**Important information for young people who are self-referring**

**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.
* You will need an email address to use this feature. If you do not have an email address you can [find guidance on how to set one up on the Learn My Way website](https://www.learnmyway.com/explore-the-subjects/using-email).
* 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 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.

**Information we will ask you**

* Some contact details including address, phone number and email address (if you have one).
* 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.
* 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.

**Special educational needs**

* This section will ask you what your special educational needs are.
* If you would like to know more about Special Educational Needs, then the Leeds SENDIASS service can help you. You can visit their website: [sendiass.leeds.gov.uk](https://sendiass.leeds.gov.uk/), email leedssendiass@leeds.gov.uk or call them on 0113 378 5020 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.

**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.

**We will also ask:**

* What your views, interests and hopes are.
* About your outcomes or goals you want to achieve and support needed to achieve them.
* Why you feel you would need or may need an Education, Health and Care Plan to support you.

**Professionals you want us to contact**

* On the form you can provide the contact details of anyone that supports you, or works with you that you would like us to speak to about your special educational needs.
* 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.