



# The Establishment (Schools) Portal

## Contents

Introduction ..... 2

Register for an account..... 2

Login..... 4

Admissions ..... 5

Attendance & Exclusions ..... 8

Schools tab ..... 10

Your Account..... 10

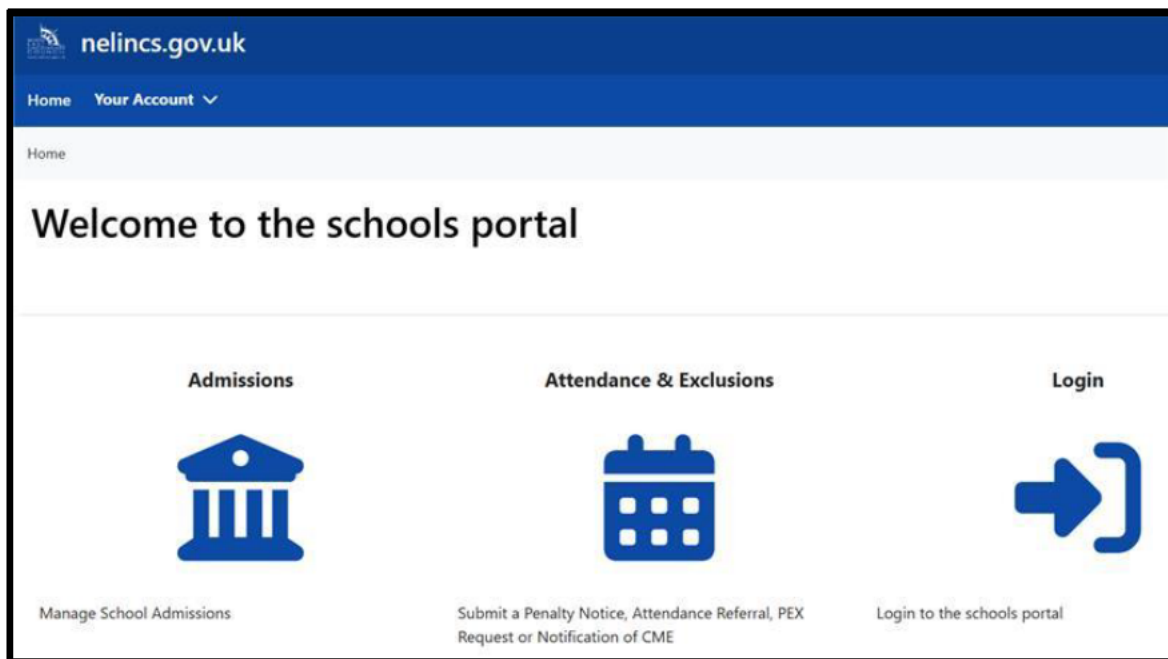
Logout ..... 12

## Introduction

This guide will explain how to use the Establishment Portal, including accessing your account, viewing education information held by the local authority and submitting forms, referrals and applications.

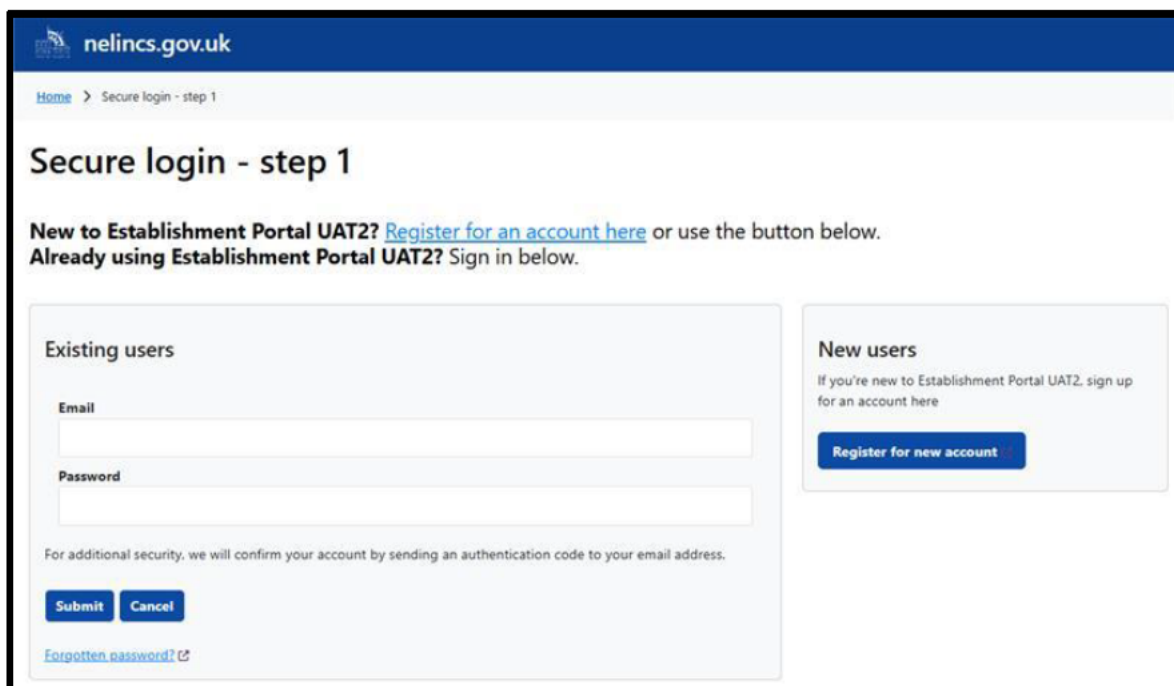
## Register for an account

Click **Login**.



The screenshot shows the 'nelincs.gov.uk' website. The header includes a navigation bar with 'Home' and 'Your Account' (with a dropdown arrow). Below the header, the main content area has a large heading 'Welcome to the schools portal'. Underneath, there are three main sections: 'Admissions' with a building icon and the text 'Manage School Admissions'; 'Attendance & Exclusions' with a calendar icon and the text 'Submit a Penalty Notice, Attendance Referral, PEX Request or Notification of CME'; and 'Login' with a right-pointing arrow icon and the text 'Login to the schools portal'.

Click **Register for new account**.



The screenshot shows the 'Secure login - step 1' page on 'nelincs.gov.uk'. The breadcrumb trail is 'Home > Secure login - step 1'. The main heading is 'Secure login - step 1'. Below this, there is a message: 'New to Establishment Portal UAT2? [Register for an account here](#) or use the button below. Already using Establishment Portal UAT2? Sign in below.' The page is divided into two main sections. The 'Existing users' section on the left contains input fields for 'Email' and 'Password', a note about security confirmation, and 'Submit' and 'Cancel' buttons. A link for 'Forgotten password?' is at the bottom. The 'New users' section on the right contains a message about signing up and a blue button labeled 'Register for new account'.

Enter your name and click **Next**.



nelincs.gov.uk

[Home](#) > Register a new account - step 1

# Register a new account - step 1


Forename \*

Surname \*

Next

Cancel

Enter your email address and create a password. Click **Next**.



nelincs.gov.uk

[Home](#) > Register a new account - step 1

# Register a new account - step 2

Email address \*

Password \*

Confirm password \*

Back

Next

Cancel

## Password policy

Your password must meet the following requirements:

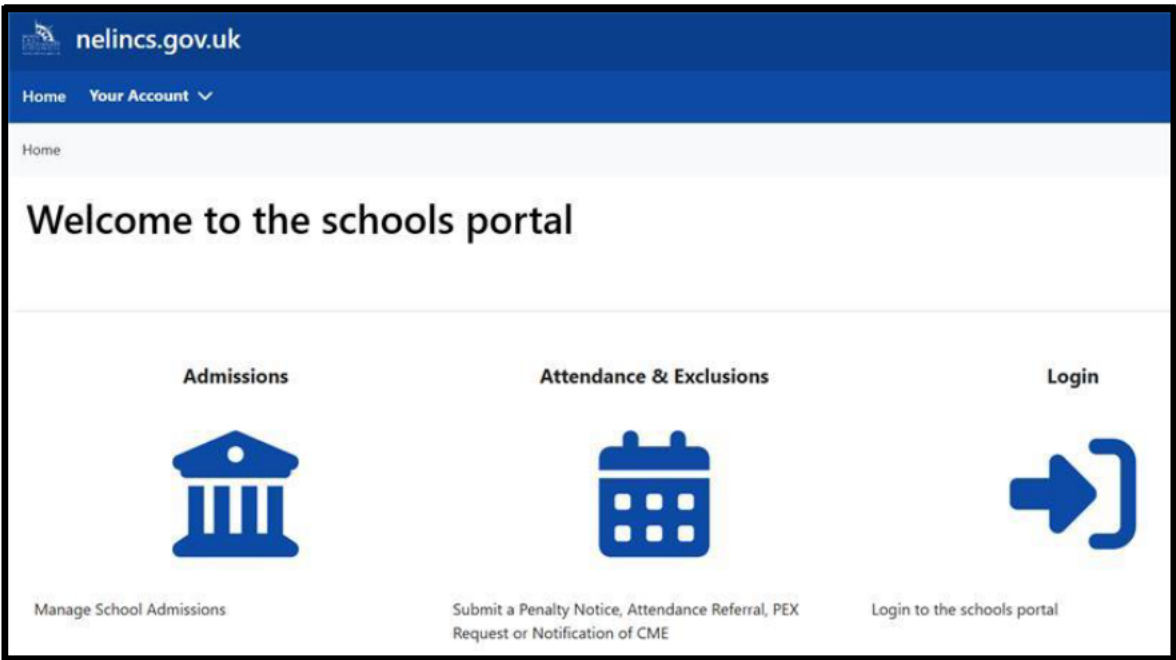
- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.
- It must be different to your current password
- It must be different to your previous 8 passwords.

[View the list of special characters:](#)

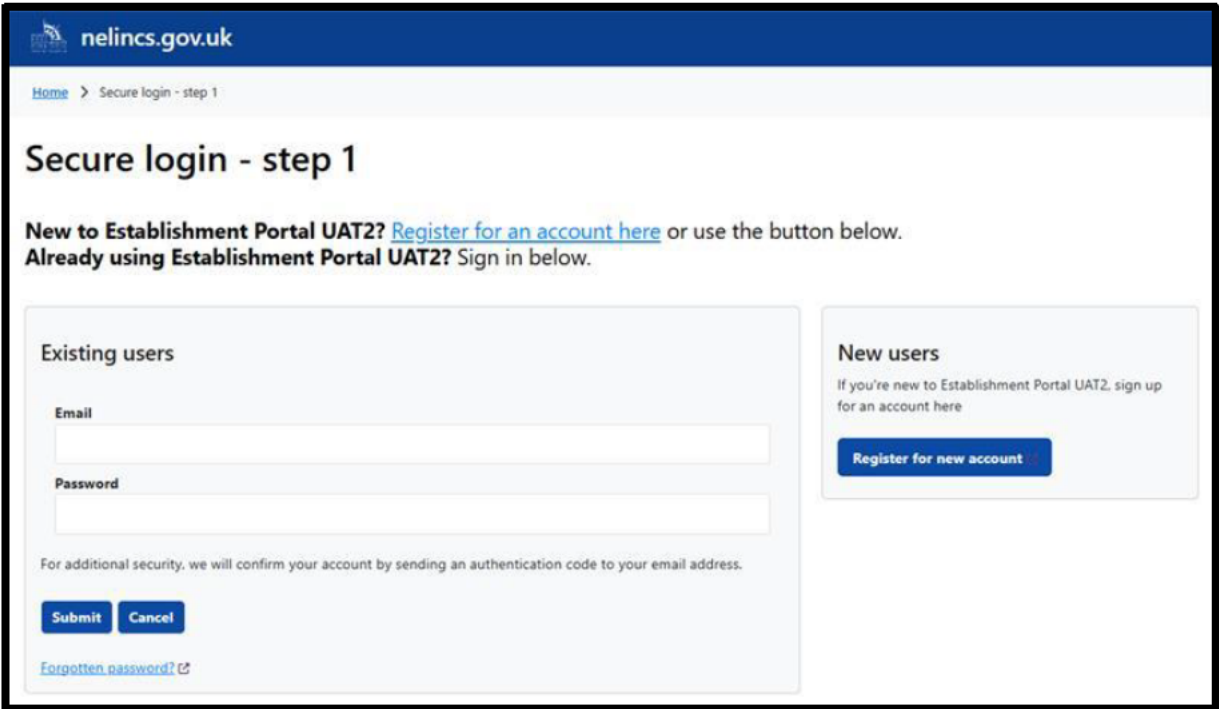
You will be taken to the login screen.

## Login

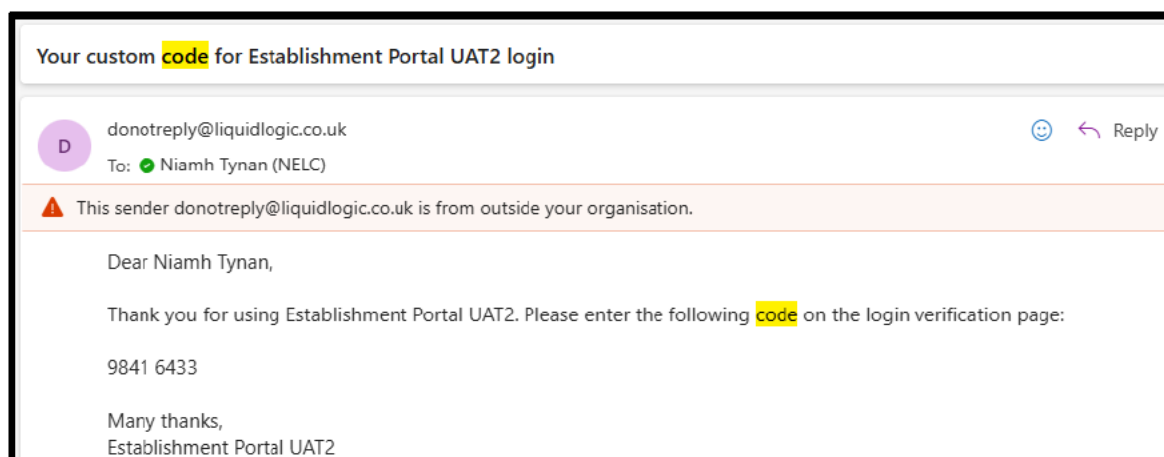
Click **Login**.



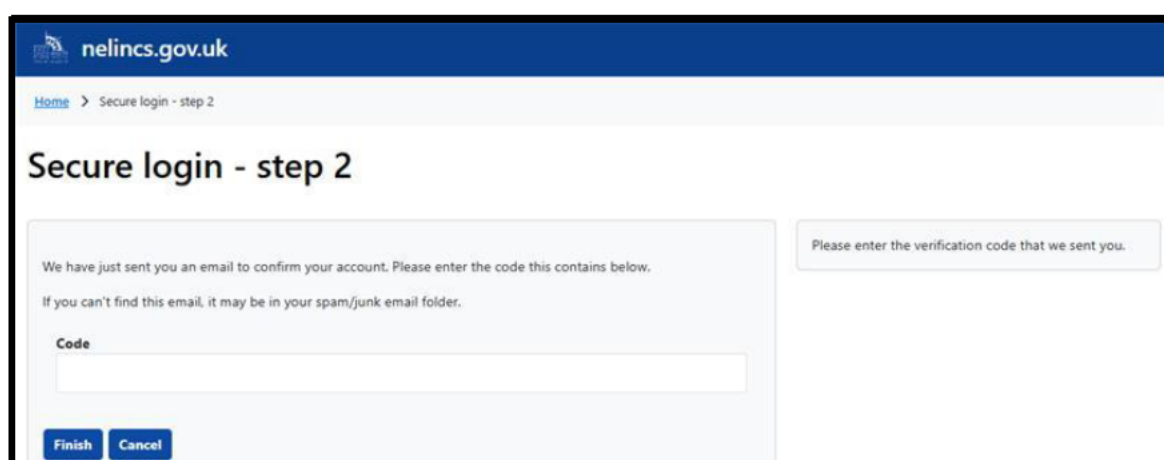
Enter your email address and password, then click **Submit**.



You will receive a verification code email.



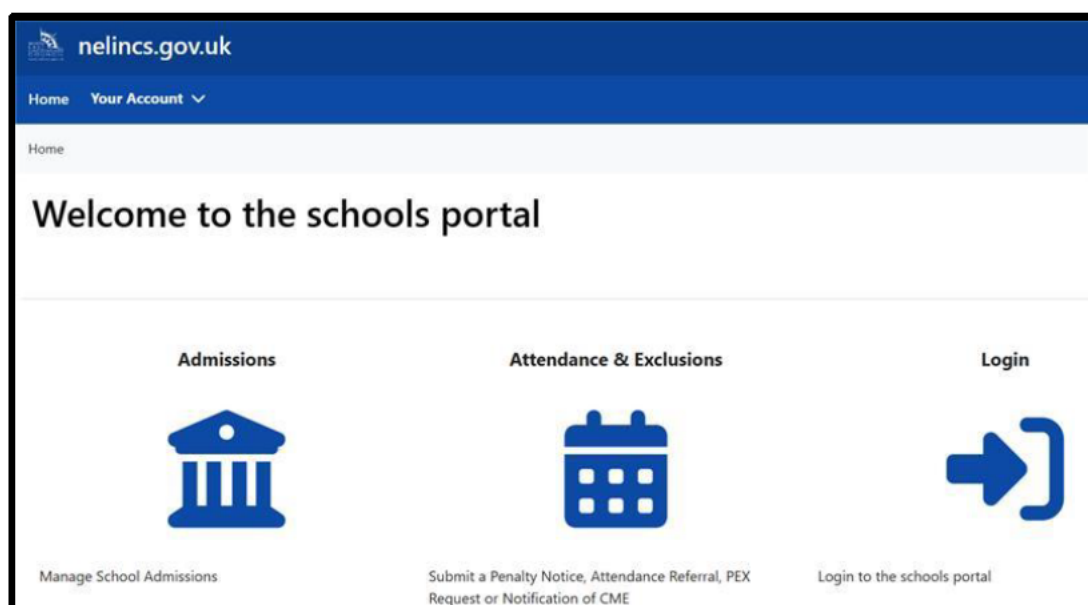
Enter the code into the box provided, then click **Finish**.



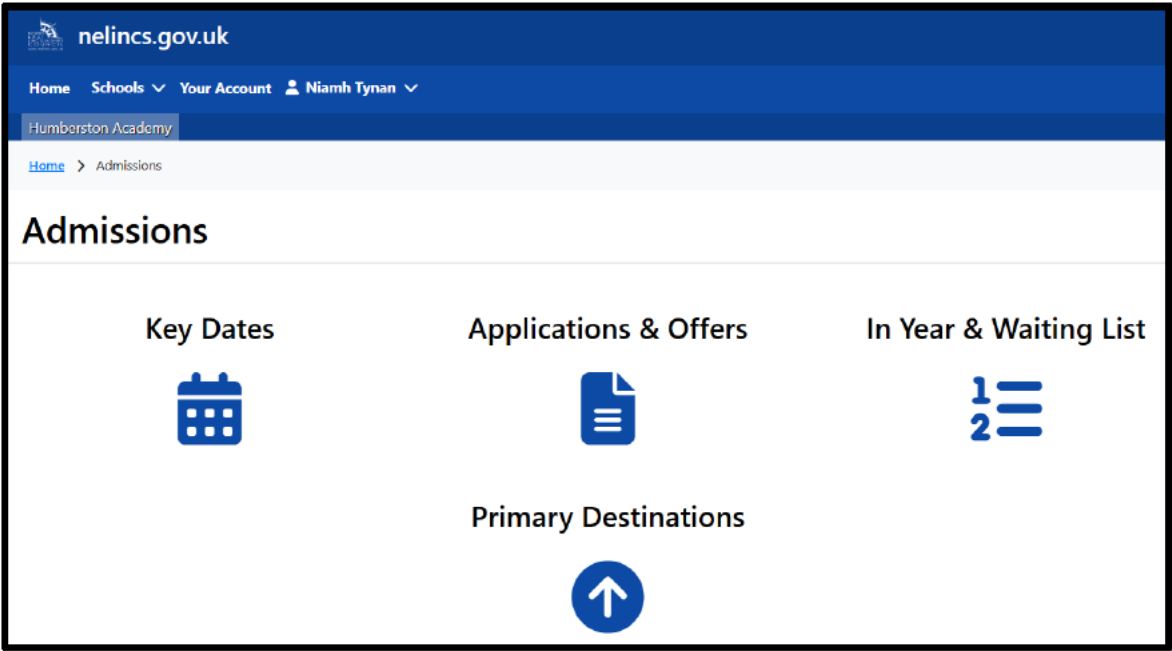
If a message appears saying that you are “**not linked to an establishment**”, please contact us at [ict-chsprojectteam@nelincs.gov.uk](mailto:ict-chsprojectteam@nelincs.gov.uk) so we can link your account to your school.

## Admissions

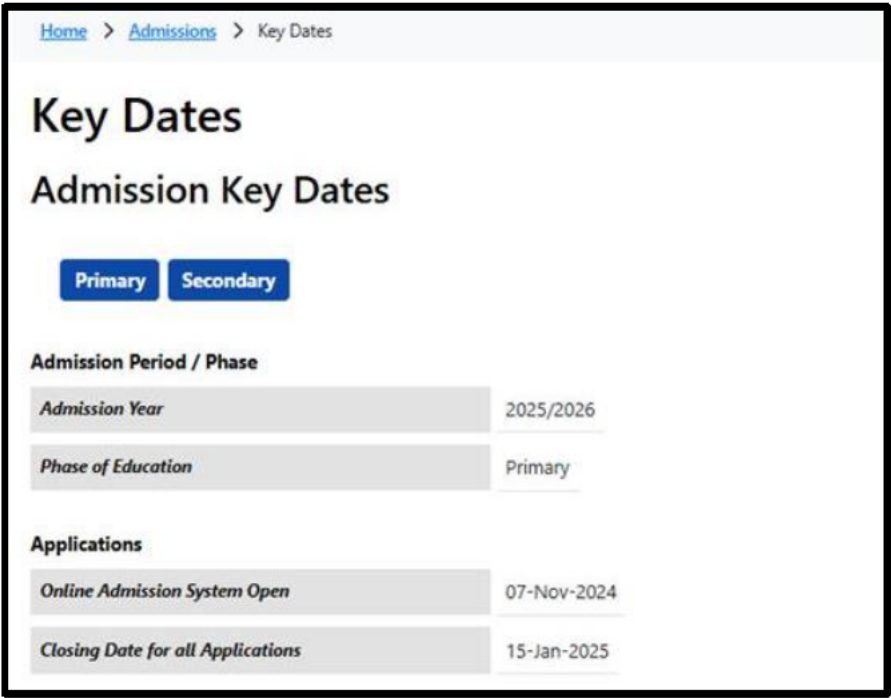
Click on **Admissions** from the **Home** page.



More icons will display here.



**Key Dates** will show you admissions timescales and closing dates for different types of applications.



**Applications & Offers** will show total applications and a breakdown of applications by preference, CLA and SEN.

[Home](#) > [Admissions](#) > In Year & Waiting List

# In Year & Waiting List

Filtering to **Show** none [Edit Filters](#)

[Current Intake \(2024-2025\)](#) [Next Intake \(2025-2026\)](#) [Refresh](#)

[Home](#) > [Admissions](#) > Expected Transfers

## Expected Transfers

PrimarySecondaryRefresh

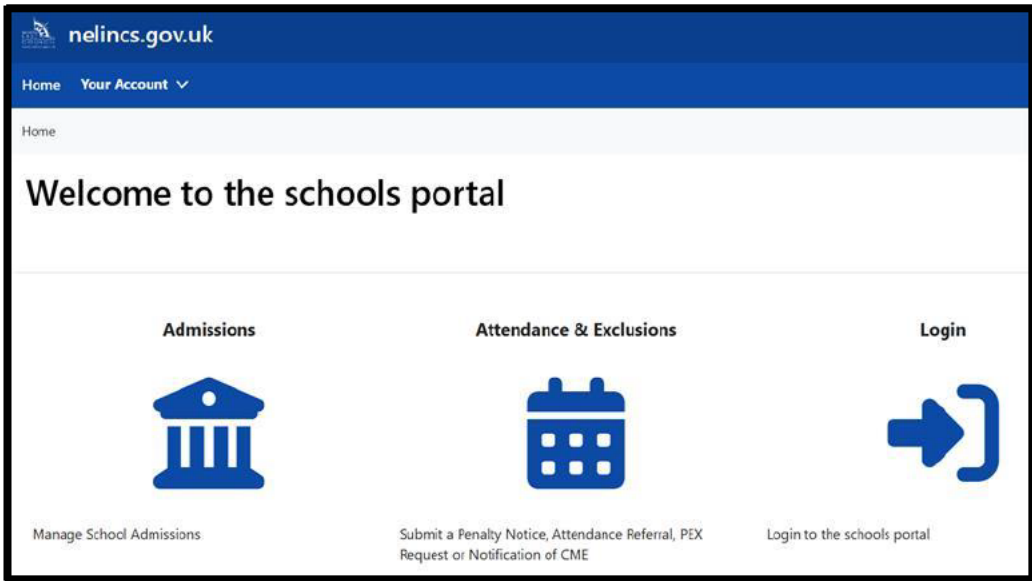
Previous Intake (2024 - 2025)Current Intake (2025 - 2026)Next Intake (2026 - 2027)

Download CSV

UPN	Name	DOB	Application	Offer Sent	Establishment	Responded?
-----	------	-----	-------------	------------	---------------	------------

# Attendance & Exclusions

From the **Home** page, click on **Attendance & Exclusions**.



Select the relevant form to complete.

## Attendance & Exclusions

### Penalty Notice

Penalty Notices may be issued in the following circumstances:

- \* One-off instances of unauthorised absence such as holidays taken during term time without the school's permission. This also includes events or trips, extended weekends, or special occasions as determined by a parent or carer.
- \* Where following a truancy sweep, enquiries show that the school has recorded the pupil's absence for that session as unauthorised.
- \* In cases where pupils are persistently late for school after the register has closed.
- \* In cases where an excluded pupil is found in a public place during school hours without a justifiable reason during the first 5 school days of an exclusion, whether fixed period or permanently from a maintained school, academy or a free school.
- \* Penalty notices may be issued to any or all parents as defined by section 576 of the Education Act 1996.
- \* Parents will not usually be issued with more than 2 separate penalty notices per child in any twelve-month period.

Submit Penalty Notice to LA for Unauthorised Attendance

### Attendance Referral

Start an attendance referral for the North East Lincolnshire Council's Education Welfare Service. An Education Welfare Officer will then complete a home visit to the child's home.

Start an Attendance Referral

### Permanent Exclusions (PEX)

The head teacher must issue a written notification to the child's parent(s) to inform them of:

- \* The reasons for the exclusion.
- \* The fact that the exclusion is permanent.
- \* Parents' right to make representations about the exclusion to the governing board and how the pupil may be involved in this.
- \* Representations should any be made.
- \* Legal requirement for the governing board to consider the exclusion, that parents have a right to attend a meeting, to be represented at that meeting (at their own expense) and to bring a friend.

PEX request to LA

### Children Missing Education (CME) Service

For guidance on the systems and procedures for identifying, registering and tracking children missing from education, refer to the North East Lincolnshire Council's Children Missing from Education Policy.

To report a child missing from education, click the below button and complete the form, which will then be received by a member of the Children Missing from Education team.

Notify LA of Child Missing Education



Complete all sections of the form, anything marked with a red asterisk (\*) is mandatory.

The screenshot shows the 'Penalty Notice' form on the nelincs.gov.uk website. The page title is 'Penalty Notice' with the subtitle 'Submit Penalty Notice to LA for Unauthorised Attendance'. A progress bar indicates '0% complete'. The form is divided into two main sections: '1 About you and the child' (selected) and '2 Penalty Notice Details'. Under '1 About you and the child', there is a sub-section 'School Contact Details' with the following fields: Title (dropdown), First name \* (text), Last Name \* (text), Email \* (text), Home telephone (text), Work telephone (text), Mobile telephone (text), and Preferred contact method \* (dropdown). Below these fields is a link for 'Child's Details'.

The **CME form** will not allow you to proceed if you have answered “no” to any questions in the checklist, as these must be completed prior to submitting the form.

Navigate the form using the **Next** button at the bottom of the screen.

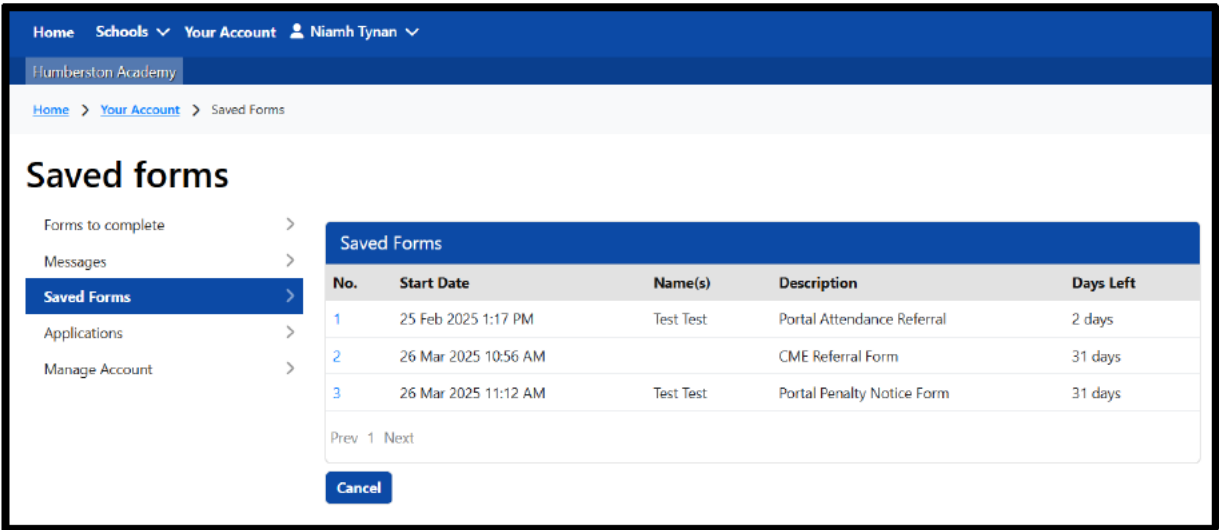
You can also click **Save for Later** and return to the form at a convenient time.

This screenshot shows the navigation buttons at the bottom of the form. There are five buttons: 'Print', 'Save for later', 'Create PDF', 'Close', and 'Cancel'. A 'Next →' button is also visible at the top right of this section.

If you click **Save for Later**, you will receive an email with a link to return to the form.

The screenshot shows an email titled 'Saved assessment form' from 'UAT North East Lincs Education <donotreply@liquidlogic.co.uk>' to 'Oliver Peatman-Denham'. A warning message states: 'This sender donotreply@liquidlogic.co.uk is from outside your organisation.' The email body contains the text: 'Saved Assessment Form', 'Please visit the [recover a form](#) page in order to continue with your form.', 'Many Thanks', and 'Social Care Team'.

Click on **Your Account** at the top of the screen and click on the **Saved Forms** tab. Click on the form from the table to continue editing it.



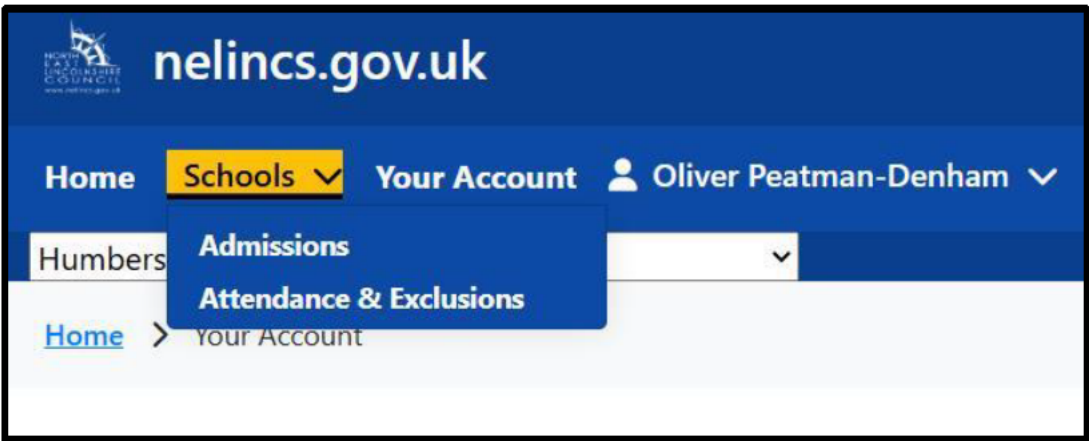
When you get to the last page of the form, click **Submit Application**.



Schools tab

Click on the **Schools** tab to drop down a menu.

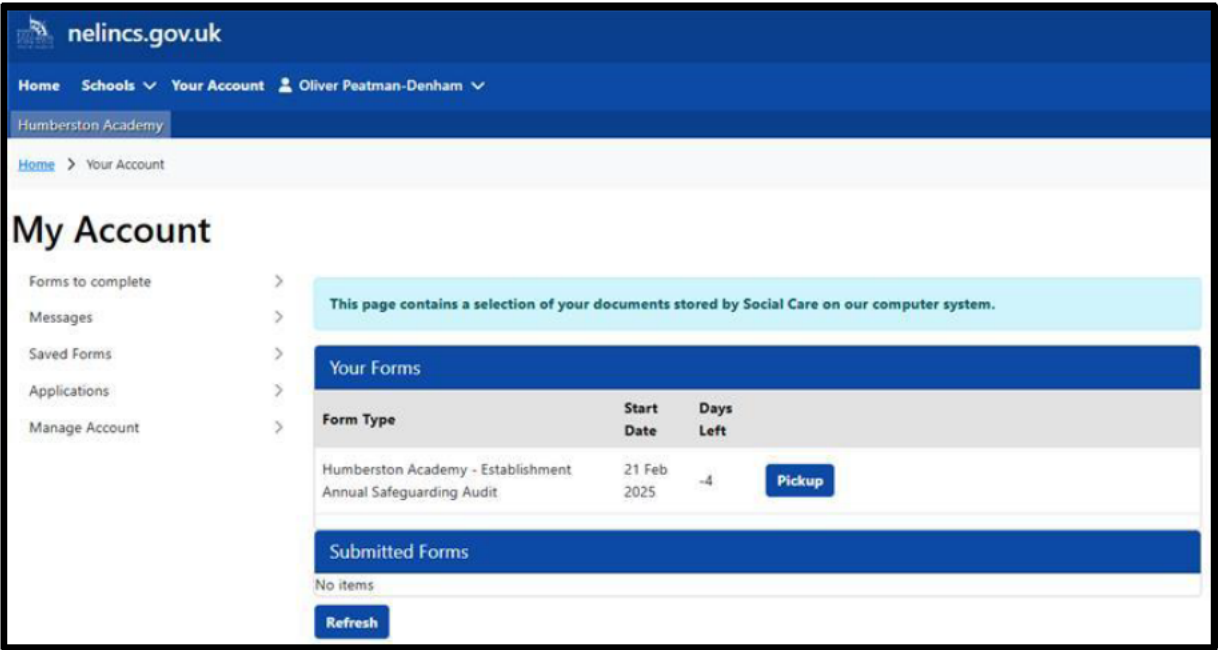
This is another way to navigate around the pages shown on the home page.



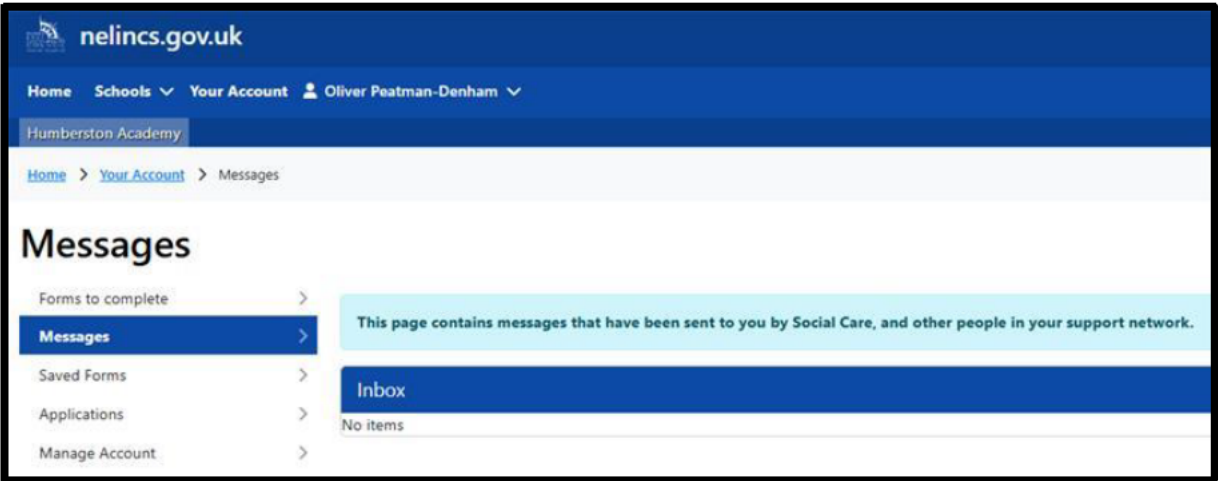
Your Account

Click on **Your Account** at the top of the screen.

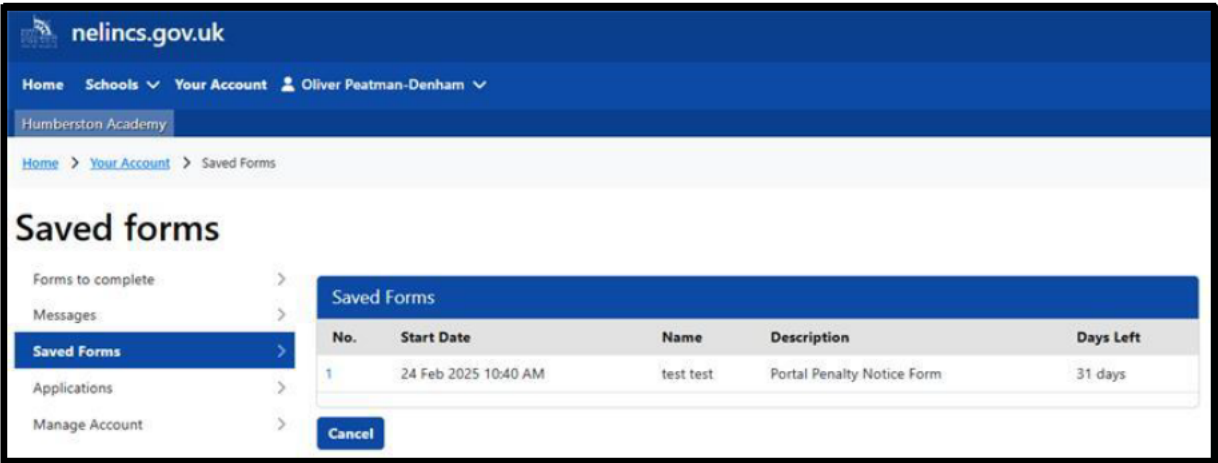
The **Forms to complete** tab will show you any forms that the local authority have requested that you complete. Click **Pickup** to start the form.



The **Messages** tab will show any messages from the local authority. You will also receive an email asking you to check the portal for messages.



The **Saved Forms** tab will be where your uncompleted forms will be saved to return to. Click on a form in the table to open it and continue editing.



The **Applications** tab shows your completed forms, referrals and applications.

The status of each form displays here and is updated once the form is processed. Check on this tab for updates.

Home

Schools

Your Account

Niamh Tynan

Humberston Academy

Home

Your Account

Applications

Applications

Forms to complete

Messages

Saved Forms

Applications

Manage Account

This section lists all the other applications you have made

My Applications

Select Period to View

Last Month

No.	Submitted	Applicant	Reference	Type	Status	Info
1	24-Feb-2025	niamh test	6L-4X8G-EQMK	School Attendance Referral - test test	Application Submitted	
2	20-Feb-2025	Niamh Test	FC-VWC9-VLBJ	CME Portal Referral - Oscar Test	Application Submitted	

The **Manage Account** tab allows you to review your account details and change your password.

nelincs.gov.uk

Home

Schools

Your Account

Oliver Peatman-Denham

Humberston Academy

Home

Your Account

Manage Account

Manage Account

Forms to complete

Messages

Saved Forms

Applications

Manage Account

Account Details

Email Address

oliver.peatman-denham@nelincs.gov.uk

View More

Change profile details

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change profile details

Change email address

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change email address

Change password

Change password

Logout

Click on your name at the top of the screen. Here you can access **your account** (see above), and **logout**.




nelincs.gov.uk

[Home](#)

[Schools](#) 

[Your Account](#)

 Oliver Peatman-Denham 

Your account

Logout

Humberston Academy

[Home](#)

>

[Your Account](#)

>

Manage Account