



Information for new SENCOs

Jargon Buster

SEND – Special Educational Needs and Disabilities

CoP – Code of Practice - the document was first published in September 2014 and then updated in January 2015. The DFE produced a shortened version of the [Code of Practice for the Early Years 0-5](#).

Inclusion Funding – this funding is used to support children with significant and complex needs who attend early years' settings. It can also be applied for to support groups of three or more children with similar needs. Panels take place every month and the outcome is communicated via Anycomms.

Local Offer – The Local Offer has information for parents about services they can access. All providers are required to contribute to the Local Offer by detailing their approach to supporting children with SEND and what experience and facilities are available in the setting. Search www.leicestershire.gov.uk/local_offer

EHCP – Education, Health and Care Plan - From September 2014, the EHCP replaced statements of special educational needs for children or young people. EHCPs now covers 0-25-year olds. The purpose of the plan is to provide a co-ordinated process for children and young people who require the most complex arrangements across education, health and social care services. To access a specialist provision or school, an EHCP must be in place naming the school. The EHCP must be formally reviewed annually for a child in school or 6 monthly for a pre-school child.

SENIF- Send Intervention Funding – can be allocated for school aged children if the child's needs are significant. This funding is usually given until the end of the Foundation Stage.

DLA - Disability Living Allowance - DLA is given by the Department for Work and Pensions (DWP) to children who need a high level of additional support to carry out daily activities.

DAF – Disability Access Funding - DAF is available to children who are 3 or 4, who receive DLA and are included in FEEE funded settings. If eligible, £800 is given annually to promote inclusion. Settings apply for DAF through the parental statement

of undertaking form (PSOU). Where children attend two settings, the parent chooses which setting applies for the funding.

Targeted Plan – this plan records the work undertaken to support the child through the assess, plan, do, review cycle. Targeted plans should be written in conjunction with the parents and focus on areas which need support. Targeted plans record work undertaken and progress made by the child as a result of the intervention.

PEP – Personal Education Plan - PEPs are used to support children in care (CIC) and they are drawn up with the virtual school, foster carer and the setting SENCO/designated key person, if the child attends a setting.

Specialist Teaching Services

The Local Authority has several services to support children with SEND and their families:

- 1) **Autism Outreach Team (AOT)** supports school aged children with a diagnosis of Autism Spectrum Disorder (ASD).
- 2) **Vision Support Service (VSS)** supports early years and school aged children with a visual impairment.
- 3) **Hearing Support Service (HSS)** supports early years and school aged children with a hearing impairment.
- 4) **ICT Assessment Service (ICTAS)** considers adaptations and technological support to aid children's learning and communication at school

All the above services are based at County Hall and can be contacted on **0116 305 9400**.

Early Years, Inclusion and Childcare Service

Early Years SEND Inclusion Team (EYSENIT) is a county wide team of advisors and practitioners who work with children with a range of SEND either at home or in their settings.

Improvement Advisors and Area SENCOs support early years' settings through the Area SENCO role. Area SENCOs give advice to setting SENCOs about ways to support young children with SEND and they help to support the early identification of children in settings.

Portage Home Visiting Service is a service for babies and very young children (0-2 ½ years) with significant learning difficulties or complex needs. The service is part of the EYSENIT and the National Portage Association. The Service employs Portage Home Visitors who work with parents within their home and through monthly

group sessions. Portage is based on the principle that parents are the key figures in the care and development of their child.

Early Years Inclusion Team is made up of a team of 5 practitioners who support children in early years' settings and schools (until child is statutory school age). They support children who are at risk of exclusion.

All Early Years teams are based at County Hall and can be contacted on **0116 305 7136**. The Duty Desk operates on the above number daily from 9am-12pm. The advice line is manned by Area SENCOs who offer unnamed advice and general support.

Referrals to the team are considered at the **Early Years' Panel** which meets weekly. Referral forms can be found on the [website](#).

Leicestershire Education Psychology Service

Educational Psychologists (EPs) may be allocated to individual children at the Early Years' Panel. EPs are involved if a statutory assessment of a child's needs takes place. This service can be contacted on **0116 305 5100**.

Special Educational Needs Assessment Service – SENA

SENA oversees the statutory assessment of children with SEND. This may lead to an Education, Health and Care Plan. They also oversee the allocation of SEND Intervention Funding for children requiring additional support at school.

The service can be contacted on **0116 305 6600** or senaservice@leics.gov.uk

Specialist Provision in Leicestershire

STEPS

STEPS is a registered charity which provides specialist support to children with motor disorders and their families, enabling them to lead fuller, more active lives. The centre is based in Shepshed and sessions are run daily. For further information call **01509 506878**.

Special Mumstop

This is a voluntary group specifically designed and equipped for pre-school children with SEND. Home-made refreshments included for all to enjoy and a variety of play and sensory experiences provided. Mumstop takes place on a Wednesday 10.00 – 11.30 at Living Rock Church, Station Road, Stoney Stanton LE9 4LU and on a Thursday 10.00 – 11.30 at The Cube, St Mary's Road, Market Harborough LE16 7DS. Find out more at www.mumstop.co.uk or **Tel: 01455 270840**.

Inclusive Play

These sessions are run by the EYSENIT staff and are available in the Easter and summer school holidays. Play sessions are available for caseload children and their families. For more information call **0116 305 7136**.

Birstall Special Needs Playgroup

This playgroup opens on Monday and Fridays from 9.30-11.30 at Birstall Methodist Church and caters for children aged 6 weeks to 4 with SEN and disabilities. Siblings are also able to attend if spaces permit. For more information contact Leona on 07518733122 or 07591340602, email: birstallplaygroup@gmail.com

Early Years Specialist Provision - In Leicestershire we have two nursery settings which cater for children from 2-5 years with significant SEND. These are:

- Sketchley Hill Menphys Specialist nursery in Burbage
- Wigston Menphys Specialist nursery
- **Beacon Nursery** in Loughborough is a mainstream nursery that has a room offering some specialist places to children with SEND
- **Oasis Retreat Pre-school** is based in Melton Mowbray and it offers up to 10 specialist places for children with SEND

To be allocated a place at any of our four specialist nurseries, children must be known to the Early Years SEND team. After visiting, if parents would like a place and professionals agree it is appropriate, the child can be referred by their allocated advisor to a specialist panel which meets through the year.

Special Schools – each area of the county has a special school which provides for children with complex SEND from 4 years if they have an EHCP in place. These are:

- Forest Way Special School (Coalville)
- Ashmount Special School (Loughborough)
- Birkett House Special School (Wigston)
- Dorothy Goodman Special School (Hinckley)
- Birch Wood Special School (Melton)

Special Units attached to mainstream schools – some schools have MLD (moderate learning difficulties) Units within their schools. To secure a place, children need to have an EHCP which names the school.

- Westfield Infant School and MLD Unit (Hinckley)
- Brookside Primary School and MLD Unit (Oadby)
- St Denys' Infant School and MLD Unit (Ibstock)
- Sherrard Primary School and MLD Unit (Melton)
- Newbold Verdon Autism Unit (Newbold Verdon)
- All Saints Autism Unit (Wigston)
- Glenfield Speech and Language Unit (Glenfield)
- Woodcote Primary School Social Emotional Mental Health (SEMH) Hub (Ashby-de-la-Zouch)
- Christ Church and St Peters C of E Primary School SEMH Hub (Mountsorrel)
- 0116 2302800

Information about Health Services and support to setting SENCOs

Public Health Nurses (previously Health Visitors)

Every child will have a named Public Health Nurse. If parents do not know the name of the Public Health Nurse this information can be obtained from the child's Doctors' surgery.

Every Early Years Setting also has a named Public Health Nurse.

Public Health Nurses have a wide remit which includes; giving advice on speech and language development, child development, behaviour support, liaison with pre-school settings and referrals to other health services.

Speech and Language Therapists

Often abbreviated to SALT or SLT. Speech therapists support children's communication skills which include expressive language, receptive language (understanding), social communication, eating and drinking issues and stammering (dysfluency).

Referral to the Speech and Language Therapy Service depends on the child's age.

- For children with a general delay who are between the ages of 2-3- children and parents are invited to attend a series of 6 workshops called Let's Get Talking. Health Visitors refer children to these groups.

- For children over 3 or those with a significant condition which affects communication or eating and drinking issues, a direct referral to the Speech and Language Therapy Service can be made using the Family, Children and Young People Referral form which can be found at www.leicspart.nhs.uk. Tel contact: **0116 225 5256**.

Care Navigators

Each district has a Care Navigator whose role is to:

- Help parents get the right services to help their child
- Help professionals to share information more easily
- Help parents to get and attend the appointments they need

Leicestershire County and Rutland

Melton & Rutland
Jo Houlston
Tel: 07900 914728

Harborough
Jo Houlston
Tel: 07900 914728

Charnwood
Michelle Harris
Tel: 07917 550020

Location of Community Health Services

All community health services for Leicestershire children are based at Bridge Park Plaza, Bridge Park Road, Thurmaston, Leicestershire LE4 8PQ. Tel: **0116 225 6560**.

**North West
Leicestershire**
Beth Morris
Tel: 07827 879700

**Hinckley &
Bosworth**
Beth Morris
Tel: 07827 879700

Diana Service

The Diana Service provides specialist training to setting staff on:

- Epilepsy awareness
- Enteral feeding (gastrostomy and nasogastric feeding)
- Respiratory care (oral suction, inhalers and nebulisers and oxygen)
- Tracheostomy care
- Mechanical ventilation
- Oxygen saturation monitoring

Blaby
Jane Campbell
Tel: 07884 458533

Oadby & Wigston
Jo Houlston
Tel: 07900 914728

Tel contact: **0116 295 5413** Payment for two staff to attend essential training can be accessed by phoning 0116 3057136 and asking to speak to the Early Years SEND team manager.

Support for families

Early Help

Early Help is a term used to describe a range of services offer by Leicestershire County Council which aim to work with children, young people and families who are

experiencing difficulties. There are many different services, organisations and groups which offer 'early help' which aim to help tackle problems for children, young people and their families, including SEN and disability support.

Parents and professionals can refer into Early Help by using the MARF.

Email at earlyhelp@leics.gov.uk or phone **0116 305 8727**.

Children's Centres

Children's Centres offer a range of services to families of children aged 0 - 5 years including parenting groups, speech and language, baby massage etc. They focus on vulnerable families, with the main provision being the 0 - 2-year pathway which supports families from pregnancy to their 2 year old checks. To find your local Children's Centre, follow this link: [children centres](#).

Leicestershire Family Voice

The Leicestershire SEND Hub is a member of the SEND and Inclusion Board and is the strategic partner for representing the voice of parents/carers of children and young people with SEND.

SEND Information Advice and Support Service (SENDIASS)

A confidential and impartial service which supports parents/carers and children/young people with issues around special educational needs or disability (SEND) to ensure they have access to information, advice and guidance on SEND, allowing them to make informed decisions about education.

Telephone: 0116 305 5614 (Monday – Thursday 9.00 – 4.30, Friday 9.00 – 4.00) or e-mail: sendiass@leics.gov.uk.

SENDirect

SENDirect is a national website for the families and carers of disabled children but it maintains close links with Leicestershire.

The service is the result of nine charities working together to promote new services and products for children and their families. Contact: www.SENDirect.org.uk.