

EA CONNECT

SEN Annual Reviews – User Guide



How to Access the Annual Review Portal

1. Invitation to attend Annual Review

You will receive an email inviting you to attend your child's annual review meeting

Dear Parent,

An Annual Review meeting for your child, (Child 1 AR, 01/09/2017, #9999990) has been scheduled on 07/11/2022 01:55 PM in order to assess your child's progress towards meeting the objectives specified in the statement and the targets agreed following the making of the Statement; to review the special educational provision made for the child, including placement; and to consider the appropriateness of maintaining the statement.

If you wish to complete the Parental Contribution form in preparation for the meeting, please log on to the EA Parent Portal using your registered email address.

Please contact the school directly if you are unable to attend the meeting.

To help improve this service please provide your feedback – https://dtselfserve.nidirect.gov.uk/EdAuth/RateIt#/rate_it_ea_sen_annual_reviews

Sent on behalf of Education Authority.

Use the URL below to access the EA connect Portal <https://connect.eani.org.uk/parent>

***Use Google Chrome or Microsoft edge**

The screenshot shows the login page for the EA Education Authority. At the top left is the EA logo. Below it, the text reads "School Applications" and "Use your previously registered email and password to log in to your account." There are two input fields: "Email *" and "Password *". Below the password field is a link for "Forgot password?". At the bottom, there are two buttons: "Login" and "Register". At the very bottom, there is a copyright notice: "(C)2021 Education Authority" and the "SCANWISE" logo.

EA CONNECT

SEN Annual Reviews – User Guide



2. Registering on the EA Connect Portal

If this is the first time you are using the EA Connect Portal, select the register button

The screenshot shows the EA Connect Portal login/register page. At the top is the EA Education Authority logo. Below it is the heading "School Applications" and the instruction "Use your previously registered email and password to log in to your account." There are two input fields: "Email *" and "Password *". A link for "Forgot password?" is located below the password field. At the bottom, there are two buttons: "Login" (solid teal) and "Register" (teal outline). At the very bottom, there is a copyright notice: "(C)2021 Education Authority" and the "scamwiseNI PARTNERED" logo.

At the School Application page, Click Next

The screenshot shows the EA Connect Portal Applicant Portal page. At the top left is the EA Education Authority logo and the text "Applicant Portal". Below this is a header with a back arrow and the text "School Applications". The main content area contains the text "Welcome to the Connect Portal for the Education Authority (Northern Ireland) School Applications." followed by "On this portal you can access the following services:" and a bulleted list: "Annual Review of a Statement of Special Educational Needs (SEN)" and "School Admissions". At the bottom right, there is a teal button labeled "Next" with a red arrow pointing to it from the left.

EA CONNECT

SEN Annual Reviews – User Guide



At the School Application overview page, Click Continue

← School Applications

School Admissions

Information on how and when you can apply for a pre-school/school place in the next academic year will be made available on the [Education Authority website](#). Updated information is provided at the relevant times throughout the year.

APPLICATIONS THAT SHOULD NOT BE MADE ON THIS PORTAL:-

If your child has a **Statement of Special Educational Needs (SEN)** - Children with a Statement of Special Educational Needs have a separate admissions procedure where their school placement is discussed during a Transfer Review meeting. The Education Authority (SARS) has the ultimate responsibility to place a child on whom it maintains a Statement. You may wish to contact EA's Special Educational Needs [Helpdesk](#) for more information.

If you wish to apply to an Independent School - You will need to contact the school directly.

Annual Review of a Statement of Special Educational Needs (SEN)

Information in relation to the Annual Review process following the issue of a Statement of Special Educational Needs (SEN) can be found on the [Education Authority website](#).

If the school that your child attends has NOT registered to use EA Connect Portal, they will send you any Annual Review invites/contribution forms in relation to your child's Annual Review by post/email (current process).

If the school that your child attends has registered to use EA Connect Portal, you will be notified by email of the date and time of the Annual Review meeting.

Registering on this portal will allow you to view information in relation to your child's Annual Review. You will have access to a digital format of the parent and pupil contribution forms. These can be completed prior to the Annual Review meeting and your child's school will receive that information via the portal. There is no need to save or print these documents off. Alternatively, the forms can be completed during the Annual Review meeting in consultation with the school SENCo.

If you have any additional supporting documents that you feel may be relevant for inclusion for the Annual Review paperwork (e.g. any new medical reports that the EA may not be aware of), please bring these along to the Annual Review meeting.

Following the Annual Review meeting, you will be able to view the finalised Annual Review document (including any outcomes from the meeting). This will be stored digitally on the portal.

Enter Details

Registration

Please provide your details to register.

Parent / Guardian Name *

Email *

Mobile Phone

Enter your postcode * House Number (optional)

 [Enter address manually](#)

Password *

Confirm Password *

[Back to Login](#)

EA CONNECT

SEN Annual Reviews – User Guide



Verify your email address

 Please check your email, you need to verify your email address.

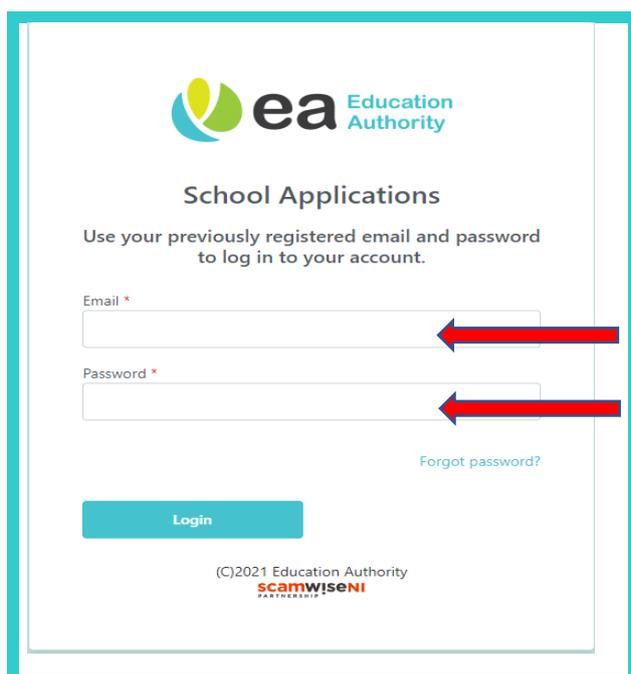
Education Authority 16:04
Account Verification

Your email address has been verified, you can proceed to log into EA Connect Portal

 Email verified.

3. Logging on the EA Connect Portal

Enter your Email address and Password



 **ea** Education Authority

School Applications

Use your previously registered email and password to log in to your account.

Email *

Password *

[Forgot password?](#)

(C)2021 Education Authority
scamwiseNI

EA CONNECT

SEN Annual Reviews – User Guide



4. What to do if I forget my password

If you have forgot your password, please select 'Forgot Password?'

ea Education Authority

School Applications

Use your previously registered email and password to log in to your account.

Email *

Password *

Forgot password?

Login

(C)2021 Education Authority
Scamwise!

Enter Email address

ea Education Authority

School Applications

Please provide your email to receive a link to reset your password.

Email *

Confirm

Back to Login

You will receive a notification to advise of next steps

i If your email is registered, you will receive an email with a link to reset your password.

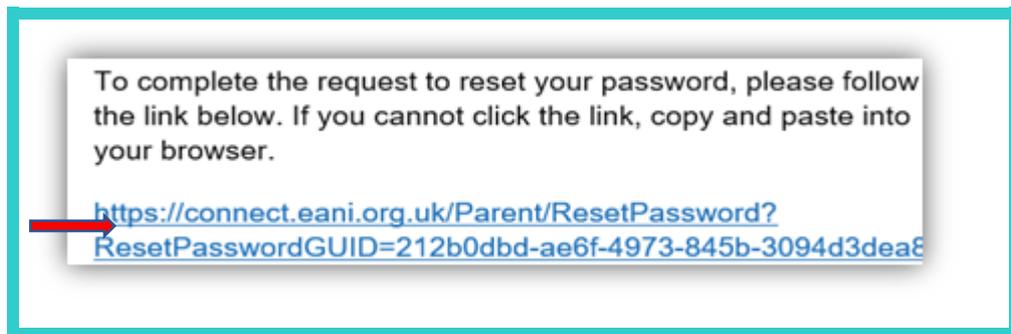
EA CONNECT

SEN Annual Reviews – User Guide



Check your email for the request to reset password link and click on link.

(Remember to check Spam or Junk folder)



Once you have successfully logged in, you will view the Data Protection Statement.

Please read and tick the box to confirm you have read and Understood the Data Protection Statement

Data Protection Statement

The Education Authority (EA) is obliged to comply with the General Data Protection Regulation and the Data Protection Act 2018 when processing personal information.

The information provided by you will be processed by EA on the lawful basis that it forms part of EA's public task to do so (i.e. to enable EA to perform its statutory functions and tasks as a public authority in relation to the admissions process or processing your child's annual review). If the information provided includes special category data (e.g. information regarding health, religion or racial or ethnic origin), EA will process such data on the basis that the processing is necessary for reasons of substantial public interest in the exercise of a function conferred by an enactment or rule of law.

For an application for admission to school EA will share the information you have provided as necessary with the schools you have listed in your application. In the event of an admissions appeal against any of the schools that you have listed in your application, it may be necessary for EA to share information you have provided with an Independent Admissions Appeal Tribunal, even if your child is not the subject of the appeal. EA will only share the information you have provided with other bodies (such as relevant Northern Ireland Government Departments, School Employing Authorities, Education Bodies and the Public Health Agency) where it is has a lawful basis for doing so.

For an annual review information may be shared between EA and third parties, such as your child's school or Health and Social Care Trusts.

EA will be using the GOV.UK Notify service to acknowledge receipt of applications and to provide you with updates on the progress of your application. EA also use the Cloudmersive Virus Scan API to ensure that all documents are free from malware.

EA has published detailed Privacy Notices on its website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices> which provides further information on how and why EA processes personal information as well as detail on how to contact EA if you have any questions.

I confirm that I have read and understood the Data Protection statement.

[Continue](#)

EA CONNECT

SEN Annual Reviews – User Guide



5. Dashboard overview

Please select the Annual Review tab at the top of dashboard.

The screenshot shows the EA CONNECT dashboard. At the top, there is a navigation menu with the following items: My Applications, My Information, Data Protection, Helpdesk, Annual Reviews, Test Parent, and Log Out. The 'Annual Reviews' tab is highlighted, and a red arrow points to it. Below the navigation menu, the page title is 'Annual Reviews' and there is a '+ Add Child' button. The main content area lists three children:

- AR Test Child 9**: Includes an 'Edit Child Details' button and a 'View Annual Reviews' button.
- AR Test Child 10**: Includes an 'Edit Child Details' button and a 'View Annual Reviews' button.
- Child 1 AR**: Includes an 'Edit Child Details' button and a 'View Annual Reviews' button.

6. Editing Details and Viewing Annual Reviews

You can edit details of the child by selecting 'Edit Child Details'

This is a close-up view of the 'AR Test Child 9' entry. It shows the 'Edit Child Details' button and the 'View Annual Reviews' button. A red arrow points to the 'Edit Child Details' button.

EA CONNECT

SEN Annual Reviews – User Guide



EdIS
Delivering Solutions
for Education



← Enter Child's Details

Forename (as shown on birth certificate) *

Known as ⓘ

Surname (as shown on birth certificate) *

Sex *

Date of Birth *

Day * Month * Year *

Home Address

[Use parent address](#)

48 Ballee Centre
Ballymena
Antrim
BT42 2hs

[Edit](#)

Relationship to Child *

Parental Responsibility? ⓘ

Yes No

Has the pupil got Special Educational Needs?

Yes No

Has the pupil a Statement of Special Educational Needs?

Yes No

View Annual Reviews by Selecting '**View Annual Review**' then select **View Summary**

AR Test Child 9

←

EA CONNECT

SEN Annual Reviews – User Guide



AR Number	School	Date Created	Status	Meeting Date	
129132	AR Test Primary School	28 Sep 2022 10:48	Open	(not scheduled)	View Summary

The Annual Review for the Current Academic Year will be listed.

You can upload supporting documents by selecting the **Add Document** option to the right of **Upload documents on behalf of the Parent**.

You can complete the form prior to the meeting by selecting **Complete Form Prior to Meeting**.

Annual Review #129132

Open

Annual Review Notes of Guidance

Child Details

First Name: Child 2

Last Name: AR

Sex: Male

Date of Birth: 01 Sep 2016

Home Address: 48 Loguestown Green, Coleraine, BT52 2RG

Current School

Current School: AR Test Primary School

School Selection

Upload documents on behalf of Parent

Please upload Parent documents here

+ Add Document

No documents uploaded

Edit / Complete Form

Complete Form Prior to Meeting

EA CONNECT

SEN Annual Reviews – User Guide



7. Completing Parental Contribution

You can now complete your **Parental Contribution** form

Once complete select **Next**

← Back to annual review summary

Complete Form

Parental Contribution

Education Authority Annual Review Parental Contribution

The Code of Practice states that as part of the Annual Review Report, written representation, and views of those with parental responsibility should be sought about the progress of the child.

Pupil Name: Child 2 AR Date of Birth: 01/09/2016

1. What are your child's strengths/interests?
Please fill in with a max of 1500 characters

2. How has your child progressed since the last annual review?
Please fill in with a max of 1500 characters

3. Have there been any changes that might affect your child's progress?
Please fill in with a max of 1500 characters

4. What do you view as the main priority areas of need for your child this year?
Please fill in with a max of 1500 characters

5. Is there anything else that you would like to discuss?
Please fill in with a max of 1500 characters

Signature: Please type your name to sign here (Parent) Date of Signing: dd/mm/yyyy

Previous Next

EA CONNECT

SEN Annual Reviews – User Guide



8. Completing Young Persons Contribution

The Young Person Contribution can now be completed

Once complete select **Finish**

← Back to annual review summary

Complete Form

Young Person's Contribution

Education Authority Annual Review Young Person's Contribution

Pupil Name: Child 2 AR Date of Birth: 01/06/2016

School Name: All Test Primary School

1. What do you enjoy doing at school?
• e.g. drawing, drama, art, singing, PE, etc.

Please fill in with a max of 1500 characters

2. What are you getting better at doing in school?
• e.g. working with my study buddy, going over my work with my teacher/CA, using Namikon, using magnetic letters and my whiteboard, following my visual timetable, reading, numeracy, mental maths etc.

Please fill in with a max of 1500 characters

3. What do you enjoy doing when you are not at school?
• e.g. football, guitar, other school club, youth club, gymnastics etc.

Please fill in with a max of 1500 characters

4. What things do you find a bit tricky in school?
• e.g. adding, reading, spelling, making friends, listening, concentrating, writing etc.

Please fill in with a max of 1500 characters

5. How can we help you in school from now on?
• e.g. writing frames, Lina, playground buddy, daily quiet time, spelling mat, extra time to finish numeracy, comic strips, achievements book, pop-up text, calm down and self-talk strategies, role play, having extra time to answer etc.

Please fill in with a max of 1500 characters

Pupil Signature: _____

Signed by Supporting Adult (if applicable): _____ Date of Signing: dd/mm/yyyy

Please type your name no sigs here

Previous Finish