Knowsley
Early Years and
Education System (EYES)
Portal Inclusion Support
User Guide

PLEASE NOTE – Before completing an inclusion support request form, please ensure that you have a signed parent consent form. Also please ensure that you have already started the graduation response and that a differentiation action plan has been completed as a minimum. If these documents are not attached to the request form, then your request will be rejected. Inclusion support requests are only actioned as part of this process and is not a starting point. You will need to contact your QA officer for initial support for joint observations etc.
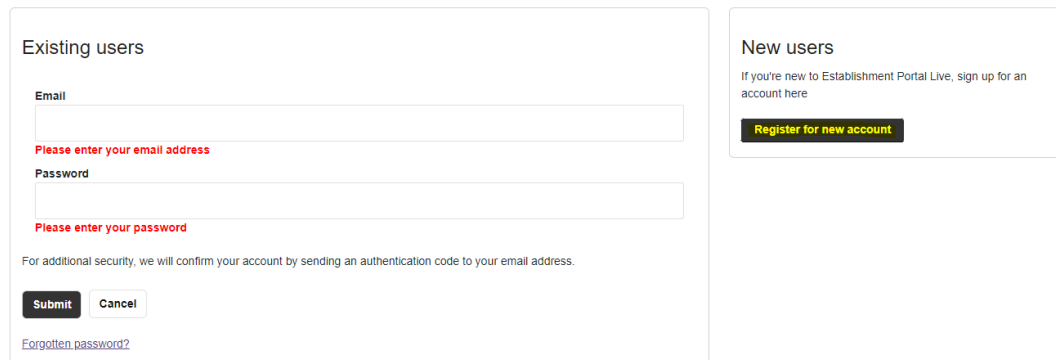
This is the link to the Establishment Portal to request Inclusion Support: https://establishmentportal.knowsley.gov.uk/web/portal/pages/home

If you have not used the establishment portal before, you will need to request access and register using your setting email address.

Once logged in click on 'Help and Funding', then 'Request inclusion support'

Complete the details below about the person requesting the support. We are getting the forms updated but in the meantime please add your name in the First Name field and setting name in the Last Name field.

Preferred contact method – if you want to be notified about the status of the application then email may be the best option as you will need to log into the portal to check on the status of the request otherwise.

Complete the information about the child and click 'Next.

About The Child

First name *

Last name *

Date of birth *

dd-mm-yyyy

Gender *

Address

House number or name

Postcode *

Find address

Next →

More information to be completed about the child. Click 'Next'

MORE ABOUT THE CHILD

Ethnicity [▼]

Religion [▼]

First Language [▼]

An Education, Health and Care Plan is a formal document detailing a child's learning difficulties that is issued by your local authority, following a statutory assessment.

Does your child have an Education, Health and Care Plan? ○ Yes ○ No

Are they a 'looked after' child? ○ Yes ○ No

[← Previous]   [Next →]

You will then need to select the Prime Area of Need and the Band relates to what level the child is on

CHILD'S PRIMARY AREA OF NEED

Primary Area of Need [Physical Impairment   ▼]

Band [Band 1   ▼]

Eg Band 1 differentiation
   Band 2 targeted small group support
   Band 3 SEN multi agency support
   Band 4 EHCP in mainstream provision
   Band 5 EHCP in specialist provision

Please click on 'Next' then mark which sessions the child attends:

Apply for inclusion help

1 About you and the child >

2 More about the child >

3 Child's Primary Area of Need >

4 Early Years Setting / Childminder >

5 Involved Professionals >

6 Information to Support the Application >

7 Supporting

EARLY YEARS SETTING / CHILDMINDER

In the following boxes please indicate which sessions the child attends

Sessions Attended	Monday	Tuesday	Wednesday	Thursda
Morning				
Afternoon				

Full screen

← Previous   Next →

Once the session are added click on 'Next'

Please enter details for any professionals you are aware of that are working with the child

1 About you and the child >

2 More about the child >

3 Child's Primary Area of Need >

4 Early Years Setting / Childminder >

5 Involved Professionals >

6 Information to Support the Application >

7 Supporting Documentation >

8 Submit >

INVOLVED PROFESSIONALS

Services and names of professionals involved

Please indicate services involved

Service	Name of Professional	Contact Number / Email Address	M
Speech & Language Therapy			
Physiotherapy			
Health Visitor			
Lifetime Service			
Sensory Support Service			
CAMHS			

Click 'Next

Please note you need to include all of the following information if it is relevant to enable a decision to be made. This information may be included in the supporting documentation but needs to be added here to enable a quick decision to be made due to the number of requests that are processed:

- o Outline of child's needs
- o Where you are up to on the graduated response
- o Whether a differentiation action plan has been actioned and updated o Does the child have a play plan in place? What are the main targets on this plan
- o Named support person in setting o Named setting senco

Apply for inclusion help

63% complete

1 About you and the child >

2 More about the child >

3 Child's Primary Area of Need >

4 Early Years Setting / Childminder >

5 Involved

INFORMATION TO SUPPORT THE APPLICATION

Additional Information [   ]

[← Previous]   [Next →]

All differentiation action plans, play plans and supporting documentation etc MUST be attached to this request for support.

You need to ensure that all scanned and saved documentation are saved at the lowest resolution possible so that file size is not too big. Large documents may be rejected by the portal. If you are having issues attaching documents to the application please save the application and contact Jo.clarke@knowsley.gov.uk for advice.

75% complete

1 About you and the child >

2 More about the child >

3 Child's Primary Area of Need >

4 Early Years Setting / Childminder >

5 Involved Professionals >

6 Information to Support the Application

SUPPORTING DOCUMENTATION

You will only be able to attach the following file types:
- Word Documents
- PDF Files
- Images (in jpg / png format)
- Spreadsheets (in xls / xlsx format)

⬆ **Upload Document**

[← Previous]   [Next →]

The next screen is a summary of the information you have entered. Please check through and if any changes are required you will need to go back to the relevant page to update as the information cannot be updated on the summary page.

Once you are happy with the information provided click on 'Next' and submit application

88% complete

1 About you and the child >

2 More about the child >

3 Child's Primary Area of Need >

4 Early Years Setting /

SUBMIT

Send Form for Consideration

Press the submit button to send your application.

Submit Application

Submit Application ✕

Have you entered all the information you need to?

You will not be able to make any further changes once you press the "Submit" button.

Cancel   **Submit**

This is the message you will get once submitted. Your application status will show as below or under review until the form is accepted or rejected.

Forms to complete >

Saved Forms >

Messages >

Applications >

PEP Forms >

Thank You! The application you completed has been submitted to the **Education Department.**

Your unique reference for the application is: **U4-PSDH-6SPD.**

You can follow the progress of your application by returning to this page.

My Applications

Select Period to View | Last Month ▾

No.	Submitted	Applicant	Reference	Type	Status	Info
1	06-Nov-2023	**Jo Clarke**	U4-PSDH-6SPD	Inclusion Referral Form - fg dfg	Application Submitted	

Once accepted the status will change as per below. If rejected the status will also show this. If an application is rejected it may be that all the information required was not submitted. If this is the case, then the application will need to be redone.

My Applications

Select Period to View: Last Month

No.	Submitted	Applicant	Reference	Type	Status	Info
1	06-Nov-2023	**Jo Clarke**	U4-PSDH-6SPD	Inclusion Referral Form - fg dfg	Allocated to Specialist	
2	06-Nov-2023	**Jo Clarke**	K3-1XON-EN5H	Inclusion Referral Form - Jody Test	Application Submitted	

For advice on information to complete your request, please contact your Quality Officer.

If you need technical support please contact jo.clarke@knowsley.gov.uk