirm:

Select

This means you have completed Step 1 of the form and on the next screen, all the other steps to complete will appear:



In each step of the form, you will see guidance for completing it. We would encourage you to read this as you work through it:

#### Step 2 - Personal Details

If you are making a request, you need to submit a recent SEND Support Review, generated within the last term, unless there are exceptional circumstances. The request and the timing of the request should also be appropriate.

There are separate forms available on the SEND Professional Portal to enable you to submit an SEND Support Review and we would encourage you to complete one of those forms first before completing this form.

Please note you have 15 minutes to complete this section of the form before it times out.

Provided you have completed all mandatory fields you can click Save and Continue and go back to this stage of the form to add in more detail later if necessary.

Any time a step of the form has mandatory fields, which you have to fill in, they will have a red asterisk next to them:

\*Young Person's Legal Name (300 characters max)

\*Date of Birth

\*Have you submitted an SEND Support Review via the SEND Portal within the last term?

 No

A lot of the same guidance found with the EHCP Annual Review Form applies to the Request for EHC Assessment form:

- There are different types of fields to record your data on.
- Some of these text fields are limited to 300 characters, while others are Memo fields, in which you can type up to 30,000 characters.
- Some fields you are restricted to entering a Yes/No answer on a dial.
- Once you have completed a step of a form, click Save and Continue at the bottom of the form. You will then move onto the next step of the form
- The step of the form you are currently working on will always be coloured blue and any steps you have completed will be green. Steps you have yet to reach will be coloured grey.
- You cannot move on to a grey step of the form until you have completed all the steps on the path to it. However, if you want to edit some information you have submitted in a previous step, you can go back by clicking on the green coloured steps.

Step 3 of the form enables you to list any additional reasons you are making the request at this time, which are not listed in the SEND Support Review. If there are exceptional circumstances for which a SEND Support Review was not held, but you are still putting in a Request for an EHC Assessment, this is the field in which it is important to list these reasons and put in significant evidence, otherwise the request is more likely to be rejected:

Reasons for the Request (2000 characters max)

There is a limit of 30000 characters. **30000** remaining.

Step 4 enables you to upload the SEND Support Review, the last two cycles of Plan-Do-Review, plus any additional reports that provide evidence of why an EHC Assessment is necessary.

Please note that, unless there are exceptional circumstances, the SEND Support Review and the last two cycles of Plan-Do-Review are mandatory parts of a submission for Education, Health and Care Assessment and if these documents are missing from your submission without clearly explained exceptional circumstances, your request for assessment is likely to be rejected.

For any reports you upload here, you need to confirm that you have permission to share them from the student, their parent(s) or carer(s), particularly if they are sensitive medical reports etc.

Please also ensure you write a description of any reports you are uploading so that we know how to file them for our Assessment and Review Officers for consideration at SEND Statutory Panel:

★Have you got permission from the student, their parent(s) or carer(s) to submit this report?

Description of Evidence (2000 characters max)

There is a limit of 30000 characters. **30000** remaining.

Upload Evidence here

- Please ensure that your files have the correct extensions, these should be .doc, .docx, .pdf, .png, .jpeg, .jpg, .bmp
- The maximum file size allowed is 10MB
- By uploading this file, you are confirming that it is free from viruses or other malware and contains no inappropriate material. If the file contains images of people, please ensure you have their consent for the image to be shared
- You must upload each file by selecting the upload button for the file to be added to the form

Aside from ensuring a SEND Support Review is submitted in Step 4, Step 5 of the Request for Assessment form is the most important.

For all Early Years Requests, we need to ensure a Parent/Carer Consent Form for the EHC Assessment is signed and uploaded to the Portal:

★Are you attaching a Consent Form? (this is mandatory for students in National Curriculum Year (NCY) 11 and under)

Consent Form Attachment - Please attach the signed Parent Consent Form here.

- Please ensure that your files have the correct extensions, these should be .doc, .docx, .pdf, .png, .jpeg, .jpg, .bmp
- The maximum file size allowed is 10MB
- By uploading this file, you are confirming that it is free from viruses or other malware and contains no inappropriate material. If the file contains images of people, please ensure you have their consent for the image to be shared
- You must upload each file by selecting the upload button for the file to be added to the form

**File Name:**  
**File Type:**  
**File Size:**

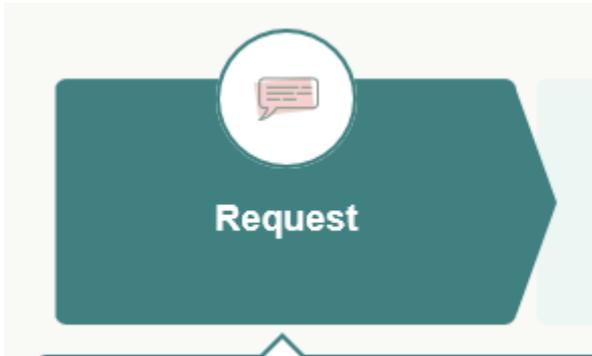
This form was sent out with the guidance to the SEND Professional Portal and is titled as follows:

**PORTAL Parental Consent Form**

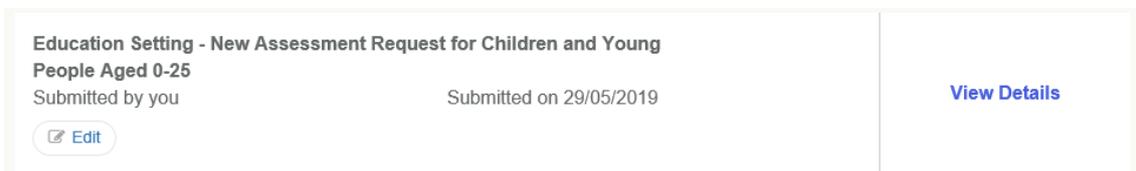
Please note if this form is not included with the Request for EHC Assessment, then the request will be rejected until we receive a Consent form.

## Forms you are working on

When looking for Request for EHC Assessment forms you have started working on, or that you have submitted, go into the student and click on the relevant category (so Requests):



Once you have submitted a form for a student it will appear in the Review category with a note saying that it was 'Submitted by you' and the date on which you submitted the form:



If you are halfway through completing a form, but have not submitted it yet, it will appear in the Review category with a note saying that it was 'Started by you' and the date on which you started the form:



You can continue working on the form, by clicking on the Continue button:

**Continue**

Or if you have gone badly wrong on a form, but not finished it and want to get rid of it you can click on the Delete button. Please note you cannot retrieve a

form after you have deleted it so please be sure you want to delete the form, before selecting this option:



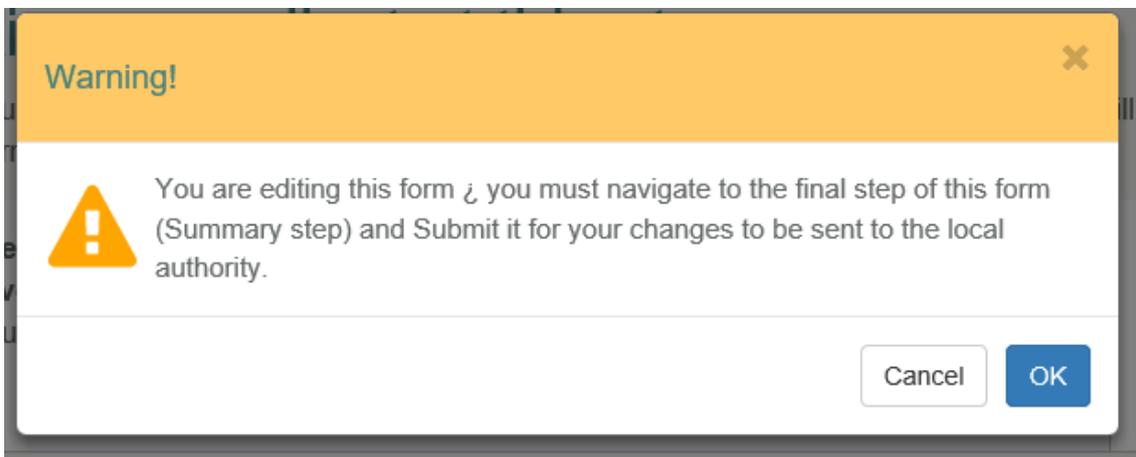
### Editing a form you have already submitted

If you have gone wrong on a form and have already submitted it to the Local Authority or have forgotten to include some evidence you need to include there is an option to Edit a form you have already submitted. This in effect, re-submits the form to the Local Authority, so we would encourage you to get everything right first time and carry out the checks listed above on the Summary Page.

Once you have submitted a Form to the Local Authority, you will notice that the Delete button has changed to an Edit button:



Click on the Edit button and the following pop up message will appear:



Click OK and you will go back to the start of the form with a warning message on it as below:



You will have to work through the entirety of the form, Saving and Continuing as you go. You can edit the relevant step of the form where things went wrong or where you failed to submit information.

Once you have got through to the last step of the form, before the Summary, you will notice an additional step has been added. This Step is entitled Reason for Editing:



There is only one field to complete in this step, which is a mandatory memo field of 30,000 characters in which you enter the reason for editing the form, before it is resubmitted to the Local Authority:

\*Reason for Editing

I needed to attach an additional Educational Psychologist report, which I forgot to submit with my form when I first submitted it to the LA.

Click Save and Continue and you will move on to the Summary step of the form where you can submit the form to the Local Authority as normal.

You will see that the Reason for Editing also appears at the bottom of the Summary:

Reason for Editing

I needed to attach an additional Educational Psychologist report, which I forgot to submit with my form when I first submitted it to the LA.

## Portal Sharing Forms for Request for Assessments

Once you have submitted a Request for EHC Assessment form through on the Portal and it has been approved by the Local Authority, a report of your submission will be shared with you back through on the Portal.

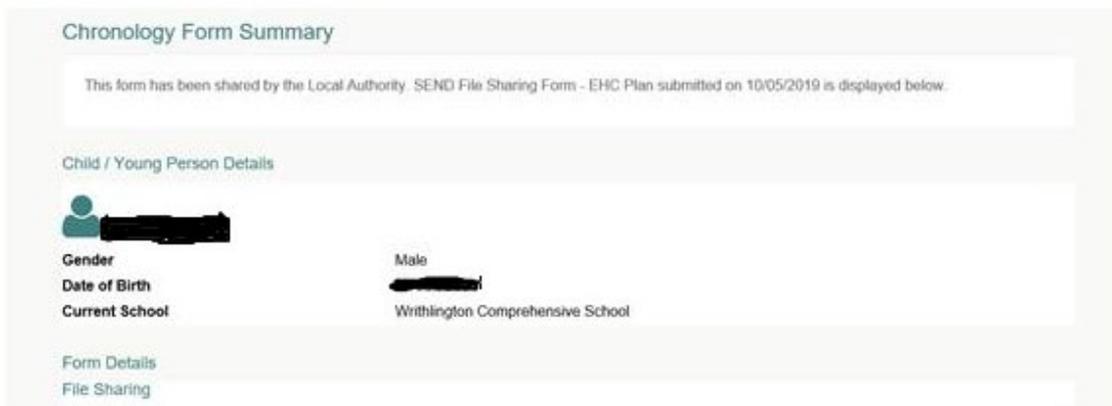
You will receive an e-mail through from the Portal notifying you that you have a message waiting for you in the Portal.

The message in the Portal will tell you that your form has been approved and that the report will be shared with you in due course.

The form will be shared back to you via a Portal Sharing form, which will appear in the Request category as follows:

<b>SEND File Sharing Form</b> Shared by SEND team	Shared on 10/05/2019	<a href="#">View Shared Form</a>
--	----------------------	----------------------------------

Opening up the Portal Sharing Form using the View Shared Form button, you will see the following message, showing you the student, which this form relates to and when it was shared with you by the Local Authority:



**Chronology Form Summary**

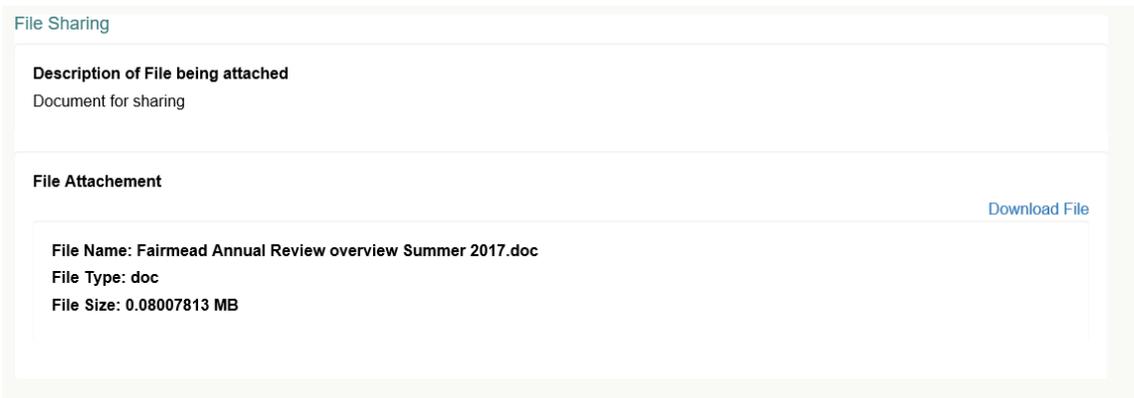
This form has been shared by the Local Authority. SEND File Sharing Form - EHC Plan submitted on 10/05/2019 is displayed below.

**Child / Young Person Details**

	
<b>Gender</b>	Male
<b>Date of Birth</b>	
<b>Current School</b>	Withington Comprehensive School

**Form Details**  
**File Sharing**

If you scroll down the screen you will find a PDF attachment of your submission available to download by clicking on the Download File button and a description of the file attached:



**File Sharing**

**Description of File being attached**  
Document for sharing

**File Attachment** [Download File](#)

**File Name:** Fairmead Annual Review overview Summer 2017.doc  
**File Type:** doc  
**File Size:** 0.08007813 MB

## Submitting an Appendix B on the Portal

Once the Local Authority has received a Request for an EHC Assessment, a decision will be made at SEND Statutory Panel to either carry out an EHC Assessment on the student or not.

If a Yes to Assess decision is made by SEND Statutory Panel, then we will request that an Appendix B is completed, which will be used to summarise the key information from the Education Setting so that this information can go in an EHC Plan, should one be issued.

### Receiving a Portal Message requesting an Appendix B

When we are seeking an Appendix B we will request it through the Portal. You will receive an e-mail to the e-mail address you've registered on your Portal account as follows:

You are required to submit information for Jamie Brooks Inbox x

 SENDPORTAL@capita.professional.com via somersetcc.onmicrosoft.com  
to me ▾

Please logon to the Professional Portal to view new messages

When you log into the Portal you will see a message in your Messages informing you that you need to submit information and the deadline date by which you need to submit the Appendix B:

29/05/2019 15:56

**You are required to submit information for Jamie Brooks**

Dear Prof Jamie Brooks

You are required to submit information for Jamie Brooks. Please complete Appendix B for young people attending Education Settings in Year 9 and above by 10/07/2019.

You can start completing this form by selecting Appendix B for young people attending Education Settings in Year 9 and above.

Alternatively, You can find Appendix B for young people attending Education Settings in Year 9 and above by navigating to the Special Educational Needs & Disabilities area of the Portal.

Kind regards

Special Educational Needs & Disabilities Team

## Filling in the Appendix B

To complete the Appendix B, click on the relevant student after going through the Special Educational Needs and Disabilities button.

When you are in the student, you should see from the top of the screen that an EHC Assessment is underway and the Assessment stage is highlighted as below:



As a form has been requested for your completion, it should be visible under Information we collect at this stage, with a red line on the left-hand side of the form as below, with the date by which you need to return the form shown under Information due:



You will notice that there are four versions of the Appendix B, one for young people in Year 9 and above, one for young people up to Year 8, one for children attending Early Years Settings and one following the submission of a SEND Support Review.

Working at an Early Years Setting, there are only two options that you might have to complete. Either it will be the Appendix B for children attending Early Years Settings or it will be the Appendix B following a SEND Support Review.

The form following the submission of a SEND Support Review should ONLY be used in cases where a SEND Support Review has already been submitted as part of the Request for EHC Assessment. This form only asks you to provide any updated information you may have received since the initial request was made by the school. If you have no further information to provide, you only have a couple of quick yes/no questions to complete.

It should be clear the form you have to fill in, as the red line will be on the form we have requested, together with the Information due date. The other forms will not be requested, will not have a red line on them and will not include an Information due date:

Appendix B for young people attending Schools up to Year 8

Start

Scenarios where the full Appendix B will be requested include where the Parent/Carer made the Request for EHC Assessment and a SEND Support Review hasn't been submitted or where the SEND Support Review is more than six months old and we need more up-to-date information.

When you are ready to start filling in the Appendix B, click on Start:

**Start**

When you load the Form an Introduction will appear showing you all the guidance for completing the form and the process around it. We would encourage you to read through these points when you are first using the Portal:

#### Introduction

- This online form should only be submitted for children who are under Education, Health and Care (EHC) Assessment, following a Local Authority Yes to Assess decision at SEND Statutory Panel.
- This online form should only be used for children who attend Early Years Settings
- The Appendix B requests information from Early Years Settings following the Yes to Assess decision and MUST be returned to the Statutory SEND team, within the statutory six week time frame, by the deadline set out in the request for the Appendix B you have received.
- Please ensure you complete any mandatory fields (marked with the red asterisk) on each step of the Appendix B. You will not be able to submit the step of the Appendix B until all mandatory fields are completed.

Once you have read through the guidance click Start to start the Form:

Start

You will then be asked to confirm your Professional Role with regards to the student on the next screen:

**SENCO**

**Organisation Name**  
Insert School Name Here

---

**Address**  
SEND Casework Team, County Hall, The Crescent, Taunton, Somerset, TA1 4DY

---

**Work Phone**  
01823 359423

---

**Mobile Number**

Select

Unless you have a second role in relation to the student, ordinarily only SENCO will appear. If this is the case and you are happy with this click Select to confirm:



This means you have completed Step 1 of the form and on the next screen, all the other steps to complete will appear:



In each step of the form, you will see guidance for completing it. We would encourage you to read this as you work through it:

Step 2 - Personal Details

Please note you have 15 minutes to complete this section of the form before it times out.

Provided you have completed all mandatory fields (with the red asterisk) you can click Save and Continue and go back to this stage of the form to add in more detail later if necessary.

Any time a step of the form has mandatory fields, which you must fill in, they will have a red asterisk next to them:



\*Young Person's Legal Name (300 characters max)

\*Date of Birth

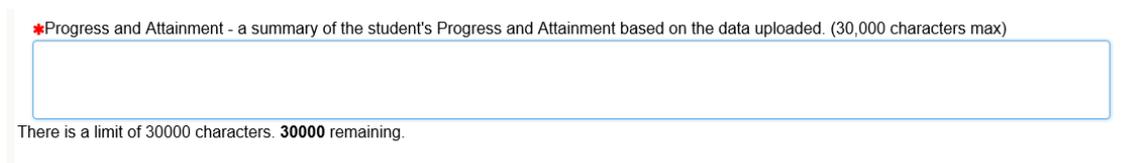
\*Have you submitted an SEND Support Review via the SEND Portal within the last term?

No

A lot of the same guidance found with the other forms you have already used also applies to the Appendix B form:

- There are different types of fields to record your data on.
- Some of these text fields are limited to 300 characters, while others are Memo fields, in which you can type up to 30,000 characters.
- Some fields you are restricted to entering a Yes/No answer on a dial.
- Once you have completed a step of a form, click Save and Continue at the bottom of the form. You will then move onto the next step of the form
- The step of the form you are currently working on will always be coloured blue and any steps you have completed will be green. Steps you have yet to reach will be coloured grey.
- You cannot move on to a grey step of the form until you have completed all the steps on the path to it. However, if you want to edit some information you have submitted in a previous step, you can go back by clicking on the green coloured steps.

On Step 9 of the Form, it is important to summarise any Attainment data you have selected and uploaded in Steps 7 and 8:



\*Progress and Attainment - a summary of the student's Progress and Attainment based on the data uploaded. (30,000 characters max)

There is a limit of 30000 characters. 30000 remaining.

Please pay particular attention to the guidance on Steps 6 and 10, which make it clear the kind of information we need, as these summaries are what directly goes into the EHC Plan, from the Education Setting, should one be issued:

**Step 9 - Student's Strengths**

Please describe briefly the student's key areas of strength. You may wish to use bullet points.

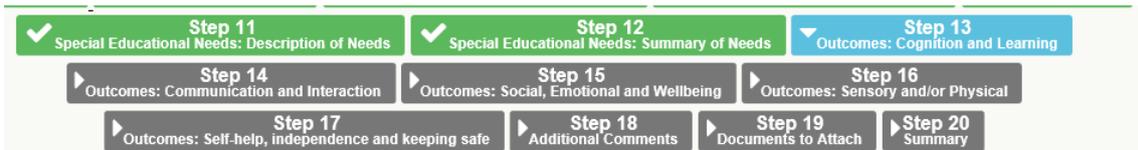
It is important to describe positively what the student can do and has achieved and should be forward looking. It is therefore essential that reports reflect genuine strengths that the student has. A genuine strength is not an absence of need e.g. it is not sufficient to write 'John has no motor skills difficulties'.

Do not include phrases such as 'John has improved his gross motor skills' as the reader has no context in which to relate the progress back to - provide concrete information about what they can or cannot do at the current moment in time.

Please note you have 15 minutes to complete this section of the form before it times out.

Provided you have completed all mandatory fields (with the red asterisk) you can click Save and Continue and go back to this stage of the form to add in more detail later if necessary.

The Outcomes are another key section of the full Appendix B (Steps 13 to 17). These fields are not mandatory, as not each section may be relevant to the particular child, but we would encourage them to be completed or documents uploaded to the Documents to Attach step to ensure that relevant outcomes are listed:



**Forms you are working on**

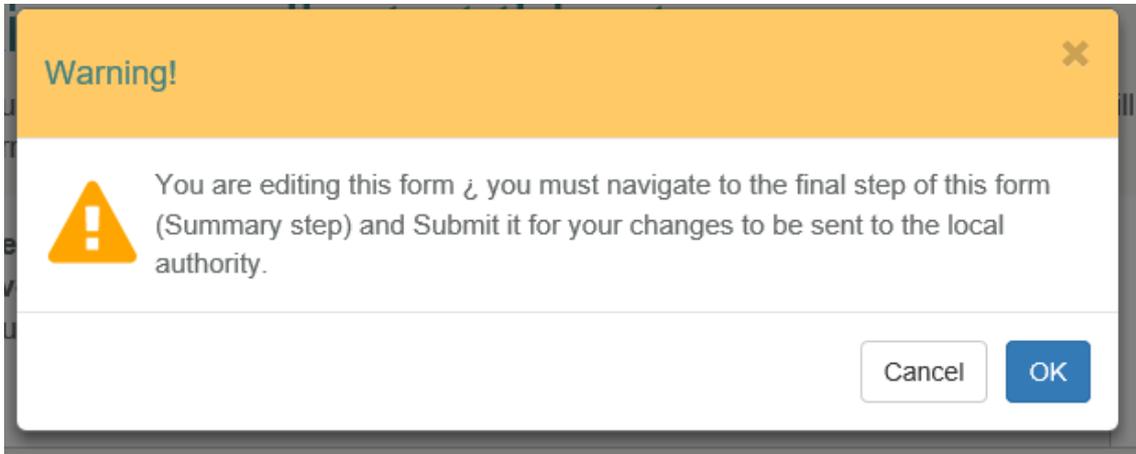
When looking for Appendix B forms you have started working on, or that you have submitted, go into the student and click on the relevant category (so Assessment):







Click on the Edit button and the following pop up message will appear:



Click OK and you will go back to the start of the form with a warning message on it as below:



You will have to work through the entirety of the form, Saving and Continuing as you go. You can edit the relevant step of the form where things went wrong or where you failed to submit information.

Once you have got through to the last step of the form, before the Summary, you will notice an additional step has been added. This Step is entitled Reason for Editing:



There is only one field to complete in this step, which is a mandatory memo field of 30,000 characters in which you enter the reason for editing the form, before it is resubmitted to the Local Authority:

★Reason for Editing

I needed to attach an additional Educational Psychologist report, which I forgot to submit with my form when I first submitted it to the LA.

Click Save and Continue and you will move on to the Summary step of the form where you can submit the form to the Local Authority as normal.

You will see that the Reason for Editing also appears at the bottom of the Summary:

Reason for Editing

I needed to attach an additional Educational Psychologist report, which I forgot to submit with my form when I first submitted it to the LA.

## Portal Sharing Forms for Appendix Bs

Once you have submitted an Appendix B form through on the Portal and it has been approved by the Local Authority, a report of your submission will be shared with you back through on the Portal.

You will receive an e-mail through from the Portal notifying you that you have a message waiting for you in the Portal.

The message in the Portal will tell you that your form has been approved and that the report will be shared with you in due course.

The form will be shared back to you via a Portal Sharing form, which will appear in the Assessment category as follows:

<p><b>SEND File Sharing Form</b> Shared by SEND team</p> <p style="text-align: right;">Shared on 10/05/2019</p>	<p><a href="#">View Shared Form</a></p>
---	---

Opening up the Portal Sharing Form using the View Shared Form button, you will see the following message, showing you the student, which this form relates to and when it was shared with you by the Local Authority:

### Chronology Form Summary

This form has been shared by the Local Authority. SEND File Sharing Form - EHC Plan submitted on 10/05/2019 is displayed below.

#### Child / Young Person Details

	
<b>Gender</b>	Male
<b>Date of Birth</b>	
<b>Current School</b>	Writhlington Comprehensive School

[Form Details](#)  
[File Sharing](#)

If you scroll down the screen you will find a PDF attachment of your submission available to download by clicking on the Download File button and a description of the file attached:

#### File Sharing

**Description of File being attached**  
Document for sharing

---

**File Attachment**

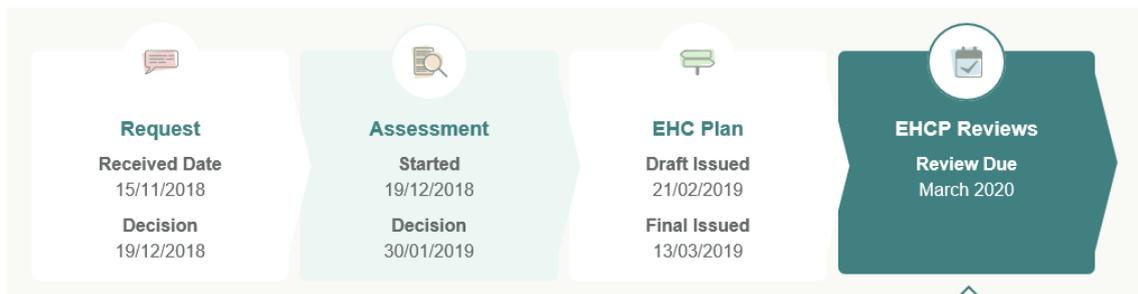
[Download File](#)

<b>File Name:</b> Fairmead Annual Review overview Summer 2017.doc
<b>File Type:</b> doc
<b>File Size:</b> 0.08007813 MB

## Checking the Progress of EHC Assessments or Annual Reviews

Once you have been added as an Authenticated Portal User on a student, which usually happens when we are sending a Portal Sharing Form back to you, you should be able to see all the key dates under the relevant categories, both for progress of a Request for EHC Assessment and for when an Annual Review of an EHC Plan is due to take place.

Dates will appear as follows under the categories. If we haven't yet reached a particular stage, say we haven't yet issued an EHC Plan, then no dates will appear under that category until that action has been completed:



Note that when you click on any stage of the process, it will be highlighted green and an explanation will appear under each stage, explaining What happens now?:

### Request

#### What happens now?

The local authority will consider whether to undertake a statutory assessment of education, health and care (EHC) needs. This can last up to 6 weeks. The step ends with a decision as to whether to assess.

### Assessment

#### What happens now?

The local authority will ask for advice and views about a child or young person's education, health and care (EHC) needs. This step can last up to 16 weeks from the initial request for assessment. The step ends with a decision on whether to issue an EHC Plan.



### EHC Plan

#### What happens now?

The local authority will create a plan to meet the needs identified in the assessment. This will be issued in draft, and then as a final plan. The final EHC Plan will be issued within 20 weeks of the initial request for assessment.



### EHCP Reviews

#### What happens now?

Considering the progress against outcomes in the EHC plan, which must happen at least once a year.

Note that when the SEND Citizens Portal launches and Parents or Carers log into this, once they are added on as Authenticated Portal Users they will also be able to see this information.

The same will apply to other Professionals such as Educational Psychologists or Social Care Officers when they start sending in their Appendices through the Portal and they have been added on as Authenticated Portal Users.

## Checking your Messages on the Portal

Whenever the Local Authority accepts or rejects one of the forms you have submitted, or requests that you send in a form through the Portal, you will receive a message in the Portal.

Whenever you receive a message in the Portal, you should receive an e-mail informing you that a message is waiting for you in the Portal:

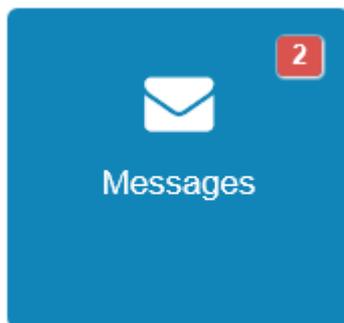
Your Special Educational Needs & Disabilities form has been reviewed. Inbox x

eyfunding@somerset.gov.uk  
to me ▾

1:57 PM (0 minutes ago)

Please logon to the Professional Portal to view new messages

We encourage you to regularly check the Messages in the Portal, by clicking on the Messages button on your home screen when you log in. If there are any messages waiting for you a number will appear in red in the top right of the Messages button as below:



These messages are particularly key, if for instance, one of your forms has been rejected, as the reason for rejection will be contained within the message:



If a form has been accepted it will appear as follows:

Your Special Educational Needs & Disabilities form has been reviewed. 07/06/2018 14:09

Dear Prof Jamie Brooks

Your form submission for Arthur Dent has been reviewed and is being processed accordingly.

Kind regards

Special Educational Needs & Disabilities Team

[Back](#) [Delete](#)

If we are chasing a Report from you, for example an Appendix B, you will also receive an e-mail notifying you that there is a Message for you in the Portal, but it will come in a slightly different format. For more on this, see the guidance for Submitting an Appendix B on the Portal.