

Leeds Special Educational Needs & Disability Information Advice Support Service (Leeds SEND IASS)



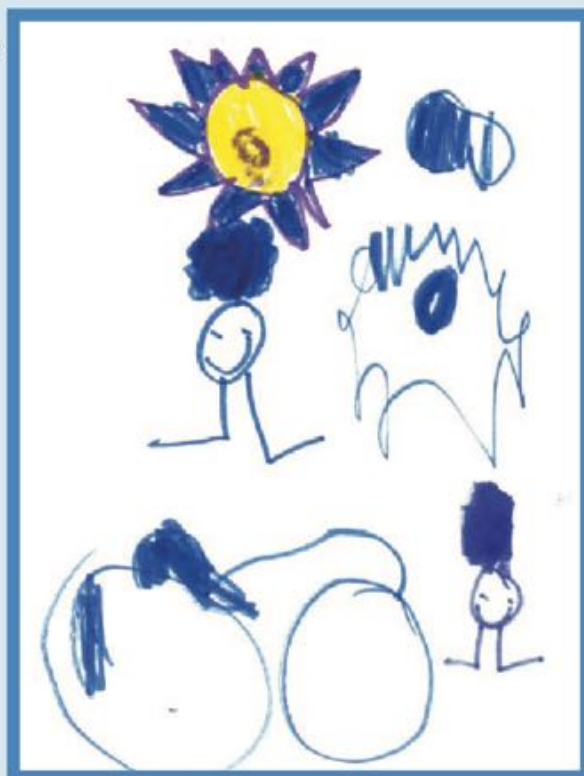
Leeds SEND Information
Advice Support Service

Introduction

The Special Educational Needs and Disability (SEND) Code of Practice 2014 sets out an expectation that parents, children, and young people should be fully involved in the identification, assessment, and decision making about the provision to meet special educational needs or disabilities. This includes health and social care where relevant to education.

The Code requires that confidential, impartial, free, high quality information, advice and support is offered to:

- Children and young people with Special Educational Needs (SEN)
- Parents of children with SEN
- Children and young people with disabilities
- Parents of children with disabilities



Staff delivering the Information, Advice and Support Service should be impartial, confidential, and accessible and should have the capacity to handle face-to-face, telephone and electronic enquiries.

Law and Local Policy

Leeds SEND Information Advice Support Service takes information and guidance from a range of sources including:

- SEND Code of Practice 2014
- Children and Families Act 2014
- Department of Education Guidance
- Local Policy and Practice
- Equality Act 2010

The code of Practice states that the local Authority must ensure parents, children and young people are provided with information and advice on matters relating to SEN and disability. This should include:

- Law on SEN and disability, health and social care, through suitably independently trained staff.

All staff in Leeds SEND Information Advice Support Service have completed the SEND Legal Training which includes the new legal framework for health, social care, exclusions and mental capacity. This is accredited by the Solicitors Regulation Authority.

What SEND Information Advice Support Service does

Leeds SEND Information Advice and Support Service offer information advice and support on:

- Helping children, young people and parents to gather, understand and interpret information and apply it to their own situation.
- Education law on SEN and related law on disability, health and social care, through suitably independently trained staff
- Personalisation and personal budgets
- Local policy and practice
- The Local Offer
- Provide advice through individual casework and through work with parent carer support groups, local SEN youth forums or local disability groups, or training events.
- Support when things go wrong through early disagreement resolution, mediation, routes of appeal and complaints procedures

This support could include information around:

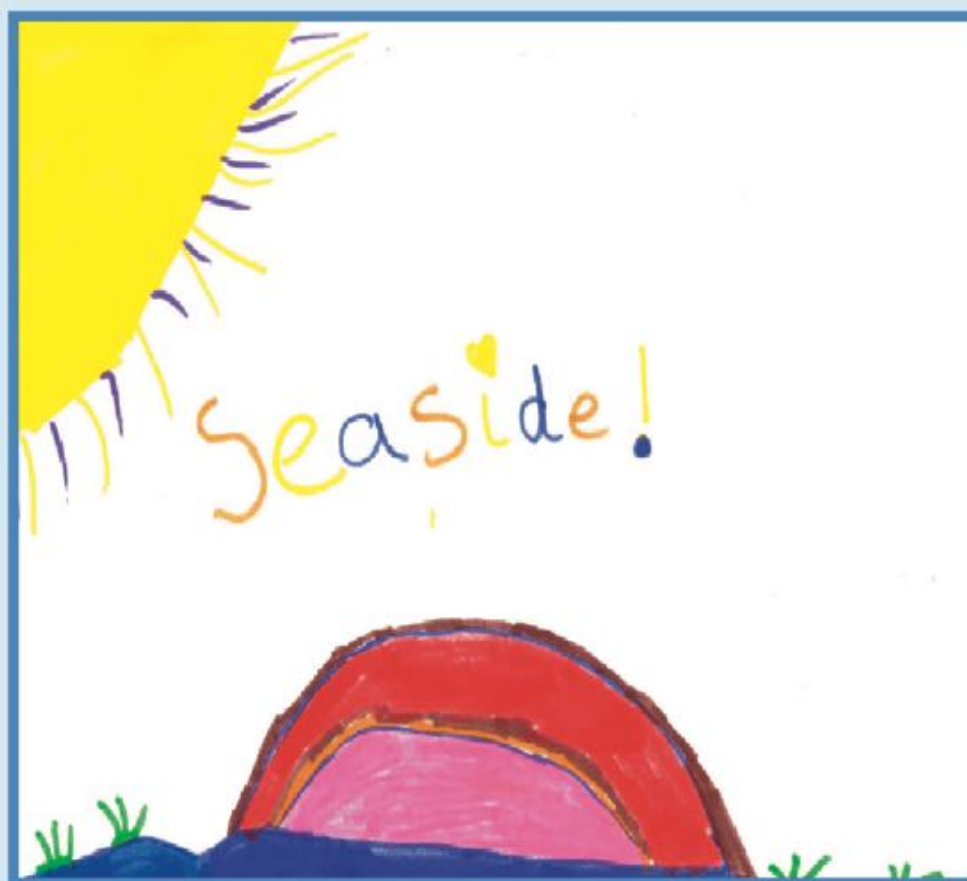
- Early Help - Looking at what support can be put in place if you feel your child has additional needs often referred to as SEN support in schools
- Funding For Inclusion (FFI) - Additional Financial Support for schools for children with a high level of additional need
- Education and Health Care Plans (EHC)
- Educational settings in Leeds and Out of Authority
- Accessing the Local Offer
- Disagreement resolution and tribunals

How Leeds SEND Information Advice Support Service does this:

- Listen to your questions and concerns
- Explaining the process of SEN support
- Support and advise around school meetings
- Explain the Funding for Inclusion process (FFI)
- Support and advice around school visits
- Give information and advice around disagreement resolution
- Support and advice around SEND tribunals
- Support you through statutory assessment processes
- Support and advise around annual reviews
- Signpost you to other services where necessary

The support can be delivered in a number of ways and casework to be agreed on an individual basis and may include:

- Phone calls
- Emails
- Home visits
- School meetings
- Local Authority meetings
- School visits
- Working with parent carer support groups, local SEN groups, local SEN youth forums or local disability groups or training events.



Participation

SEND Information Advice Support Service involve parents children and young people in discussions and decisions about their individual support.

Local authorities should do this in a way which ensures that children, young people and parents feel they have participated fully in the process and have a sense of co-ownership. This is often referred to as 'co-production'.

Effective participation should specifically ensure that parents children and young people are:

- Fully involved in the planning of SEN support for their individual needs in early years settings, schools and colleges
- Fully included in the Education Health Care needs assessment process from the start
- Fully aware of their opportunities to offer views and information and are consulted about the content of the plan.
- Consult with children and young people with SEN or disabilities and their parents when reviewing local SEN and social care provision and when reviewing the Local Offer

How to make a referral to the service:

Parents, children and young people should self-refer via the helpline, email or by visiting the website. However, a professional can refer with the family's explicit consent.

Leeds SEND operate throughout the year during office hours. The helpline is guaranteed between the hours of 10:00am- 15:00pm on weekdays during term-time. An answer service is available throughout the year and a member of the team will respond to your queries. Please leave a brief message and your contact details; including name, number and postcode.

You can contact Leeds SEND Information Advice Support Service by:

- **Telephoning 0113 378 5020**
- **Emailing sendiass@leeds.gov.uk**
- **Visiting www.leedssendiass.co.uk**