

Additional or Special Educational Needs Pathway

Parent Experiences

Read a Parents Experience within Primary School and support you can find in the Local Offer.

Ongoing Support

You can find local and national services. You can get support from Charities and other parent groups such as the [Parent Carer Forum](#). You can find information on benefits e.g. Disability Living Allowance (DLA) etc..

Transferring to Secondary School for children with EHCP

The secondary transfer process begins when your child is in year 4. Our booklet tells you about the type of secondary education that is available in Cheshire West and Chester, and how you go about expressing your preference for individual schools.

Out of School Clubs, Activities and Short Breaks

We have a range of out of school clubs, activities and short breaks for children and young people.

Social Care

Find out about Social Care Assessments, what support is available from Social Care Services? What are Direct Payments and how can I use them?

Health

Your child may need support from health services. Your GP or School may refer your child to see a Paediatrician or your child may need support from other services such as Speech and Language Therapy, Physiotherapy or Occupational Therapy.



Choosing a School

Most children start school full-time in the September after their fourth birthday. Here you will find information on Types of School and support which may be available for your child.

Support at School

All schools have to write a report to say how they support and meet the needs of children with Special Educational Needs and Disability this is called an SEN Information Report. Your child may require SEN or Top up Funding.

What is an Education, Health and Care Assessment and Plans (EHCP)?

Your child may need an Education, Health and Care Needs Assessment which may result in your child having an Education, Health and Care Plan to support them with their learning.

Concerns about my child's progress school

Talk to your child's class teacher or Special Educational Needs and Disability Co-Ordinator (SENCo). You can also contact the Councils Special Educational Needs (SEN) Team or Information Advice and Support Service as a good source of information.

Resolving Disagreements, Mediation Tribunal

If a parent or young person (aged 16 or over) is unhappy about a decision the [SEN Team](#) would always welcome the opportunity to meet with you or talk to you. Parents and young people can access support to take part in decision-making or resolve any disputes as early as possible. Support can be provided by [Information Advice and Support Service \(IASS\)](#).

Choosing a School



Starting School

The West Cheshire Children's Trust School Readiness booklet can help you prepare your child for school. School readiness can mean different things to different people. The booklet supports parents, carers and practitioners understand how they can help children be ready for school.

[School readiness booklet \(PDF, 994KB\)](#)

School Admissions Service

Our School Admissions Service provide all aspects of obtaining and allocating school places. For more information click [here](#).

Types of School

Cheshire West and Chester Council area has a variety of different settings educate available to meet the needs of children and young people with special educational needs. For more information about the different types of school and education click [here](#).



Travel and Transport

In this section you will find information about home to school transport information for children and young people aged 5-16, 16-19 and 19-25. For more information click [here](#).

Elective Home Education

Elective Home Education (EHE) is when a parent or carer decides to educate their child at home.

Parents and Carers have a legal duty to ensure that their child is included in appropriate full-time education. For further information and to contact our Elective Home Education team click [here](#).

Information Advice and Support Service (IASS) and Questions to Ask when visiting Schools

Our service helps parents and carers, children and young people who have difficulties with learning, and or a disability from birth to 25 years and their parents and carers.

We offer a confidential service which gives parents, children and young people impartial advice and information to make informed decisions. For more information click [here](#).

[Questions to Ask when Visiting School](#)



What support is available for my child at school? Please find below information that you may find useful in looking for available support for your child at school.

What professionals may be supporting my child?

Information about [education and healthcare professionals](#) that you may come into contact with and a brief description of their role.

What is Quality First Teaching?

Quality First Teaching is about providing high quality, inclusive teaching for all pupils. Quality first teaching includes schools providing differentiated learning and strategies to support pupils with Special Educational Needs and Disabilities. For more information and strategies that school may use click [here](#).

What is an Special Educational Needs (SEN) Information Report?

A Special Education Needs (SEN) Information Report provides details of the support and provision that is available to children and young people with special educational needs and disabilities.

All Schools must publish information about the available support for children and young people on their schools website .

What funding is available at school? What is SEN Support and Top Up Funding?

School Budget / Element 1

- This is the sum of money for every individual child or young person on role at a school.

SEN Support / Element 2

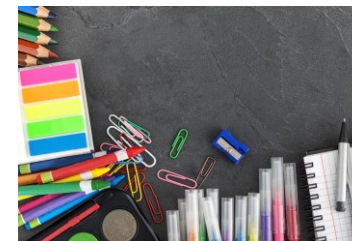
- Notional SEN budget – the money already available to settings to meet the needs of individual pupils with SEND up to a nationally prescribed limit.
- This is currently £6,000.

SEN Support and Top Up Funding / Element 3

- Top up funding. This is funding from the local authority where a child or young person has significant and complex needs. Settings will continue to support children and young person from elements 1 and 2.

To find out more visit:

[Where do I start page](#) or our [Funding for mainstream schools page](#).



Educational Health and Care Plans?



What is an Educational Health and Care Assessment and how do I apply?

An Education, Health and Care (EHC) Needs Assessment is an assessment of the education, health and social care needs of the child or young person. The outcome of the assessment may or may not result in an Education, Health and Care Plan.

For more information and to apply for an Education, Health and Care Needs Assessment click [here](#).

What is an Education, Health and Care Plan?

An Education, Health and Care Plan, often referred to as an EHCP, are for children and young people up to the age of 25 who have a special educational need or disability that cannot be met by the support that is available at their school or college.

It describes a child or young person's special educational needs (SEN) and the help they will get to meet them. An EHCP also includes any health and care provision that is needed. It is a legal document written by the Council based upon the information gathered during the EHC Needs Assessment. For more information click [here](#).



Annual Reviews

Cheshire West and Chester Council must review an Education, Health and Care Plan annually. The phrase “Annual Review” refers to the whole process, rather than just the review meeting. The first review will take place within a year of an Education, Health and Care Plan being issued and will continue on an annual basis thereafter. For more information click [here](#).

What is a Personal Education Budget?

A Personal Budget is an amount of money identified by the local authority to deliver provision set out in an EHC plan where the parent or young person is involved in securing that provision. To find out more click [here](#).

Who can I contact for support?

At school you could contact your child's school teacher, the Special Educational Needs Co-Ordinator (SENCo) or Headteacher.

To help you find the right contact, we have put together a list of some services within Education, Health and Social Care, with brief description and their contact details, which you may find useful. To view click [here](#).

Can't find

If you can't find the information or service you are looking for please **what your looking for?** contact: emma.walker@cheshirewestandchester.gov.uk

Concerns about my child's progress at school



Who can I contact?

Overview of [professionals who you may come into contact with](#) in supporting your child with a brief description of their role.

To help you find the right contact, we have put together a list of some services within Education, Health and Social Care, with brief description and their contact details, which you may find useful. To view click [here](#).

What is Quality First Teaching?

Quality First Teaching is about providing high quality, inclusive teaching for all pupils. Quality first teaching includes schools providing differentiated learning and strategies to support pupils with Special Educational Needs and Disabilities. To find out more click [here](#).



What is Emotional Based School Non-attendances (ESBN)?

Emotionally Based School Non-attendance (ESBN) is a term used to describe the needs of children and young people who have difficulty attending school due to high levels of worry or anxiety. This can often result in prolonged absence from school. View our information for parents [here](#).

Bullying

To find services and information about bullying click [here](#).

Education Access Team

The Education Access Team fulfils the Local Authority's (LA), statutory and strategic responsibilities to provide education for vulnerable pupils of compulsory school age by co-ordinating educational provisions and services for pupils who:

- Have been permanently excluded from school.
- Who cannot access school due to medical conditions.
- Who are being admitted to a new school under the Local Authority In Year Fair Access Protocol.
- Are at risk of being permanently excluded.

See related links within their information page where you will find a wide range of information along with their contact information. To find out more click [here](#).

Information Advice and Support Service factsheet:

- [Tips for preparing for an exclusion meeting](#)

Person Centred Tools that you may find useful

Helen Sanderson Associates have a range of Person-centred thinking tools, which are a set of easy-to-use templates that are used to give structure to conversations, to find out more and to view click [here](#).

Support services

- [Local and Surrounding Services in Cheshire West and Chester](#)
- [National Services](#)

Resolving Disagreements, Mediation and Tribunal



What is the appeals process?

When a parent or young person is informed of a decision, they are also provided with details of how to start the appeals process. The appeals window is open for two months from this date or one month from the date of a certificate which has been issued following mediation, whichever is the later. The appeals process includes both mediation and the SEND Tribunal.

Mediation

Mediation is required to be considered prior to referring a matter to tribunal. It is an opportunity for all parties to discuss areas of disagreement and look for a resolution.

Tribunal

SEND Tribunal, which is also referred to as First-tier Tribunal, is responsible for handling appeals against local authority decisions regarding special educational needs and disability.

Parents and young people who wish to make an appeal to the Tribunal may do so only after they have contacted a mediation adviser and discussed whether mediation is a suitable way of resolving the disagreement (unless a Section 1 disagreement). Parents' and young people's right to appeal to tribunal is not affected by entering into mediation.



If your issue or disagreement is not covered by the appeals process, you may wish to submit a complaint. Please follow the link to Cheshire West and Chester's complaint procedures - [Corporate comments, compliments or complaints](#)

The complaints process cannot address matters which should be addressed via appeals process.

Disagreement Resolution

If your issue or disagreement is not covered by the appeals process, you may wish to consider Disagreement Resolution. This applies to any aspect of special educational needs and disability (SEND) regardless of whether or not the child or young person is being assessed for or has an Education, Health and Care Plan and can be used at any time with the agreement of the parties involved.

For more information visit our Resolving disagreements – Appeals, Complaints and Disagreement Resolution section [here](#).





Roles that I may come into contact with

Information about [education and healthcare professionals](#) that you may come into contact with and a brief description of their role.

Health Services

You will find a range of health services available for children and young people, please see list below or click [here](#) to view the health services section.

- [Universal Services](#) like GP, Dentists, Health Visitors etc
- [Paediatricians](#)
- [Speech and Language Therapy](#)
- [Physiotherapy and Occupational Therapy](#)
- [Continence](#)
- [Wheelchair Service](#)
- [Special Needs Nursing](#)
- [Paediatric Dieticians](#)
- [Mental Health Services](#)

You can find all the above health services [here](#).



Health Information

Within our Health section you will also find a range of health information available for children and young people, please see list below or click [here](#) to view the health information section.

- [Role of the Designated Clinical Officer \(DCO\)](#)
- [Multi Agency Map](#) – to support the Emotional Health and Wellbeing of Children and Young People
- [Autism Assessment Pathway](#)
- [Caring for children with Complex Needs](#)
- [Annual Health Checks](#)
- [Continuing Care](#)
- [Personal Health Budget](#)
- [Moving into Adult Health Services](#)

You can find all the able health information [here](#).

Can't find what your looking for?

If you can't find the information or service you are looking for please contact:

Emma Walker

Live Well Co-Ordinator for children's services

emma.walker@cheshirewestandchester.gov.uk

Social Care Assessments and Support



What is a Social Care Assessment?

Families with a child/children who have special educational needs and disabilities (SEND) are entitled to request an assessment of their child's needs.

You can contact the [Integrated Access and Referral Team \(i-art\)](#) who will listen to you and signpost you to the best professional who can complete and assessment for your family.

For more information about a Social Care Assessment click [here](#)

Social Care Services

You can find further information and contact details for our social care service [here](#).



What are Direct Payments?

Direct Payments let you choose and buy the services your child needs instead of using services commissioned by the Council. If your child gets specialist help from social care services for disabled children, you can apply for direct payments. For further information click [here](#).

- For more information read our: [Children's Social Care - Direct Payment Practice Guidance](#)

Useful links

the following links provide information from independent or voluntary organisations that you may find useful:

- <https://contact.org.uk/help-for-families/information-advice-services/social-care/how-to-access-services/personal-budgets-and-direct-payments/>
- <https://childlawadvice.org.uk/>

Transferring to Secondary School for children with an EHCP



The Council appreciates that your child's move to secondary school education can be an exceptionally anxious time. Most children and young people with Education, Health and Care Plans attend and have their needs met within their local mainstream secondary school. For a small number of children, specialist provision may be required.

Secondary Transfer Booklet

The booklet tells you about the type of secondary education that is available in Cheshire West and Chester, and about how you go about expressing your preference for individual schools. For more information click [here](#).



Secondary
Transfer

When does the secondary transfer process start?

The secondary transfer process begins when your child is in year 4. It is advisable at this point that parents begin the process of considering which school you would like your child to attend when they transfer to secondary education. We recommend that you go to open evenings at your local secondary schools and use the Cheshire West and Chester Local Offer to explore the range of provision that is available. This will help you make an informed preference about where you feel may be the most suitable setting for your child. It will also prepare you for the discussion that will take place during the year 5 transfer review, that is held for every child with an Education, Health and Care Plan in the Spring term of year 5.

During the Year 5 transfer review, your child's Education, Health and Care Plan will be reviewed and a discussion will be held regarding where you would like your child to go for their secondary education. Your child's current school will run this review and it may be necessary for professionals from health and social care that are involved with your child to also attend. A member of Cheshire West and Chester's SEN team may also attend the meeting to answer any questions that you may have. For more information click [here](#).

Out of School Clubs, Activities and Short Breaks



Out of School Clubs

Out of school clubs provide childcare and play opportunities for school aged children. Clubs may operate as before-school, after-school clubs or holiday club. To search for Out of School Clubs click [here](#).

What are short breaks and what can my child access?

Short breaks are a way of giving disabled children a chance try different experiences, have fun and make friends whilst giving parents a short break from their caring responsibilities.

- These are services that can help families with a disabled child
- They give disabled children the chance to have time away from their families, make new friends and have fun
- They give parents a break from caring for their child
- They give parents the chance to spend time with their other children

To find out what is available and how to access click [here](#).

What activities are available?

There are a range of groups and activities for young people with Special Educational Needs and Disability to find out mor click [here](#). You can also search a wide range of activities [here](#).

The Holiday Activities and Food (HAF) Programme

The HAF Programme is funded nationally by Department for Education to support local organisations to provide activities for children and young people during the holidays, helping them to access healthy food and take part in fun activities and a chance to meet new friends in a safe and fun environment. For eligibility and for more information click [here](#).



Ongoing Support for parents and carers



Who can I contact?

To help you find the right contact, we have put together a list of services within Education, Health and Social Care, with brief description and their contact details, which you may find useful. To view click [here](#).

If you can't find the service you are looking for please contact:
emma.walker@cheshirewestandchester.gov.uk

Support services for parents and carers

- [Local and Surrounding Services in Cheshire West and Chester](#)
- [National Services](#)

Caring for someone

Here you will find a range of services including breaks for carers, support services and more... To view click [here](#).




Money Matters

Here you can search for benefits by A-Z, use our budgeting tools, help paying for childcare, find support if you are struggling to pay the bills or buy food and much more... To view click [here](#).

Are there Gaps in Services?

- You can tell us about any gaps in services that you think there are or where a service is being delivered but there is not enough eg. waiting list for the service to find out more click [here](#).

DID YOU KNOW?

- Telling us about gaps in services can influence what services are available locally 
- Commissioners have a duty to review and consider what you are saying and use to inform their decision making

Can't find what your looking for?

If you can't find the information or service you are looking for please contact:

Emma Walker

Live Well Co-Ordinator for children's services

emma.walker@cheshirewestandchester.gov.uk

Parent Experience



I adopted two children who had additional needs, had been through significant, prolonged trauma and chronic neglect.

One of my children had not attended school by the age of four and a half, I was encouraged to register with the local school as soon as possible. I had no support or advice about education or knowledge about school options. I did not know what Special Educational Needs (SEN) meant and had no idea about additional funding for extra support and assumed any support would automatically be provided.

After 2 years of struggling, I was told by another parent about the Information Advice and Support Service. The Information, advice, and support service gave me advice and signposted me to the information within the Local Offer.

I asked for support from school and applied for an Education, Health and Care Needs Assessment as a parental request. I asked for advice about preparing for mediation/tribunal. My child now has an Education Health and Care Plan.

When considering High School options, I had a network of professionals who all gave me great advice and support. I felt empowered and able to make informed choices. Without the additional support, the transition and mainstream setting would have been difficult and potentially failed.

Live Well
Education Well

[Where do I start?](#)

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Use the [Council for Disabled Children's jargon busters](#) page to help you understand some of the terms people might use when talking about Special Educational Needs and Disability

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[What is the Virtual School and what support do they provide?](#)

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[Support for parents and carers](#)

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Overview of [professionals who you may come into contact with](#) in supporting your child with a brief description of their role.

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[Considering the right school](#)

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[What support can school provide?](#)

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[Concerns about my child's progress at school](#)

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[Parenting programmes](#)

Live Well
Education Well

[Support services for parents and carers](#)

Live Well
Education Well

[Information, Advice and Support Service](#)

Live Well
Education Well

[The Local Offer](#)

Live Well
Education Well

[Support at school](#)

Live Well
Education Well

[Who can I contact and how can I make a complaint?](#)

Live Well
Education Well

[Requesting an Education, Health and Care Needs Assessment](#)

Live Well
Education Well

[Education, Health and Care Assessments and Plans](#)

Live Well
Education Well

[Resolving disagreements – Appeals, Complaints and Disagreement Resolution](#)

Live Well
Education Well

[Annual Reviews](#)

Live Well
Education Well

[Travel and Transport](#)

Live Well
Education Well

[Transfer between phases of Education](#)

Live Well
Education Well

[Information, Advice and Support Service - Questions to Ask When Visiting Schools](#)

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[Local and Surrounding Services](#) and [National Services](#) that can provide support

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[Ongoing Support for parents and carers and who to contact if you can't find the service or information you are looking for](#)

