FAP Guide – Schools

1. Sign into the portal and complete the form as per the SAM Portal guide.

Online Fo	rms		12000 - 114				- and and a contrainty strainty in Annual and the second strainty of
ricone to the Sch omitted	ool Online Form	system, Here y	you can send forms for (and Penalty Notions, Exclusion reports and other referrals the	st have been setup by	The local authority Ti	he data will be sent directly to the local authority automatically once the form is
				Search Criteria 1 leiford 1	lesting School O		
Pupil Name	Date of Birth	NC Vicet	Address	Submitted Form	ntal		Select & Submit Form
		Yew 10		Form -	Submission Date	Submission Status	Enutions Engagement Programmin Referred - Shi-Engage/1 Fair Access Panel Request for Additional Support - SAD/1
				Ear Access Famil Resulect for Additional Support. BAZ(1	05-02-2024	Approvell	Pre Superson Pottine - Repuel for Service - Pre Supersition Hold-Re- School Form - Pernament Exclusion - PEX/School/T School Form - Supersions - TEL/Supersion/T School Form - Supersion - TEL/Supersion/T

2. Once submitted, click on the **Home** icon in the top left corner and select **Online Forms** again.



3. After searching for the child's name, you will see all the forms you have submitted listed against them.

Form	Submission Date	Submission Status	
<u>Student Engagement Programme</u> <u>Referral - StuEngage/1</u>	09-02-2024	Rejected with Reasoning	
Fair Access Panel Request for Additional Support - FAP/1	09-02-2024	Approved	

- 4. Click on the form name to open it.
- 5. Right click on the page and click **Print.**

School : Telford Testing School		
Form : Student Engagement Programme Referral - S	StuEngage/1	
e halala en a	- Back	Alt+Left arrow
Submission Status	C Refresh	Ctrl+R
Submission Status	🚱 Save as	Ctrl+S
Rejected with Reasoning	G Print	Ctrl+P

- 6. Print off the form so that you can show the parents then get their signatures using the FAP signatures document provided to you.
- 7. Once signed, please submit just the signatures page through email to <u>accessandinclusion@telford.gov.uk</u>.