**Guidance for the Parent/Carer Referral Online Form**

**Hints and Tips:**

* We highly recommend that you read the guidance below as this will help you complete the online application form easily.
* The form has been arranged so you can update it in stages, we encourage you to use the **Save and Resume Later** feature so that your pages are always saved and you can come back to the application later.
* Once you use the Save and Resume Later, your application will be available for 28 days for you to complete it.

You will need an email address to use this, if you do not have an email address you can find guidance on how to set one up here:  <https://www.learnmyway.com/explore-the-subjects/using-email>

* Please be aware that if you are inactive on the online application for 20 minutes you will lose any information which has not been saved.
* On the application text boxes have a character limit, and this is displayed under the text box. You can attach any additional information in the evidence section at the end of the application form.
* We recommend you save a copy of the online referral form which you can do either before you submit the form, or after you click submit, you can do this by right clicking your mouse on the summary page and choose Print, then save as PDF. Alternatively, you can select print from your browser options.
* The new online Parent/carer form has the following sections which you will need to complete when making an application.

**Main sections on the form**

**Declaration and consent**

By ticking the boxes on the application you will be providing your consent for any personal and sensitive information provided to be collected, used, shared and held by Leeds City Council specifically for the assessment of your child to ensure adequate support is provided to meet their special educational needs, to measure outcomes for children and young people with SEN for local and national accountability and to develop and improve services and provision.

**Your contact details**

Your personal contact details will be needed including:  your telephone number and email address (if you have one).

Your address details and your relationship to the child or young person

**Your Communication Needs**

The form will ask you if we need to contact you about this application to let us know about any communication or support needs that you may have. For example, having any written communications in larger text or spoken contact instead of written information.

**Child or Young Person Details**

Information about the child or young person including their name, date of birth, address details, ethnicity and language and how the child currently communicates.

We will also ask you if we need to contact the child or young person, to let us know about any communication or support needs that they may have.

**School or Education Setting Details**

We will ask if your child is currently homeschooled or if they have no current registered place of education.

If he child or young person is in school we will need the name of the registered school or place of education and how long they have been at their school.

**Information about the Child or Young Person’s Needs**

**Legal test for assessment**

When applying for an Education Health and Care needs assessment, as the first step in seeking an Education, Health and Care Plan (EHCP). There is a legal test, found in the [Children and Families Act 2014 Section 36(8)](https://www.legislation.gov.uk/ukpga/2014/6/section/36) that should be applied by the Local Authority.

This test states:

The local authority must secure an EHC needs assessment for the child or young person if, after having regard to any views expressed and evidence submitted under subsection (7), the authority is of the opinion that—

1. the child or young person has or may have special educational needs, and
2. it may be necessary for special educational provision to be made for the child or young person in accordance with an EHC plan.

The next few pages of this form will allow you to provide information and evidence to show why you feel your child or young person meets this test.

**Special educational needs**

Special educational needs (SEN) are learning difficulties or disabilities that make it harder for children to learn, than most children of the same age.

These needs can be different for every child and can often be within different areas of development, known as the Broad Areas of Need.  These include communication, learning, social, emotional and mental health and physical and sensory needs. A formal diagnosis is not required to be considered as having SEN.

You could Include information about any needs or difficulties that you think your child may have in any of the areas, from school, about progress, about any support that they are receiving from school or any other agencies and any relevant information from assessments and reports.

The Leeds SEND Information, Advice and Support service (SENDIASS) can provide additional information about SEN on their website [www.leedssendiass.co.uk](https://www.leedssendiass.co.uk/) and have some information videos on YouTube that you might find helpful.

Visit: [**https://www.youtube.com/@leedssendiass4614**](https://www.youtube.com/@leedssendiass4614)

**Medical and health needs**

You will be asked if the child has any known or possible medical or health needs that have not already been covered within the information provided in the SEN section.

**Care needs**

You will be asked if the child has any possible or known independence or care needs that have not already been covered within the information provided in the SEN section.

**What is working well and not working well**

We would like to understand more about what has led you to making this application. Tell us what is working well and not working well for the child or young person at the moment.

**Views, interests and hopes for the child or young person**

It is important that we know what your child thinks about this application and we would like to understand what is important to them and if there is anything that they would like to achieve or hope for in their future. If appropriate, you can write down what they say, or they can write or draw something that can later be uploaded to this application.

**Outcomes or goals you want to achieve and support needed to achieve them**

We would also like to know more about what you feel is important for the child or young person and what you hope they will be able to achieve in the future.  These are often referred to as outcomes or goals.

**Educational, Health and Care Plan**

 This section will ask you why you feel that your child or young person needs or may need an Education, Health and Care Plan to support their SEN.

All children with Special Educational Needs and Disabilities, by law, should receive help and support in school that is additional to, or different from the support generally given to children the same age. This is known as SEND provision and is covered under the Graduated Approach.

You could include information about why you feel that the support they receive under the graduated approach does not meet their needs, what you expect from an Education, Health and Care Plan and about any specific or specialised support that you feel they might need.

Again, The Leeds SEND Information, Advice and Support service (SENDIASS) can provide additional information about EHCP applications and processes on their website [www.leedssendiass.co.uk](https://www.leedssendiass.co.uk/) and have some information videos on YouTube that you might find helpful.

Visit: [**https://www.youtube.com/@leedssendiass4614**](https://www.youtube.com/@leedssendiass4614)

**Professionals you want us to contact**

On the form you can provide any medical or support therapists, social workers or other professionals or agencies that have supported the child or young person.  If you decide to add the Professional you will need to include an email address. If you do not have this information then please select No to the question as you can provide this information later in the process.

**Attach any evidence that would support your request**

You will be able to attach evidence of any diagnosis or other evidence from the last year to support your request. This could be medical reports, assessments, school reports and other documentation that will help support this request.

You can attach up to 10 files, each file must be less than 10MB. We accept word documents, pdf’s and images only. Documents with Black and white images are usually a smaller file size compared to documents with colour images. Please bare this in mind when uploading.

To attach a file click on Add File and select the file you want to upload. You will see a list of attached files at the bottom of the page.

If you have more than 10 items of evidence that you want to attach to your application, you can merge smaller documents together into a single PDF.

If you have a paper copy of any evidence, you can take a picture of it and upload at the end of the form.

**Confirmation of your request**

If you would like a confirmation that your request has been submitted you will need to enter your email address.

**Check Your request**

On this page you can check if you are happy with your answers and the information you have attached.

You can edit the application by using the back button if you do need to change any information.

You can also print your request by following the instructions on the page.

**Request Complete**

On this page you also have the option to print your submitted application, we recommend you do this as you will not be able to access this information after you have closed this screen.

You will also see details of what happens next on your application.

If you have any issues completing the online form or need any further advice, please contact the SENSAP team on [SENSAP@leeds.gov.uk](mailto:SENSAP@leeds.gov.uk) or call on 0113 376 0062.