



The Establishment (Schools) Portal

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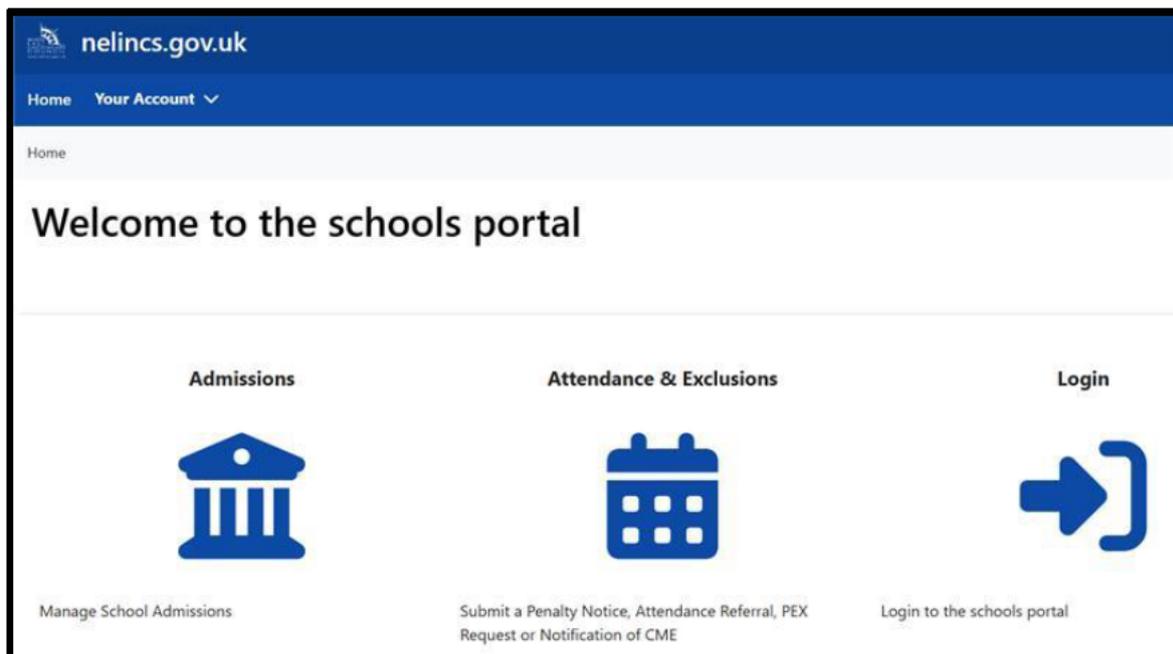
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Introduction

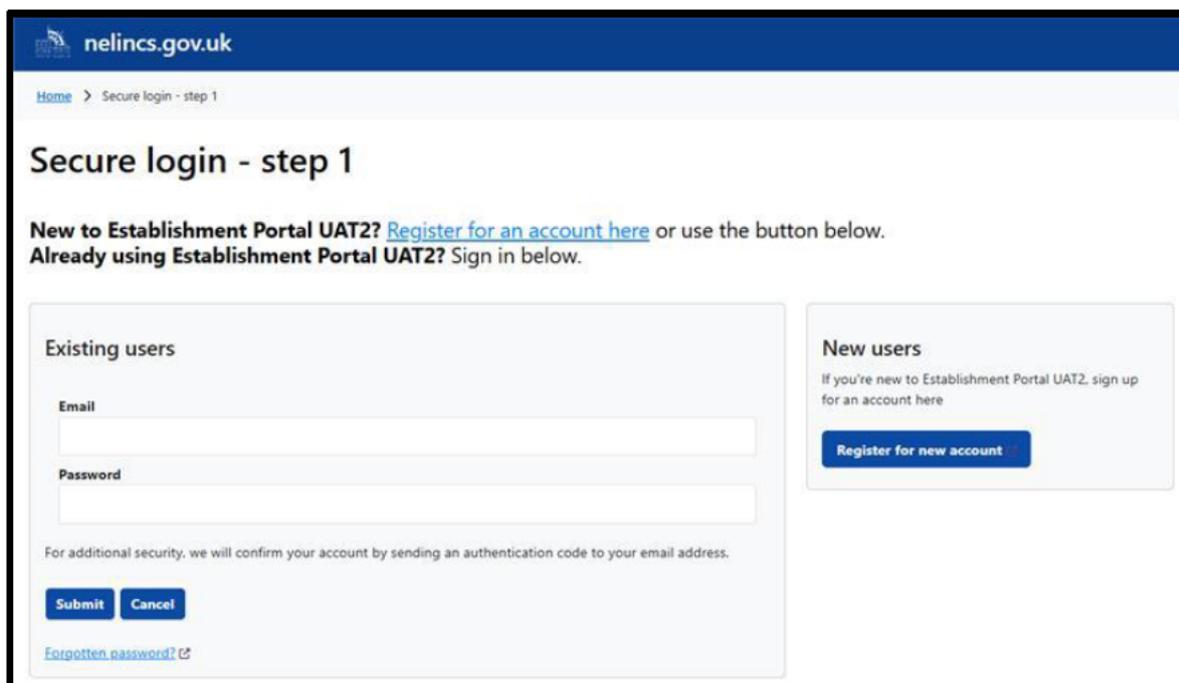
This guide will explain how to use the Establishment Portal, including accessing your account, viewing education information held by the local authority and submitting forms, referrals and applications.

Register for an account

Click **Login**.



Click **Register for new account**.



Enter your name and click **Next**.

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:

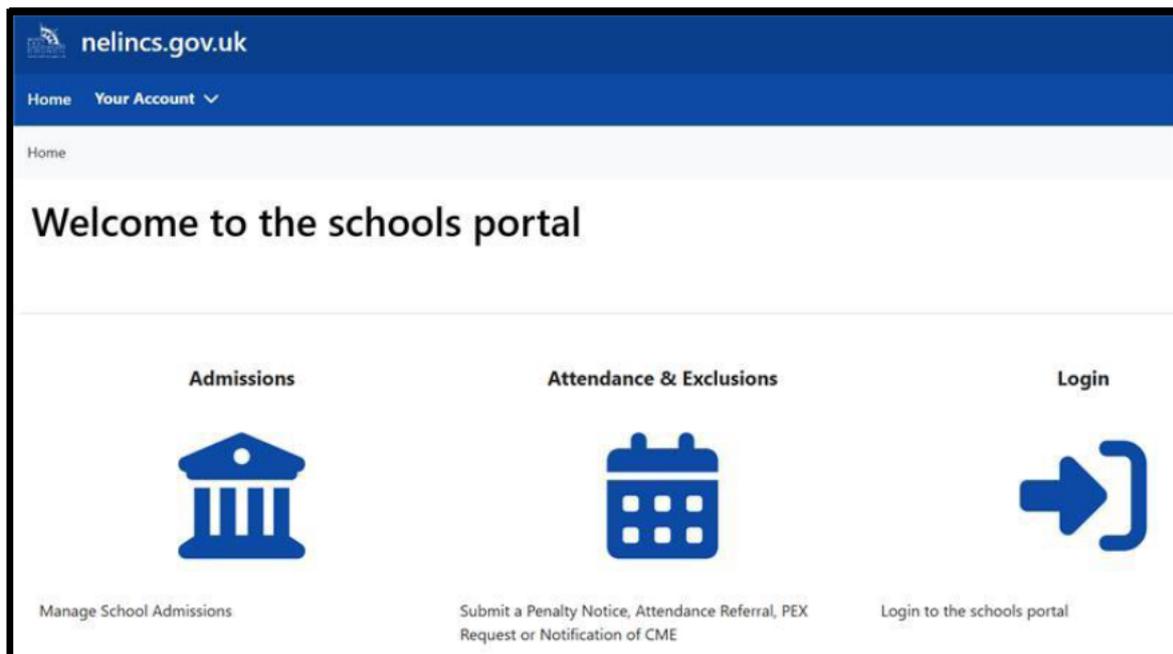
- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.
- It must be 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.

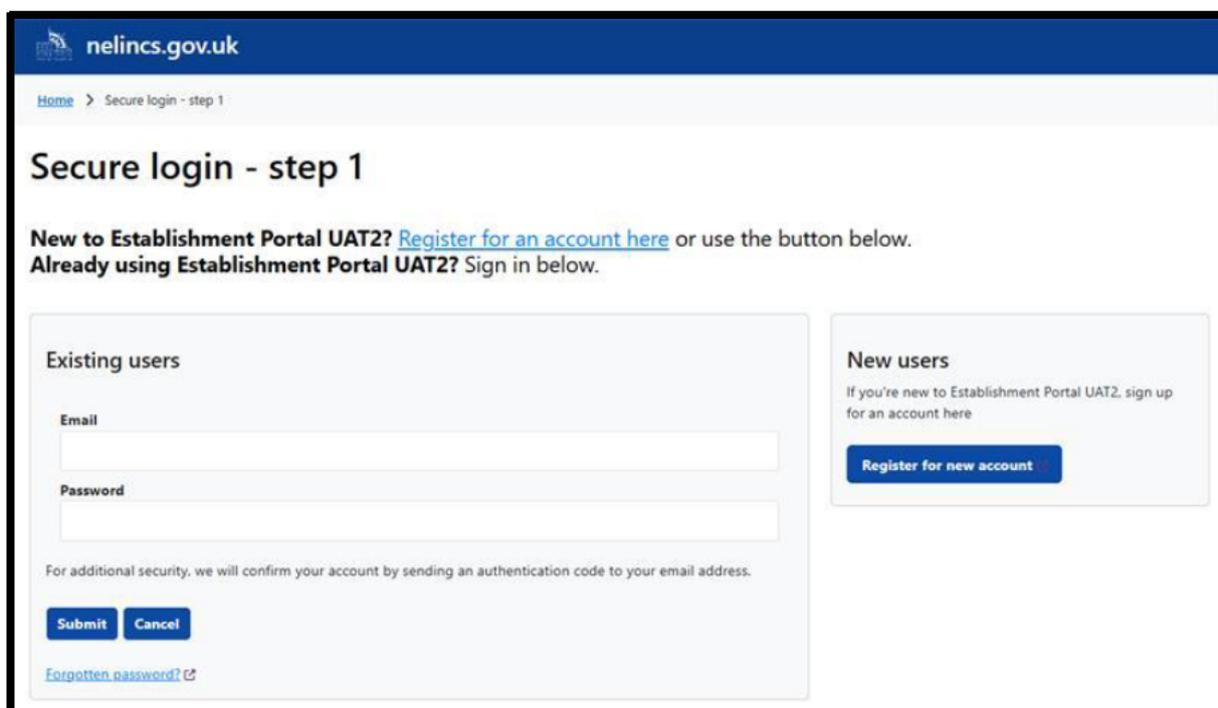
Login

Click **Login**.



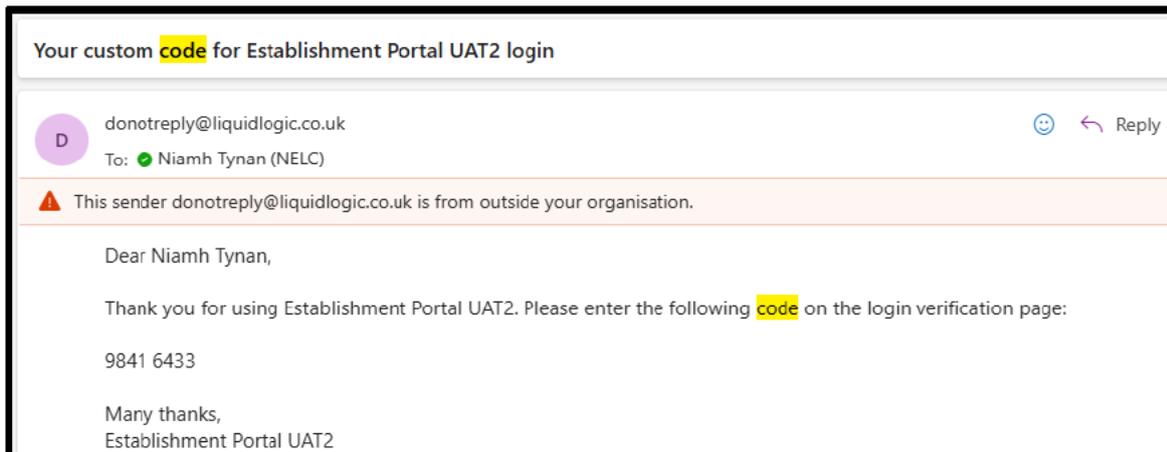
The screenshot shows the home page of the nelincs.gov.uk schools portal. At the top, there is a blue navigation bar with the logo and the text 'nelincs.gov.uk'. Below the navigation bar, there are links for 'Home' and 'Your Account'. The main heading is 'Welcome to the schools portal'. Below this, there 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'.

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

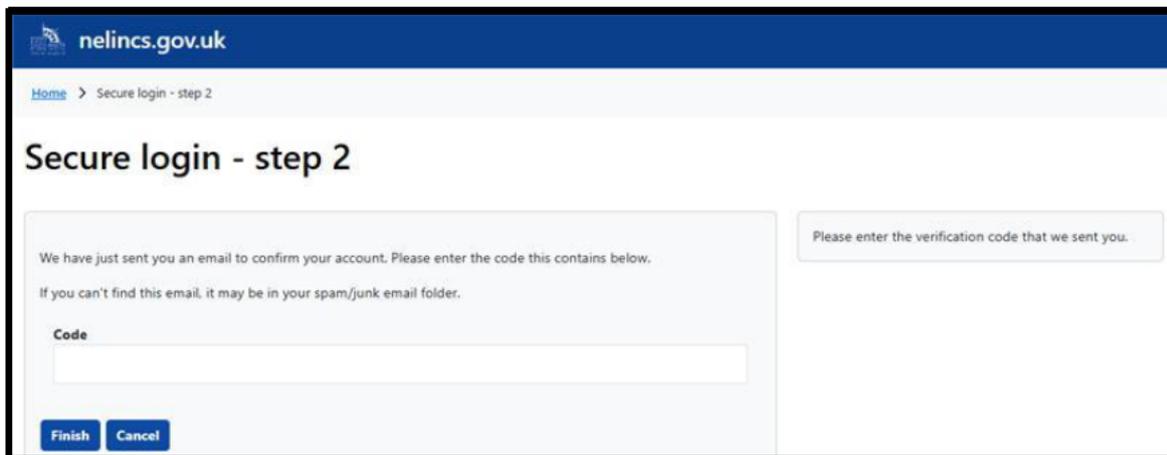


The screenshot shows the 'Secure login - step 1' page. At the top, there is a blue navigation bar with the logo and the text 'nelincs.gov.uk'. Below the navigation bar, there are links for 'Home' and 'Secure login - step 1'. The main heading is 'Secure login - step 1'. Below this, there is a message: 'New to Establishment Portal UAT2? [Register for an account here](#) or use the button below. Already using Establishment Portal UAT2? Sign in below.' Below the message, there are two main sections: 'Existing users' and 'New users'. The 'Existing users' section has two input fields for 'Email' and 'Password', and a 'Submit' button. Below the input fields, there is a note: 'For additional security, we will confirm your account by sending an authentication code to your email address.' Below the note, there are 'Submit' and 'Cancel' buttons. Below the 'Submit' button, there is a link: '[Forgotten password?](#)'. The 'New users' section has a message: 'If you're new to Establishment Portal UAT2, sign up for an account here' and a 'Register for new account' button.

You will receive a verification code email.



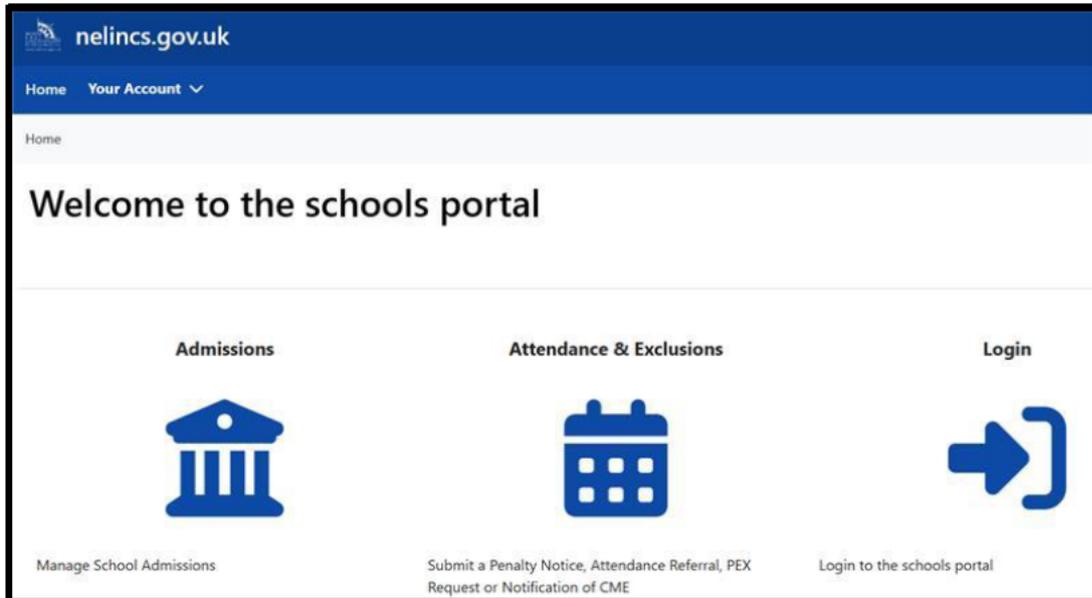
Enter the code into the box provided, then click **Finish**.



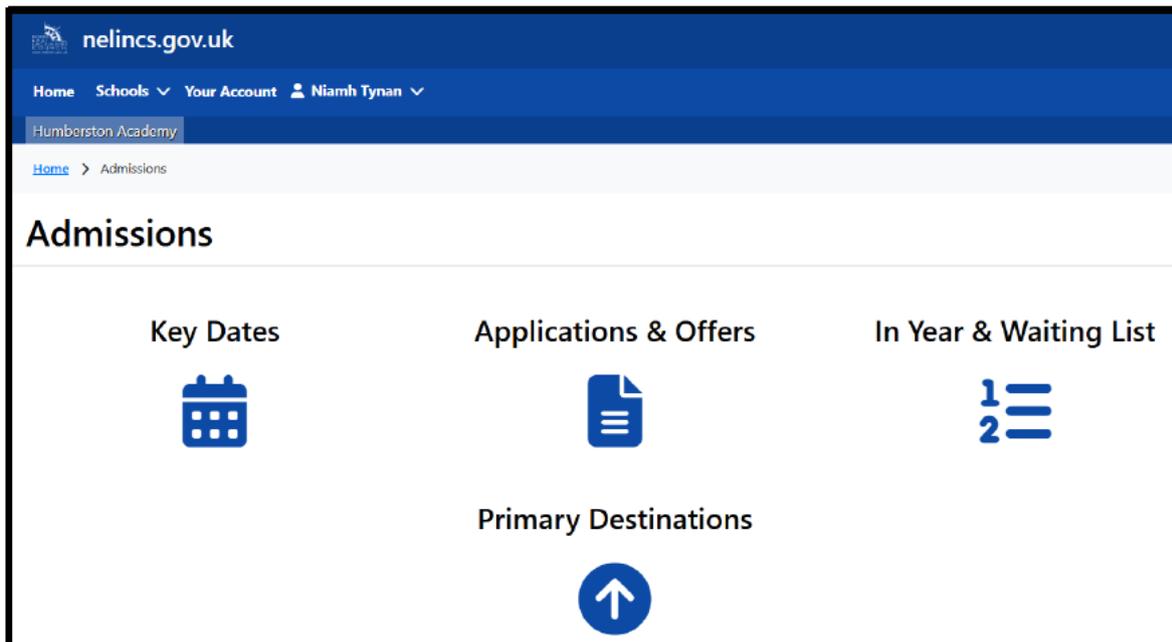
If a message appears saying that you are “**not linked to an establishment**”, please contact us at ict-chsprojectteam@nelincs.gov.uk so we can link your account to your establishment.

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.

Home > Admissions > Key Dates

Key Dates

Admission Key Dates

Primary Secondary

Admission Period / Phase

Admission Year	2025/2026
Phase of Education	Primary

Applications

Online Admission System Open	07-Nov-2024
Closing Date for all Applications	15-Jan-2025

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)

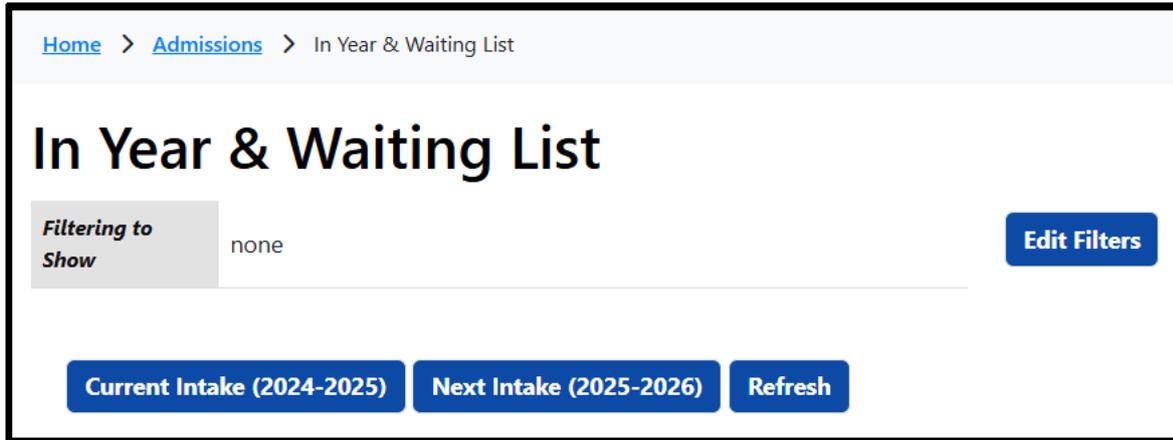
Total Applications
394

CLA
9

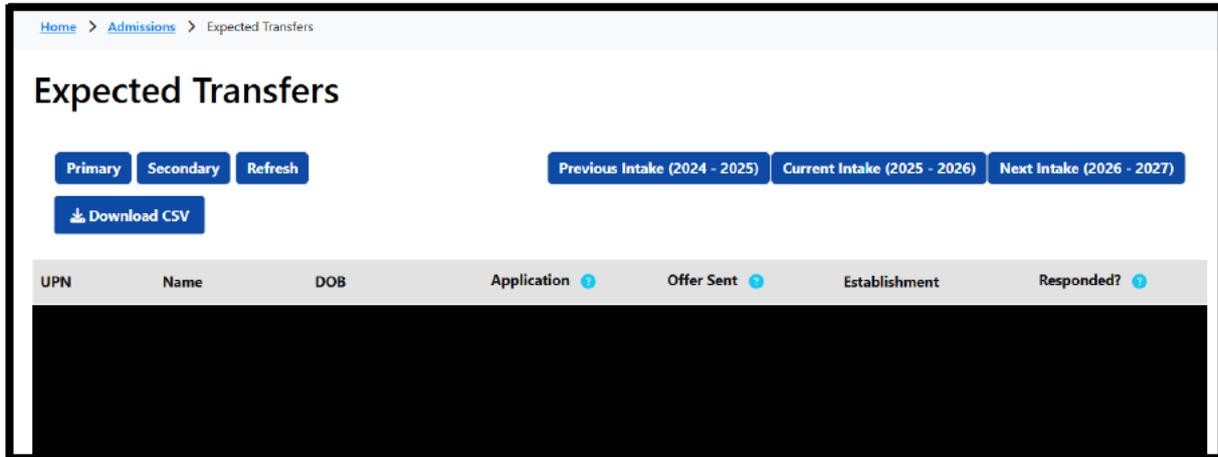
SEN
10

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.

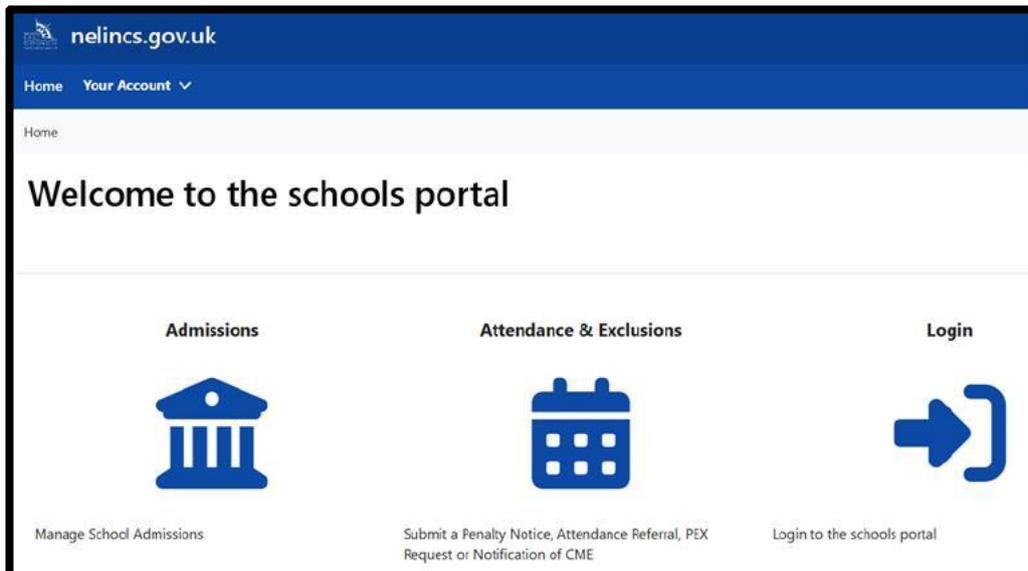


Primary Destinations will show you a list of expected transfers that you can filter by primary or Secondary and see previous, current and next intakes.



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.

Penalty Notice

Submit Penalty Notice to LA for Unauthorised Attendance

0% complete

1

About you and the child >

ABOUT YOU AND THE CHILD

2

Penalty Notice Details >

School Contact Details

Title

First name *

Last Name *

Email *

Home telephone

Work telephone

Mobile telephone

Preferred contact method *

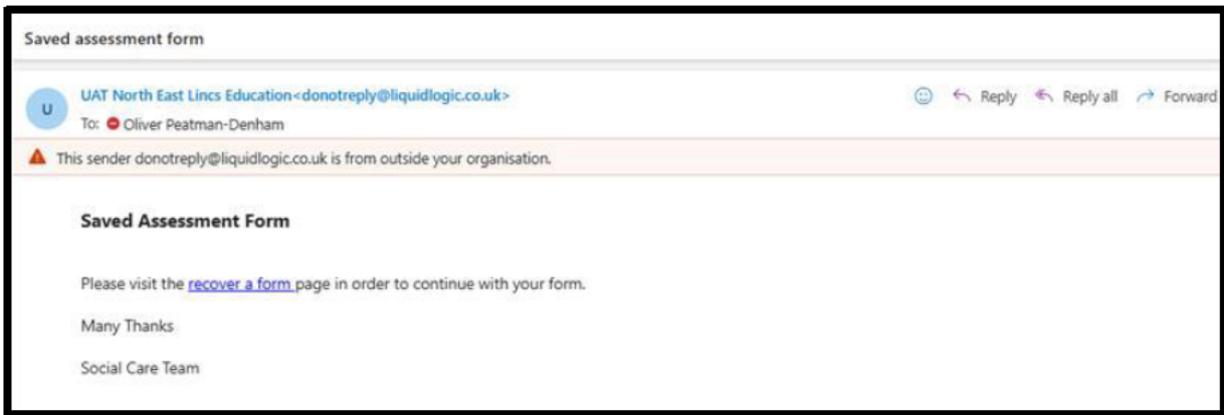
The **CME form** will not allow you to proceed if you have answered “no” to any questions in the checklist, as these must be completed prior to submitting the form.

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

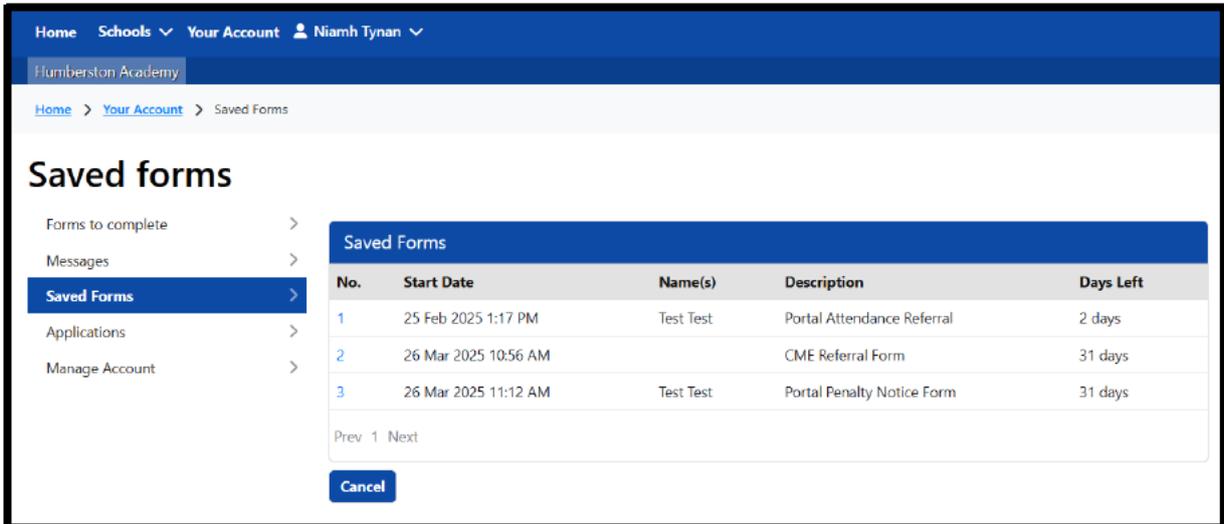
You can also click **Save for Later** and return to the form at a convenient time.



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.



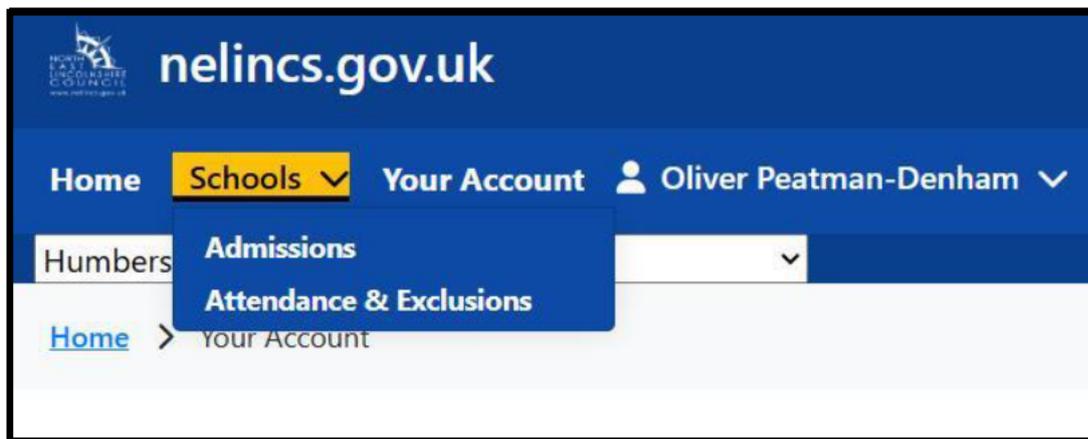
When you get to the last page of the form, click **Submit Application**.



Schools tab

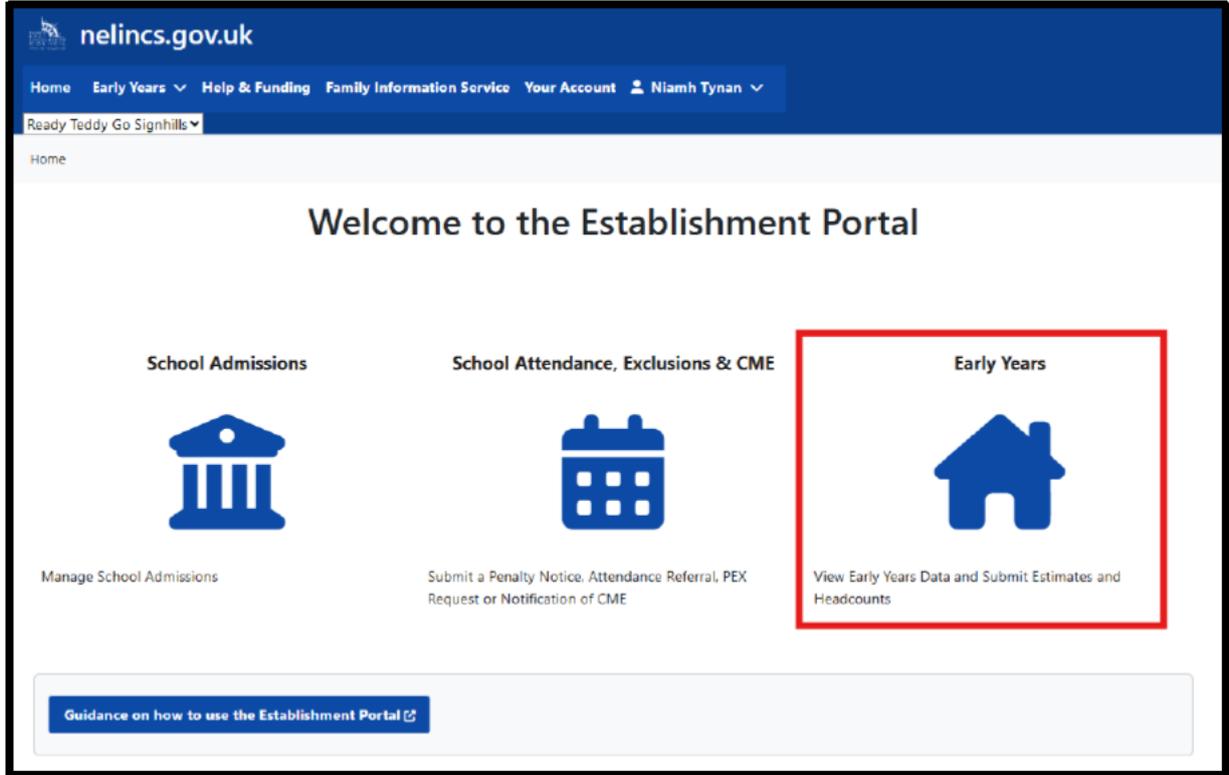
Click on the **Schools** tab to drop down a menu.

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

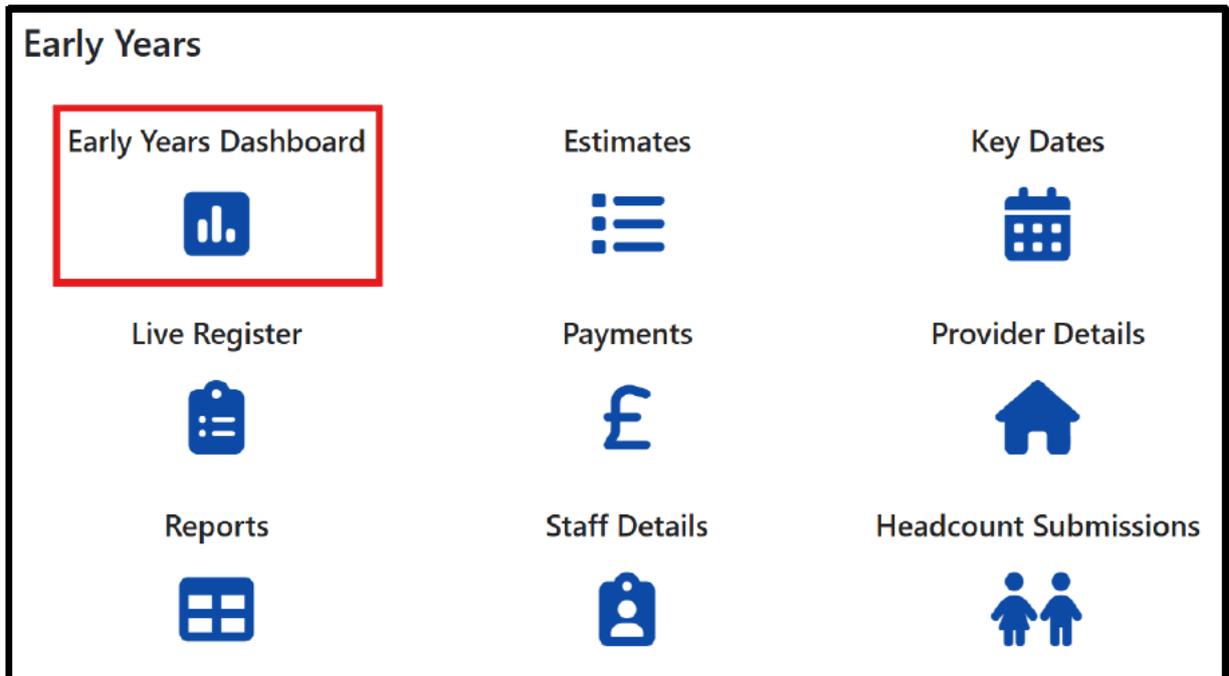


Early Years

Click on **Early Years** from the **Home** page.



More icons will display here. Click on **Early Years Dashboard** to access your dashboard.



Early Years Dashboard

Early Years Dashboard will show different funding categories, depending on what your provider offers. You can click into these tiles for more information.

Dashboard

[View Messages \(0 / 0\)](#)
[Refresh](#)

Submissions

No Headcount dates set.
 An Estimate has already been submitted for Spring term.

 Under 2's 12	 Disadvantaged 2 year olds 3	 2 year olds Working Parent 13
 3 year olds 15	 4 year olds 4	 Total Children 47

Requested / Receiving EYPP
6 / 2

Requested / Receiving DAF
0 / 0

Receiving Working Parent Entitlement
34

Further down the page on the **Early Years Dashboard**, you have the ability to complete eligibility checks.

Online Eligibility Checks

[Age / Eligibility Checks](#)

The **Age / Eligibility Checks** page will allow you to complete eligibility checks.

Age / Eligibility Checks

Child's Date Of Birth

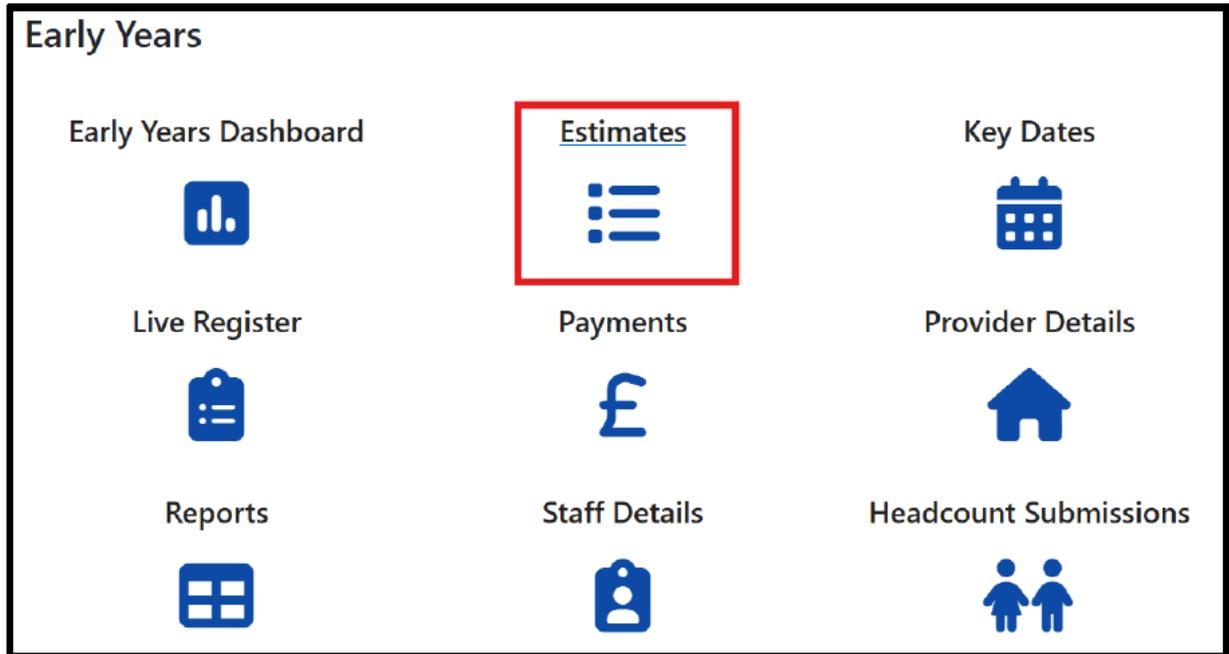
[Check Age](#)
[Reset](#)

Eligibility Check ●

2 Year Old Check
 Working Parent Eligibility Check

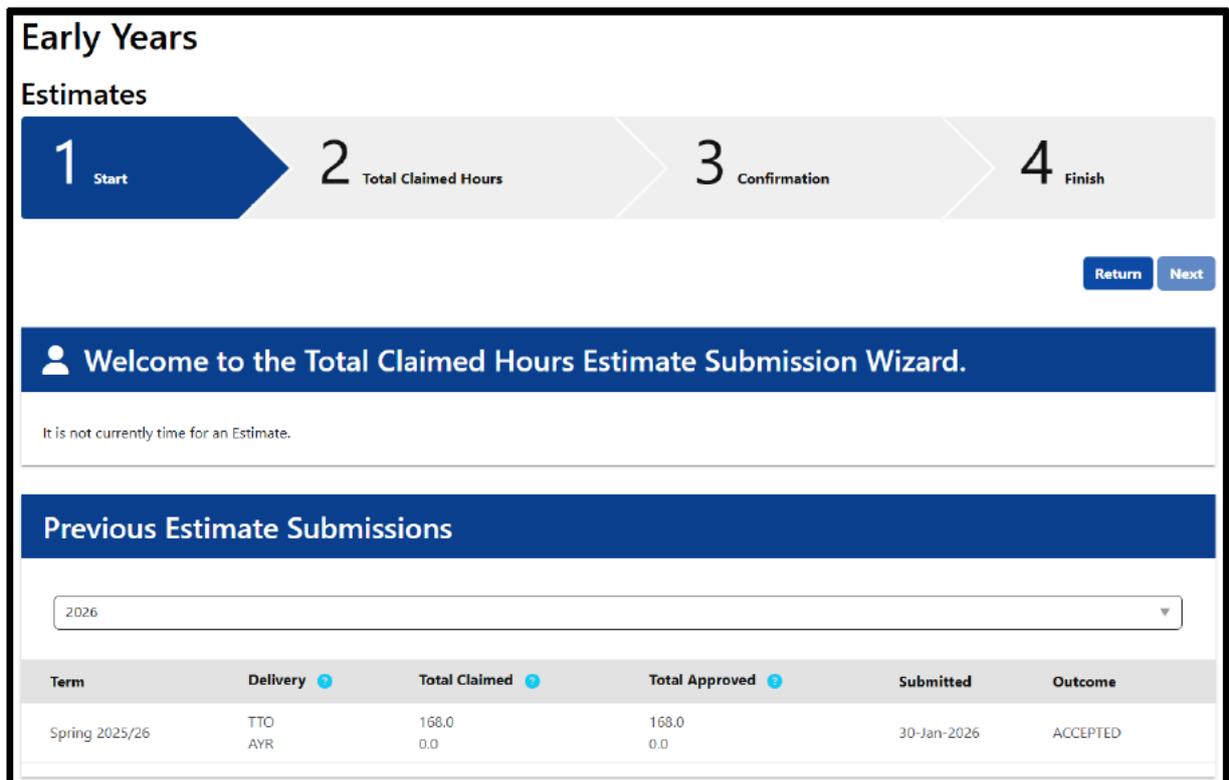
Estimates

From the **Early Years Dashboard**, the **Estimates** page will allow you to complete Estimates submissions.



Estimates allows you to submit and track your current and previous Estimates submissions.

When it's time for an estimate, click **Next** on this page to get started. You will be given instructions to complete and submit your estimate.



Key Dates

Key Dates allows you to view a calendar of any important dates or events, such as Estimates and Headcount submission deadlines.

Key Dates

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

📅 Key dates for Jan 2026 (Spring term)

Show Non-Funded Days Yes No

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 <input checked="" type="checkbox"/> Start of term. (Spring)	2	3	4
5 View Events (47)	6	7	8	9	10	11
12 <input checked="" type="checkbox"/> Estimate submission period is open. <input checked="" type="checkbox"/> Headcount and Census submission period is open.	13	14	15	16	17	18

Live Register

Live Register shows your current, live register of children attending your provider. Here you can also add and remove children from the register where necessary.

Live Register

👤 Live Register

Use the Live Register to record all children attending your provision. It will be used as the basis for your headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision.
If you wish, you can also record younger or older children on your Live Register. These will be automatically excluded from your Headcount.

🔍
[Future Starters \(0\)](#)
[Add Child](#)

📅 Test Pre-School

Name	Sex	Date Of Birth	Age 👤	Days Per Week	Funded Entitlement 👤	Total Hours 👤	Delivery Method 👤	Info 👤	Alert 👤
Test Child	M	03-Mar-2024	Under 2	0	0.0	24.0	TTO		View

To add a new child to the **Live Register**, click on **Add Child** and complete the information about the child.

Early Years

Live Register - Child

Edit View: [Child](#) [Guardian\(s\)](#) [Funding](#) [Save](#) [Cancel](#)

Details

Forename *

Surname *

Sex *

Date Of Birth * 

Ethnicity *

Once you have completed this, click on **Guardian**.

Proof of Child's Date of Birth

Seen proof of date of birth? * This field is required Yes No

Document Seen *

Document Reference *

Edit View: [Child](#) [Guardian\(s\)](#) [Funding](#) [Save](#) [Cancel](#)

Click on **Add Guardian** to add the child's parent/carer(s).

Early Years

Live Register - Child

Edit View: [Child](#) [Guardian\(s\)](#) [Funding](#) [Save](#) [Cancel](#)

This should only be the parent/guardian(s) living in the household of the child as declared to HMRC and may not necessarily be the child's biological parent.

No consenting Parent/Guardian

[Add Guardian](#)

Edit View: [Child](#) [Guardian\(s\)](#) [Funding](#) [Save](#) [Cancel](#)

Once you have completed the relevant information, click **Confirm Guardian**.

Early Years

Live Register - Child

Confirm Guardian **Cancel**

Details

Parent/Guardian consented to share data with the LA * This field is required Yes No

Title

Forename *

Surname *

Sex

Telephone Type

Next, click **Funding**.

Early Years

Live Register - Child

Edit View: **Child** **Guardian(s)** **Funding** **Save** **Cancel**

This should only be the parent/guardian(s) living in the household of the child as declared to HMRC and may not necessarily be the child's biological parent.

Name	DOB	Contact No.	NI No.	NASS No.
Niamh Test			AA102030B	 

Add Guardian

Edit View: **Child** **Guardian(s)** **Funding** **Save** **Cancel**

Add any relevant categories and click **Save**.

Categories

Use this section to add tags / categories to this child which can then be used to filter on in the Live Register.

Add a category

+ Add

Categories No categories selected

Edit View: **Child** **Guardian(s)** **Funding** **Save** **Cancel**

Complete the **Eligibility Check** and enter **Attendance** information and click **Save** to add the child to the **Live Register**.

Early Years

Live Register - Child

Edit View: Child Guardian(s) Funding Save Cancel

Eligibility Checks

Funding Age: 2 year old

Two Year Old Funded Entitlement

ECS check result: Not found

Check Eligibility for 2 Year Old Funding

Attendance

Delivery Method *

Days Per Week *

Additional Hours

2 Year Old Funded Entitlement

Future Starters

From the **Live Register**, click **Future Starters** to view and children with future start dates and to add new children with future start dates.

Live Register

Live Register

Use the Live Register to record all children attending your provision. It will be used as the basis for your headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision. If you wish, you can also record younger or older children on your Live Register. These will be automatically excluded from your Headcount.

🔍

Future Starters (0)
Add Child

To add a new **Future Starter**, click **Add Future Starter** and follow the same steps as adding a child to the **Live Register**.

Early Years

Live Register

Live Register

Use the Live Register to record all children attending your provision. It will be used as the basis for your headcount and Early Years Census so be sure that it's kept up-to-date and it includes all the 2 (if applicable), 3 and 4-Year-Olds at your provision. If you wish, you can also record younger or older children on your Live Register. These will be automatically excluded from your Headcount.

Add Future Starter
Back to Register

Payments

Payments allows you to view information about payments that have been made to your provider. Use the tabs to view information about totals and payment rates.

You can also **Export Payments** to download them as an excel file.

Early Years

☰
Payments for Spring 2025/26 (01-Jan-2026 to 31-Mar-2026)

Payments
Payment Totals
Payment Rates

Spring 2025/26
▼

- Under 2 Year Old
- 2 Year Old (Combined)
- 2 Year Old (Working Parent)
- 2 Year Old (Disadvantaged)
- 3 Year Old
- 4 Year Old

- DAF
- Pupil Premium

- Headcount
- Mid-Term Joiner
- Mid-Term Leaver

Apply Filter

↓ Export Payments

Provider Details

Provider Details shows the details NELC currently hold for your provider.

Provider Details

Main Details

DfE URN	999999
Ofsted URN	1234567
Ofsted Registered Name	Test Pre-School
Type of Provision	
Maintained School Relationship	No
Other Establishment Partnership	No

This page also allows you to update your opening times.

Opening Times

Day	Open	Opening Time ⬇	Closing Time ⬆
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:15 ⬇	15:00 ⬆
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:15 ⬇	15:00 ⬆
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:15 ⬇	15:00 ⬆
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:15 ⬇	15:00 ⬆
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	08:15 ⬇	15:00 ⬆
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	--:--	--:--
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	--:--	--:--

Reports

Reports gives you the ability to download reports from the portal, such as **Estimates** previously submitted and **Live Register**.

Reports

Reports

Get a report of all Estimates previously submitted.

Estimates

Get reports about children on (or previously on) your live register.

All children currently on your live register
▼

Live Register

Staff Details

Staff Details shows a list your current staff. To add new staff members to the list, click **Add Staff**.

Staff Details

Staff Details

This page allows you to record each member of staff and all of their qualifications. The DfE requires you to report a series of statistics about your staff and their levels of qualification. These statistics are calculated based on the staff details entered on this page, though it is possible to just set or amend them when submitting your Census. For staff who do not have contact time with any child, leave un-checked the 'Works with children aged under 5' box e.g. administrative support or kitchen staff. Additionally, you can also check staff who volunteer (e.g. parents on a reading rota). Both volunteers and staff who do not work with children aged under 5 are NOT included in the summary submitted to the DfE.

When you add a member of staff, you can include extra information about their contact details, emergency contact details and any training they have completed. This will not be returned to the DfE or your local authority and are for your records only.

You can add all qualifications a staff member holds from a drop down list from the DfE that are considered 'full and relevant'. If the qualification is not listed then you will not be able to record it. You will need to know whether the qualification was gained before or after September 2014, as this was when major changes took place to align older qualifications.

Add Staff

Summary

Complete the relevant information and click **Save** to add the staff member to the list.

Save

Cancel

Add Staff

Staff Details

Forename *

Surname *

Previous Surname

Job Title *

Headcount Submissions

Headcount Submissions allows you to submit and track your current and previous Headcount submissions.

When it's time for a headcount, click **Next** on this page to get started. You will be given instructions to complete and submit your headcount.

Early Years Submissions

1 Start 2 Census 3 Headcount 4 Confirmation 5 Finish

Refresh Next

Welcome to the Submissions Wizard.

It is not currently time for a headcount.

Previous Headcount Submissions

2026

Help & Funding

Help & Funding takes you to a list of forms available to submit to NELC. This page can also be reached by clicking **Help & Funding** in the menu bar.

Help & Funding

Inclusion Support
Make a request for Inclusion Support
Request Inclusion Support

Setting Inclusion Funding
Make a request for Setting Inclusion Funding
Request for Setting Inclusion Funding

EY Support Request
Make a EY Support Request
Make a request for Early years Support

EY Transition Funding Application
Make a EY Transition Funding Application
Make a EY Transition Funding Application

Family Information Service

Family Information Service includes a form to complete to add/update information for your provider on the **Family Information Service** directory.

Submit Content for the Family Information Service

[Complete FIS Form](#)

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.

nelincs.gov.uk

Home Schools Your Account Oliver Peatman-Denham

Humberston Academy

Home > Your Account

My Account

- Forms to complete >
- Messages >
- Saved Forms >
- Applications >
- Manage Account >

This page contains a selection of your documents stored by Social Care on our computer system.

Your Forms

Form Type	Start Date	Days Left
Humberston Academy - Establishment Annual Safeguarding Audit	21 Feb 2025	-4

Pickup

Submitted Forms

No items

Refresh

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.

nelincs.gov.uk

Home Schools Your Account Oliver Peatman-Denham

Humberston Academy

Home > Your Account > Messages

Messages

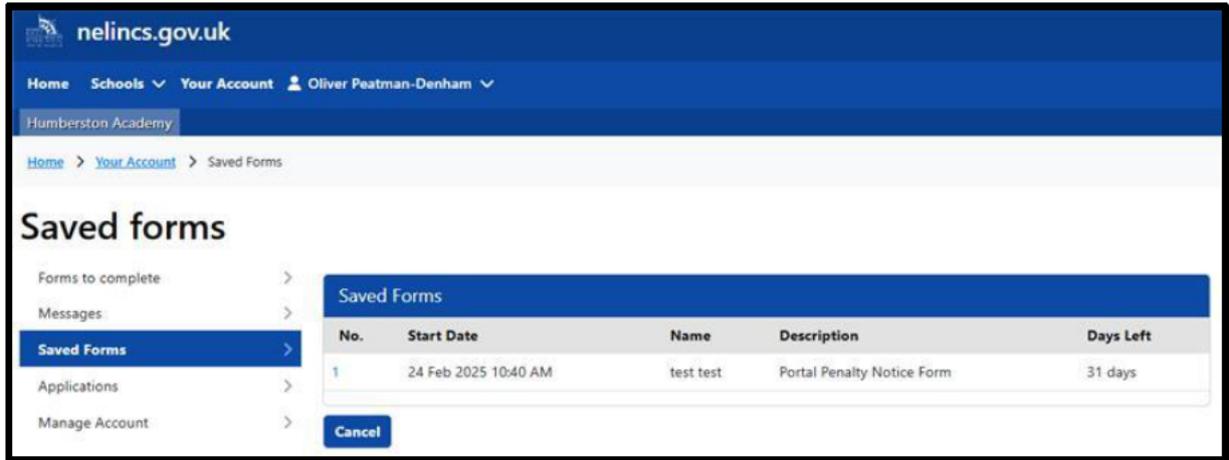
- Forms to complete >
- Messages >
- Saved Forms >
- Applications >

This page contains messages that have been sent to you by Social Care, and other people in your support network.

Inbox

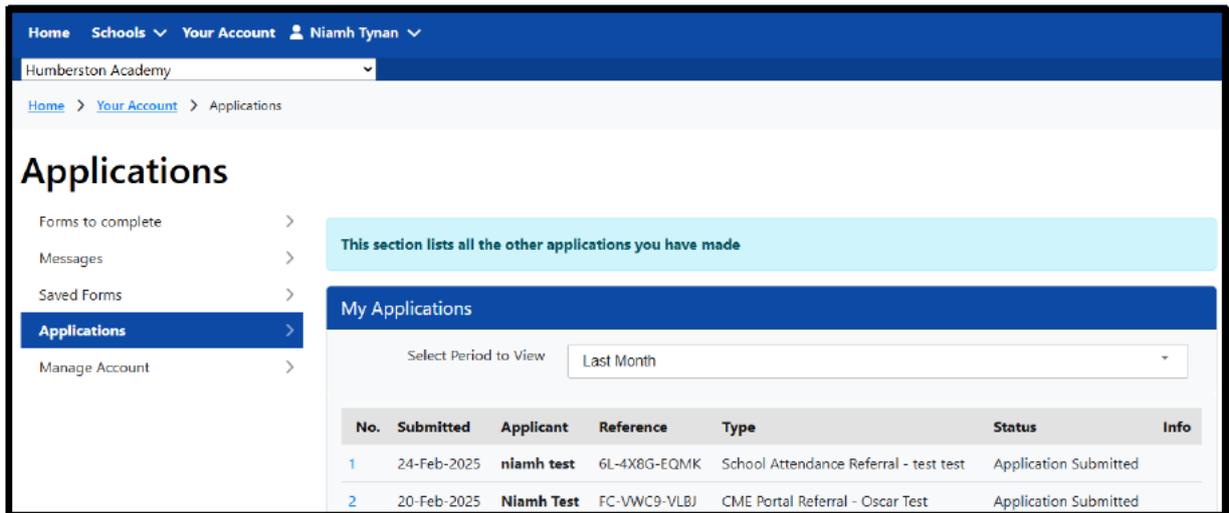
No items

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.

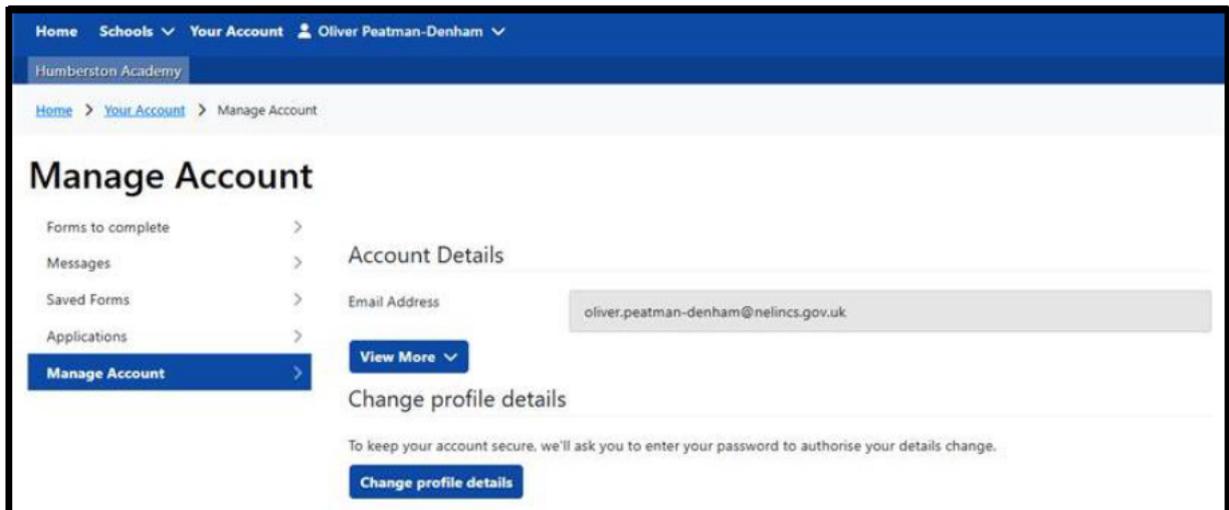


The **Applications** tab shows your completed forms, referrals and applications.

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**.

