

## **Access to the provider portal is via this link [Devon County Council Provider and School Admissions Portal - Home](#)**

*All schools currently have access to the provider portal, mainly being used for admission purposes. Please speak to the person responsible for admissions within your setting and ask for the login which is school specific.*

1. Once you have logged in to the portal, you will need to select Reporting from the top menu and select reports.
2. On the next page, please select Run a report.
3. Use the drop down list to select a report.
4. Current options available are:
  - List 1) All Eligible Pupil

*The following lists are no longer active following the recent updates to Free School Meals from the DfE as of June 2025:*

- *“List 2) Children currently under review” & “List 3) FSM Children ended as no longer eligible or failed checks”. Please do not run these lists as they will be blank.*

*For more information about these updates please visit:*

1. Once you have selected the report you wish to execute, please click next.
2. You will be prompted to give your report a name/description. We suggest naming it FSM Eligible and the date you run the report and suggest you save a copy of it somewhere for future reference.
3. You will also be prompted to select the format of the report. Options are:
  - PDF
  - Excel
  - Word
  - Rich Text Format
4. Once you have named the report and selected the format, click next.

5. When your report has generated, you will be able to view the report by clicking the green view report button.
6. The report will then open in your selected format and can be saved and viewed.

**If you have any queries, please contact [freeschoolmeals@devon.gov.uk](mailto:freeschoolmeals@devon.gov.uk)**