

LIQUIDLOGIC EYES ESTABLISHMENT PORTAL GUIDANCE FOR ATTENDANCE & EXCLUSIONS

Making a Referral to the Local Authority

Version History

Confidentiality / Document Control

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Date	Document Name	Owner	Document Version
04/08/2022	Making a Referral to the LA Establishment Portal Guidance	Lee Innell	1.0

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System Requirements

In order to ensure the functionality of the new Establishment Portal works as intended and to keep your browsing experience as secure as possible, it is strongly recommended that you update your Internet browser to its latest version.

The Establishment Portal is supported on the following browser platforms:

- Microsoft IE11
- Microsoft Edge
- Google Chrome
- Apple Safari
- Mozilla Firefox

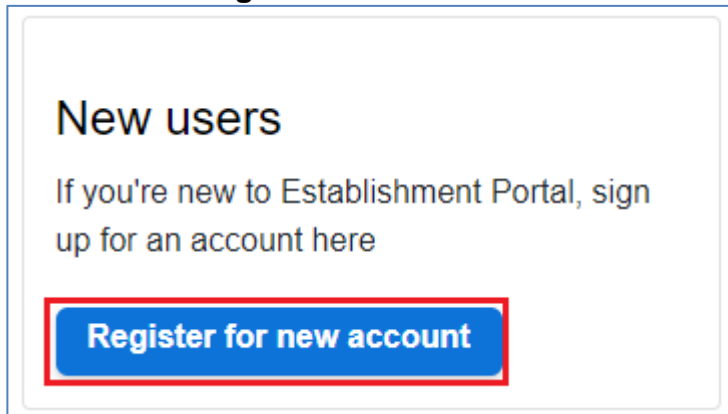
Mobile device browsing is supported for the Establishment Portal. However, for the best user experience, it is recommended to access the Portal with one of the browsers listed above on a standard PC or Apple computer.

1. Registering a Portal Account

The following steps show how to create an account on the Establishment Portal.

- **Please note that if you create an account you will need to need to email childrenseducationsystems@oxfordshire.gov.uk and ask for your account to be linked to your school. You will not be able to make any referrals until this has been done.**

- Click: This link to access the Establishment Portal - [Establishment Portal Link](#)
- Click: The **Register for new account** button

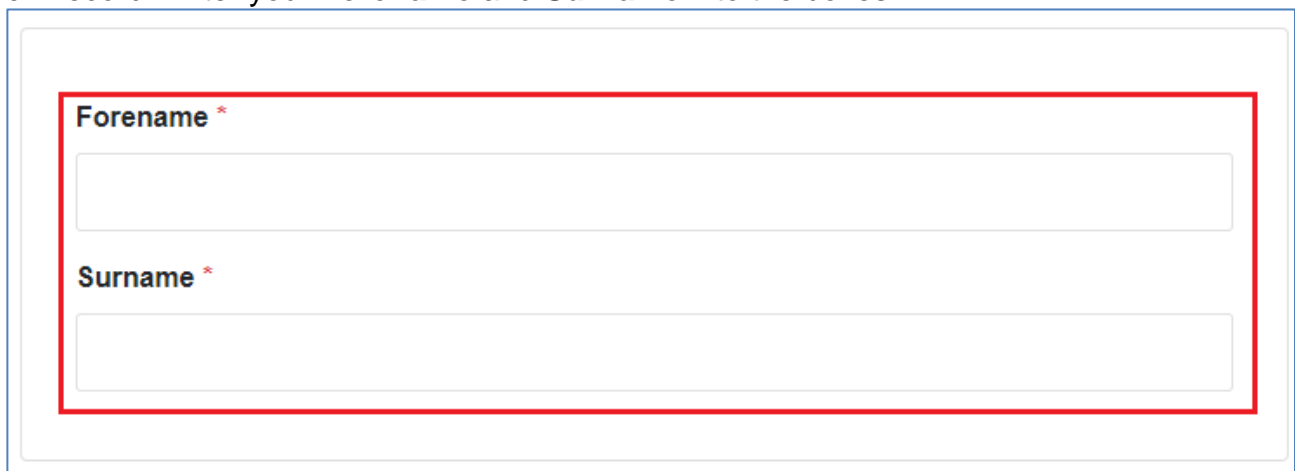


New users

If you're new to Establishment Portal, sign up for an account here

Register for new account

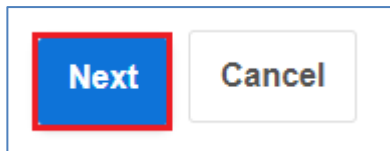
- Record: Enter your **Forename** and **Surname** into the boxes



Forename *

Surname *

- Click: The **Next** button to continue with the registration process



Next Cancel

- Record: The following details will need to be entered
- **Email Address** – This must be your school email address
- **Password** – This must be a secure password (at least 12 characters, 1 number, 1 upper case letter, 1 special character)

Email address *

Password *

Confirm password *

- Click: One of the following buttons
- **Next** – To proceed to the next stage of the registration process
- **Back** – To go to the previous page
- **Cancel** – This will stop the registration process

Back Next

Cancel

- Email: You will receive an email with a code to be used to validate your account in the Establishment Portal

Dear Lee Innell,

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

XXXX XXXX

Kind regards

Establishment Portal

- Record: Enter the code in your email into the **Code** box on the portal registration form.

We have just sent you an email to confirm your email address. Please enter the code this contains below. Use the **back** button below if you would like to change your email address and try again or **Please send me a new code** if you need another one.

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

Code *

- Click: One of the following buttons
- **Next** – To complete the registration process
- **Back** – To go to the previous page
- **Cancel** – This will stop the registration process

Back | **Next** | **Cancel**

- Click: The **Continue** button to complete the registration process

Your registration has been completed successfully. Click **Continue** to carry on with your session.

Continue




2. Making a Referral

This will show you how to make a Referral form the Establishment Portal to OCC

The following Referrals can be made using the Establishment Portal

- Attendance Referral
- CME Referral
- Penalty Notice – for unauthorised absence
- PEX Notification

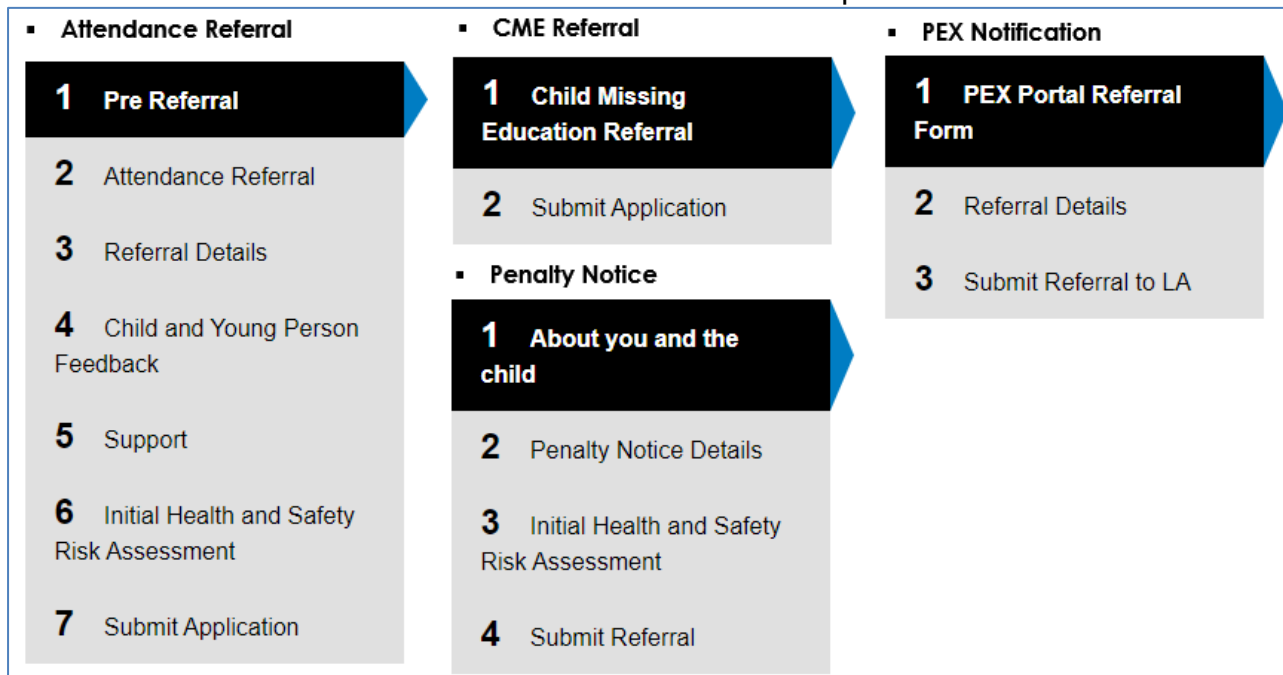
- Click: The **Attendance and Exclusions** link

<p><u>Login</u></p>  <p>Login to the schools portal</p>	<p>Help & funding</p>  <p>Make a request for SEN panel funding or inclusion support</p>	<p><u>Attendance & Exclusions</u></p>  <p>Make a referral to the LA</p>
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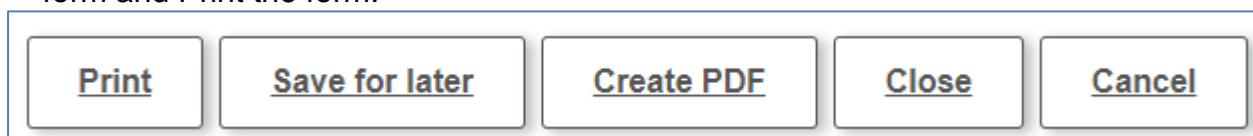
- Click: The **Blue button** under each category to start the Referral required

<p>Attendance Referral</p> <p style="text-align: center;">Start an Attendance Referral</p>
<p>Children Missing Education (CME) Service</p> <p style="text-align: center;">Notify LA of Child Missing Education</p>
<p>Penalty Notice</p> <p style="text-align: center;">Submit Penalty Notice to LA for Unauthorised Attendance</p>
<p>Permanent Exclusions (PEX)</p> <p style="text-align: center;">PEX request to LA</p>

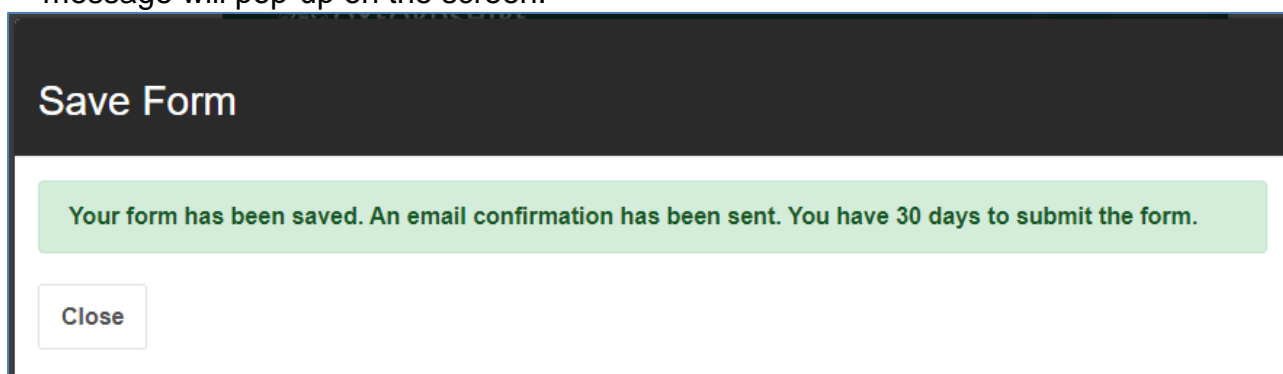
- Referral: Each of the Referrals has their own index and questions to be answered



- Click: You can use the buttons at the bottom of the form to save the form, so that you can return to it later, create a PDF of the form, close the form, Cancel the form and Print the form.



- Click: If you click the Save for later button to save your form, the following message will pop-up on the screen.



- Note: You will also receive an email confirming the form has been saved, with a link to go back into the form.

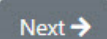
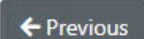
Saved Assessment Form

Please visit [the Establishment Portal](#) in order to continue with your form.

Many Thanks


Early Years & Education Team

- Note: You will also see the following buttons and symbols throughout the form.

Use the numbered menu items on the left or use the  and  options to move through the pages.

Don't use the Browser 'Back' button

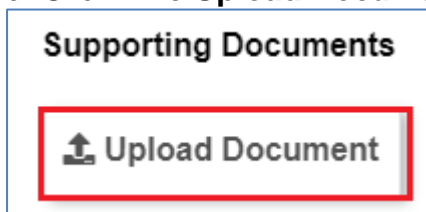
Select the option(s) that best suit your response

This symbol  indicates that the question is mandatory and must be answered in order to continue.

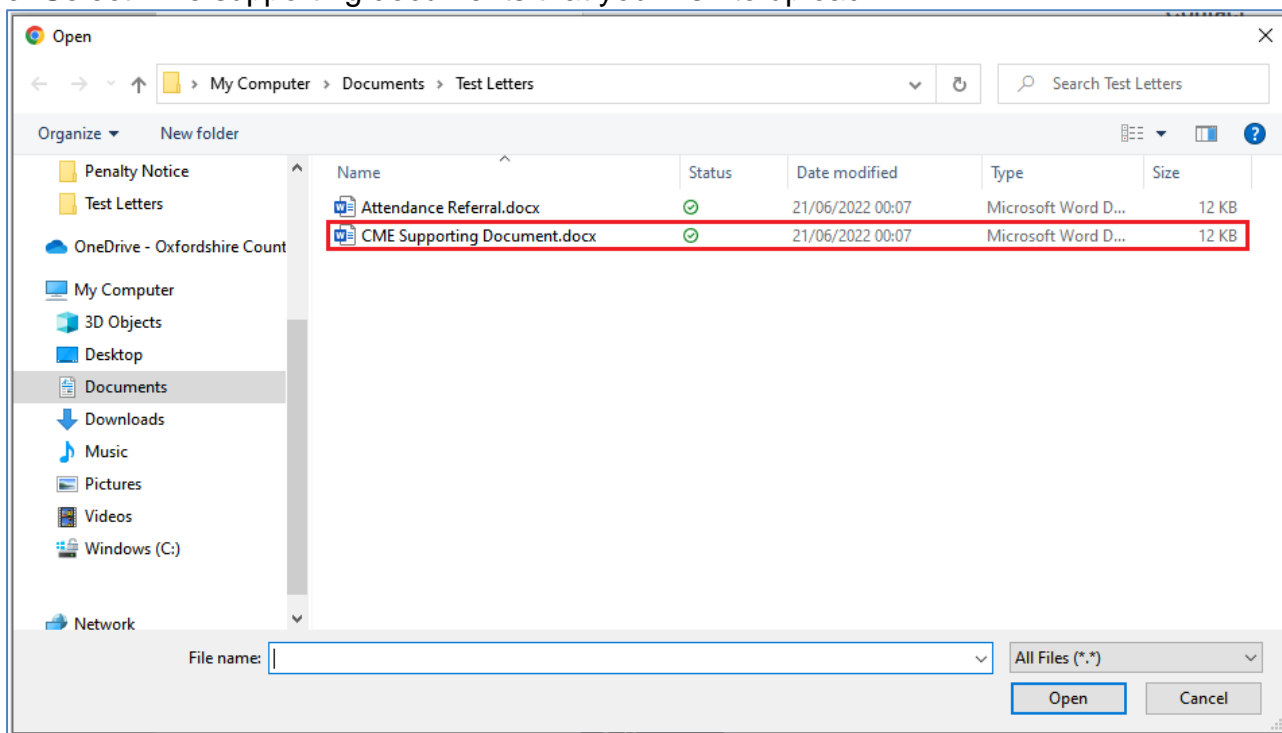
3. Uploading Documents

This will show you how to upload documents in the Referral forms

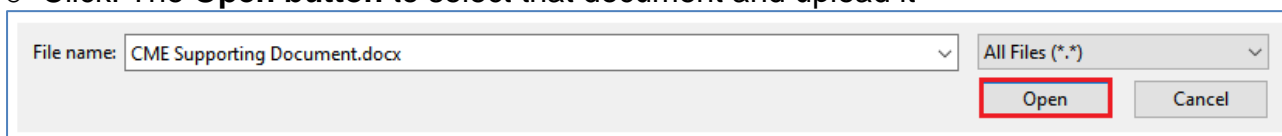
- Click: The **Upload Document** button within the Referral



- Select: The supporting documents that you wish to upload



- Click: The **Open** button to select that document and upload it



- Note: That only the following document types can be uploaded

Accepted extensions: jpg
png
doc
docx
pdf
xls
xlsx

- Note: The Supporting Documents section will now show the document that has been uploaded.

Supporting Documents

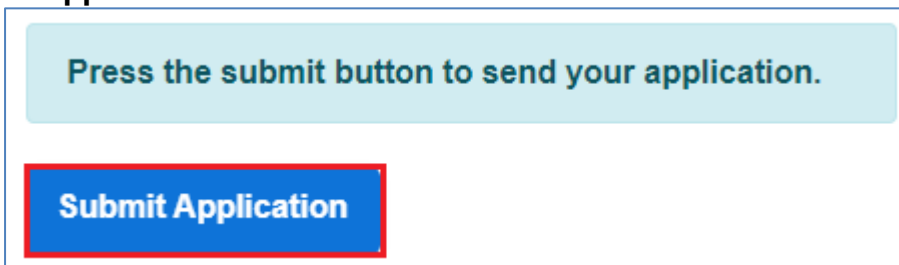
CME Supporting Document.docx **Remove**

- Note: If the wrong document has been uploaded, click on the **Remove button** to remove it.

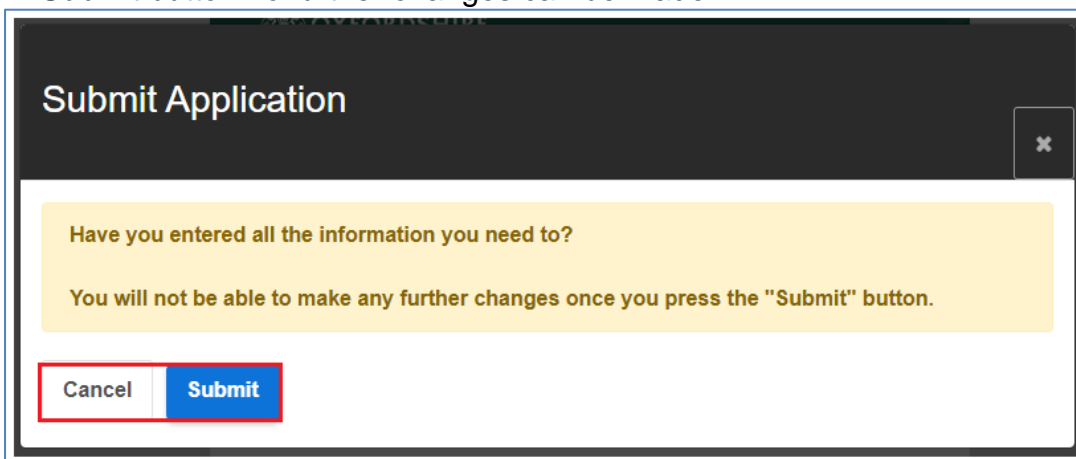
4. Submitting a Referral

This will show you how to make Submit a Referral to OCC

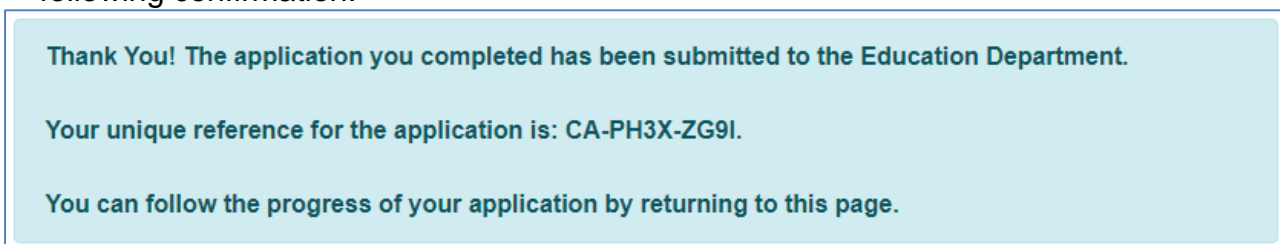
- Click: Once all the information has been recorded in the form, click on the **Submit Application button** to submit chosen Referral to OCC.



- Popup: A pop-up box will appear asking you to confirm the submission. If you need to make further changes click on the **Cancel button**, once you click the Submit button no further changes can be made.



- Application: You be taken to the **Application** section and you should see the following confirmation.



- Application: You will also be able to see a list of the referrals that have been made.

My Applications

Select Period to View Today

No.	Submitted	Applicant	Reference	Type	Status	Info
<u>1</u>	27-Jul-2022	Jeff Dunham	CA-PH3X- ZG9I	School PEX Referral - Attendance Test	Submitted Successfully	

- Email: You will receive an email to let you know that the Referral has been submitted.

Confirmation of form submission

Thank you for submitting a form to us via the [Portal](#).

Education Team

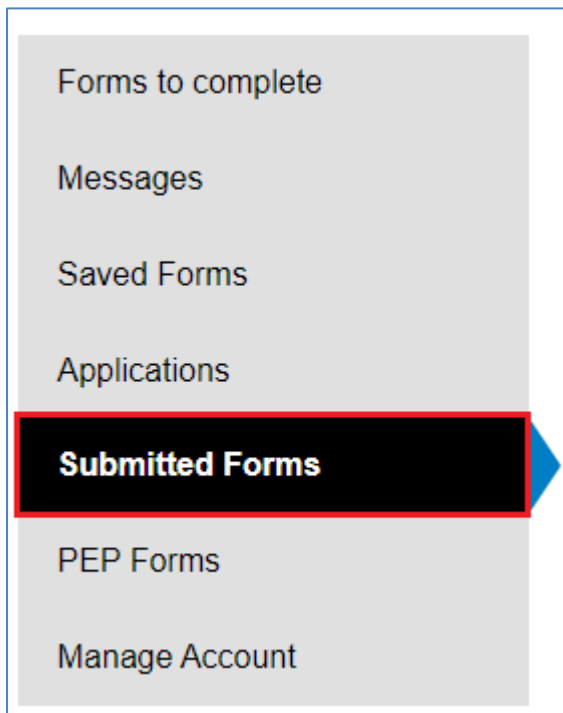
5. Viewing a Submitted Referral

This will show you how to view a Submitted Referral to OCC

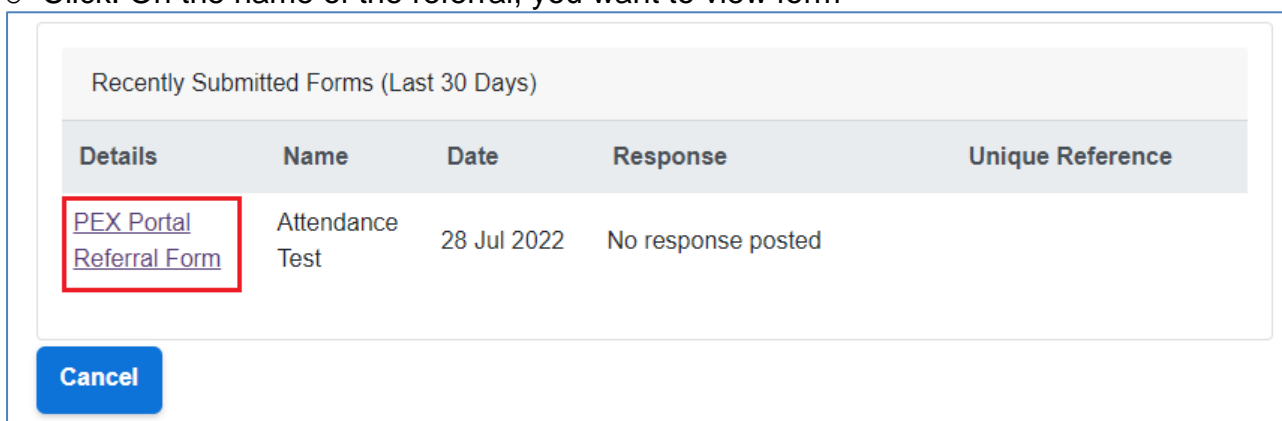
- Click: On **Your Account** form the menu at the top of the screen



- Click: On **Submitted Forms** form the menu on the left-hand side of the screen



- Click: On the name of the referral, you want to view form



- Note: This will open a PDF version of your submitted form

6. Additional Required Documents

There are additional documents that will need to be provided to OCC as part of the PEX Notification and Suspension Notification processes.

- **Additional PEX Notification Documents:**

EERF – Exclusion Reintegration Referral Form – This will need to be submitted after the PEX Notification has been made to OCC via the Referral Form that is available on the Portal. Please email the completed form to ERT@oxfordshire.gov.uk

- **Suspension Notification Documents:**

Notification of LA Suspension Form – This form will need to be completed for any suspension that results in a pupil missing more than 5 school days (or ten lunchtimes) in a term and any suspension which would result in a pupil missing a public examination or national curriculum test. Please email the completed form to ERT@oxfordshire.gov.uk

- **EHE Documents:**

School Exit Form – The School Exit Form will need to be completed for all children that are leaving school and to be educated at home. The completed form will need to be sent to ehe@oxfordshire.gov.uk

7. Support

OCC staff members, Parent/Careers, Partners and Schools first point of call for any issues relating to the Liquidlogic EYES Portals, should be to contact your local OCC team.

Issues relating to your IT equipment (laptops etc.) or if you have an issue with your network connectivity, please contact your local IT support service or Internet Service Provider.

If you have any technical queries or to report an issue, please contact childrenseducationsystems@oxfordshire.gov.uk.