



**SENDIASS Training for  
Parents & Carers  
of children with  
Special Educational  
Needs (0-25)**

# **Welcome**

**Choosing a nursery/ school/ college for your  
child with SEN ( Special Educational Needs)**

**Your Trainers:  
Hannah Pinchin and Hayley Legg**

# HOUSE KEEPING

- Microphones on mute please
- Feel free to add comments and questions to the chat box and we will email you a summary sheet with the answers on after the talk
- PowerPoint will be shared after the training – sit back and relax!



# SENDIASS

(Special Educational Needs and Disability Information Advice and Support Service)

## Who are we?

### SEND

A service for those living or working with ages 0-25yrs with Special Educational Needs and Disabilities

### Information

Providing factual information found in SEND Law and practices as well as local knowledge and signposting

### Advice

Providing impartial advice on what steps to take in the areas of Education, Health and Social Care

### Support

Providing confidential individualised support to empower those who seek our assistance

# TYPES OF EDUCATION

## MAINTAINED

Educational institutions controlled and funded (maintained) by local authorities

## INDEPENDENT

Educational institutions independent of local authorities / secretary of state

## MAINSTREAM

A mainstream school is a school which is not a special school **and** is either a maintained school or an Academy (section 83 CAFA 2014).

## SPECIALIST

A special school is a school which is “specially organised to make special educational provision for pupils with SEN” (section 337 of the Education Act 1996).

## RESOURCE BASE

Resource bases provide targeted specialist support but are not separate schools or institutions. They are units within a mainstream school.

# How to make a short list

List your ideal school (involve the child/YP if possible)

1. What are the child's/ YP's (young person) needs?
2. What provisions/ equipment do they require?
3. What would they like it to have?



# How to find a placement

## Catchment schools

A catchment is a defined geographical area surrounding a school from which it will usually takes most of its pupils.

- <https://maps.hants.gov.uk/SchoolCatchmentAreaFinder/>



# How to find a placement

The Good School's Guide

- <https://www.goodschoolsguide.co.uk/special-educational-needs>

Special Needs Guide (Special School's only)

- <https://www.specialneedsguide.co.uk/>

Special Needs UK (search engine based on diagnosis)

- <https://www.specialneedsuk.org/findaschool.asp>

Government School Search Engine (search by Local Authority)

- <https://get-information-schools.service.gov.uk/?SelectedTab=Establishments&SearchType=ByLocalAuthority>

- For childminders

- <https://www.childcare.co.uk/find/Childminders/Special-Needs-Experience>

# How to find a placement

## Local Authority local offer

The Local Offer provides information for children and young people with special educational needs (SEND) and their parents or carers in a single place. It shows families what they can expect from a range of local agencies including education, health and social care.

### Southampton City Council

<https://sid.southampton.gov.uk/kb5/southampton/directory/localoffer.page?localofferchannel=6-9>

### Portsmouth City Council

<https://portsmouthlocaloffer.org/information/educationsettings/>

### West Berkshire City Council

<https://directory.westberks.gov.uk/kb5/westberkshire/directory/localoffer.page?localofferchannel=4>



# How to decide which schools/ colleges are suitable?

1. Who does the school cater for?
2. Does it offer the course you require
3. What facilities are available?
4. What is the physical layout of the building?
5. What are the schools staffing ratios?
6. What is their access to professionals? OT (occupational therapy) / EP ( educational phycologist)/ SaLT ( speech and language therapy)
7. Is the SENCo ( special educational needs co-ordinator) part of the senior management team?
8. What is the age range of the school?
9. What year group would my child be entering?
10. Residential or day placement?
11. Full or part time attendance?
12. Peer group?

# How can I find this information?

- School prospectus
- SEN policy and SEND information report
- Admissions policy
- OFSTED report
  - <https://www.gov.uk/find-ofsted-inspection-report>



# How to apply for a nursery without an EHCP

- Application processes vary widely, so it's best to ask your chosen provider how best to apply for a places with them. They will give you any documentation to be completed or give you details of how to apply online. If you are offered a place, you may be required to pay a deposit or a retainer to secure it.
- All 3 to 4-year-olds in England can get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year, but you can choose to take fewer hours over more weeks, for example.
- To be eligible for 30 hours free childcare for your 3 or 4-year-old, you, and any partner, must each expect to earn (on average) the equivalent of working 16 hours a week at your national minimum wage (£139.52 at the National Living Wage (£8.72 per hour April 2020 – March 2021), less if you are under 25 and on the National Minimum Wage)

# How to apply for a school (without an EHCP)

## School admissions team

### Southampton City Council

<https://www.southampton.gov.uk/schools-learning/find-school/apply-school/>

Email:

[school.admissions@southampton.gov.uk](mailto:school.admissions@southampton.gov.uk)

### Portsmouth City Council

<https://www.portsmouth.gov.uk/ext/schools-learning-and-childcare/schools/admissions/school-admissions>

Email:

[admissions@portsmouthcc.gov.uk](mailto:admissions@portsmouthcc.gov.uk)

### West Berkshire City Council

<https://info.westberks.gov.uk/article/29691>

Email:

[admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk)

## Application deadlines

### 15<sup>th</sup> January

- Early years provider to school
- Infant school to junior school
- Primary school to middle school

### 31<sup>st</sup> October

- Primary school to secondary school
- Middle school to secondary school

# How to apply for a school (without an EHCP)

You can usually apply for three schools (four if it is secondary, this is for 2020 only applicants due to coronavirus) in order of preference.

## How are places allocated?

Local authorities set the admissions criteria, but they usually give priority to children who:

- have Special Educational Needs (SEN)
- are being looked after by a local authority (i.e. in care)
- are the child of a member of staff
- have a sibling at the school already
- are from a particular religion (if it's a faith school)
- live in a specified priority area
- Once these criteria have been met, it usually comes down to distance – i.e. how far your child lives from the school. Distances may be measured by either a straight line from your home to the school (called as the crow flies) or walking distance.

# How to apply for a college (without an EHCP)



Colleges have their own individual deadlines for applications.

Applications usually open around the autumn term of the year before starting.

On the colleges websites you will usually find:

Prospectus

Open evening dates

Application deadlines as well as the ability to apply online.

You will be able to find out what your local colleges are by going on your councils local offer and looking at post 16. Search engines will also help.

Here is an example of a local college: <https://www.hsdac.ac.uk/our-college-prospectuses/>

# How to apply for a placement (with an EHCP)

- EHCP must be reviewed and amended: to meet the LA deadlines this will be done in the autumn term.
- The parent or young person has a right to request any of the following types of school or college:
  - A maintained school or nursery (mainstream or special)
  - An Academy (mainstream or special)
  - An institution in the Further Education sector
  - A non-maintained special school
  - A section 41 school.

These are listed in section 38(3) of the Children and Families Act (“CAFA”) 2014.

<https://www.legislation.gov.uk/ukpga/2014/6/section/38/enacted>

## Deadline for LA to have named a school in the EHCP

### 15<sup>th</sup> February

- Early years provider to school
- Infant school to junior school
- Primary school to middle school
- Primary school to secondary school
- Middle school to secondary school

### 31<sup>st</sup> March

Secondary education to either a post-16 placement or apprenticeship

# How to apply for a placement (with an EHCP)



## Local authority SEN teams

### Southampton City Council

Email:

[0-25service@southampton.gov.uk](mailto:0-25service@southampton.gov.uk)

Tel: 02380 833013

Address:

Special Educational Needs Team  
Southampton City Council  
Civic Centre (North Block)  
Southampton  
Hampshire  
SO14 7LY

### Portsmouth City Council

Email:

[sen.education@portsmouthcc.gov.uk](mailto:sen.education@portsmouthcc.gov.uk)

Tel: 02392 841238

Address:

Special Educational Needs Team  
Portsmouth City Council Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2EA

### West Berkshire City Council

Email:

[senteam@westberks.gov.uk](mailto:senteam@westberks.gov.uk)

Tel: 01635 519713

Address:

Special Educational Needs Team  
West Berkshire Council  
West Street House  
West Street  
Newbury  
West Berkshire  
RG14 1BZ

# What to ask the school and look for on a visit?

- Time of year
- Meeting key staff
- Parental involvement
- Suggested questions:

<https://www.southamptondiad.gov.uk/choosing-a-school/>



# Consulting schools with an EHCP

An LA, before naming a school, must consult:

- a) the governing body, proprietor or principal of any school or other institution the authority is considering having named in the plan, and
- b) if that school or other institution is maintained by another LA, that LA.

The LA should give them 15 days to respond. If they fail to respond, the LA does not have to wait to make a decision about naming a school/college. The LA still needs to stick to the statutory deadlines for issuing a final plan. The final decision rests with the LA where the child or young person lives. Even if the school or college, and/or the LA where the school or college is located (if different), objects, the home LA can still choose to name the school or college in the plan.

You have the right to a mainstream education; this can be your catchment, but it doesn't have to be. You are entitled to name your most suitable school. When naming an independent school, it is likely that during the 15 days consultation period your child will have a test day to see if this is the most appropriate school setting.

# When can a Local Authority say no to your school request?



The only reason the local authority can refuse the request is if:

- The setting is unsuitable for the age, ability, aptitude, or special educational needs (“**SEN**”) of the child or young person; or
- The attendance of the child or young person would be incompatible with the provision of efficient education for others; or
- The attendance of the child or young person would be incompatible with the efficient use of resources.
- This is set out in section 39(4) CAFA (children's and family act) 2014. The LA has to prove that at least one of these conditions applies in order to dislodge the parent or young person’s preference.

If this is the case for your chosen school, you do have the option to appeal the LA’s decision. SENDIASS can offer support with this.

# Useful links

## IPSEA

- <https://www.ipsea.org.uk/pages/category/choosing-a-school-or-college>

## SOSSEN

- <https://www.sossen.org.uk/admin/resources/website2.6.2.pdf>

## The Noddy Guide (case law)

- <https://www.matrixlaw.co.uk/wp-content/uploads/2019/03/SEN-Noddy-Guide-March-2019.pdf>

# Thank you for listening. Any Questions? Contact Us



## West Berkshire



0300 303 2644

[westberksiass@roseroad.org.uk](mailto:westberksiass@roseroad.org.uk)

[www.westberkssendiass.info](http://www.westberkssendiass.info)

## Southampton



0300 303 2677

[southamptoniass@roseroad.org.uk](mailto:southamptoniass@roseroad.org.uk)

[www.southamptonsendiass.info](http://www.southamptonsendiass.info)

## Portsmouth



0300 303 2000

[portsmouthiass@roseroad.org.uk](mailto:portsmouthiass@roseroad.org.uk)

[www.portsmouthsendiass.info](http://www.portsmouthsendiass.info)

Self referrals/professional referrals welcome. For general enquiries email [familyservices@roseroad.org.uk](mailto:familyservices@roseroad.org.uk)