

# School Admission and Free School Meals Reports

To reduce the amount of portals that schools need to log into we are moving the reports from the FSM and Admissions Portal into the Provider Portal. Existing passwords will remain the same but for any support using the Portal please contact [cfc.systems@nottscc.gov.uk](mailto:cfc.systems@nottscc.gov.uk)

## Accessing the portal

Users (schools) access the portal via a URL [https://emsonline.nottscc.gov.uk/ProviderPortal\\_LIVE/Account/Account/Login](https://emsonline.nottscc.gov.uk/ProviderPortal_LIVE/Account/Account/Login)  
You will need to login in using the existing username and password provided to you by Nottinghamshire County Council. This will usually be:

Username – your full DfE number

Password – set by yourself after initial login



Home

Log In

Username

schtest

Password

.....

Log In

[Forgotten your username?](#)

[Forgotten your password?](#)

Next enter the answer to your Secret Question, and click



Home

## Secret Question

Please provide the answer to your secret question

Secret Question

██████████

Secret Answer

██████████

Submit

[Forgotten your secret answer?](#)

**If you have forgotten any of the schools log in information you are able to reset them by clicking on the relevant link. Please note that the automatic email will only be sent to the registered email address for the account.**

On entering the Portal, you will be presented with the **Announcements Page**. Please check regularly for any relevant updates

### School admissions

#### September 2020 intake applications

- All schools can view allocations and late applications
- Late applications for first admission and infant to junior transfer will be processed from 1 May 2020

#### September 2019 intake applications

- All schools can continue to view allocations and late applications

#### In-year admissions

Due to the national emergency, further processing of in-year applications for schools that participate in the Council's in-year coordinated scheme have been suspended. However, applications will be processed for vulnerable children and the children of key workers if:

- A family has recently moved to Nottinghamshire and their child is without a school place
- The parent/carer is a key worker and their child needs to move schools as a result of the current national emergency.

Any queries, please contact the school admissions business support team.

### Early years providers

Providers please note re Extended Entitlement, the DFE Operation Guidance States:

*"In contrast to the universal entitlement (which only has an age criterion), parents also need to meet a set of eligibility requirements (i.e. income requirements). A parent can only take up 30 hours once **both** of these conditions are met: a child starts the term following their third birthday **and** the term following receipt of their eligibility code from HMRC, **whichever is later.**" See useful "30 hours provider flowchart" [here](#) which will help you determine who is eligible and when.*

If you have any headcount queries please email them to: [eypp@nottscc.gov.uk](mailto:eypp@nottscc.gov.uk)

Portal instructions and other useful documents, including blank Parent Declaration Forms, can be found on our web page (click link below):

NCC Provider Web page - useful documents

<http://www.nottinghamshire.gov.uk/care/early-years-and-childcare/providers/free-providers>

Continue

Click **Continue**

## Accessing reports

To access reports, click on the **Better Start and Reports** lozenge



This takes you to a **My Reports** Screen where you can view previously ran reports or run a new report.

 **Run A Report**  
Schedule a new report to be created.

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 **Bases\_AAT\_Allocations\_R0009\_With Memos** Yesterday 15:08  
In Year 9th Nov 21  
[REDACTED] - Early Years Provider  
2021-2022, 1, 2126

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 **FSM Current Claims** Yesterday 14:33  
FSM 9th Nov  
[REDACTED] - Early Years Provider

To run a new report, click on the green cross

Highlight the relevant report by selecting from the dropdown list and click Next ▶

Select the format you would like the report in i.e. PDF, Word Excel and give it a name

### **Report Parameters - FSM Current Claims**

1 **Report**  
Select the report

2 **Detail**  
Enter parameters

3 **Processing**  
The report runs

4 **Result**  
View the report

Report Format

Give your report a description

◀ Previous Cancel Next ▶

Click Next ▶

Once Complete select **View Report**

From here you can Save/Print as required. Both icons are located at the top right of the report

