

ERSA Guidance September 2020

Completing an ERSA

1. Please ensure that prior to submitting an ERSA that the thresholds for EHC needs assessment have been reviewed on [Ealing Grid for Learning](#). Download a copy to keep and use as a template for future submissions.
2. Please log into Gateway <https://synergyweb.ealing.gov.uk/Synergy/Gateway/>
3. If you are a new user, please contact EducationICT@ealing.gov.uk for a username.
4. Select 'ERSA School' in 'Profiles' at the top of the screen
5. Click on the magnifying glass icon (top left of screen) 'click to select a child'.
6. Double click on the child's name to open the child's record. Once the child's record is open, go back to Profiles at the top of the page and select '**ERSA – School**' from the drop down menu to complete and ERSA.
7. Click on the 'checklist for referrer' tab to **add details and information**. Please complete all contact details, including: parent / carer, GP and any other appropriate family member. This will allow any relevant services who need to be involved in the EHC assessment process to make the arrangements required to move the process forward.
8. Complete each of the sections by clicking the 'edit' button in the top right hand corner of the section. The section will change colour. When you have completed editing each section press 'update' in the top right hand corner.
9. To complete the ERSA, complete each of the 10 'tabs' in the child's record following the editing guidance is point 10 above. **Supporting documents** (including pictures) can be uploaded via the 'Documents' Tab.
10. We encourage the use of our independent and impartial services to improve support at the start of statutory assessment process. Gaining their agreement at the beginning will greatly assist with improving their understanding of the system and the responsibilities of each party involved.
11. Please complete the **Parent Consent** tab with the Parent. Gateway allows parents to provide agreement to use this section as their digital signature, however you may wish to add a scanned signed copy of the consent form in the 'Documents' tab. Ealing want to ensure that parents are aware of the different parties involved in the assessment process and how information is shared.
12. Please make sure when completing the ERSA that parents / carers and child / young people (where appropriate) sign off consent appropriately. Please liaise with parents to agree **outcomes**.

Submitting an ERSA

- Before you submit the ERSA, please go through the 'Section checklist' to click and confirm each has been completed.
- Once the checklist has been completed, click on 'Run Report'. A pop up box will appear in the middle of the screen with two options in the drop down menu: preview and final. You are advised to preview first
- Once the option has been selected, a list of any sections not completed appears in red to indicate that they should be completed. Please read the final report before submitting.
- Be sure to 'save' regularly to avoid losing work.
- Refer to the PowerPoint: 'SEN Gateway SENCO guide' for a visual guide to submitting an ERSA and Appendix B 'Education Advice'.