

# Information for new SENCOs

**Jargon Buster**

**SEND** – Special Educational Needs and Disabilities

**CoP** – Code of Practice - the document was first published in September 2014 and then updated in January 2015. The DFE produced a shortened version of the [Code of Practice for the Early Years 0-5](#).

**SENDSP** - SEND Support Plan – This document gives a wholistic view of a child's strengths and needs and is drawn up in consultation with the child, family and all professionals involved in the child's education and care. The SEND Support Plan can be used to apply for Top-up funding for school if submitted to, and approved by SENA, and to request a statutory assessment for an Education Health and Care Plan. In both cases schools are expected to meet the first 15 hours of support from their SEND budget. The SEND support plan can also be used to support a child's transition to school where the criteria for Top-up Funding or statutory assessment will not be met.

**Inclusion Funding** – this funding is used to support children with significant and complex needs who attend early years' settings. 2-year olds are eligible for Inclusion Funding if they are in receipt of 2 year funding or they receive Disability Living Allowance (DLA). Panels take place twice a term. SENCOs are required to give information about what support has already been provided by the setting and what the funding will be used for. The outcome of the panels is communicated via anycomms.

**Local Offer** – The Local Offer has information for parents about services they can access. All providers are required to contribute to the Local Offer by detailing their approach to supporting children with SEND and what experience and facilities are available in the setting. Search [www.leicestershire.gov.uk/local\\_offer](http://www.leicestershire.gov.uk/local_offer)

**OPP** - One Page Profile - This is the first section of a SENDSP and it emphasises the person-centred approach to supporting children. Parents record their child's views, interests, hopes and wishes for the future in a personalised format.

**EHCP** – Education, Health and Care Plan - From September 2014, the EHCP replaced statements of special educational needs for children or young people. EHCPs now covers 0-25-year olds. The purpose of the plan is to provide a co-ordinated process for children and young people with the most complex arrangements across education, health and social care services. To access a

specialist provision or school, an EHCP must be in place naming the school. The EHCP must be formally reviewed annually for a child in school or 6 monthly for a pre-school child.

**TUF** – Top-up Funding – can be allocated for school aged children if the child's needs are significant and long term. This funding is usually given until the end of the Foundation Stage.

**DLA - Disability Living Allowance** - DLA is given by the Department for Work and Pensions (DWP) to children who need a high level of additional support to carry out daily activities

**DAF – Disability Access Funding** - DAF is available to children who are 3 or 4, who receive DLA and are included in FEEE funded settings. If eligible, £615 is given annually to promote inclusion. Settings apply for DAF through the parental statement of undertaking form (PSOU). Where children attend two settings, the parent chooses which setting applies for the funding

**Targeted Plan** – this plan records the work undertaken to support the child through the assess, plan, do, review cycle. Targeted plans should be written in conjunction with the parents and focus on areas which need support. Targeted plans record work undertaken and progress made by the child as a result of the intervention.

**PEP** – Personal Education Plan - PEPs are used to support children in care (CIC) and they are drawn up with the virtual school, foster carer and the setting SENCO/designated key person, if the child attends a setting.

## **Specialist Teaching Services**

The Local Authority has several services to support children with SEND and their families:

1) **Autism Outreach Team (AOT)** supports school aged children with a diagnosis of Autism Spectrum Disorder (ASD).

2) **Vision Support Team (VST)** supports early years and school aged children with a visual impairment.

3) **Hearing Support Team (HST)** supports early years and school aged children with a hearing impairment.

4) **ICT Assessment Team (ICTAT)** considers adaptations and technological support to aid children's learning and communication at school

All the above services are based at County Hall and can be contacted on **0116 305 9400**

### **Early Years' Services for children 0-5**

**Early Years SEND Inclusion Team (EYSENIT)** is a county wide team of teachers and practitioners who work with children with a range of SEND either at home or in their settings

**Improvement Advisors and Area SENCOs** support early years' settings through the Area SENCO role. Area SENCOs give advice to setting SENCOs about ways to support young children with SEND and they help to support the early identification of children in settings

**Early Years Communication and Interaction Team (EYCIT)** consists of teachers and practitioners who support children who have a diagnosis of Autism Spectrum Disorder or are on the Autism Pathway. Support is given at home and in early years settings

**Portage Home Visiting Service** is a service for babies and very young children (0-2 ½ years) with significant learning difficulties or complex needs. The service is part of the EYSENIT and the National Portage Association. The Service employs Portage Home Visitors who work with parents within their home. Portage is based on the principle that parents are the key figures in the care and development of their child.

**Early Years Inclusion Team** is made up of a team of 5 practitioners who support children in early years' settings and schools (until child is statutory school age). They support children who are at risk of exclusion.

All Early Years teams are based at County Hall and can be contacted on **0116 305 7136**. The Duty Desk operates on the above number daily from 9am-4.45pm. The advice line is manned by Area SENCOs who offer unnamed advice and general support.

Referrals to the team are considered at the **Early Years' Panel** which meets weekly. Referral forms can be found on the [website](#)

### **Leicestershire Psychology Service**

Educational Psychologists (EPs) may be allocated to individual children at the Early Years' Panel. They give advice and support to parents/carers and Early Years SENCOs. EPs are involved in the assessment of children's needs and support

transition to educational placements. This service can be contacted on **0116 305 5100**

### **Special Educational Needs Assessment Service – SENA**

SENA oversees the statutory assessment of children with SEND either through Top-up Funding or through an Education, Health and Care Plan.

The service can be contacted on **0116 305 6600** or [senaservice@leics.gov.uk](mailto:senaservice@leics.gov.uk)

### **Specialist Provision in Leicestershire**

#### **STEPS**

STEPS is a registered charity which provides specialist nursery services and support to children with motor disorders and their families, enabling them to lead fuller, more active lives. The centre is based in Shepshed and sessions are run daily. For further information call **01509 506878**

#### **Special Mumstop**

This is a voluntary group specifically designed and equipped for pre-school children with SEND. Home-made refreshments included for all to enjoy and a variety of play and sensory experiences provided. Mumstop takes place on a Wednesday 10.00 – 11.30 at Living Rock Church, Station Road, Stoney Stanton LE9 4LU and on a Thursday 10.00 – 11.30 at The Cube, St Mary's Road, Market Harborough LE16 7DS. Find out more at [www.mumstop.co.uk](http://www.mumstop.co.uk) or **Tel: 01455 270840**

#### **Inclusive Play**

These sessions are run by the EYSENIT staff and are available in the Easter and summer school holidays. Play sessions are available for caseload children and their families. For more information call **0116 305 7136**

#### **Birstall Special Needs Playgroup**

This playgroup opens on Monday and Fridays from 9.30-11.30 at Birstall Methodist Church and caters for children aged 6 weeks to 4 with SEN and disabilities. Siblings are also able to attend if spaces permit. Transport costs are provided within a 7 mile radius of Birstall. For more information contact Deborah Hoggar on **0116 260 6309**

**Specialist maintained nurseries** – in Leicestershire we have two nursery settings which cater for children from 2-5 with significant SEND. These are: -

- **Sketchley Hill Menphys Specialist nursery in Burbage** – Call 01455 890684
- **Wigston Menphys Specialist nursery** – Call 0116 2889977

To gain a place at the Menphys nurseries, children need to be referred to a specialist panel which meets 6 times a year.

**Beacon Nursery** in Loughborough is a mainstream nursery, but some specialist places are allocated to children with SEND – Call **01509 264876**

**Oasis Retreat Pre-school** is based in Melton Mowbray and it offers up to 10 specialist places for children with SEND – Call **01664 500424**

**Special Schools** – each area of the county has a special school which provides for children with complex SEND from 3 or 4 to 18 if they have an EHCP in place. These are:-

- **Forest Way Special School** (Coalville)– 01530 831899
- **Ashmount Special School** (Loughborough) – 01509 268506
- **Birkett House Special School** (Wigston) – 0116 2885802
- **Dorothy Goodman Special School** (Hinckley) – 01455 634582
- **Mapelwell School** (Charnwood) – 01509 890237
- **Birch Wood Special School** (Melton) – 01664 483340

**Special Units attached to mainstream schools** – some schools have MLD (moderate learning difficulties) Units within their schools. To secure a place, children need to have an EHCP which names the school.

- **Westfield Infant School and MLD Unit** (Hinckley)– 01455 637558
- **Brookside Primary School and MLD Unit** (Oadby) - 0116 2713680
- **St Denys' Infant School and MLD Unit** (Ibstock) – 01530 260004
- **Sherrard Primary School and MLD Unit** (Melton) – 01164 565124
- **Newbold Verdon Autism Unit** (Newbold Verdon) 01455 822362

- **All Saints Autism Unit** (Wigston) 0116 288 0013
- **Glenfield Speech and Language Unit** (Glenfield) – 0116 2872188
- **Woodcote Primary School Social Emotional Mental Health (SEMH) Hub** (Ashby-de-la-Zouch) – 01530 417007
- **Christ Church and St Peters C of E Primary School SEMH Hub** (Mountsorrel) - 0116 2302800

## **Information about Health Services and support to setting SENCOs**

### **Public Health Nurses (previously Health Visitors)**

Every child will have a named Public Health Nurse. If parents do not know the name of the Public Health Nurse this information can be obtained from the child's Doctors' surgery.

Every Early Years Setting also has a named Public Health Nurse.

Public Health Nurses have a wide remit which includes giving advice on speech and language development, child development, behaviour support, liaison with pre-school settings and referrals to other health services.

### **Speech and Language Therapists**

Often abbreviated to SALT or SLT. Speech therapists support children's communication skills which includes expressive language, receptive language (understanding), social communication, eating and drinking issues and stammering (dysfluency).

Referral to the Speech and Language Therapy Service depends on the child's age

- For children with a general delay who are between the ages of 2-3- children and parents are invited to attend a series of 6 workshops called Let's Get Talking. Health Visitors refer children to these groups.
- For children over 3 or those with a significant condition which affects communication or eating and drinking issues, a direct referral to the Speech and Language Therapy Service can be made using the Family, Children and Young People Referral form which can be found at [www.leicspart.nhs.uk](http://www.leicspart.nhs.uk). Tel contact: **0116 225 5256**

## Care Navigators

Each district has a Care Navigator whose role is to:

- Help parents get the right services to help their child
  - Help professionals to share information more easily
  - Help parents to get and attend the appointments they need
- 
- Gemma Cole (**07827 449413**) Care Navigator within North West Leicestershire and Hinckley and Bosworth
  - Jo Houlston (**07900 914728**) Care Navigator in Harborough, Oadby and Wigston
  - Graham Walker (**07884 460278**) Care Navigator in Melton
  - Lynne Zmija (**07827 879700**) Care Navigator in Charnwood
  - Jane Campbell (**07884 458533**) Care Navigator in Blaby and Charnwood

## Location of Community Health Services

All community health services for Leicestershire children are based at Bridge Park Plaza, Bridge Park Road, Thurmaston, Leicestershire LE4 8PQ Tel: **0116 225 6560**

## Diana Service

The Diana Service provides specialist training to setting staff on:

- Epilepsy awareness
- Enteral feeding (gastrostomy and nasogastric feeding)
- Respiratory care (oral suction, inhalers and nebulisers and oxygen)
- Tracheostomy care
- Mechanical ventilation
- Oxygen saturation monitoring

Tel contact: **0116 295 5413**. Payment for two staff to attend essential training can be accessed through the Inclusion Funding panels.

## Support for families

### Early Help

Early Help is a term used to describe a range of services offer by Leicestershire County Council which aim to work with children, young people and families who are experiencing difficulties. There are many different services, organisations and groups which offer 'early help' which aim to help tackle problems for children, young people and their families, including SEN and disability support.

Parents and professionals can refer into Early Help by using the Request for Services form

Email at [earlyhelp@leics.gov.uk](mailto:earlyhelp@leics.gov.uk) or phone **0116 305 8727**

## **Children's Centres**

Children's Centres offer a range of services to families of children aged 0 - 5 years including parenting groups, speech and language, baby massage etc. They focus on vulnerable families, with the main provision being the 0 - 2-year pathway which supports families from pregnancy to their 2 year old checks. To find your local Children's Centre, follow this link:

[www.leics.gov.uk/index/education/childcare/childrenscentres2/childrens\\_centres\\_where.htm](http://www.leics.gov.uk/index/education/childcare/childrenscentres2/childrens_centres_where.htm)

## **Leicestershire Family Voice**

Leicestershire Parent Carer Forum – The parent carer forum is a group of parents and carers of disabled children who work with local authorities, education, health and other providers to make sure the services they plan and deliver meet the needs of disabled children and families. For more information email: [leicestershirepcf.org.uk](mailto:leicestershirepcf.org.uk)

## **SEND Information Advice and Support Service (SENDIASS)**

A confidential and impartial service which supports parents/carers and children/young people with issues around special educational needs or disability (SEND) to ensure they have access to information, advice and guidance on SEND, allowing them to make informed decisions about education.

Telephone: **0116 305 5614** (Monday- Thursday 9.00 – 4.30, Friday 9.00 – 4.00) or e-mail: [sendiass@leics.gov.uk](mailto:sendiass@leics.gov.uk)

## **SENDirect**

SENDirect is a national website for the families and carers of disabled children but it maintains close links with Leicestershire.

The service is the result of nine charities working together to promote new services and products for children and their families. Contact: [www.SENDirect.org.uk](http://www.SENDirect.org.uk)