# Education Provider

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| **Provider: Torbay SEN Team** |
| 1. **What special education provision is available at our setting?**     **What do we do here to meet your needs?** |
| The Torbay SEN team is made of the following staff:-  **Head of Service – SEND x 1**  **Senior SEN Officer x 1**  **Case work officers x 4 part time (2.6 Full Time Equivalents (FTE))**  Case work officers provide regular support to children and young people with complex special educational needs within an early years, school or further education setting. Case workers are responsible for coordinating new requests for statutory education, health and care plan assessments.  **Education Health & Care Plan (education, health and care) Coordinators x 3 part time (2.2 FTE)**  Education, Health and Care Coordinators are responsible for converting existing statements of special educational needs to Education, Health and Care plans and also new requests for statutory assessment.  **Business Support Workers x 5 including part time (3 FTE)**  Responsible for the administration of the education, health and care plan process |
| 1. **What criteria must be satisfied before children and young people can access this provision/service?**     **What sort of needs would you have for us to be able to help you?** |
| **What the SEND Code of Practice says:**  "A child or young person has special special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them."  **What is a learning difficulty?**  Children who have a learning difficulty find it harder to learn than the majority of children the same age, or they may have a disability which prevents or hinders them from making use of the education provided for other children  Children **do not** have learning difficulties simply because   * Their language is not english. OR * They have a disability.   However some of these children may also have learning difficulties.   * A learning difficulty might cause difficulties with: * Some or all of your child's work * Reading, writing or number work * Your child's ability to express themselve or understand information * Making friends or relating to adults * Behaviour in school * Personal Organisation * Tasks or activities which depend on sensory or physical skills  What is special educational provision? Special educational provision is the additional or different help given to children with special educational needs. For children under two years old any educational provision is special educational provision.  Special educational provision takes many different forms. Most children with special educational needs have support in their class under SEN Support. It might be additional or different help provided in a mainstream class for a small group or an individual child. It can include group work or individual support that takes place outside the classroom. It could also be attendance in a specialist class or in a special school. |
| 1. **How do we identify the particular special educational needs of a child or young person?**     **How do we work out what your needs are and how can we help?** |
| A statutory Assessment is a process where information is collected from the parents, child/young person and professionals.  This then allows the Local Authority to gain a clear picture of the education, health and care needs of the child /young person.  A request for statutory assessment can be made by a parent or requested by a child's school setting. This can be done by downloading and completing the 'Request for Statutory Assessment Form'. It is important that the Statutory Assessment Guidance document is also downloaded to assist in this process (visit [www.torbay.gov.uk/senassessments](http://www.torbay.gov.uk/senassessments))  Please send the completed form to the Special Needs Section [Education, Health and Care Plan@torbay.gov.uk](mailto:ehcp@torbay.gov.uk).  The Authority will then consider whether to carry out an assessment. Requests are considered by the 'SEND Panel' which which includes SENCOs, an Educational Psychologist and Health and Social Care representatives. The decision as to whether to carry out a statutory assessment remains with the Authority. |
| 1. **How do we consult with parents and/or children and young people about their needs?**       **How do we find out about what you and your parents think you need help with?** |
| Requests for assessment are considered by a team from education, health and social care services and a representative from the Special Educational Needs & Disability Information Advice and Support Service (SENDIASS)  If the team decide to conduct an Education, Health and Care assessment then an SEN Officer will be appointed. This will be the person who keeps you updated on your child’s assessment. The SEN Officer will meet with you, listen and collate any additional information you may have. As well as this, education, health and  care professionals involved with your child / young person will be asked to submit information as their contribution to the plan. When all of the information has been gathered, those involved in the assessment stage, along with yourself, will propose the support needed for your child / young person to achieve their required outcomes. This will be recorded in your child’s Education, Health and Care Plan. |
| 1. **What is our approach to teaching children and young people with special educational needs?**     **How will we teach you?** |
| The SEN team do not teach the child or young person with SEN, but will support the educational institution that they attend by a monitoring and review process, which helps to ensure that their needs are being met and that educational progress is being made. |
| 1. **How can we adapt our curriculum for children and young people with special educational needs?**       **What sort of things will you learn here?** |
| If you have an Education, Health and Care Plan, the SEN team will work with the education institution that you, your child or young person is attending to ensure that they have the right resources to meet your needs. |
| 1. **How will we ensure we get the services, provision and equipment that children and young people need?**     **How will we make sure that you get all of the help that you need from different people?** |
| An Education, Health and Care plan records information from you /your child or young person and professionals working with your child or young person within education, health and social care services.  This information is used to enable those working with you / your child or young person to identify their needs and offer help and support.  Once the child or young person’s needs have been identified and agreed, a team of professionals (SEND Panel) must agree what support is to be put in place to meet the needs. If an early years, school or further education provider require further resources to ensure that these needs are met then this will be addressed before the plan is finalised. |
| 1. **How is this provision funded?**     **Who pays for this?** |
| The Education, Health and Care plan will describe how any support that is put in place will be funded |
| 1. **What additional learning support is available for children and young people with special educational needs and how do they access it?**     **What else will we do to help you learn and how will this happen?** |
| All specific support to help you / your child or young person meet their learning needs will be detailed within the Education, Health and Care plan.  Universal options for further support can be found by visiting the Torbay Local Offer at [www.torbaydirectory.com/family](http://www.torbaydirectory.com/family). This provides information on services and support available to children and young people with special educational needs and/or a disability within Torbay. |
| 1. **How do we support and improve the emotional and social development of children and young people with special educational needs?**     **How can we help you learn about your feelings and relationships?** |
| If this is identified as one of you / your child or young person’s needs, then the support that has been put in place would be detailed in your Education, Health and Care plan. |
| 1. **How do we support children and young people with special educational needs moving between phases of education and preparing for adulthood?**     **How can we help you to get ready to change to a different place or to leave here?** |
| Your / your child or young person’s SEN Officer will attend Annual Review meetings which will include preparation for moving to the different stage of education. Please refer to the transitions guides at [www.torbay.gov.uk/senannualreviews](http://www.torbay.gov.uk/senannualreviews) for further information. |
| 1. **What other support is available for children and young people with special educational needs and how can they access it?**     **What other help can we give you or help you to get?** |
| Your education establishment (early years, school or further education placement) will be your first point of contact for accessing support within education. For additional support please visit the Local Offer at [www.torbaydirectory.com/family](http://www.torbaydirectory.com/family). |
| 1. **What extra-curricular activities are available for children and young people with special educational needs?**     **What other activities can you do here?** |
| Please refer to your early years, school or further education establishment to find out what they offer.  This will also be viewable on their individual Local Offer record which can be searched at [www.torbaydirectory.com/family](http://www.torbaydirectory.com/family) |
| 1. **How do we assess and review progress towards agreed outcomes, and how are parents, children and young people involved in this process?**     **How do we know that the help we are giving you is working?**    **How can you and your family tell us what you think?** |
| Progress towards agreed outcomes is monitored and reviewed at the Annual Review meeting which is hosted by the education establishment (early years, school or further education college). Children / young people and their parents’ views are central to this process. Please refer to the transitions guides at [www.torbay.gov.uk/senannualreviews](http://www.torbay.gov.uk/senannualreviews) to see how this takes place. |
| 1. **How do we assess the effectiveness of our special needs provision and how are parents, children and young people involved in this assessment?**     **How do we make sure that we are being the best that we can be?**    **How can you and your family tell us what you think?** |
| We ask children, young people and their parents to complete a questionnaire following a new Education, Health and Care plan, Annual Review or a conversion from a statement to an Education, Health and Care Plan. This is available as a freepost paper copy which your SEN Officer will give to you, or can be completed online at [www.torbay.gov.uk/sendfeedback](http://www.torbay.gov.uk/sendfeedback). |
| 1. **How do we ensure that teaching staff and other staff have the expertise needed to support children and young people with special educational needs?**     **How do we make sure that everyone that works with you has the right skills and can do the right things to help you?** |
| The Education, Health and Care plan that the SEN Officer puts together is based on feedback from you/ your child or young person and the professionals involved. Once the child or young person’s needs have been identified and agreed, a team of professionals (SEND Panel) must agree what support is to be put in place to meet the needs. If an early years, school or further education provider require further resources to ensure that these needs are met then this will be addressed before the plan is finalised. |
| 1. **How do we keep parents informed where children and young people have special educational provision but do not have an Education Health and Care Plan?**     **How do we make sure that your parents know how we can help them?** |
| Support for children and young people with special educational needs who do not require an Education, Health and Care Plan is met by the early years, school or further education provider. |
| 1. **How can parents, children and young people make a complaint about our provision?**     **What can you do if you are not happy about something that has happened here?** |
| **If you wish to make a complaint about the SEN Service you can:-**   1. Contact Dorothy Hadleigh, Head of Service – SEND. [Dorothy.Hadleigh@torbay.gov.uk](mailto:Dorothy.Hadleigh@torbay.gov.uk) 2. Follow the council’s complaints procedure: [www.torbay.gov.uk/complaints](http://www.torbay.gov.uk/complaints)   **If you wish to challenge a decision relating to an Education, Health and Care Plan then please contact:-**   1. [Dorothy.Hadleigh@torbay.gov.uk](mailto:Dorothy.Hadleigh@torbay.gov.uk) 2. SENDIASS on [info@sendiasstorbay.org.uk](mailto:info@sendiasstorbay.org.uk) 3. Global Mediation on 0800 064 4488 or [sen@globalmediation.co.uk](mailto:sen@globalmediation.co.uk) |
| 1. **How can parents, children and young people get more information about the setting?**     **How can you find out more about us?** |
| For further information about the SEN Team please visit:-   * [www.torbay.gov.uk/sen](http://www.torbay.gov.uk/sen) * [www.torbaydirectory.gov.uk/family](http://www.torbaydirectory.gov.uk/family) * All queries please contact [EHCP@torbay.gov.uk](mailto:EHCP@torbay.gov.uk) |