

Parent User - Completing an Annual Review for a pupil transferring

If you haven't registered for EA Connect or have forgotten your password see User Guide – **Registering or resetting password for EA Connect**

To access EA Connect

Using **Google** or **Microsoft edge** enter this URL:

<https://connect.eani.org.uk/parent/>

Enter the email address and password used when registering on the portal.

Click **Login**

Read the **Data Protection Statement**, tick beside **I confirm that I have read and understood the Data Protection statement.**

Click **Annual Reviews**

Note: If the **Annual Reviews** option is not available when you log in, it is possible that you have registered with a different email address. Please check the email address you have used. It may take up to 24 hours to match and verify the email address EA have to the email address you have registered with.

If the school has previously carried out the Annual Review for your child online your child's name will be on the Annual Reviews Screen.

Click **+ Add Child**

Type **Forename** (as shown on birth certificate)

Type **Surname** (as shown on birth certificate)

Click at **Sex** and select **Male** or **Female**

Complete **Date of Birth** fields

Click **Use parent address**

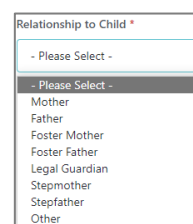
If the child's address is different enter the **postcode** of the pupil's address

Enter **House number** (optional)

Click **Find Address** and select the address from the list displayed.

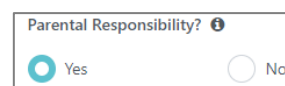
If the address is not displayed click **Enter address manually** and enter the new address.

Click at **Relationship to Child** and select from the list.



Relationship to Child *
- Please Select -
- Please Select -
Mother
Father
Foster Mother
Foster Father
Legal Guardian
Stepmother
Stepfather
Other

Click the relevant radio button at **Parental Responsibility?**



Parental Responsibility? ⓘ
<input checked="" type="radio"/> Yes
<input type="radio"/> No

Information about who possesses Parental Responsibility can be found by clicking ⓘ which will provide a splash screen. To close


this splash screen click

Click **Save**

If mandatory fields have not been completed the following message will appear at the top of the screen:

Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other SEN Annual Review queries, please contact the Special Educational Needs Helpdesk on 028 9598 5960 and choose Option 3

 Invalid or missing information, please check for errors.

Missing fields will be shown in red

Surname (as shown on birth certificate) *

Smith

Required field!

Complete these fields if necessary and click

Save

Your child's name will be displayed on the Annual Reviews screen if you have previously completed the Annual Review in EA Connect.

Click **View Annual Reviews**

Annual Review Meeting

When an **Annual Review** has been arranged for your child you will receive an **email**:

Note: A meeting link will be included in the email if the school will be completing the Annual Review on Microsoft Teams.

Confirming Attendance at the Annual Review Meeting

Click this link in the email:

Please use the following link to confirm if you will be attending or not attending the meeting:
<https://eani-tst.outsystemsenterprise.com/Parent/AttendanceConfirmation?AttendeeId=155&Guid=e819d40e-5801-45d6-8150-b5b69df19bad>

If you wish to add a note this can be typed in the **Notes** area

Notes

I will be attending but may be a few minutes late as I am working.

Click **I will be attending** if you wish to attend the meeting

Click **Confirm**

Click **I will NOT be attending** if you do not wish to attend the meeting

Click **Confirm**

Completing the Parental Contribution form

Use this link in the email to log into EA Connect:

If you wish to complete the Parental Contribution form in preparation for the meeting, please log on to the EA Parent Portal <https://eani-tst.outsystemsenterprise.com/Parent> using your registered email address.

Read the **Data Protection Statement**, tick beside **I confirm that I have read and understood the Data Protection statement**.

Click **Annual Reviews**

At your child's name click **View Annual Reviews**

Annual Review information will be displayed.

The Status will be **Meeting Scheduled**

Alt Number	School	Date Created	Status	Meeting Date	
22910	Alt Test Special School 1	8 Aug 2022 15:10	Meeting Scheduled	8 Sep 2023 10:00	View Summary

The **Status** of the Annual Review will be displayed at the top right-hand corner e.g.

Meeting Scheduled


Click **View Summary** to open the record.

The form will be pre-populated with your child's **First Name, Last Name, Sex, Date of Birth** and **Home Address**.

Uploading Documents

Documents relating to your child may be uploaded.

Click **+ Add Document**

Click  to select the **Document Type**

Note: Use the scroll bar to move up and down the list



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Click

Locate the file and click **Open**

Click **Save**

Repeat to add further documents if required.

Once you have added documents click

Save all Changes

Deleting Documents

Click  at the document to be deleted.

Click **Delete**

To Complete the Form click

Complete Form Prior to Meeting

Parental Contribution (1)


Your child's **Name** and **Date of Birth** will be pre-populated at the top of the form.

There are five questions:

1. What are your child's strengths/interests?
2. Comment on your child's progress since the last Annual Review
3. Have there been any changes that might affect your child's progress?
4. What progress would you most like to see your child make this incoming year?
5. Is there anything else that you would like to discuss?

Note: Each question must be answered with a maximum of 1500 characters.

Type your name in the Signature field.

Click  and select the **Date** or enter the date using **dd/mm/yyyy**.

Click  to save.

Click **Next** to continue.

Note: To return to the previous page click

Previous

Parental Contribution (2)

Note: Parental Contribution (2) is for Parents who do not live at the pupil's address and wish to contribute to the Annual Review meeting.

If this is the case, repeat steps in **Parental Contribution (1)**

If a second parent is not added to the Annual Review by the school this message will be displayed:



A second parental contribution form is not required for this Annual Review

Click 

Click **Next**

Note: To return to the previous page click

Previous

Young Person's Contribution

Your child's **Name**, **Date of Birth** and **School** will be pre-populated at the top of the form.

There are five questions:

1. What do you enjoy doing at school?
2. What are you getting better at doing in school?
3. What do you enjoy doing when you are not at school?
4. What things do you find a bit tricky in school?
5. How can we help you in school from now on?

Note: Each question must be answered with a maximum of 1500 characters.

Type the child's name in the **Pupil Signature** field

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If a young person is supported by an adult, please type their name to sign in the box **Signed by Supporting Adult** (if applicable).

Click  to save.

Note: To return to the previous page click



Transfer/Change of Placement (TR)

This section should be completed if the pupil is transferring schools or will have a Change of Placement.

Up to 3 schools can be selected.

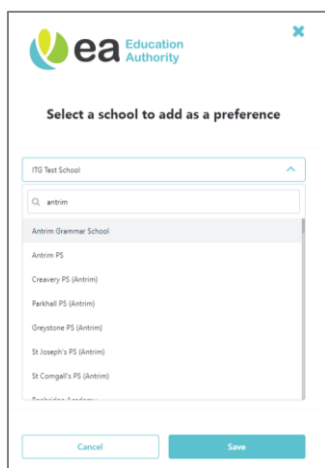
Section A | School Preferences


To select schools click 

Click 


All schools are listed in the drop-down facility.

Scroll down to select a school or type the name or part of the school name into the search



Click on the required school and click 

Repeat for up to three schools.

To reorder the **School Preference** click  to the left of the preference and drag as required.


Section B | Comments


Include any additional comments if applicable (maximum of 1500 characters).

Section C

Tick boxes at Section C.

Type your name in the **Parent Signature** field to sign.


Click  and select the **Date of Signing** or enter the date using **dd/mm/yyyy**.

Click  when all questions have been completed.


Click 

Note: To return to the previous page click



When you are sure you do not wish to make any further changes to the form click 

Note: After clicking Finish the **form will be locked for editing** and you will no longer be able to make any changes.

To log out of EA Connect click  at the top right-hand corner of the screen.

Click 

Annual Review Complete

When the Annual Review has been completed by the school. You will be able to download the Final form.

Log into **EA Connect**

Enter the email address and password used when registering on the portal.

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Click [Login](#)

Read the **Data Protection Statement**, tick beside **I confirm that I have read and understood the Data Protection statement.**

Click [Annual Reviews](#)

At your child's name click [View Annual Reviews](#)

Annual Review information will be displayed.

The **Status** will be [School Complete](#)

The Status of the Annual Review will be displayed at the top right-hand corner e.g.


[School Complete](#)


Click [View Summary](#) to open the record.


Scroll to the bottom of the screen and click


[Download Final Form](#)

Open the file. All information pertaining to your child's Annual Review will be contained in this form.

Click  to save this form.

click  to print this form.

Click  to close the form.

To log out of EA Connect click [Log Out](#)  at the top right-hand corner of the screen.

Click [Confirm](#)

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