

# NLE SI Portal Guidance

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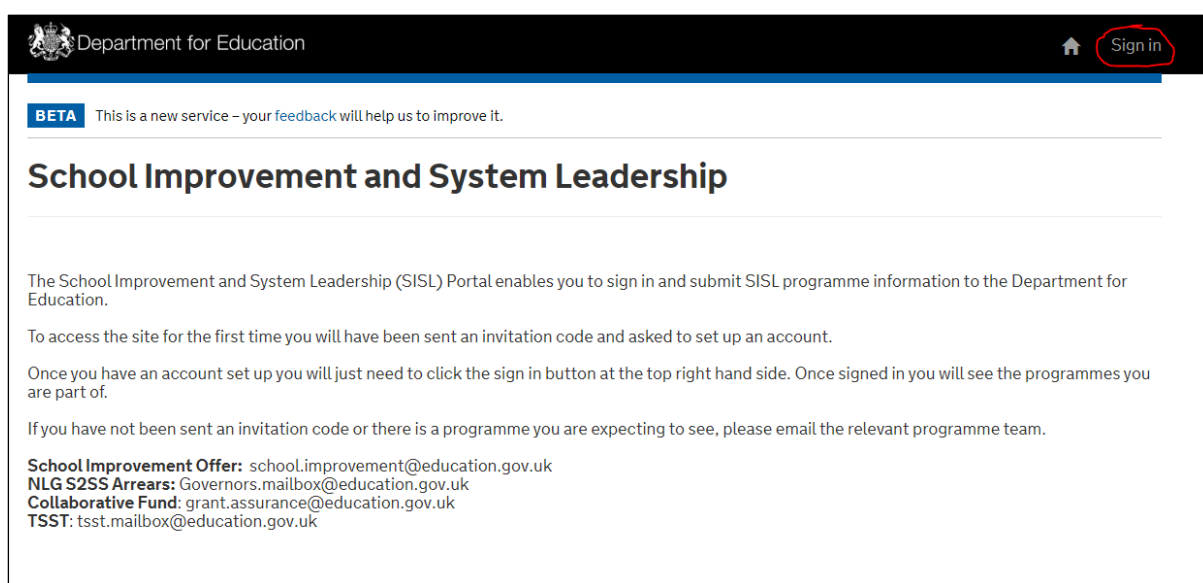
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## Accessing the Portal

Once a TSC has matched you to a school you will need to log on to the portal.

If you haven't been asked to register please contact [school.improvement@education.gov.uk](mailto:school.improvement@education.gov.uk). If you have trouble accessing the portal or registering please refer to the troubleshooting section of this document.

To start go to <https://sisl.education.gov.uk> and click Sign In at the top right. Please note, after 30 minutes of inactivity the portal will automatically sign you out for security reasons and you will need to log back in.



The screenshot shows the top of the SISL Portal. The header includes the Department for Education logo and a 'Sign in' button circled in red. Below the header is a blue banner with 'BETA' and a message about feedback. The main heading is 'School Improvement and System Leadership'. The body text explains the portal's purpose and provides instructions for first-time users and those with existing accounts. It also lists contact emails for various programs: School Improvement Offer, NLG S2SS Arrears, Collaborative Fund, and TSST.

Department for Education

Sign in

**BETA** This is a new service – your [feedback](#) will help us to improve it.

### School Improvement and System Leadership

The School Improvement and System Leadership (SISL) Portal enables you to sign in and submit SISL programme information to the Department for Education.

To access the site for the first time you will have been sent an invitation code and asked to set up an account.

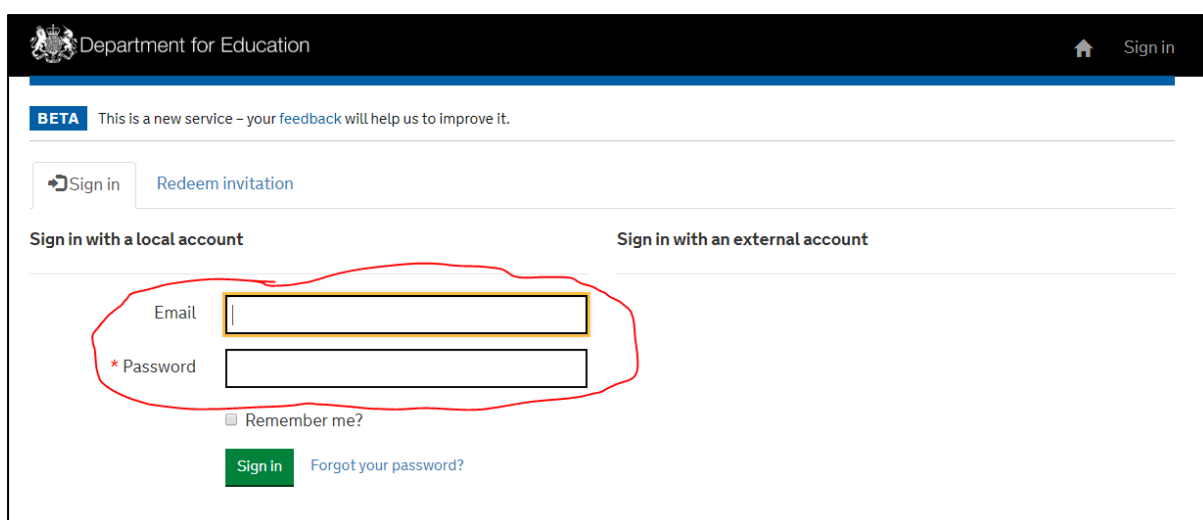
Once you have an account set up you will just need to click the sign in button at the top right hand side. Once signed in you will see the programmes you are part of.

If you have not been sent an invitation code or there is a programme you are expecting to see, please email the relevant programme team.

**School Improvement Offer:** [school.improvement@education.gov.uk](mailto:school.improvement@education.gov.uk)  
**NLG S2SS Arrears:** [Governors.mailbox@education.gov.uk](mailto:Governors.mailbox@education.gov.uk)  
**Collaborative Fund:** [grant.assurance@education.gov.uk](mailto:grant.assurance@education.gov.uk)  
**TSST:** [tsst.mailbox@education.gov.uk](mailto:tsst.mailbox@education.gov.uk)

Once you have clicked Sign In you will see the page below, where you need to enter the email address and password you registered with.

This page is also where you can reset your password if you have forgotten it, by click 'Forgot your password?'.



The screenshot shows the sign-in page of the SISL Portal. It features a header with the Department for Education logo and a 'Sign in' button. Below the header is a blue banner with 'BETA' and a message about feedback. The main heading is 'Sign in with a local account'. There are two input fields for 'Email' and '\* Password', both highlighted with a red circle. Below the password field is a 'Remember me?' checkbox. At the bottom, there is a green 'Sign in' button and a blue link for 'Forgot your password?'.

Department for Education

Sign in

**BETA** This is a new service – your [feedback](#) will help us to improve it.

Sign in Redeem invitation

### Sign in with a local account

Sign in with an external account

Email

\* Password

☐ Remember me?

Sign in [Forgot your password?](#)

Once signed in, you will be sent back to the initial homepage and shown a list of programmes you can access. For SI Offer and to see your matches, just select the below.

### **School Improvement Reporting Portal - NLE and Teaching School Head Users**

[Go to SI Recommended Form >](#)

Open all year round

The SI Offer is a programme where NLEs and TS Heads provide support to eligible schools based on their improvement needs.

As an NLE or TS Head you will be able to complete Tier 1 Returns for schools eligible for Tier 1 support, and Recommended Action Forms for the schools you are supporting that are eligible for Tier 2/3 support. You will also be able to view progress of RAFs you submit and provide termly updates for the actions you recommend.

## Scheduling Tier 2/3 visits

There is no longer a requirement to complete and submit a full Recommended Action Form (RAF) via the portal. This information is now being completed on an excel form and should be submitted via email to your TSC representative.

The portal should however be used to provide details of the visits you have scheduled for Tier2/3 schools. Once signed in, you will be directed to a page showing your Tier 2/3 RAF matches. You only need to complete the visit information on these.

Tier 1 returns are located in a separate area of the portal circled below. Advice on completing these is available in a further section of this document.

To complete visit information select the school you are supporting. The table also shows you the status of the RAF.

### Your Tier 2/3 RAFs

Name (Supported School Name)	URN (Supported School Name)	RAF Status SI Offer	Postcode (Supported School Name)	RSC Region (name) (Supported School Name)	Created On ↑	
A.C.E - Alternative Complementary Education	136155	NLE Matched - Scheduled	PL4 OAT	South-West England	07/11/2019 10:23 AM	▼
Meadowside Community Primary and Nursery School	110973	School Visited - RAF not submitted	WA2 9PH	Lancashire and West Yorkshire	15/01/2020 1:33 PM	▼
Meadowside Community Primary and Nursery School	110973	NLE Matched - Scheduled	WA2 9PH	Lancashire and West Yorkshire	15/01/2020 1:51 PM	▼

Links

Your Tier 1 Returns

Guidance

Once you have clicked onto a school, you will be taken into the RAF for that match. You then need to scroll down to School Visit Information. You will see any dates you have previously added. To add new visits, click Enter your visits.

### School Visit Information

Use the table below to add in school visit information. These are the days you intend to go into the school and assess their requirements.

Once you have done the visit you can return to the portal and update the visit information as well as adding in your recommended activities.

Enter your visits

Scheduled Date ↑	Did you attend when Proposed?	If not - Actual Date	Half or Full Day	Are you claiming the higher day rate for travel?
03/12/2019	Yes		Half day	▼
08/01/2020	Yes		Not Attended	▼

After pressing enter visits, you will see a pop up window like the one below. On here you need to enter the details for your visit.

Create a visit

Visit Information

Scheduled Date

Did you attend when Proposed? \*

Not Attended

If not - Actual Date

Half or Full Day

Not Attended

Are you claiming the higher day rate for travel?

Submit

Once you press submit, the visit will add as a row into the table. You can then add further visits or use the arrow at the end of each row to edit or delete visits.

These visits will save automatically, so if you want to return later to add or update visits, you can close out of the system at this point.

If you have completed all your visit information, you can scroll down to the bottom, select Yes and press Submit, which will send this visit information to your TSC.

☐ Provider has confirmed their capacity to deliver this programme

Comments

Use this comment box to add notes to your RAF and to inform your TSC of any information you think may help them review your form. If you have no comments, but wish to send to the TSC, please enter N/A as this field is mandatory.

Comments

a

Tick Yes to confirm you want to send to TSC

☐ No ☒ Yes

Submit Save and exit

## Tier 1 Form

The Tier 1 form needs to be completed and submitted in full.

To access Tier 1 forms, select the Your Tier 1 Return link at the bottom of the page.

submitted

Meadowside Community Primary and Nursery School	110973	NLE Matched - Scheduled	WA2 9PH	Lancashire and West Yorkshire	15/01/2020 1:51 PM	▼
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Links

[Your Tier 1 Returns](#)

[Guidance](#)

This will take you to the table below showing your matches that are Tier 1 forms.

You can also use this table to see if you have submitted the Tier 1 form.

To start a Tier 1 form, click on the school name.

Your Tier 1 Returns

The table below is all Tier 1 returns where you have been assigned as an NLE.

Once you select the supported school you will be taken to a form that requests further information on the support you will be providing.

When submitted, Tier 1 forms will go straight to DfE for review.

Supported School Name	Postcode (Supported School Name)	URN (Supported School Name)	Created On ↑	Modified On	Designation	RAF Status	Submit to DfE for Review?	Initial Tier submission date	Tier 1 RDD approved
Abacus Belsize Primary School	N1C 4PF	139837	02/12/2019 12:50 PM	31/01/2020 1:42 PM		School Visited - RAF not submitted			▼
Grappenhall Heys Community Primary School	WA4 3EA	132768	11/12/2019 1:37 PM	16/01/2020 3:58 PM			No		▼

When you click into the Tier 1 form, you will first see the school details and you need to enter the initial date you contact the school.

You can then start to add your visit information. Visits you have previously entered will show in the table, and new ones can be added in by pressing 'Create Visits'.

You can also use the arrow at the end of each row to edit or delete each visit.

Support School Name \*  
Abacus Belsize Primary School

School URN \*  
139837

Postcode  
N1C 4PF

Initial date you contacted the school (NLE) \*  
02/12/2019

**Add School Visit Information**

Use the table below to add in school visit information. These are the days you visited or intend to visit the school and assess their requirements.

If you are reserving 1 or 2 of the 3 days to support implementation the following term please enter these as scheduled dates. We will advise how to confirm you have supported the school on these days separately.

Create Visits

Proposed Date ↑	Did you attend when proposed?	If not please provide actual date	Half or Full Day	Are you claiming the higher day rate for travel?
02/12/2019	Yes		Not Attended	▼

When you press Create Visits the below box will pop up. You need to complete the relevant fields, then press submit. The visit will then add into the visit table.

Create a visit

**Visit Information**

Scheduled Date

Did you attend when Proposed? \*

If not - Actual Date

Half or Full Day

Are you claiming the higher day rate for travel?

Submit

The next section of the Tier 1 Form is adding the improvement area information where you detail what actions are being undertaken.

The tables are split into Improvement Area 1 and 2. To add an entry, select 'Create Improvement Area 1' or 'Create Improvement Area 2'. As with the visit table, you will be able to see your previously entered information.

Add Improvement Areas

Create Improvement area 1 activities

Improvement Area 1 Created On ↑

There are no records to display.

Create Improvement area 2 activities

Improvement area 2 Created On ↑

Behaviour	31/01/2020 1:42 PM	▼
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The below window will pop up where you select an Improvement Area from the dropdown menu, then add rationale for the activities you will be undertaking. You then need to press Submit to save that record to the Improvement Area table.

Create

Select an Improvement Area 1 \*

Rationale for Proposed Activities \*

Submit

Once all your visit and improvement area information has been completed, scroll further down the page and enter authorisation information, check the box confirming that the supported school has agreed the recommendations, then select Yes for 'Submit to DfE for Review'.

If you are not ready to submit your Tier 1 form, and want to complete it later, leave the 'Submit to DfE for Review' as 'No' and close out of the application. You can then return to it later to add further details.

Support School headteacher Name	Support School Headteacher Email
<input type="text"/>	<input type="text"/>
Support School Chair of Governors Name	Support School Chair of Governors Email
<input type="text"/>	<input type="text"/>
Support School MAT CEO Name (if applicable)	Support School MAT CEO Email (if applicable)
<input type="text"/>	<input type="text"/>

**Authorisation**

Before you submit the Tier 1 return please confirm that you have agreed any recommendations with the supported school's Headteacher or CEO (if the school is in a trust).

Please be advised that DfE may use this information for verification.

☒ Confirmation that the Supported School has agreed to the recommendations \*

Submit to DfE for Review? \*

☐ No ☒ Yes

## Troubleshooting

### How do I register for the portal?

Once you have attended an NLE SI event you should automatically receive an invite from the Department. If you haven't received this please contact

[school.improvement@education.gov.uk](mailto:school.improvement@education.gov.uk)

Once you receive an invite email, you will need to click the link in the email and follow the steps on the website. It is important you register with the same email address that the invite was sent to. If you try to use another email the process will not work. You can however change your email address once fully registered.

### I've forgotten my password, how do I reset it?

On the Sign In page, you will see a 'Forgot Your Password' link. Click this, follow the steps and you will receive a reset email. Please note – these can sometimes go into Junk mail so make sure to check that as well as your main inbox. Password reset links are also only valid for 48hrs, so if you press reset then do not follow the process in the email until a few days later, you may need to request another reset email.

### A TSC has said they matched me to a school but I can't see it.

In the first instance, make sure to check both RAF and Tier 1 pages. Please also confirm that the TSC has completed the match in the portal. If the match is still not appearing please contact [school.improvement@education.gov.uk](mailto:school.improvement@education.gov.uk)

### I want to change my email address.

To do this, sign in to the portal and click your name at the top right hand side. Then select My Profile. On here you can change your email address along with other details.

### I want to change my name.

If you need to change your name, please contact

[school.improvement@education.gov.uk](mailto:school.improvement@education.gov.uk) and we will update our database on your behalf.