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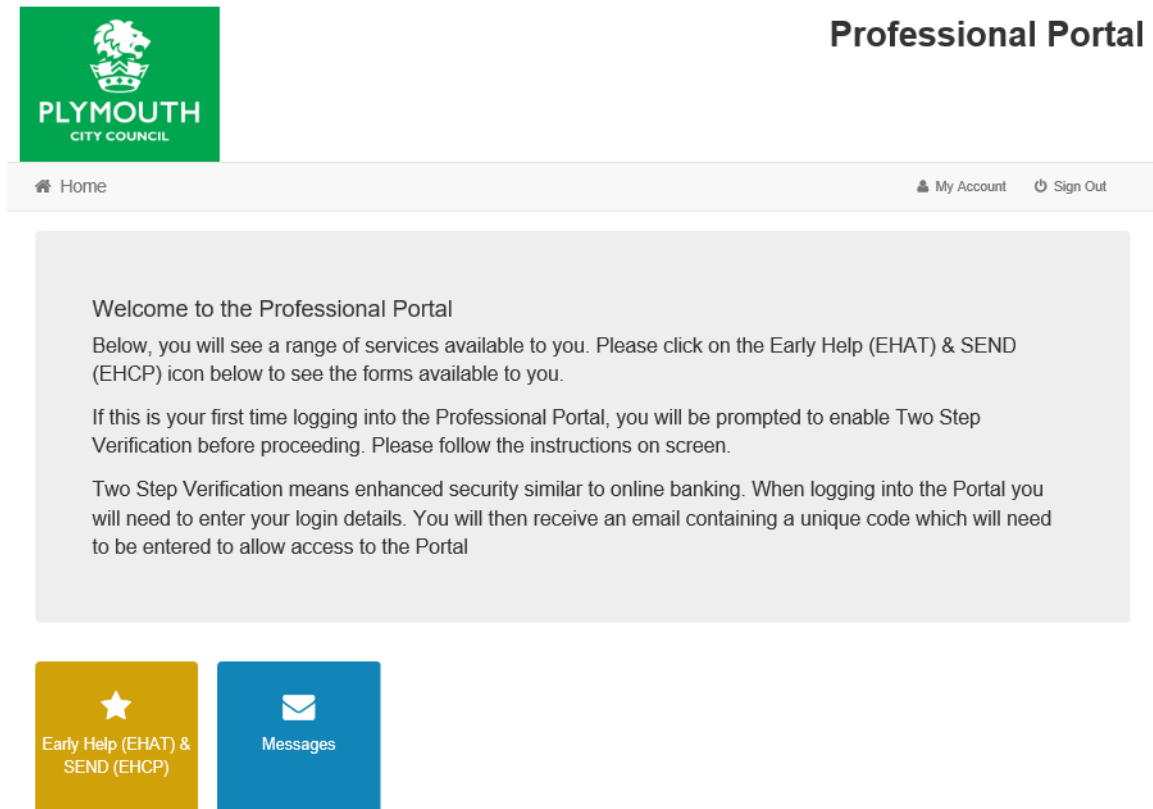
NAVIGATING TO SEND (EHCP) & EARLY HELP (EHAT)

To access the SEND and Early Help area select the icon highlighted below from the home page.

SELECTING A PERSON

Selecting the SEND (EHCP) and Early Help (EHAT) icon will take you to the Select Person screen.

From here you can add a new person or select from a list of children and young people for whom you have previously submitted forms on the Portal.

A filter allows you to view recent cases (past 18 months).

If the pupil/young person name you require is not shown on your list, or this is the first time you have added a form for this pupil/young person, click on the Add Person button to add a pupil/young person to your list.

Or

If you have previously submitted forms for pupils/young people, this screen will display a list of those pupils/young people, or you can search for the record using the person filter. If you wish to submit a form on behalf of one of the pupils/young people on your existing list, or view progress on a form you have previously submitted, click on the pupil/young person name.

If you have no pupils/young people listed on your screen to select from, or the pupil/young person cannot be found on searching, you will need to add a new pupil/young person to your pupil/young person list.

New Pupil/young person Details

Clicking the Add Person button will open a data entry page. Please add data in all mandatory fields

Forename *	👤	Molly
Middle Name	👤	
Surname *	👤	Test
Gender *	👤	Female ▾
Date of Birth *	📅	06/03/2000
Current School	📖	Please Select Current School ▾
Ethnicity *	👤	NOBT - Info not yet obtained ▾
First Language *	👤	English ▾

Mandatory Fields

Complete the fields presented with the data for the pupil/young person you are adding. Data fields marked with an asterisk * are mandatory.

Pupil/young person name – which one do I use?

It is important to have accurate information in the name, gender, address and date of birth fields, as this is used for matching the form to the pupil/young person record in the main database. Please use the **child's legal name** when entering data.

Adding Current School/FE College

Start to type the **official school name**. The system will start to search for school names that match as you type. When you see your school name in the list, click on the school name to select it.

📖	Please Select Current School ▲
	🔍
👤	**Not known**
👤	Abbotskerswell Primary School, Abbotskerswell, TQ12 5NS
🏠	All Saints C of E Primary School, Axminster

If your school name or FE college name is not listed, please choose NOT KNOWN*

Adding Addresses

- Type in the postcode and click on   Find Address   . This will bring back a list of addresses that match the postcode you have entered, if the address is known to the database.

- If the address is a Plymouth address, or is already listed in the database, this should be available for selection when using the correct postcode. If the address is in Plymouth but unknown to the system you may have to add the address manually. You do not need to click "Find Address" again after adding the address manually.

- If the address you are using is not already known on the system or outside Plymouth, you may receive a message advising that the pupil/young person is living "Out of Area". If you receive this message, please contact the SEND Team at **EHCPPortal@plymouth.gov.uk** to request that the address is added to the database so that this can be used by you on the Portal.

- If you are unsure of the correct address, or want to check that the postcode for the pupil/young person is accurate, you can check this by going onto the following internet site: **http://www.royalmail.com/business/find-a-postcode** . A house name or a house number is mandatory in all addresses even if the house name is displayed in the Building Name field.

- Once you have selected the correct address, or added the address detail manually, click on the

  Add Child   button. This will create a new pupil/young person record on the portal to which all future forms will be attached.

ASSISTANCE

For assistance on the EHCP Portal forms please contact the SEND 0-25 Team
senadmin@plymouth.gov.uk

For assistance on the Early Help Assessment (EHAT) forms please contact
gatewayadmin@plymouth.gov.uk

For technical support on accounts or passwords, please contact
EHCPPortal@plymouth.gov.uk

Plymouth City Council SEND Team – School Support https://www.plymouth.gov.uk/
sendsasstrategicadviceandsupport2