

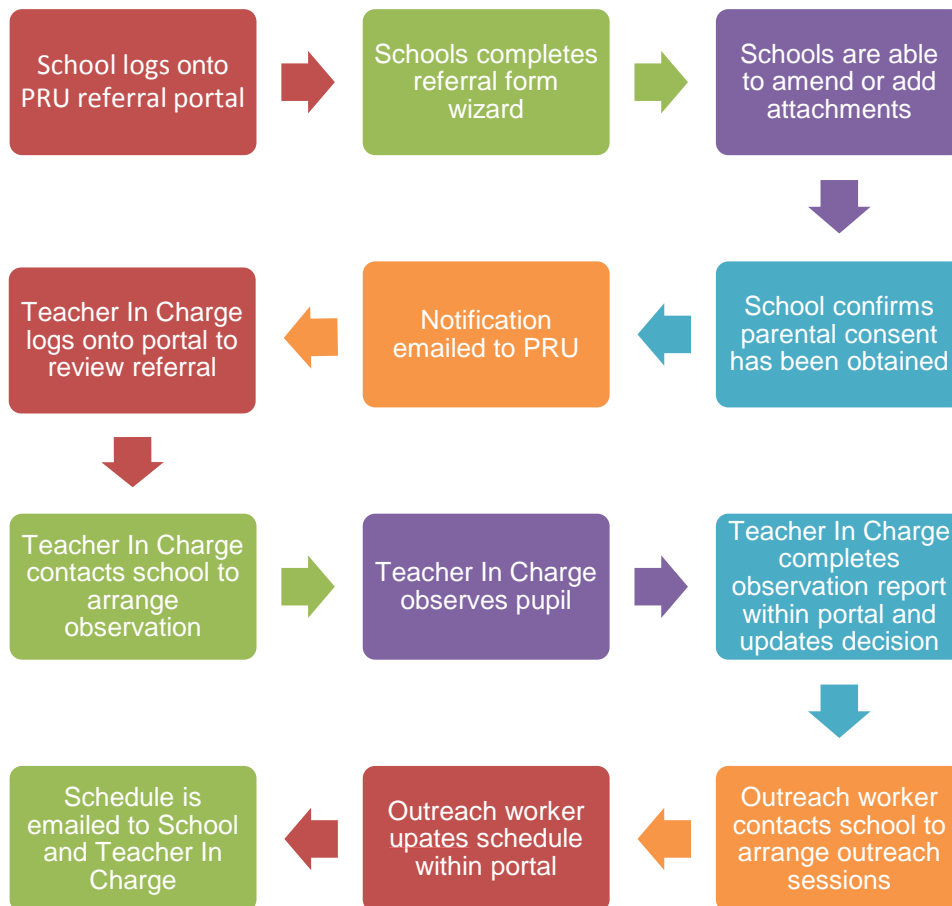


## School Referral User Guide

## Introduction

The Pupil Referral Portal is designed to facilitate the current physical referral processes in an online environment and will provide greater consistency, visibility and accountability for all parties.

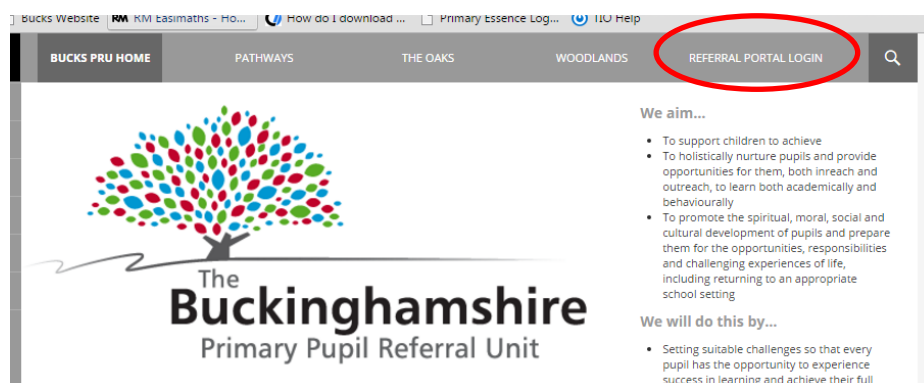
The following chart demonstrates an overview of the referral process:



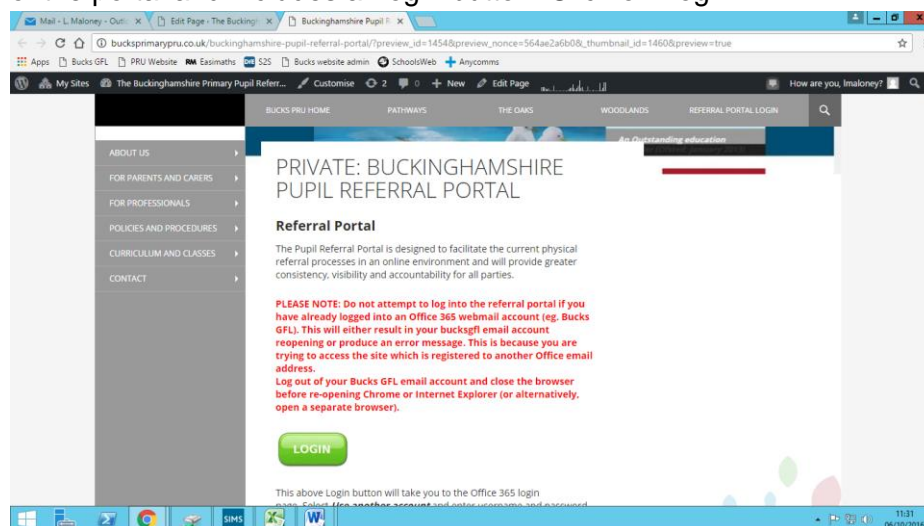
## Accessing the Referral Portal

**Do not attempt to log into the referral portal if you have already logged into Bucks GFL – this will either result in your bucksgfl email account reopening or produce an error message. This is because you are trying to access the site which is registered to another Office email address. Log out of your Bucks GFL email account and close the browser before re-opening Chrome or Internet Explorer (or alternatively, open a separate browser).**

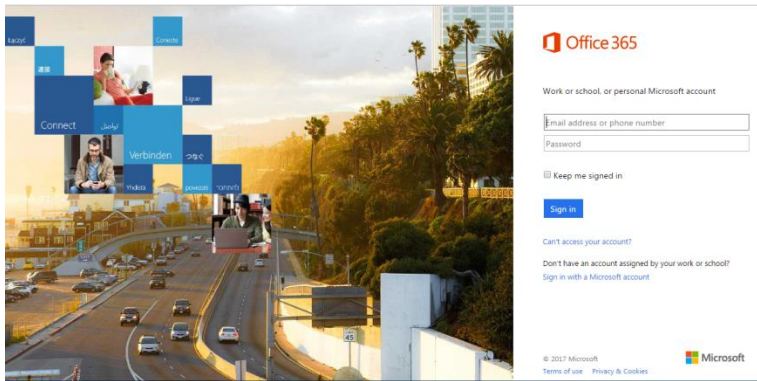
1. Type [buckspru.sharepoint.com](https://buckspru.sharepoint.com) into your web browser or alternatively, click on the link on [www.bucksprimarypru.co.uk](http://www.bucksprimarypru.co.uk)



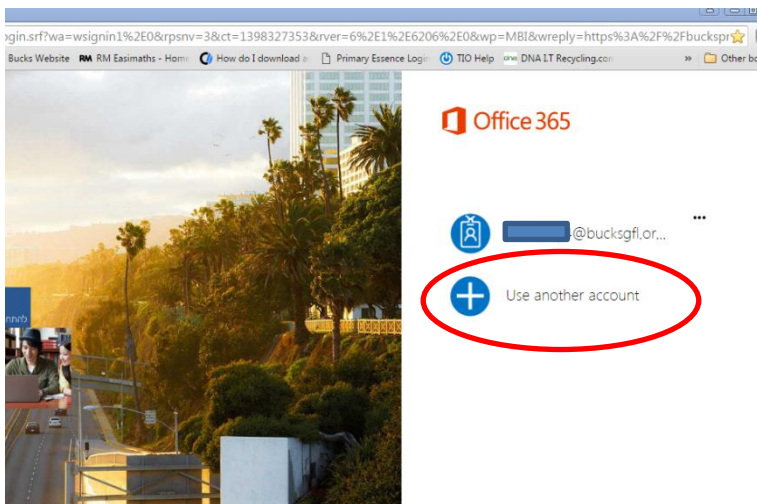
2. The link on our website will direct you to our webpage which describes an overview of the portal and includes a Login button. Click on Login.



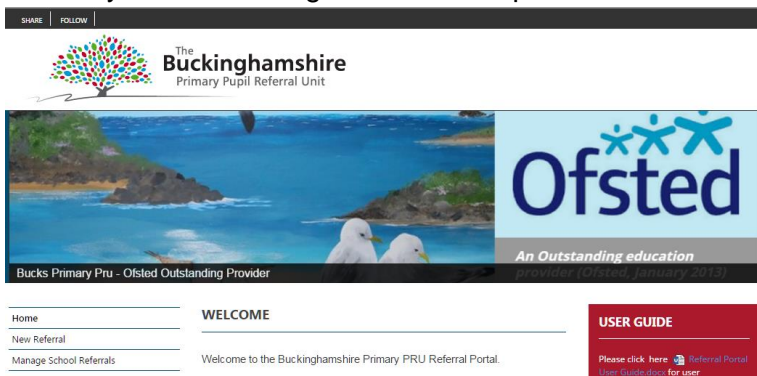
3. You will be taken to the Office 365 login account – enter your username and password provided



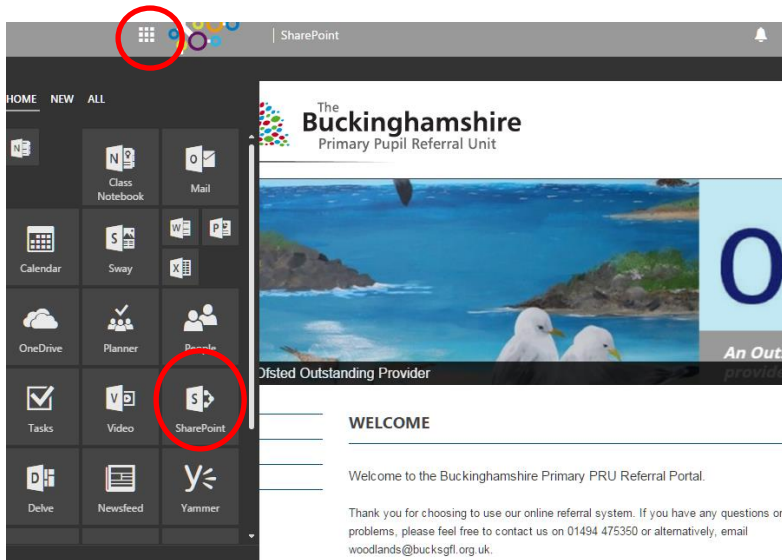
(You may get this screen – if so, select **Use another account** and enter username and password provided).



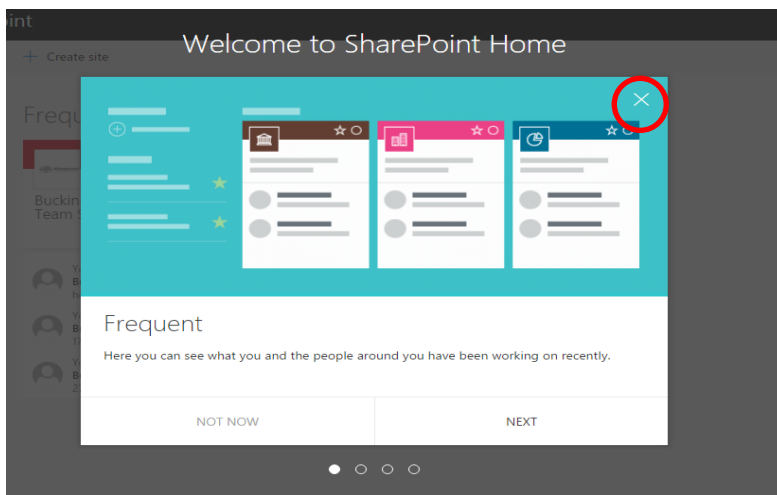
4. You may be taken straight into the site portal as follows:



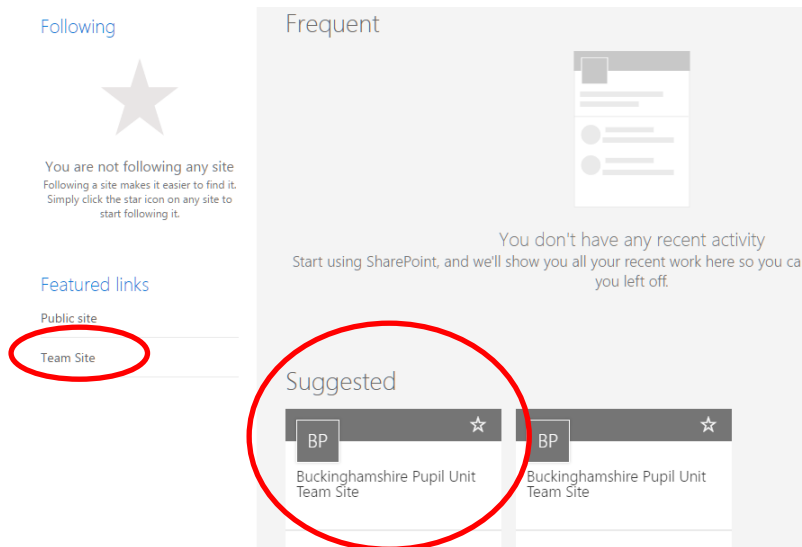
**However**, you may be taken straight into another app (such as mail). You can navigate to the site by clicking on the app launcher on the top left hand side of the screen and select **Sharepoint**.



The first time you select **Sharepoint**, you may be presented with the following screen. If you do, click on the cross in the top right hand corner..



To access the site, either select **Team Site** or the **Buckinghamshire Pupil Unit Team Site** link under Suggested (future access will move the link to under frequent).



## Creating a Referral

- When in the site portal, click on **New referral** in left hand menu:

You will then be taken to the following page:

The image shows the 'PUPIL REFERRAL FORM' for 'The Buckinghamshire Primary Pupil Referral Unit'. The form has five tabs: 'Student Information', 'Academic details', 'Behavioural details', 'Curriculum details', and 'Referral details'. The 'Referral details' tab is active. The form contains the following fields, all marked with an asterisk to indicate they are mandatory:

- First Name:
- Surname:
- Gender:
- Date Of Birth:  \* Format: dd/mm/yyyy
- UPN:
- Address:

- Complete all referral details fields.  
Navigate to each tab by clicking on **Next** at the bottom of the page or by clicking on the tab at the top.  
*N.B. fields marked with an asterisk are mandatory*
- Once at the Referral details panel, you will be asked to type the head teachers name exactly as it appears (*Note: the field is case sensitive*) before clicking on **Save Pending Referral**.

## PUPIL REFERRAL FORM



Student Information Academic details Behavioural details Curriculum details Referral details

Submit this form to print the referral and discuss with parents before obtaining consent.

By typing below Mrs Headteacher exactly as it appears, you are supplying an electronic signature.

Head Teacher authority for completion and submission of this referral

Mrs Headteacher \*

Attachments

Back

Save Pending Referral

The referral is then saved in a pending status and you will get the following message:

## PUPIL REFERRAL FORM



The referral for Joe Bloggs is saved as a draft **AND NO FURTHER ACTION WILL BE TAKEN UNTIL PARENTAL CONSENT HAS BEEN OBTAINED.**

[Click here to add attachments](#) to this referral or [click here to view your draft referrals](#).

[Return to home](#)

**PLEASE NOTE THAT AT THIS STAGE, THE REFERRAL IS IN A DRAFT STATUS AND HAS NOT BEEN RECEIVED BY THE PRU. PLEASE FOLLOW THE NEXT STEPS FOR FULL SUBMISSION.**

## Amend, Print, Attach File and Submit

- Select 'click here to view your draft referrals' to see a list of any referrals that have yet to be submitted to the PRU (alternatively, you can select 'return to home' and then 'Manage School Referrals).

Home  
New Referral  
Manage School Referrals

School Name	Pupil Name	Year Group	View/Edit Referral	Confirm Consent	Attachments
Demo School	Joe Bloggs	4	Edit Referral Print Referral	Confirm Parental Consent	• Login 1.PNG

About Bucks PRU

The Knowledge Network

Policies and Legal

From this screen, you can do the following:

**Print** – to print the referral, select 'Print Referral' (parents are required to sign this document which should be kept on file)

**Amend/Attach File** - should you need to make an amendment to the referral or

attach any supporting documents, select 'Edit Referral', make the required changes

PUPIL REFERRAL FORM

Student Information Academic details Behavioural details Curriculum details Referral details

First Name: Joe  
Surname: Bloggs

or add the attachments

Save Pending Referral on the last panel (as before).

and select

**Submit** – to submit the referral to the PRU, you must select 'Confirm Parental Consent', change the date as appropriate and select 'Submit'

**By submitting the details on the referral form you are confirming that you have discussed this fully with the pupil's parents/carers and that you have their consent to pass the information on to The Buckinghamshire Primary Pupil Referral Unit.**

This referral was discussed with parents on:

8/3/2017

Format: dd/mm/yyyy

Cancel

Submit

9. Upon submitting, you will get a confirmation message:

Thank you for your confirmation of the receipt of the parental signature for Joe Bloggs. Your referral is now complete and you will be contacted shortly.

The referral is then submitted to the PRU whereby a member of staff will then be in contact to arrange an observation.