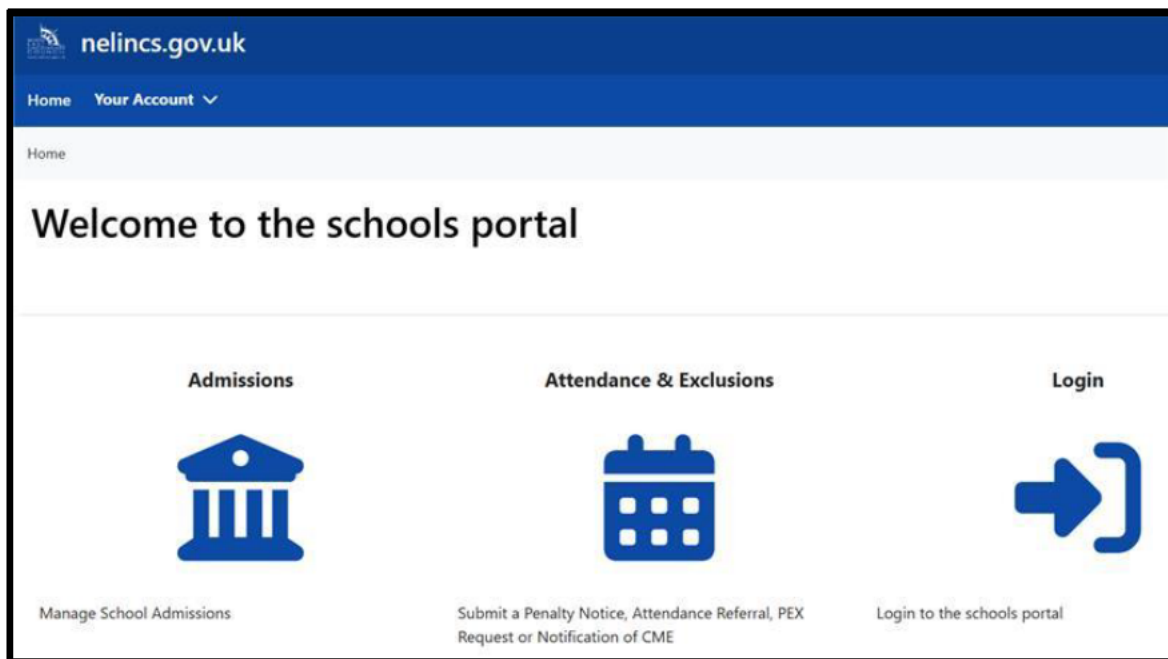# The Establishment (Schools) Portal

Contents

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.
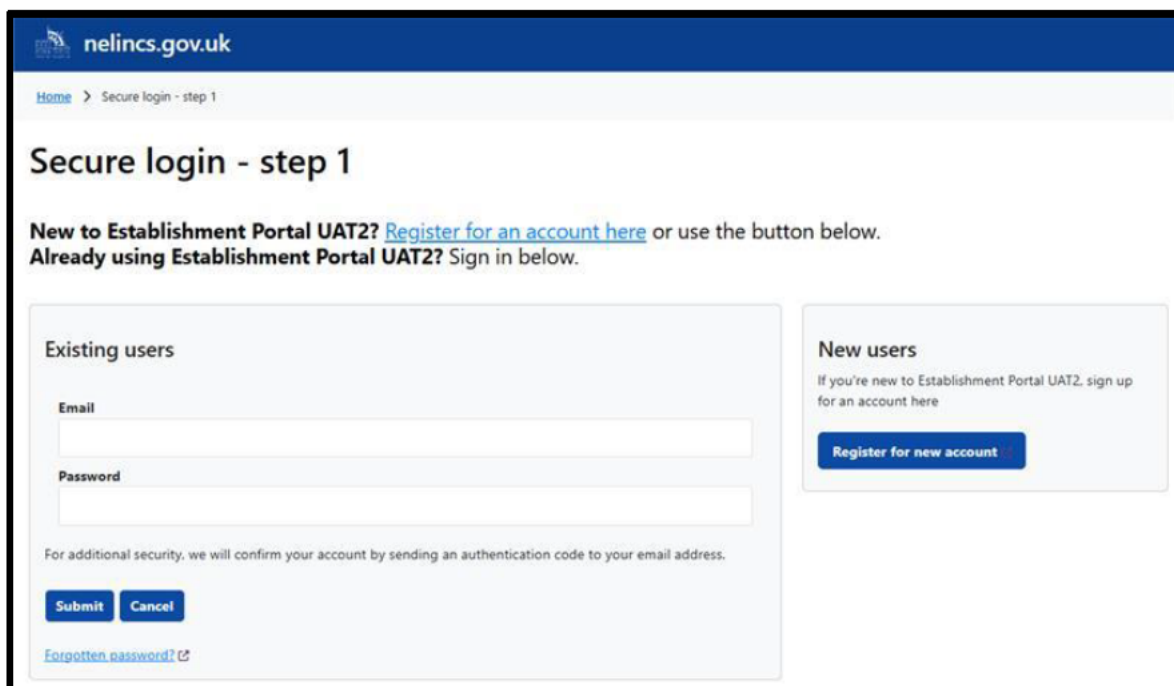
Register for an account

Click **Login**.

Click **Register for new account**.

Enter your name and click **Next**.

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

You will be taken to the login screen.

Login

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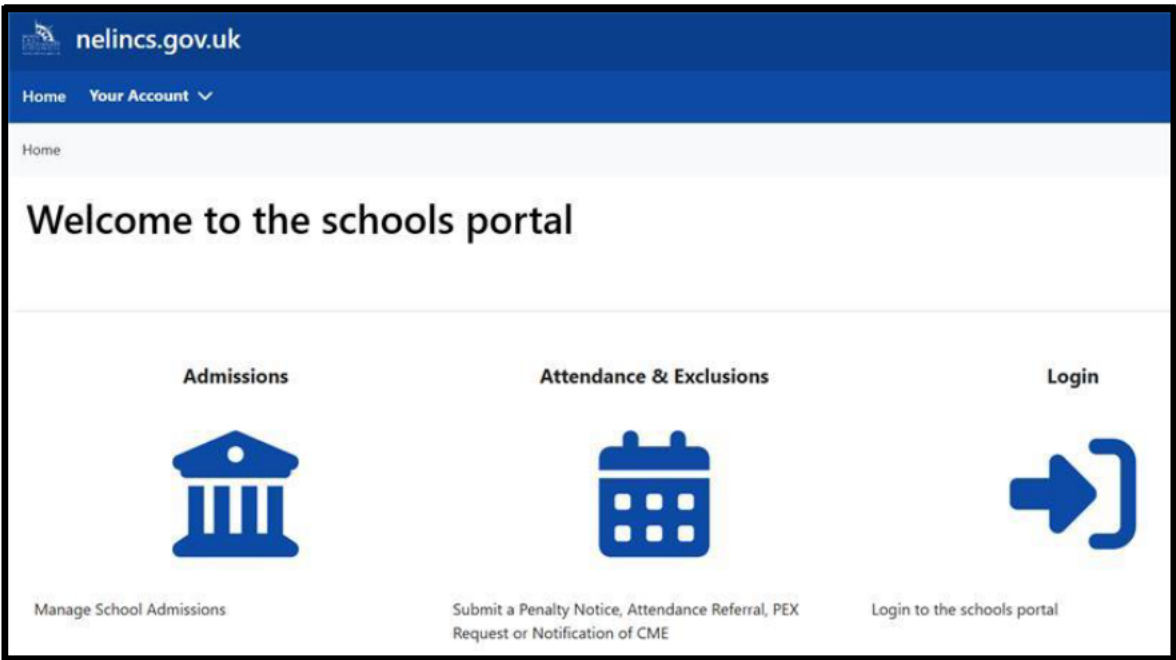
Enter your email address and password, then click **Submit**.

You will receive a verification code email.

Your custom code for Establishment Portal UAT2 login

D   donotreply@liquidlogic.co.uk   ☺   ↩ Reply

To: ✓ Niamh Tynan (NELC)

⚠ This sender donotreply@liquidlogic.co.uk is from outside your organisation.

Dear Niamh Tynan,

Thank you for using Establishment Portal UAT2. Please enter the following code on the login verification page:

9841 6433

Many thanks,
Establishment Portal UAT2

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

nelincs.gov.uk
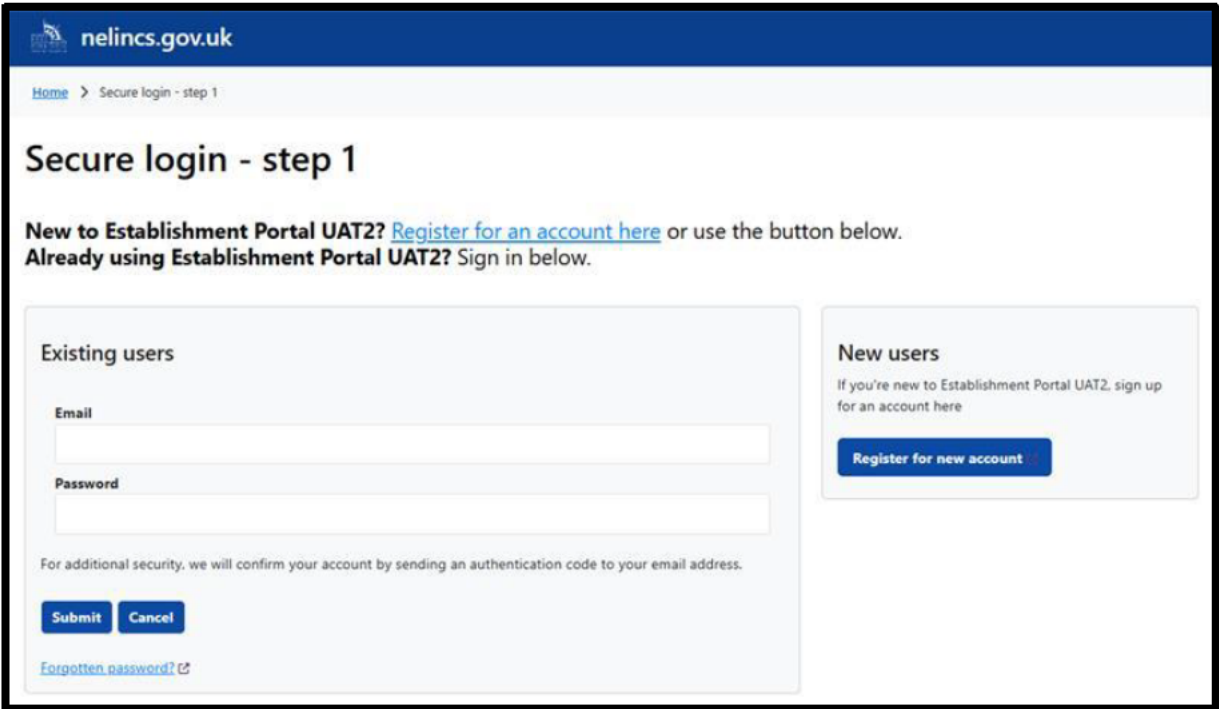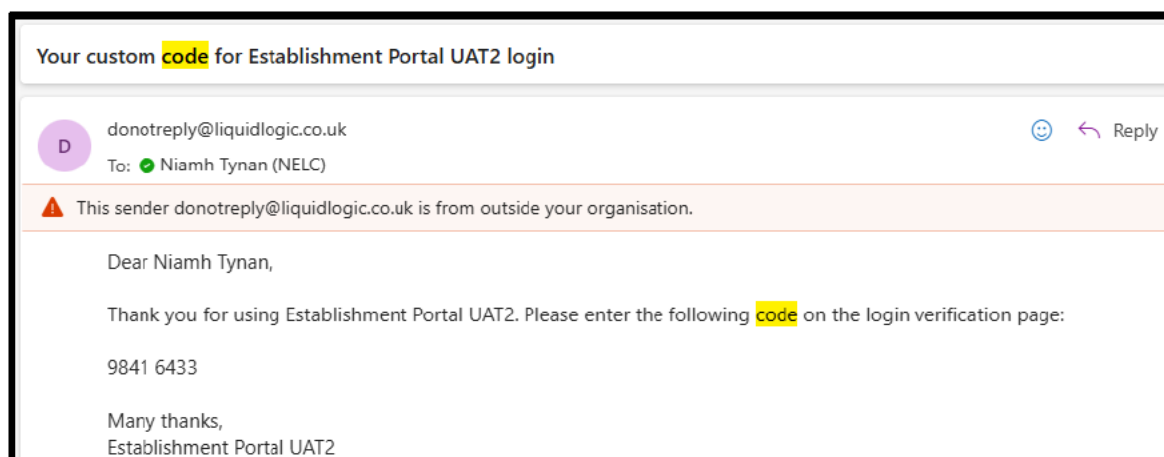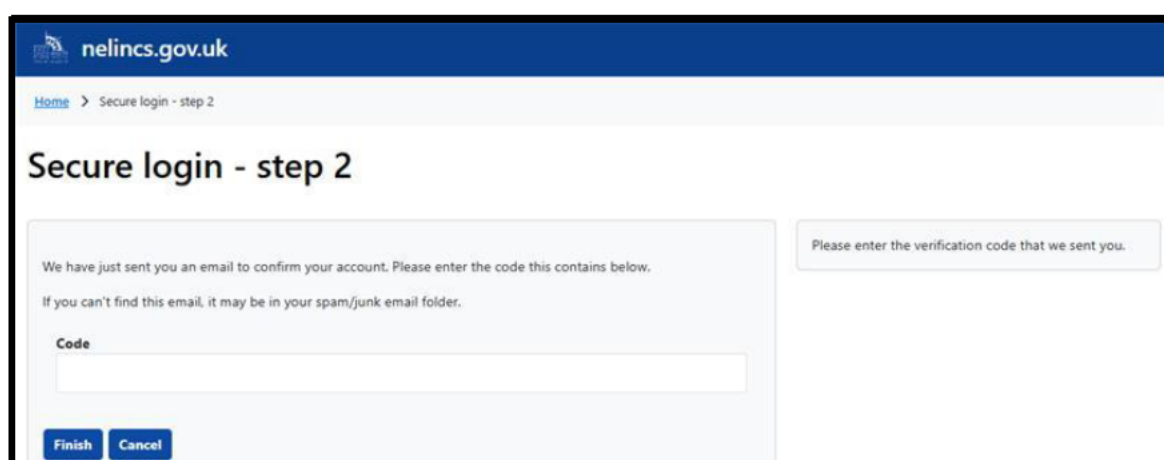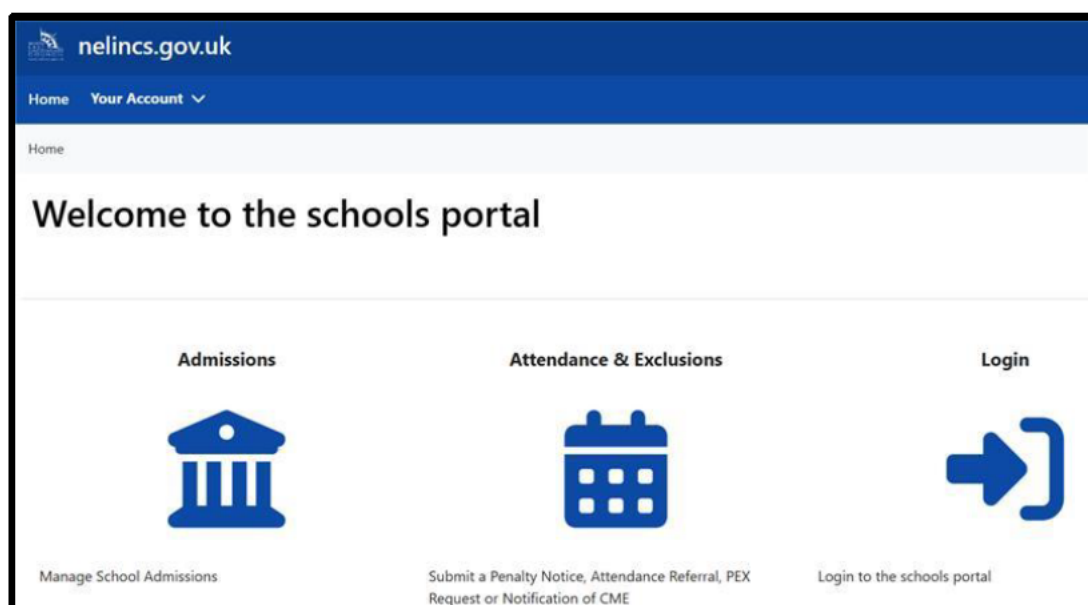
Home > Secure login - step 2

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

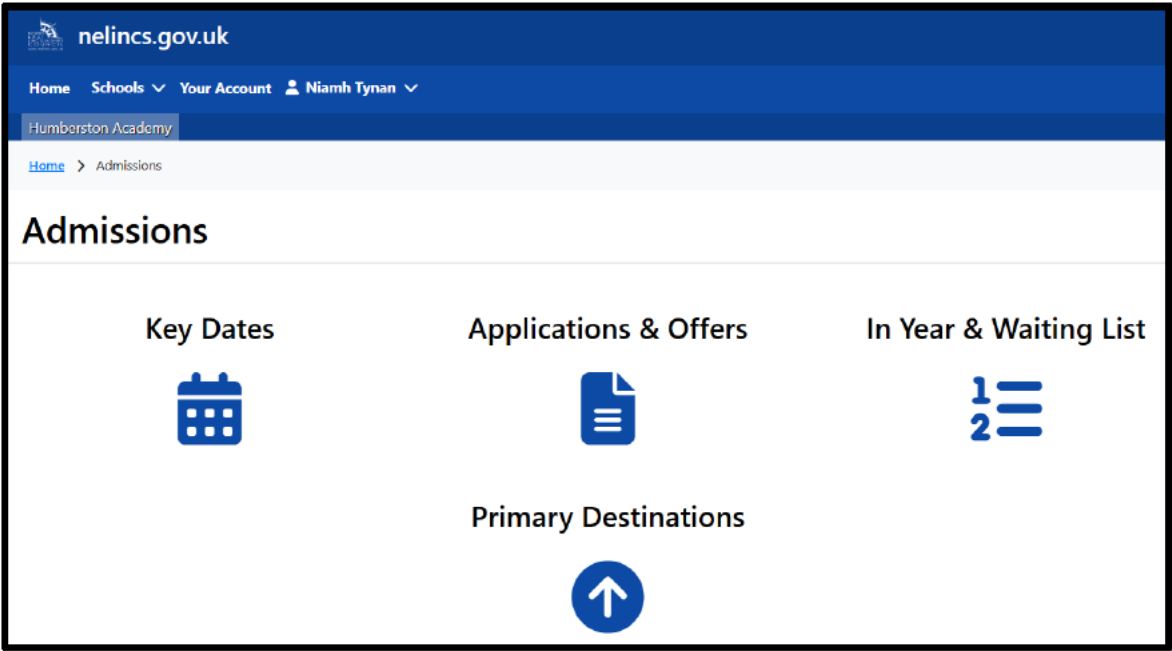Please enter the verification code that we sent you.

Finish   **Cancel**

If a message appears saying that you are **"not linked to an establishment"**, please contact us at ict-chsprojectteam@nelincs.gov.uk so we can link your account to your school.

Admissions

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

nelincs.gov.uk

Home   Your Account ⌄

Home

Welcome to the schools portal

Admissions   **Attendance & Exclusions**   **Login**

Manage School Admissions   Submit a Penalty Notice, Attendance Referral, PEX   Login to the schools portal
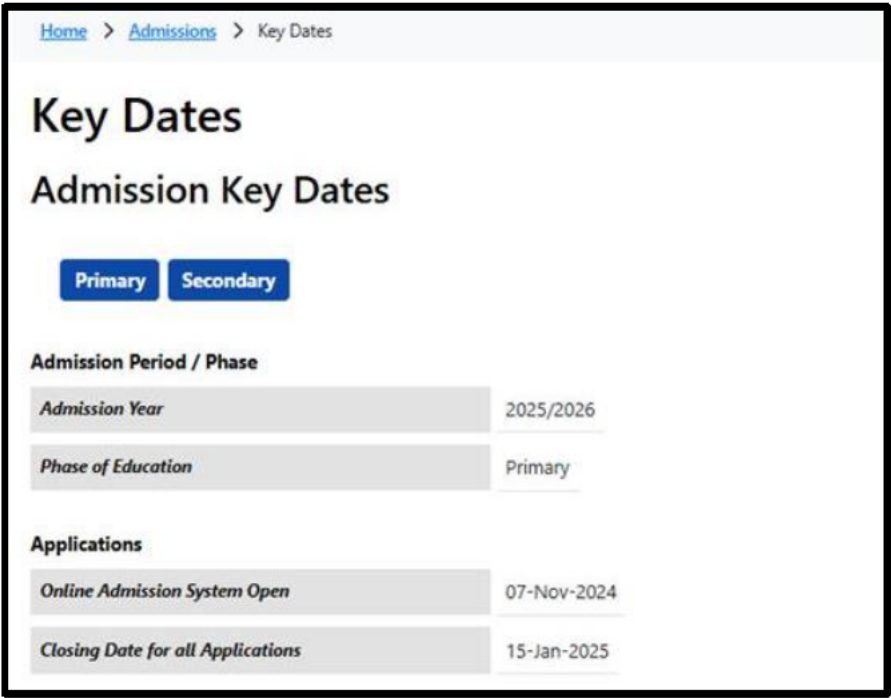   Request or Notification of CME

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 > Applications & Offers

Applications & Offers

Breakdown of Applications by Preference Rank

- 1st Preference (176)
- 2nd Preference (161)
- 3rd Preference (54)
- 4th Preference (0)
- 5th Preference (0)
- 6th Preference (0)
- Other Preferences (0)
- Referral Preference (3)

Total Applications

394

CLA

9

SEN

10

Current Year (2025 - 2026) Previous Year (2024 - 2025)

In Year & Waiting List will show you In-Year applications (if not dealt with by the school independently) and a waiting list of children in order of admissions criteria.

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

Primary Destinations will show you a list of expected transfers that you can filter by primary or Secondary and see previous, current and next intakes.

Home > Admissions > Expected Transfers

Expected Transfers

Primary Secondary Refresh 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**.
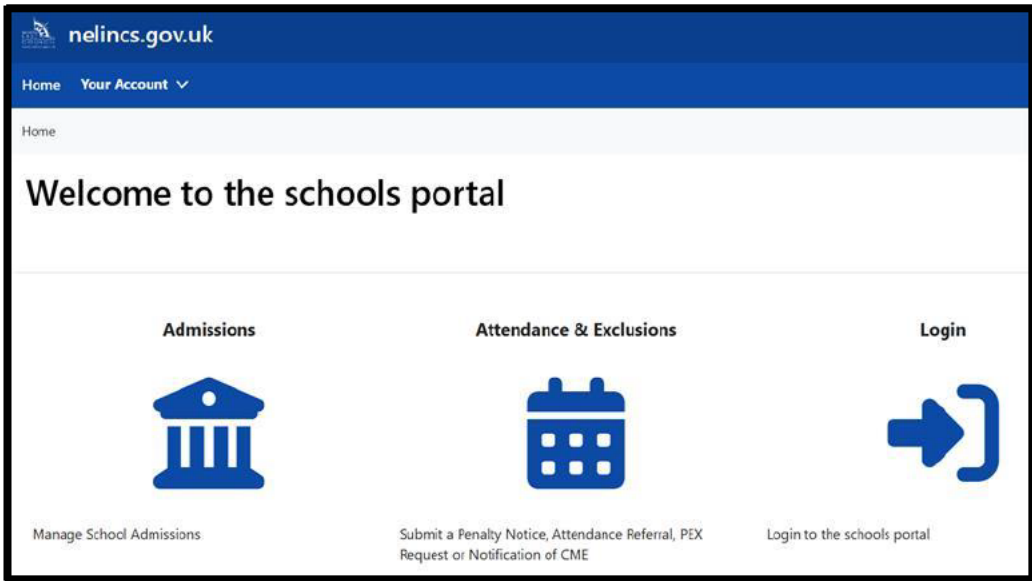
Select the relevant form to complete.

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

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.

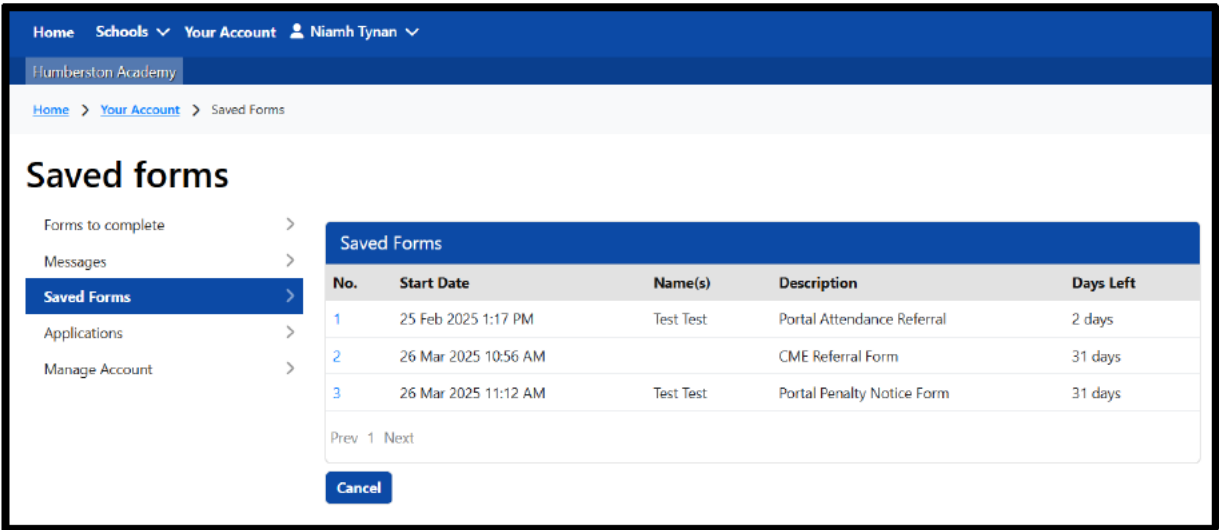Navigate the form using the **Next** button at the bottom of the screen.

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

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

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.
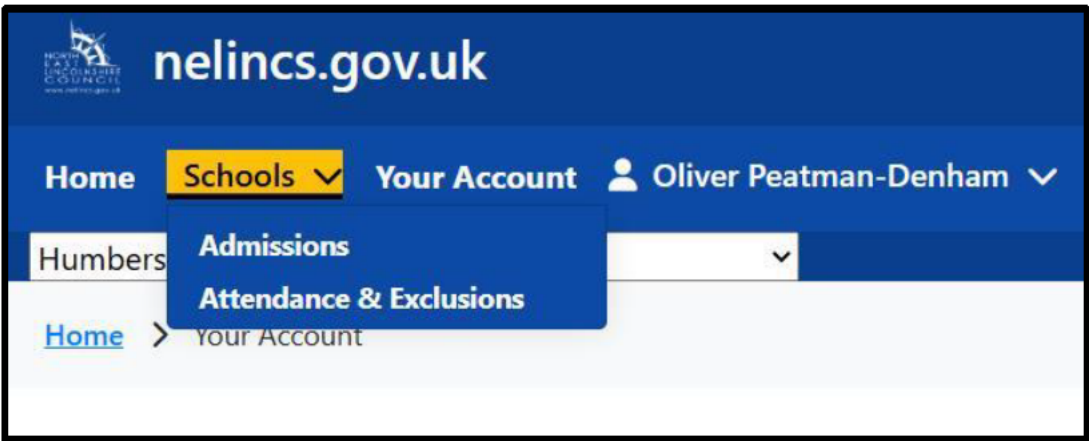

When you get to the last page of the form, click **Submit Application**.

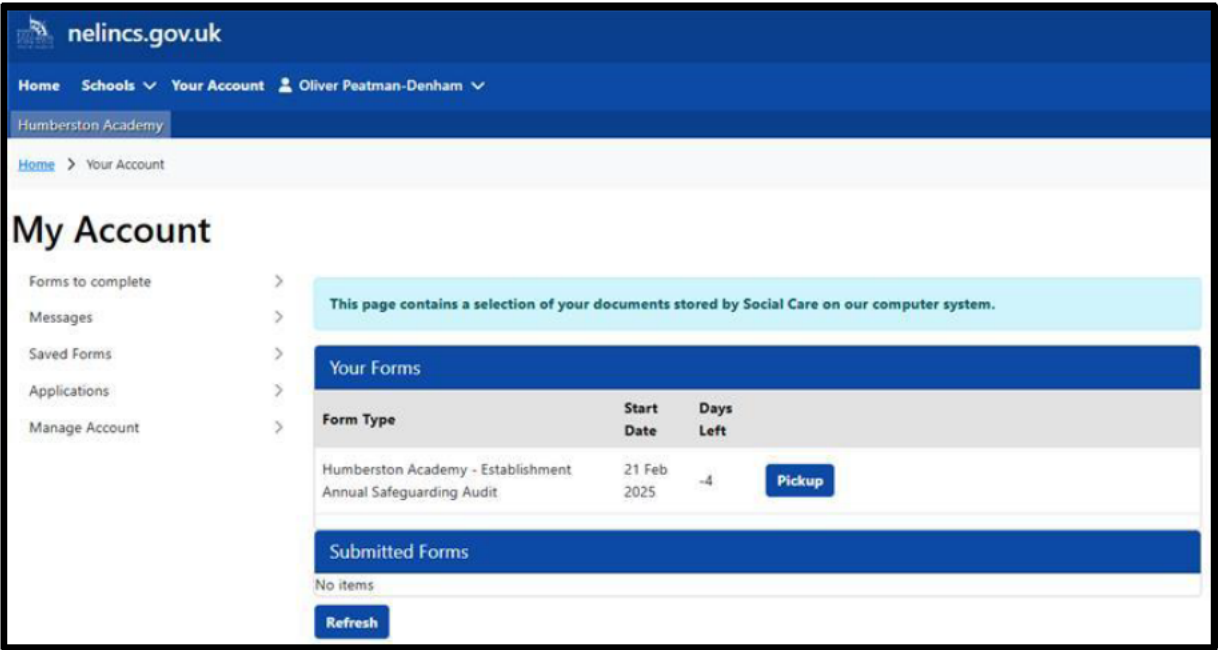## Schools tab

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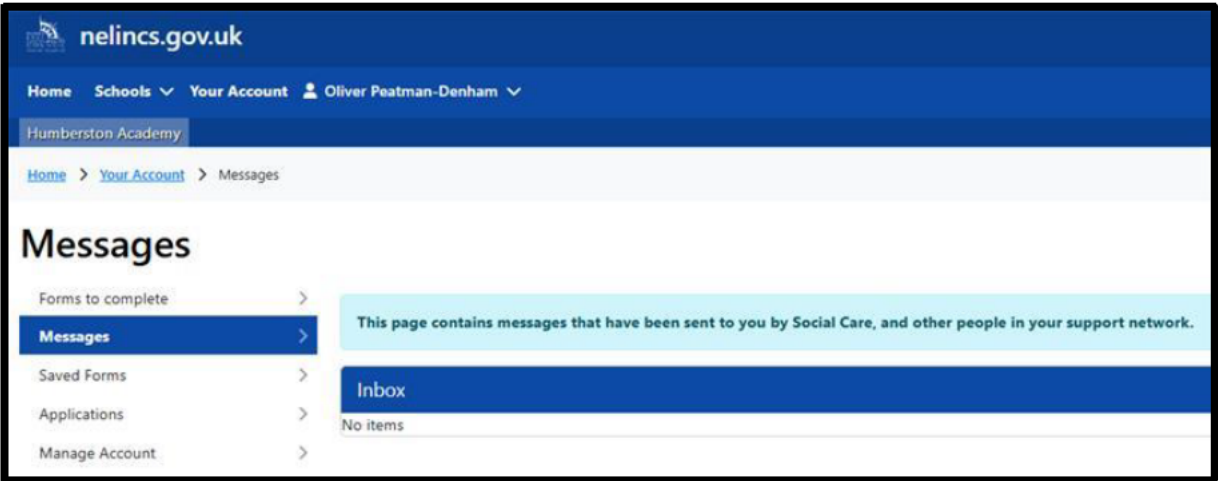
The **Saved Forms** tab will be where your uncompleted forms will be saved to return to. Click on a form in the table to open it and continue editing.
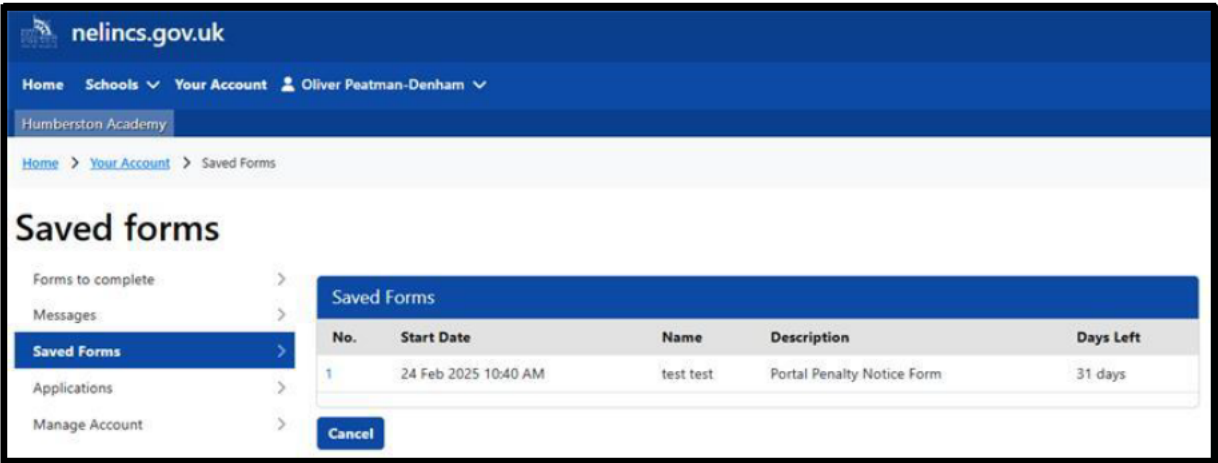
The **Applications** tab shows your completed forms, referrals and applications.

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

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

Logout

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