



## Supporting children and young people (0-25yrs) with Special Educational Needs and their families

### Could Early Help support you?

There are a number of **Early Help Hubs** across Norfolk which aim to support families at an early stage, and could possibly help you if you are worried about your child or family.

If you are concerned about your child or family and think you might need some extra help, which you are unable to get via your health visitor, local Children's Centre, your child's preschool or school, you can talk to the **Early Help Team** based in your local area.

You are able to self-refer to Early Help by calling the helpline in your area



on the following numbers.:

**Breckland** – **01362 654515**

**East** – **01493 448188**

**Broadland** – **01603 430120**

**North** – **01263 739004**

**Norwich** – **01603 224101**

**South** – **01508 533933**

**West Norfolk and King's Lynn** – **01553 669276**

**If you aren't sure which area you should contact, you can use the central telephone number –**

**01603 223161**

**There is lots more information about Early Help on the Local Offer -**  
**[www.norfolk.gov.uk/children-and-families/early-help](http://www.norfolk.gov.uk/children-and-families/early-help)**



### How do you value our newsletter?

We will be publishing a short online survey in our **next newsletter** looking for feedback to help us **improve** how we deliver information and enable us to reach more families effectively.



# An Explanation of Exclusions



You may have seen reported recently that there has been a rise in the number of school exclusions in Norfolk. Exclusions can be a very upsetting and worrying time for you and your child. **An exclusion should only be used as a last resort.**

If your child has been excluded or you feel that they are in danger of being excluded this is the process that schools should follow;

The head teacher should take into account the factors that may have affected your child's behaviour. Where practical the head should give your child the chance to explain their side of the story.

A Head may exclude if they believe that, it is more likely than not, a child has done what they are accused of. Your child may be excluded for a fixed number of days (fixed term exclusion) or permanently (permanent exclusion).

When a pupil is excluded **the head teacher must notify parents/carers in writing without delay and state:**

- the reason(s) for the exclusion
- the length of time of the exclusion (in the case of a fixed term exclusion)
- if the exclusion is permanent
- The parents/carers right to make their views known to the Governors
- The arrangements for setting and marking work during the exclusion and for full time provision if the exclusion is for more than 5 school days.

## The first five days of exclusion

The school should take reasonable steps to set and mark work.

A child or young person must not be in a public place during school hours for the first five days of an exclusion.

## From day 6

From day 6 of a fixed term exclusion **the school has a duty to organise alternative full time education**. If the exclusion is permanent then it is the **local authority's duty to provide full time alternative provision**. In Norfolk this is usually at one of the Short Stay Schools.

## Unofficial / illegal exclusions

If school asks you to pick your child up 'to cool off', to pick your child up from school early, at lunchtime, not come in on certain days, or is only providing your child with a part time timetable **this is an 'unlawful' or 'unofficial' exclusion**. Any exclusion of a pupil, even for short periods of time, must be formally recorded.

If you have agreed to a part time timetable this should only be short term and a reintegration plan should be in place.

School governors may have to meet depending on the length and type of the exclusion. If you disagree with the exclusion you may be able to appeal it.

**Please contact Norfolk SEND Partnership on 01603 704070 for more information. You can also contact the local authority Exclusions Team on 01603 303333.**

SEND Partnership also have an exclusions leaflet on their website.:

[www.norfolksendpartnershiass.org.uk](http://www.norfolksendpartnershiass.org.uk)

**Val Creasy**  
Exclusions Officer



## Autism Training for New Teachers

In May the government announced that Initial Teacher Training was to be changed to include a focus on SEN, particularly supporting children with autism. This followed months of campaigning from parents, MPs and charities.

Details have yet to be published but it is expected that specific training will be a part of all new teachers' core learning.

This is welcome news given that statistically it's thought that at least 1 child in every 100 is on the autism

spectrum and a recent NASUWT survey revealed that 6 in 10 teachers said they hadn't received training to teach autistic children.

**Melanie White**  
**SEND Partnership IASS**  
**Independent Supporter**



**Norfolk Special Educational Needs and Disabilities Partnership Information Advice & Support Service**  
**148 Woodside Road,**  
**Norwich NR7 9QL**

[www.norfolksendpartnershiass.org.uk](http://www.norfolksendpartnershiass.org.uk)



## Information for Young People in Further Education or Training

### High Needs Funding - UPDATE

You may remember in our summer newsletter we reported Learning difficulty assessments (LDA) will cease to have any legal effect from **September 2016**. There has been a new update on this.

**From 1 September 2016** high needs funding will only be available to 19-25 year olds where they have an EHC Plan (Education Health and Care Plan).

**HOWEVER, come September 2016**, if you are a young person with an LDA that already attracts high needs funding **and**

- **the local authority is in the process of an EHCP assessment and has not yet decided to make an EHCP, or**

- **the local authority has decided to make an EHCP but has not yet finalised the plan**

your high needs support should continue. This flexibility applies until **31 December 2016** when the government expects all local authorities to have completed the transfer process from LDA to EHCP for young people.

**IF** an EHC Plan is not in place for a student aged 19+ **by 16<sup>th</sup> December** then an agreed contingency plan is needed.

**For advice contact:**

**Norfolk SEND Partnership**  
**Telephone 01603 704070**

**or**  
**Scope Independent Support Service**

**Helpline No. 0808 800 3333**

**Melanie White**  
**Independent Supporter**  
**Norfolk SEND Partnership IASS**





## Secondary School Admissions - September 2017

### Will your child be moving to Secondary School September 2017?

**A reminder that year 7 places** for children currently in their last year at a primary or junior school need to be applied for by **31st October 2016**. Parents should have already received the application paperwork.

School places are confirmed on **National Offer Day – 1st March 2017** and the closing date for appeals (**if you do not agree with the placement**) will be **20th March 2017**.

Norfolk SEND Partnership offers information, advice and support to parents/carers about SEND and school admissions.

**Please remember if your year 6 child is statemented he/she should be in the process of a transfer to an EHCP.**

Children with EHCPs have a different admissions route and this article does not apply to them.

Featured in our last newsletter was the opening of The Wherry School in September 2017 for children and young people aged 4 to 19 years who have autistic spectrum disorders. We understand pupils in Year 7 will be amongst the first intake of pupils planned for September 2017.

For more information email:

**information@thewherryschool.co.uk**

**Eligibility criteria includes a diagnosis of ASD, and an EHC Plan or statement, amongst other requirements.**



### Norfolk SEND Partnership Steering Group

Norfolk SEND Partnership has a Steering Group which meets three times a year. It consists of representatives from the Local Authority, Health, Voluntary Sector, Parents and Schools.

The Steering Group ensure SEND Partnership are meeting their statutory requirements in supporting children and young people with SEND (0-25yrs) and Parents and Carers of children with special educational needs. The minutes of the meetings are available on our website.


If you would like to become a member of the Steering Group please contact SEND Partnership on:

**01603 704070 or email:  
sendpartnership.iasss@norfolk.gov.uk**

The next meeting will be held at 9.30am to 12.15pm on:

**Wednesday 16th November 2016 at the  
Norwich PDC,  
Woodside Road,  
Norwich NR9 7QL**



Norfolk SEND Partnership is an 'arms length service' funded by,  **Norfolk** County Council working with the voluntary sector and other professionals to support young people and parents/carers of children with special educational needs and disabilities.



## Do you have an interest in Special Educational Needs & Disabilities?



# Become a **volunteer** and make a real difference

**Are you passionate about SEND , confident, willing to learn and able to listen?**

The Independent Partnership Supporter (IPS) training course will help you to develop the knowledge and skills that you will need in order to become a **volunteer** and support young people and parents who have children with special educational needs and disabilities.

**We hope to be holding a FREE training course in Spring 2017**

For more information



**01603 704070** or



**sendpartnership.iass@Norfolk.gov.uk**



148 Woodside Road, Norwich, NR7 9QL

Norfolk SEND Partnership is impartial and confidential service funded by Norfolk County Council

**[www.norfolksendpartnershiass.org.uk](http://www.norfolksendpartnershiass.org.uk)**



## Scope and Leigh Day Solicitors will be holding an information day in Norwich on Tuesday 18th October.

**Presentations will include:**

- Independent Support
- Education Health and Care Plan appeals
- school placements and
- how to access social care support.



Local organisations offering support to children, parents and young people with SEND are welcome to attend.

**For further information please contact :**

**Charlotte Collison, Scope Independent Support Coordinator on  
[charlotte.collison@scope.org.uk](mailto:charlotte.collison@scope.org.uk)**

### Disclaimer

Norfolk SEND Partnership is not responsible for articles or events provided by third parties. Any views or opinions are those of the author and do not necessarily reflect those of Norfolk SEND Partnership.

**Please let us know if you would like  
large print copies or if  
translations would be useful.  
*Now available in Portuguese and Polish.***



## Contact details for appeals to the First Tier Tribunal service

There are only certain times when you can appeal a local authority decision to the First Tier Tribunal, **please call us, Norfolk SEND Partnership, on 01603 704070** and we will be able to advise you on the appeal process.

If you are needing to lodge an appeal or contact the tribunal services about an ongoing tribunal then you need to include an appeal number (if you have an ongoing case).

The contact details for the First Tier Tribunal (SEND) are:

**First Tier Tribunal (SEND)**  
**1<sup>st</sup> Floor Darlington Magistrates Court**  
**Parkgate**  
**Darlington**  
**DL1 1RU**

**Email:** [send@hmcts.gsi.gov.uk](mailto:send@hmcts.gsi.gov.uk) (please remember your appeal number)

Please remember that when you are going through a First Tier Tribunal (SEND) and you send information to the tribunal service you also must send a copy to the Local Authority;

The local authority are no longer using Baker Small Solicitors, they are currently using nplaw, a shared legal service hosted by Norfolk County Council. So you will now need to send information to:

Norfolk Sendist  
Room 16  
144 Woodside Road  
Norwich  
NR7 9QL

Or email:

[sendist@norfolk.gov.uk](mailto:sendist@norfolk.gov.uk)



For appeal forms and guidance go to:

[http://hmctsformfinder.justice.gov.uk/HMCTS/GetForms.do?court\\_forms\\_category=Special%20Educational%20Needs%20and%20Disability%20Tribunal](http://hmctsformfinder.justice.gov.uk/HMCTS/GetForms.do?court_forms_category=Special%20Educational%20Needs%20and%20Disability%20Tribunal)



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**Please let us know if you would like large print**