



Welcome to January's edition of the SENDIASS Spotlight!



## SENDIASS UPDATE

Following recent recruitment our team has expanded! Amy Legett has joined us as SENDIASS Advisor to cover Maternity Leave and Laura Back and Jo Thompson have joined us as our two new Engagement and Advise Workers.

All three members of the team are in the process of undertaking their IPSEA Legal Training but will be up and running within their roles soon.

Sally Bailey is almost at the end of her training and will be on the SENDIASS Helpline very soon as our new and dedicated Helpline Advisor.

In previous newsletters we talked about our internal restructure within the service, this is almost complete now and means that very soon we will be able to offer more casework, more services to children and young people including advocacy and more training to parent/carers, children, young people and professionals.

Keep an eye on future newsletters to read about our new members of the team and hear more about what we've got coming up for 2024!



## ADVICE CLINICS

Book an hour face to face appointment with one of our SEND Advisors to discuss or review paperwork related to special educational needs in education.

For example, we can support with:

- EHC Needs Assessment paperwork
- SENDIST (First Tier Tribunal) paperwork
- Draft Education Health and Care Plan (EHCP)

**28th February 2024 - Thorpe, Norwich**

Due to the high demand for attendance at our monthly advice clinics we have recently had a wait list in case of any cancellations. Unfortunately, we have had a number of people not turning up for their appointments on the day, and although we know sometimes this can't be avoided if you book an appointment at one of our

advice clinics but can no longer make it, please tell us so that we can offer this to others waiting to meet with us.

You will receive reminders for the advice clinic from Eventbrite, and we will also call and email you a few days before to remind you of your appointment.

**BOOK NOW**

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## SENDIASS TRAINING

We offer a variety of SEND training for parent/carers and professionals. You can book your free place via our website. More training and dates will become available throughout the year.

### Upcoming Events

#### January 2024

25th Jan 2024

#### **SEN Support online training for parent/carers**

This training is being run virtually by Norfolk SENDIASS for parent/carers wishing to learn more about:

- What is SEN support
- What should settings do?
- How can settings support children and young people?
- Examples of SEN Support

26th Jan 2024

### **Who are Norfolk SENDIASS?**

Find out more about who Norfolk SENDIASS are and how we can help.

30th Jan 2024

### **Suspension and Exclusion training for parent/carers**

An understanding of the legal tests and processes around fixed term suspensions, illegal suspensions, permanent exclusions and managed moves.

## **February 2024**

8th Feb 2024

### **Overview of an EHCP**

Providing an overview and understanding of the processes related to an EHCP such as the EHC Needs Assessment, what to look for in a draft/final EHCP and what happens at the review of an EHCP.

26th Feb 2024

### **Appealing a final EHCP**

Help in understanding how to appeal a final EHCP to the SEND Tribunal including looking at what can be appealed, what forms need to be completed, timescales of the processes, what evidence needs to be submitted and what a hearing is like.

## **BOOK YOUR PLACE**

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## **STAFF SPOTLIGHT**

Sally Bailey, Helpline Advisor

Hi, I am Sally, I started working as a Helpline Advisor for Norfolk SENDIASS in November 2023. I am very much enjoying my new role supporting parents/carers and young people who have booked appointments on our SENDIASS helpline.

My role as a full time Helpline Advisor is to give confidential and impartial advice and information to parents/carers and young people on issues relating to Special Educational Needs and Disability (SEND). This includes helping to understand the law around SEND, discussing options available to enable informed choices and signposting to appropriate services.



## **SIGNPOSTING**

Part of our role as a SENDIASS is to signpost parent/carers, children and young people to other services that may be able to offer some support and information.

Visit our website for links to Information services, support with diagnosis, family services, health and respite support.

## **SIGNPOSTING SERVICES**



## Phase transfer

Phase Transfer, which is the amendment of an EHCP when moving from one stage of education to another, is getting closer.

Those with children moving from for example:

- early years education to school;
- infant school to junior school;
- junior school to secondary school;
- primary school to secondary school;

should expect to receive a new EHCP by the 15<sup>th</sup> of February. Those with Young People moving from secondary school to post 16+ should expect to receive a new EHCP by the 31<sup>st</sup> of March. The Local Authority has a legal duty to provide the final EHCPs by these dates per regulation 18 of the SEN Regs.

Around the Autumn term the year before your child or a young person moves to a different setting a 'phase transfer' review of the EHCP should have taken place. This review will be like a normal annual review except at the review meeting you will be asked to think about what school/post 16+ placement you would like your child to go to for the following September. If that has not been the case contact your EHCP coordinator immediately.

If you don't receive a final EHCP either on or before the dates set out above, you should contact your EHCP coordinator as a matter of urgency and lodge a complaint with the Local Authority via this [link](#). You can also make an

appointment with us to discuss any concerns you have.

It is important to look over the new EHCP carefully when you receive it, paying close attention to sections B, F, and I.

We recommend firstly going through the documents in Section K and, using 2 different coloured highlighters, highlighting all your child's, or young person's, needs (what they struggle with) in one colour, and then highlighting all the provision (what the school have to do) in another colour.

It is then important to cross-reference what you have highlighted in the reports with sections B and F, to ensure all your child's, or young person's, needs have been listed and there is provision to meet every single need which has, or should have, been mentioned. Pay particular attention to the wording in Section F: is it specific enough? Go through and ensure that words and phrases like 'regular', 'may benefit from', 'small group' are not used. **All provision should be specific.** This means that they need to tell you exactly how long a session will be, how often a session will be, exactly how big a group will be e.g. will the session be once a week or once a month?

Then look at section I as that is where the educational setting will be named. Do you agree with that setting?

If you have any issues with the final EHCP, you can then lodge an appeal. To find out more about lodging an appeal, you can make an appointment with us for advice and support.

[Phase-transfer-with-an-EHCP.pdf \(norfolksendiass.org.uk\)](https://www.norfolksendiass.org.uk/phase-transfer-with-an-ehcp.pdf)

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## Norfolk SEND Youth Forum Update

Happy New Year!

In our first meeting of the New Year, we had eight young people attend and several visitors.

We were joined by Stephanie and Gemma, who work for the NHS, and who we invited to the meeting, following a meet up with members in the summer. Members told us they would appreciate further information about these Health Checks and wanted an opportunity to ask questions and discuss these further.

After our usual introductions, we watched a presentation about post 14 Health Checks for young people with Learning Disabilities and members shared both positive and negative experiences of these. For further information about these please click on the link below:

<https://www.justonenorfolk.nhs.uk/child-development-additional-needs/additional-needs/14plus-health-check/>

We also welcomed Maxine and Alison, to hear about the planning for SENDFEST 24, and this was an opportunity for our members to make suggestions and share their ideas on what they would like to see this year! We learnt that this year the festival will run over two days, (1<sup>st</sup> & 2<sup>nd</sup> June) and there will also be a Digital version for those children and young people and their



families who may have difficulty accessing the in-person event but wish to take part.

If you are interested in joining the Norfolk SEND Youth Forum, we would love to hear from you; you can register on-line or contact our main number.

Bridget Robinson, Engagement and Advice Worker

REGISTER ONLINE

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## Norfolk Area SEND and Alternative Provision (NASAPS) community engagement events

Norfolk SENDIASS have been involved with organising the Norfolk Area SEND and Alternative Provision (NASAPS) community engagement events alongside the Norfolk Local Offer, Family Voice Norfolk and Norfolk and Waveney Integrated Care Systems.

These events are an opportunity for parent/carers of children with SEND and the professionals that work with them to attend and learn about the plans taking place to improve SEND services from Norfolk County Council and their partners.

Find out when & where your [nearest event](#) is or [join online](#) on 7th Feb, 5-6pm!



# Norfolk Area SEND and Alternative Provision Strategy (NASAPS) community engagement events

Parents/carers of children with special educational needs and disabilities (SEND), and the professionals who work with them, are invited to attend one of the free NASAPS events taking place across the county this spring term.

Learn about the plans for improving SEND services and support in Norfolk from representatives from Norfolk County Council, and their partners.



Eventbrite



Facebook

Secure your place by booking through either [Eventbrite](#) or [Facebook](#), selecting from one of the dates below:

Date	Time	Where
Wednesday 17 January	10:00am - 12:00pm	Great Yarmouth Library
Wednesday 24 January	10:00am - 12:00pm	Swaffham Assembly Room
Thursday 25 January	10:00am - 12:00pm	Young's Park, Aylsham
Monday 29 January	10:00am - 12:00pm	Charles Burrell Centre, Thetford
Wednesday 31 January	10:00am - 12:00pm	Sheringham Community Centre
Tuesday 6 February	10:00am - 12:00pm	Fairstead Community Centre, King's Lynn
Thursday 8 February	10:00am - 12:00pm	Harford Community Centre, Norwich

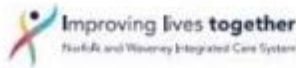
### Why should I attend?

- Learn about the new SEND strategy including themes, priorities, actions and how these were chosen
- Hear from senior leaders at Norfolk County Council and their partners
- Find out how you can get more involved
- Tell us your views on our SEND plans for 2024-2029
- Learn more about SEND services and support by visiting the information stands
- Share your experiences
- Talk to other parents/carers and professionals across education, health and social care
- Complimentary refreshments.



### Secure your free place today by using the above booking links

If you have any questions or would like to speak to the team, please contact us:  
[send@norfolk.gov.uk](mailto:send@norfolk.gov.uk) | [norfolk.gov.uk/send](https://norfolk.gov.uk/send)



BOOK YOUR PLACE

**contact** *For families with disabled children*

Contact are a national service that offer 1-1 telephone appointments with a family support adviser for parent/carers looking for a listening ear, reassurance, practical and emotional support.

They can also offer support with benefits and sources of financial help including a Family Finances call back service.

[Visit website](#)



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