**Important information for parents and carers to help to complete the online form**

**Save and resume later**

* 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.
* Your application will be available for 28 days for you to complete it.
* If you are inactive on the online application for 20 minutes you will lose any information which has not been saved.

**Save or print a copy**

* We recommend you save a copy of the 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.

**Other useful hints and tips**

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

**Declaration and consent**

* By ticking the boxes, 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 the child or young person.

**Information we will ask you**

* Some contact details including address, phone number and email address (if you have one).
* Your relationship to the child or young person.

**Information we will need about the child or young person**

* some basic information including their name, date of birth, address details, ethnicity and language and how the child currently communicates
* if at school, we will need the name of the registered school or place of education and how long they have been at their school

**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.

**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.

**We will also ask**

* Views, interests and hopes for the child or young person.
* Outcomes or goals you want to achieve and support needed to achieve them.
* Why you feel that your child or young person needs or may need an Education, Health and Care Plan to support their SEN.

**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.

**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.