**Guidance for self-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 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 self-referral 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 to ensure adequate support is provided to meet your special educational needs.

**Your Contact details**

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

**Your Communication needs**

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

**School or Education Setting Details**

We will ask you if you are at school, or college or not attending a place of education.

If you are in school, we will ask you for the name of the registered school or place of education along with which year group you started at.

**Information about Your Needs**

**Legal test for assessment**

If you think that you might need an Education, Health and Care Plan, then the first step is to ask Leeds City Council for an assessment of your needs.

This is known as an EHC needs assessment and the team that deals with requests for assessments and plans in Leeds is called the SENSAP team.

When SENSAP get a request for assessment, the law says that they have to decide if they think that it meets two different questions, known as the legal test and this comes from a law called the [Children and Families Act 2014 Section 36(8)](https://www.legislation.gov.uk/ukpga/2014/6/section/36) .

This legal test asks SENSAP if they agree that:

* You have, or you might have Special Educational Needs (SEN); and
* You might need an EHCP to provide the support to meet any needs that you have.

The next few pages of this form will ask you for some information, to help the SENSAP understand more about you and about any special educational needs that you might have, so that they can make the decision about an assessment for you.

**Special educational needs**

This section will ask you what your special educational needs are.

Special educational needs (SEN) are learning difficulties or disabilities that make it harder for children and young people to learn.

These needs can be different for everyone and might include things such as: Communication, Learning, Emotional well-being, social skills, physical, sensory and Independence.

If you would like to know more about Special Educational Needs, then the Leeds SENDIASS service can help you. You can visit their website [www.leedssendiass.co.uk](https://www.leedssendiass.co.uk/), email [leedssendiass@leeds.gov.uk](mailto:leedssendiass@leeds.gov.uk) or call them on 0113 3785020 and leave a voicemail for a callback.

**Medical and health needs**

You will be asked if you have any medical needs which have not already been mentioned on the application. These are usually diagnosed by a health professional.  This may mean you see a health professional or you take medications or use special equipment.

**Care needs**

You will be asked if you think you will need support from services to help you to be independent, look after yourself and keep yourself safe and well.

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

You will be asked if you can tell us what you think is working well for you at the moment? You could include your strengths, what are you good at and what really helps and makes a difference for you.

You will also be asked what is not working very well? You could include what could be better and if there is any support missing.

**Views, interests and hopes**

You will be asked what your views, interests and hopes are.

We would like to understand what feels important to you and what you are hoping for, or would like to achieve in the future. For example, is there an activity you would like to be able to do or a job or skill that you think you might like.

You could write or draw something if you prefer and later upload it to this application.

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

We will ask you when you think about your future, are there things that you would like to achieve or work towards being able to do? These are sometimes called goals or outcomes.

**Educational, Health and Care Plan**

This section will ask you why you feel you would need or may need an Education, Health and Care Plan to support you. Include how this might be helpful for you and what are you hoping that it will bring or change?

**Professionals you want us to contact**

This section will ask for contact details of anyone that supports you, or works with you that you would like us to speak to about your special educational needs.

You would need an email address if you wanted to add their contact details.

**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, pdfs and images only. 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.

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 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.