

# Kirklees SEND Local Offer



The Kirklees SEND Local Offer - Information about support for children and young people with special educational needs and disabilities (SEND) aged 0-25 and their families.

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

 **Kirklees**  
COUNCIL

This booklet can help you find some information, help and support about SEND easily.

More information, as well as local services and activities, can be found on the Local Offer website which can be accessed on any device, or you can call Local Offer for more information on **01484 416919**.

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



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# Welcome and introduction

## Hello and welcome to Kirklees SEND Local Offer booklet.

We have produced this booklet to help families and young people to easily find information, help and support about special educational needs and disabilities (SEND) in as easy a way as possible.

The information in this booklet can also be found on the Kirklees SEND Local Offer website ([www.kirkleeslocaloffer.org.uk](http://www.kirkleeslocaloffer.org.uk)), you can also call us on **01484 416919** or email us at [LocalOffer@kirklees.gov.uk](mailto:LocalOffer@kirklees.gov.uk) if you need more help to find the information you are looking for.

We also have a Facebook page where we provide updates about what is happening in Kirklees for those with SEND, just search Kirklees SEND Local Offer

The Kirklees SEND Local Offer is where parents, carers, children and young people up to 25 years

with special educational needs and disabilities (SEND) can find information, advice and guidance about support, services and activities that are available to those living in Kirklees.

The Local Offer is looked after by Kirklees Council, but is co-produced. This means we work very closely with the people within Kirklees who will use the service to make sure it meets the needs of those who will use it the most. We have also worked very closely with people from education, health, social care and those who provide activities for young people, as well as working with families and young people with SEND.

### Want to get involved?

We are committed to continue working with families and those with SEND to make our service better, if you would like to get involved then please contact us via phone on **01484 416919** or by email at [localoffer@kirklees.gov.uk](mailto:localoffer@kirklees.gov.uk)

other organisations can help most children and young people succeed with some changes to their practice or additional support. But some children and young people will need extra help for some or all of their time in education and training.

### The four areas of SEND

1. **Cognition and learning** – for example, where children and young people learn at a slower pace than others their age, have difficulty in understanding parts of the curriculum, have difficulties with organisation and memory skills, or have a specific difficulty affecting one particular part of their learning performance such as in literacy or numeracy.
2. **Communication and interaction** – for example, where children and young people have speech, language and communication difficulties which make it difficult for them to make sense of language or to understand how to communicate effectively and appropriately with others.
3. **Social, emotional and mental health difficulties** – for example, where children and young people have difficulty in managing their relationships with other people, are withdrawn, or if they behave in ways that may hinder their and other children's learning, or that have an impact on their health and wellbeing.
4. **Sensory and/or physical needs** – for example, children and young people with visual and/or hearing impairments, or a physical need that means they must have additional ongoing support and equipment.

Some children and young people may have SEND that covers more than one of these areas.



### What about disabilities?

Many children and young people who have SEND may also have a disability. A disability is described in law by the Equality Act 2010 as 'a physical or mental impairment which has a long-term (a year or more) and substantial adverse effect on their ability to carry out normal day-to-day activities.' This includes, for example, sensory impairments such as those that affect sight and hearing, and long-term health conditions such as asthma, diabetes or epilepsy.

The Equality Act requires that early years providers, schools, colleges, other educational settings and local authorities:

- must not directly or indirectly discriminate against, harass or victimise disabled children and young people
- must make reasonable adjustments, including the provision of auxiliary aid services (for example, tactile signage or induction loops), so that disabled children and young people are not disadvantaged compared with other children and young people. This duty is what is known as 'anticipatory' – people also need to think in advance about what disabled children and young people might need.

## What are Special Educational Needs and Disabilities (SEND)?

A child or young person has special educational needs and disabilities if they have a learning difficulty and/or a disability that means they may need special educational support (or provision)\* to be provided for them.

A child or young person has a learning difficulty or disability if they:

- have a significantly greater difficulty in learning than the majority of others the same age
- have a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream educational settings.

\*For children aged two or more, special educational provision is educational or training provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools, mainstream post-16 institutions or by relevant early years providers. For a child under two years of age, special educational provision means educational provision of any kind.

When a child or young person has SEND it does not mean that they will not achieve their dreams in life, it means that they may need some extra help to achieve them.

Many children and young people will have SEND of some kind at some time during their education. Early years providers (for example, nurseries or childminders), mainstream schools, colleges and



# What are Learning Difficulties?

Children with SEND related to cognition and learning often have a learning difficulty. Learning difficulties are classified in the following ways:

- **Specific Learning Difficulty (SpLD)** – Specific learning difficulties include Dyslexia, Dyspraxia and Dyscalculia. A child with SpLD may require some support in school targeted to their specific area of difficulty such as spelling or numeracy.
- **Moderate Learning Difficulty (MLD)** – A child with MLD may take longer to learn skills than the majority of their peers and are likely to require extra support in school.
- **Severe Learning Difficulty (SLD)** – A child with SLD will have significant learning impairments which will impact their ability to learn without high levels of specialist support.
- **Profound and Multiple Learning Difficulty (PMLD)** – A child with PMLD will have complex learning needs. In addition to severe learning difficulties they may have physical difficulties, sensory impairment or a severe medical condition. A high level of specialist support will be needed at all times.

There are lots of abbreviations used when talking about SEND, you can find an explanation of the most common ones in the Jargon Buster at the back of this booklet.

## Dyslexia, Dyspraxia and other specific learning difficulties

A specific learning difficulty (SpLD) is a difference or difficulty with some aspects of learning.

The most common SpLDs are Dyslexia, Dyspraxia, Attention Deficit Disorder/Attention Deficit Hyperactivity) Disorder (ADHD), Dyscalculia and Dysgraphia.

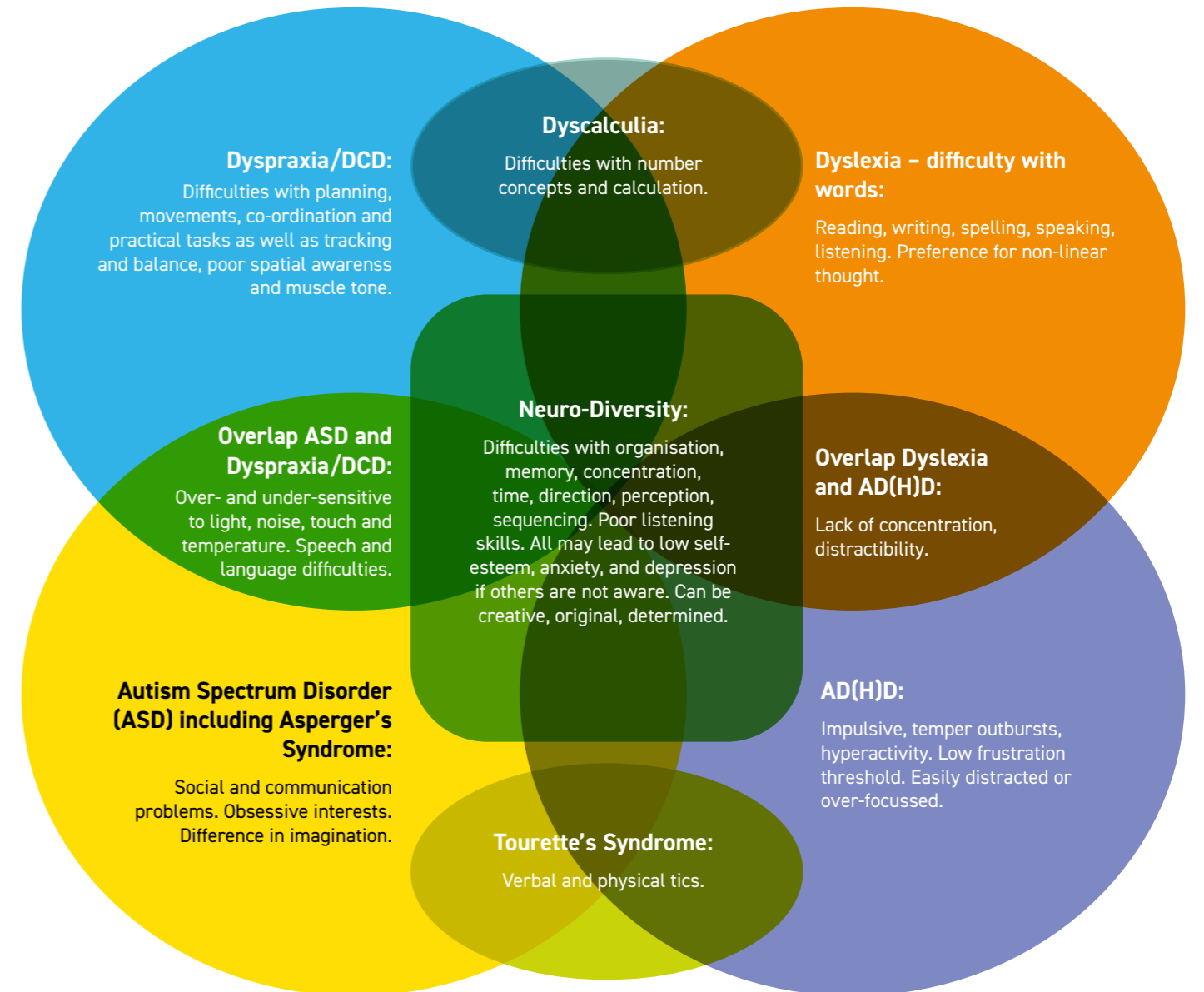
Sometimes a young person is given a diagnosis of Specific Learning Difficulties, rather than Dyslexia or Dyspraxia because the young person experiences a combination of difficulties which cannot be readily categorised but may include features of one or more recognised SpLDs.

Similarly, some people will have an assessment for more than one SpLD; it is very common for there to be an overlap.

## Specific learning difficulties

The diagram below illustrates how SpLDs can overlap. For example, Tourette's Syndrome can overlap with either/both AD(H)D and ASD; Dyscalculia can overlap with either/both Dyspraxia/DCD and Dyslexia; and Neuro Diversity can overlap with any/all of the other SpLDs. The overlaps between Dyslexia and AD(H)D, and between ASD and Dyspraxia/DCD are illustrated within the text.

Source: Mary Colley.



## What about adults with learning disabilities and special needs?

The Local Offer provides information, advice and guidance for those aged 0-25; Kirklees provides support for people with learning disabilities and/or special educational needs when they are adults.

Support for adults is provided by Kirklees Adult Social Care, who can provide support with various aspects of life including activities, support for daily living, adaptations and carer support.

If you have a learning disability or special educational needs and you are an adult and would like to know what support is available for you, please contact Gateway to Care on **01484 414933**.

The South West Yorkshire Partnership Foundation Trust (SWYPFT) also has a range of services for adults with additional needs including (all links open a new page):

- adult diagnostic assessments for dyslexia
- adult psychological therapies service
- assertive outreach team (South Kirklees mental illness support)
- attention deficit hyperactivity disorder (ADHD)
- Adults with Autism service
- Kirklees adult learning disability health service.

You can find out more information by visiting the SWYPFT website and searching for the above services, [www.southwestyorkshire.nhs.uk](http://www.southwestyorkshire.nhs.uk)



## Educational support

If you have concerns that your child may have SEND talk to the educational setting (nursery, school, college etc). They will listen and explain what they think and what will happen next. You can speak with the teacher or with the Special Educational Needs & Disabilities Co-ordinator (SENDCO).

Most children's needs can be met by the teacher in the classroom – this is called Quality First Teaching. This is called the school's core offer.

Some children just need a bit of extra help to catch up with the other children – this does not mean that they have SEND.

When a school is worried about a child's progress, teachers should talk to parents/carers as soon as possible so that everyone understands what the child's strengths and difficulties are. The school will set individual targets for the child, do different things to help them to progress and will continue to review their progress. If the school is still concerned it might try to change what it is doing. However, it might decide that the child does have SEND because something additional and different is needed, over and above its core offer, to help them to make progress.

If the school or setting does decide that a child has SEND, then it must contact parents/carers to let them know and to discuss with them and the child what support to provide. Parents/carers will normally have already been involved in early discussions with the school, when concerns first started.

## The Graduated Approach

Whatever a child with SEND needs, schools should use the Graduated Approach which is often described as 'assess, plan, do, review'. Please see the diagram on the following page for more information.

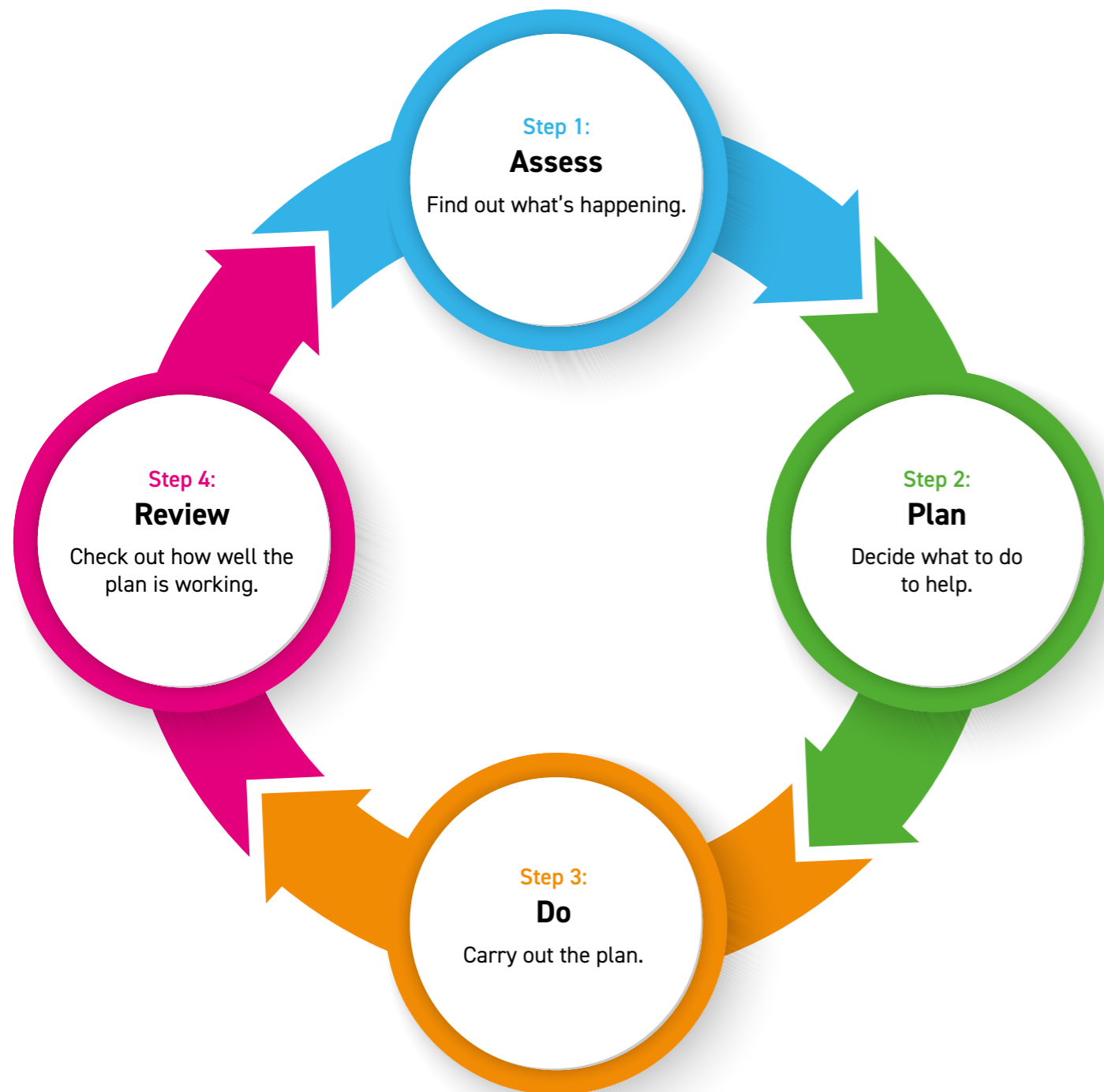
## Early Years



Within Kirklees there is a team called the EYSEND team which provides support and advice for settings for children under 5. For more information speak with your setting or call **01924 483744**.



## The Graduated Approach Cycle (assess, plan, do, review)



## What is a SENDCO?

Every mainstream school must make sure that there is a teacher who is the SENDCO (special educational and disabilities needs coordinators) for the school. The main responsibilities of a SENDCO (special educational and disabilities needs coordinators) may include:

- co-ordinating provision for children with SEN
- talking to the parents of pupils with SEN
- talking to other schools where a child might be coming from or going to
- being a key point of contact for educational psychologists and other support services, health and social care professionals
- ensuring that the school keeps the records of all pupils with SEN up to date
- advising school staff on the graduated approach to providing SEN support
- working with the Headteacher and governors to develop the SEN policy and to oversee the day-to-day operation of the policy.

## SEND Support

If a school decides that a child does have SEND, they will talk to parents/carers and the child about this and come up with a plan of what they are going to do.

They will write this plan down and share it with all the child's teachers and the parents/carers. There is no set way for schools to write these plans, most Kirklees schools use Individual Education Plans (IEPs), Additional Needs Plans (ANPs), provision maps and My Support Plans (MSPs).

When a plan is written it will also be agreed when it needs to be reviewed. The plans will be reviewed regularly, so that progress can be discussed along with any changes that need to be made. The review and the changes will be written into the plan.



## What happens when children don't make progress with SEND Support?

Most children will have their needs very well met with SEND support. However, a small number may need an Education, Health and Care (EHC) needs assessment to decide whether it is necessary for it to make provision in accordance with an EHC Plan.

The purpose of an EHC plan is to make special educational provision to meet a child/young person's SEN and secure the best possible outcomes for them. When considering whether an EHC needs assessment is needed, the council will ask for evidence, including a lot of information from the school.

Schools receive funding for children and young people at SEND Support, but if they are spending more than this to meet need, they may decide to apply for an EHC Plan which may bring more funding.

Parents may also decide that their child needs an EHC Plan. They should discuss this with school first but can also contact the SENDACT team who will send them a form to fill in about their child's needs.

More information about EHC Plan's can be found on page 12.

# What is an Education, Health and Care Plan (EHCP)?

An EHCP is a legal document which describes the special needs and disabilities (SEND) of a young person (from 0 – 25) as well as what help they need in an educational setting to help them make progress and learn. They are for children and young people who have complex additional or special needs (SEND) and need more help in an educational setting than most children or young people.

These special educational needs may have been identified by the educational setting or other professionals working with the child or young person. EHCP's are for children and young people who are of compulsory school age and are in an educational setting, up to higher education level (EHCP's do not apply to young people at university, they have their own support systems in place).

An educational setting can include a school, a nursery or college.

Most children and young people with special educational needs and disabilities are supported successfully by the school without the need for additional support – please see SEND Support on page 11. However, for some children and young people more support is needed and this is where an EHCP comes in.

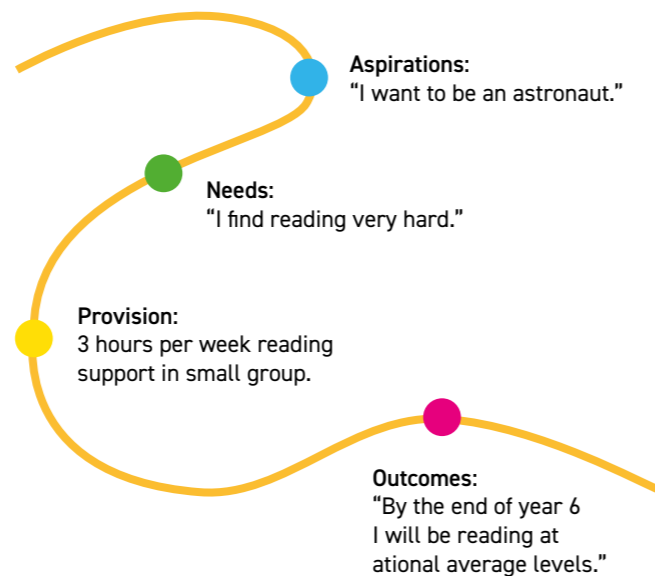
Educational settings are responsible for providing support for children and young people with SEND. The educational setting has gradually increased the amount of support being put in place and carrying out regular reviews to see if progress is being made and can demonstrate that further support is needed – then they, or you can apply for an EHCP.

## What is in an EHCP?

An EHCP contains a number of sections (A - K), they are designed to make sure that any additional support or provision provided is linked back to the young person's aspirations, taking into account their special needs and specific yearly and longer-term outcomes.

This is sometimes referred to as the 'Golden Thread', essentially the outcomes have to be linked back to the child's aspirations and support them to achieve these. In this example, by supporting the child to be reading at national average levels will mean that they are on the right path for studying at the level required to be an astronaut.

## The 'Golden Thread'



## How to apply for an EHCP assessment

A request for an EHC (Education, Health and Care) assessment needs to show that the educational setting has identified your child's needs and then provided support which is relevant to their needs and which has a clear outcome, they also need to demonstrate that despite this support the young person has not made expected progress.

The request should include documents like a reviewed My Support Plan, learning levels, what progress has been, other professionals reports and any other information which is about your child's additional or special needs. The flowchart opposite may help to describe the process.

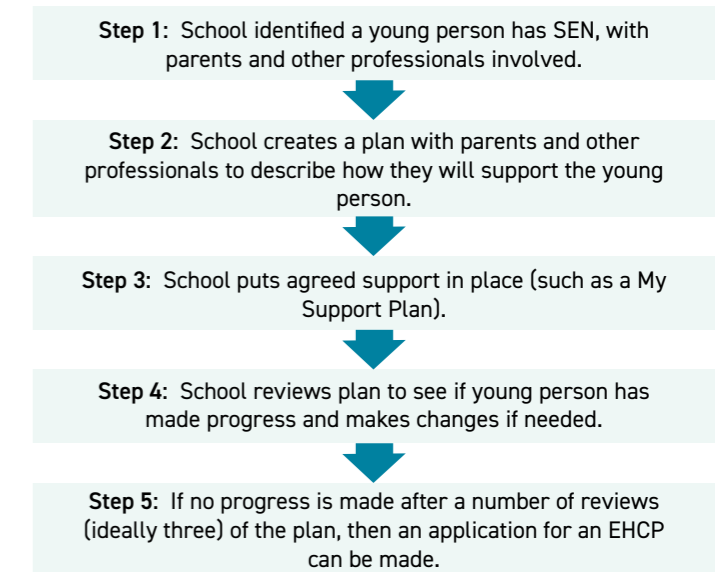
The request for assessment needs to be sent to the special educational and disabilities needs department in the council which is called SENDACT (Special Educational Needs & Disabilities Assessment & Commissioning Team). As soon as the application is received, a letter will be sent to you to say they have received the request.

### You can find EHCP request forms on the Local Offer.

The request will then be looked at by a Decision to Assess group who will make a decision to carry out an EHC assessment or not. Once the group have made a decision they will inform whomever applied for the assessment within 6 weeks of SENDACT first receiving the request for assessment.

The decision to carry out an assessment or not will depend if the information provided shows that the young person may have SEND and may need Special Educational Provision to be made for them to make progress. This is called 'The Legal Test' and can be found in the SEND Code of Practice.

## The EHCP Process



## How long does the whole process take?

The process for getting an EHCP takes 20 weeks.

## Appeals and disagreements

If you wish to appeal a decision made by the council about an EHCP, details of raising an appeal can be found on the letter that is sent to you when a decision is made.

You can call SENDACT on **01484 456888** or speak with KIAS (independent SEND advice and guidance service) on **0300 330 1504**.

# Specialist educational settings

## Special schools in Kirklees

Within Kirklees, there are number of specialist settings for children or young people with very complex special educational needs. In order to go to these settings, the child or young person needs to have an EHCP and a place at a specialist setting can be considered at an EHCP review or in the case of a new EHCP, during the first EHCP planning meeting.

For more information about applying for a special school place for a child or young person with an EHCP please contact SENDACT on **01484 456888**.

We also have a number of specialist provisions, which are units within mainstream schools to support children and young people with specific SEND whilst also accessing some mainstream education, a child or young person also requires an EHCP to access these settings and the way to get a place in these settings is through an EHCP review or at the initial planning meeting if this is a new EHCP.

In Kirklees the Specialist Provision teams consist of specialist teachers and support staff who have practical experience of working with children and young people with special educational needs and disabilities (SEND) in local mainstream schools.

The teams work with schools to support staff in promoting the educational inclusion and achievement of pupils with sensory needs (visual impairment and hearing impairment), physical impairment, and students with complex communication and interaction needs, which includes those with autistic spectrum condition (ASC).

## Specialist settings

### Profound and Multiple Learning Difficulties

- Fairfield School
- Castle Hill School

### Complex Needs Schools

- Ravenshall School (Ravenshall also offers a post 16 option, called Preparing for Adulthood)
- Southgate School

### Autism Specialist School

- Woodley School and College

### Social, emotional and mental health specialist School (including those with behavioural and anxiety issues)

- Joseph Norton Academy (Kirklees Key Stage 2 – 4 provision)

Within Kirklees, we also have **Ethos Academy Trust** which provides education for those who are at risk of permanent exclusion, or who have been excluded already.

## Independent Specialist settings

Some young people in Kirklees attend independent specialist settings, for more information about these settings please call the Local Offer on **01484 416919**.

## Specialist provisions and outreach in Kirklees

The specialist provisions in Kirklees offer a number of fixed places and transitional places. Fixed places are for children and young people with an EHC Plan who have complex needs and require a specific environment that cannot be replicated in all schools and so they must attend specialist provision full time.

Transitional places are available in order to identify and assess needs, establish appropriate curriculum and teaching strategies and prepare all parties for the child's transition to the local school named in the EHCP. Students are normally able to attend on a transitional place for up to 6 terms (this may vary depending upon the actual setting).

### Visual Impairment (as well as providing Habilitation outreach support)

Dalton School (Primary)

Moorend Academy (Secondary)

### Hearing Impairment

Lowerhouses CE (VC) School (Primary)

Newsome High School (Secondary)

### Physical Impairment

Newsome High School (secondary)

### Complex Communication and Interaction - CCI (including autism)

Windmill C of E School (primary)

Honley High School (secondary)

Thornhill Community Academy (secondary)

Royds Hall Community School (secondary)

### Social, emotional and mental health (including behaviour issues and anxiety)

Ethos Academy Trust (Primary and secondary)



## Outreach

As well as providing specialist placements within mainstream the specialist provisions also provide outreach services to other mainstream schools within Kirklees. This means that members of staff from the specialist provisions will go and do some work in mainstream schools.

Each specialist setting provides support for young people by going to their school, as well as providing support and training for existing school staff. Children and young people do not need an EHCP to access this support.

Schools can access this support by completing a referral form available through the Kirklees Intranet.





# Home education

## Educating your child or young person with SEND at home (EHE)

Elective Home Education (EHE) is the term used to describe parents' or carers decisions to provide education for their children or young people at home instead of sending them to school.

The Kirklees Elective Home Education (EHE) Team helps provide information on:

- what to consider when deciding to home educate a child or young person
- what you need to know/what the law says.

## Making the decision to home educate

Making the decision to withdraw your child or young person from school can be a difficult choice and needs careful consideration to ensure it is a fully informed choice.

We would advise speaking to school staff about any potential concerns in school (for example bullying, attendance or educational needs not being met) before making the decision to home educate your child or young person.

By home educating, you are committing to making sure your child or young person receives full-time education at home. How you deliver this education is up to you, you may want to educate in a structured manner like a lesson in a school or you may feel that you want to teach your child in a more informal way.

You must also meet the costs of educating your child or young person including any public examinations.

Parents' or carers right to educate their child or young person at home applies equally where a child has SEND. This right is irrespective of whether the child has an Educational Health Care Plan (EHCP).

As a parent or carer you have a legal duty to ensure that your child or young person receives "efficient full-time education, suitable – to the age, ability and aptitude, and to any special educational needs, either by regular attendance at school or otherwise" (otherwise can mean "at home")

The LA recognises and understands there are a range of approaches and philosophies home educating families may use and that there are many approaches to educational provision.

If your child or young person has SEND and attends a special school, you'll need to get the council's permission (from SENDACT) to educate them at home. You do not need the council's permission if your child or young person attends a mainstream school, even if they have an EHCP.

For some children with an EHCP, it may be considered by Kirklees that the special educational provision is best provided away from an educational setting. This may be when it is considered that it is inappropriate for the child to attend school and the education package will be called Education Other Than at School, or EOTAS.

You can speak with the Elective Home Education Team by calling **01484 221919**.

You can call SENDACT on **01484 456888** or speak with KIAS (Independent SEND advice and guidance service) on **0300 330 1504**.

# Suspensions and Permanent Exclusions

Suspensions and exclusions are something that is used within schools as part of their behaviour policy.

1. A Suspension means your child will not be allowed into their school for a fixed period of time.
2. A Permanent Exclusion means your child will not be allowed to return to their school.

The head can exclude any pupil, even if they have SEN or a disability. However, if disruptive behaviour is related to a child's SEND, the school should first take action to identify and address the underlying cause of the behaviour. For example, the school could increase SEND support or pastoral support; seek specialist advice from services, such as behaviour and educational psychology teams; request an EHC needs assessment; or arrange an emergency review of an EHC plan.

A head teacher could lawfully suspend or exclude a child for:

- repeated failure to follow academic instruction
- failure to complete a behavioural sanction, e.g. a detention (a decision to change the sanction to exclusion would not automatically be unlawful)
- repeated and persistent breaches of the school's behavioural policy. Even if the offence that has immediately led to the exclusion would not have normally constituted a serious enough breach on its own, a child can still be excluded if it is part of wider pattern of behaviour.

## What if my child has an EHCP?

If your child has an EHCP, then if the school feels that they are at risk of permanent exclusion, they should consider holding an emergency review. If your child has been excluded, then they will need to hold an emergency EHCP review.

If another school or setting is being sought, then they have to be consulted to see if they can meet the needs as described in the EHCP.



# Help at home from Social Care

## What is 'social care'?

Social care is practical support to help people live well and more independently. For children and young people, this support is offered in a number of different ways, such as family support at home or help for a disabled child to access mainstream activities.

Children's social care also manage more serious concerns regarding safeguarding.

There are a number of teams that offer support for children and young people in Kirklees, such as the Children with a Disability Service, Early support and Children's Services. These are all part of Children's social care within Kirklees.

You can speak with someone at Kirklees Duty and Advice Team about help and support at home or if you have any concerns about anything concerning a child or young person when they are at home, or in the community.

The number for Kirklees Duty and Advice Team is **01484 456848** (0-18).

For social care support for adults, please call Gateway to Care on **01484 414933** (18+).

When you call, the person at the end of the line will discuss your concerns and direct you to the right team.

## Early Support

The Early Support Service is here to help identify problems that you may be having as a family as soon as possible and working with you to help you find solutions. The problems may be:

- difficulties with life as a family and routines
- children's behaviour
- your confidence as a parent
- relationships in the family
- children's safety.

Early support can be about preventing problems in the first place, helping when they do occur or involving specialist services when they are needed.

You can call the Early Support Service on **01484 456823** (9am - 5pm weekdays, except Bank Holidays)

## Children with a Disability Service

The Children with a Disability Service (CWD) is a specialist children's social care service with a focus on providing advice, support and services to disabled children and their families.

CWD provide support to families living in the Kirklees area who have needs that they are unable to meet as a family or have concerns about a child or young person who has learning, physical or complex health needs.

This support can include respite for families, carer support and help for a young person with disabilities to access sports and leisure facilities locally.

The Children with a Disability Service consider the needs of disabled children and young people from birth up to the age of 18 years old. These may include:

- a diagnosed physical or mental impairment which is likely to have a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities

- a sensory impairment, a learning disability, or an autistic spectrum disorder (ASD) which impacts on day to day life

- complex health needs.

CWD are contacted via Children's Service's Duty and Advice Team on 01484 456848 in the first instance.

You will be required to consent to sharing of information.

The Children's Service Duty and Advice Team ask several questions to ensure that the Children with a Disability Service is the right team to refer you through to.

The CWD service will:

- listen, offer a good conversation and work in partnership with you to help identify solutions
- help to co-ordinate multiple services if required
- consider completing a Single or Early Support Assessment.

You can also speak with the CWD service directly on **01484 456847**.

## Short breaks

Short breaks are opportunities for those with special educational needs and disabilities such as learning disabilities, mental health problems and physical disabilities to take part in enjoyable activities with or without parents or carers.

Short breaks also offer parents and carers a break from their caring responsibility for short periods of time.

Short breaks operate differently for young people and adults – see information below for more information.

## Short breaks for children

A short break is an opportunity for a disabled child or young person to take part in enjoyable activities and experiences with or without their parents or carers.

Short breaks can also offer parents and carers a break from their caring responsibility.

Short breaks can take place at home, in a community or residential setting, they can take place with a relative, a friend, a community activity provider or an approved carer or organisation.

Kirklees has a range of short breaks including universal activities that are aimed at all children and young people, such as swimming, Girl Guides or Scouts, art clubs and sports activities. There are also targeted services that are specifically tailored to disabled children and young people (link to targeted offer) which can be considered following an assessment.

A short break should not be used to enable a parent to work as an alternative for childcare, you can call the Family Information Service to help find childcare for a child with SEND on **01484 414887**.

## Short breaks and respite care for adults

For people with additional support needs, for example a learning disability to mental health problems who need occasional or regular breaks which include some care and support in a home-from-home setting. This could be anything from one night to a couple of weeks in order to give full time carers a much-needed break. It could be a day-time break, a long weekend or can be up to a 28 day stay. Many of our carers try this first as a 'taster' of long-term care.

Short breaks for adults are ran by a service called Shared Lives.

To speak with someone about Shared Lives and short breaks, please contact Gateway to Care on **01484 414933**.

## Care Navigation

The Care Navigation Service support adults in Kirklees to achieve positive outcomes and help them to remain independent and in control of their lives.

There is no charge for the Care Navigation Service. However, there may be a cost to any activity or service you decide to take part in.

### Who the service is for?

Care Navigation is for anyone over the age of 18 who would like advice, information or support regarding the outcomes they would like to achieve. We can support you informally (i.e. without an assessment) whether or not you have been assessed as needing formal services.

### A Care Navigator can:

- look at what you already have in place to help you and any additional support you may require
- help you to think about what you would like to change or improve in your life. Then draw up a plan for you make the changes yourself or with help from others
- connect you to activities, events and leisure opportunities in your area to reduce social isolation and improve your wellbeing
- support individuals who have been formally assessed and are in receipt of a direct payment
- offer advice and information to carers to support them to sustain their caring role
- meet with you face-to-face to offer information, advice and short-term help to find services or activities in your local area to help maintain your independence.

To find out more about the Care Navigation service, call Gateway to Care on **01484 414933**.

## The Community Enablement Team

Kirklees Council's Community Enablement Team is a service for adults and young people with learning disabilities and/ or autistic spectrum conditions.

You can contact the Community Enablement Team on **01484 456849**.

# Help from Health Services

The first place to go for any help related to health (including mental health) is your GP, if you do not have a GP then please contact the Local Offer and we can find details of your local GP using the NHS Find a GP service.

## Wheelchair services

For all support and advice around wheelchairs, please contact Ross Care on **01422 312 729**.

## Specialist health services for children and young people (Children's Therapy Services)

Kirklees has a number of specialist teams for children and young people with SEND, the service is provided by Locala in the north of Kirklees and by Calderdale and Huddersfield Foundation Trust (CHFT) in the south (including Huddersfield). Although the teams that provide these services are different, the services themselves are very similar.

- Speech and Language therapy (SALT) - for children aged 0-16 years who have communication and/or feeding and swallowing difficulties.
- Physiotherapy - helps to restore movement and function when someone is affected by injury, illness or disability. It can also help to reduce your risk of injury or illness in the future.
- Occupational therapy (OT) - work to enable children to reach their maximum developmental potential and gain independence in performing daily living activities.
- Sensory Occupational therapy (Sensory OT) - help children who have sensory difficulties, this means that they may be very sensitive to sensory input. (This service is provided by Locala for both north and south Kirklees).

## How to access Children's Therapy Services?

The most common way for referrals to be made is through a school or education setting and often the therapist will work with the child in the education setting. This may mean that parents & carers do not always get to meet the therapist themselves.

If you live in North Kirklees please call Locala on **0300 304 5555**, if you live in South Kirklees (including Huddersfield) call Calderdale and Huddersfield Foundation Trust (CHFT) on **01484 344299**.



# Mental health, neurodevelopmental and learning difficulty support

## Specialist health services for adults (Adult Community Therapy Team)

The Adult Community Therapy Team are a multidisciplinary 'one stop shop' providing treatment, rehabilitation, advice and support to people living over the age of 16 in Kirklees. They support people who are in not in hospital, where support is needed in the community. Their services include Speech and Language Therapy (SALT), Occupational Therapy (OTs) and Physiotherapy.

The Adult Community Therapy Team support people over 16 who are having difficulty with the activities that they need and want to do every day e.g. getting dressed, eating, getting about, communicating with others.

The team will assess a person's ability and independence with movement, dressing, feeding and their ability to physically get around their environment (home or work). They carry out assessments of daily skills, examples are being able to get in and out of bed, strength and balance, stretches, ability to prepare food.

You may be offered advice over the phone, treatment in your own home, or at a health centre near to where you live. They may provide equipment to help people be more independent or safer within their own home.

## How to access the Adult Community Therapy Team

Clients must be over 16 years of age, medically stable and registered with a Kirklees GP.

Referrals can be made via:

- health and social care professional such as GPs, Social Workers
- self-referral
- parent/carer on behalf of a young person.

Referrals should be made through the Locala single point of contact by telephone on **0300 304 5555**.

The team complete the assessment and treatment through a mixture of methods such as telephone, video, face-to-face at home or in a clinic setting.

When you are due to be seen you will be contacted by the team to arrange an appointment.

It can be beneficial for carers to be present at appointments, if you wish this can be arranged.

## Autism, ADHD and ADD support and assessment for under 18's

Some children and young people find day to day life challenging and that this might be due to difficulties associated with Autism, ADHD or ADD (Attention Deficit Hyperactivity Disorder or Attention Deficit Disorder).

### What is Autism Spectrum Condition?

Autism Spectrum Condition is a lifelong developmental disorder that can affect the way people understand the world around them, process information and relate to people. Children and young people with ASC sometimes have difficulties with social interaction and communication and may struggle with friendships and play. They may also have some difficulties with routines and rituals, sensory differences, repetitive behaviours and intense and restricted interests.

### What is Attention Deficit Hyperactivity Disorder?

ADHD is a developmental condition where poor concentration, hyperactivity and impulsive behaviour affects the young person to the extent that it impacts on their day to day functioning.

### What is Attention Deficit Disorder?

ADD is a developmental condition, beginning in childhood and often continues into later life. The young person may have difficulty in maintaining attention and concentration, sometimes may have impulsive behaviour.

In Kirklees, all support, assessment and diagnosis of the above conditions is provided by Thriving Kirklees, you can contact them on **0300 3045555**.

## Autism, ADHD and ADD support and assessment for adults

The Adults with Autism service is a run by the South West Yorkshire Partnership NHS Foundation trust (SWYPFT). The service offers adults diagnostic assessment and/or specialist interventions for people who are 18 years+ and do not have an intellectual disability.

The main clinic is based at the Manygates clinic in Wakefield, however they use a number of community bases, including ones in Kirklees.

Service users have access to a multi-disciplinary team which includes medical, nursing, psychology, occupational therapy and speech & language therapy practitioners. Specialist social work support is also available from the team or from our local authority partners. Referrals are accepted from GPs, consultants and other services within the SWYPFT.

You will be contacted by South West Yorkshire Partnership Foundation Trust (SWYPFT) with an appointment for the diagnostic assessment.

## Outcome of an adult ADHD/ASC assessment

If you are diagnosed and meet the criteria for an Autism Spectrum Disorder, you and in some cases your family, may have a lot of questions. You will be offered up to two more appointments to discuss the implications of the diagnosis for you and what support may be helpful for you. This is not compulsory and not everyone feels they need this and decline the offer.

Depending where you live, you may also be offered further specialist health or social care interventions from the Service which will be discussed with you at the time.

You can speak with the adult assessment team by calling **01924 316490**.

## Children and young peoples mental health (including Thriving Kirklees & CAMHS)



Kirklees CAMHS is part of Thriving Kirklees, a partnership of local health and wellbeing providers all working together to support the health and wellbeing of children, young people and their families.

You can access support via the Thriving Kirklees by calling 0300 304 5555.

Thriving Kirklees involves five different organisations working across together in Kirklees:

- Locala Community Partnerships CIC
- Home-Start Kirklees
- Northorpe Hall Child and Family Trust
- South West Yorkshire Partnership Foundation Trust (CAMHS)
- Yorkshire Children's Centre

The partnership includes Locala, Home Start, Northorpe Hall, Yorkshire Children's Centre and South West Yorkshire Partnership NHS Foundation Trust (SWYPFT).

The service offers assessment and treatment for children and young people with severe (based on presentation and risk) and long-standing mental health issues or disorders.

The team works hard to build positive relationships with children during such a challenging period in their life. The coping strategies and self-management techniques our team use, ensure that children can live life to their full potential.

CAMHS supports children and young people by working in partnership with other organisations within the Thriving Kirklees Partnership but also with other agencies including Social Care and schools.

The service has a number of different ways (or Pathways) of working with children, young people and their families.

## Adults Mental Health Services

All support, advice and guidance relating to adults mental health is provided by the Kirklees and Calderdale Single Point of Access from the South West Yorkshire Partnership (SWYPFT).

You can contact this service 24 hours a day using the following numbers:

Adults (aged 18+) – **01924 316830**

People with a learning disability – **01924 316714**

If you need more information about support available in Kirklees from various support groups and community services please contact the Local Offer on **01484 416919**.

## Kirklees adult learning disability health service

This service is a community health service for people with learning disabilities who need support to improve health and wellbeing. It includes psychiatry, psychology, specialist learning disability nursing, therapists and an intensive support team with many different skills.

The team provide specialised support to people with learning disabilities who are unable to access mainstream health services and aims to improve their overall health and wellbeing. The team works with adults of all ages and people in transition who require specialist planning. The team works in partnership with social work staff, primary and secondary health services, and care providers.

The intensive support team works with a small number of service users who require intensive support to prevent admission to hospital, loss of placement or contact with the criminal justice system due to behaviours or mental health needs that cannot be managed by mainstream services.

People with learning disabilities can access all of their health professionals in one team and our multidisciplinary team can help them to enjoy better health.

This service offers something called an 'open referral system' this means that anyone can refer into this service.

The telephone number is **01924 316714**.

Reasons for accessing this service include:

- adults with a diagnosed learning disability who are over 18 and whose needs cannot be met in mainstream services
- adults seeking a diagnosis of learning disability (psychology only)
- young people in transition from children's services who need highly specialised support to make the transition to adult services.

# Preparing for adulthood

Preparing for adulthood (for young people with an EHCP) means preparing for:

- **Higher Education and/or employment** – this includes exploring different employment options, such as support for becoming self-employed and help from supported employment agencies
- **independent living** – this means having choice, control and freedom over your life, the support you receive, your accommodation and living arrangements
- **having a life** – participating in society – including having friends and supportive relationships, and participating in, and contributing to, the local community
- **being as healthy as possible in adult life.**



## What happens and when?

### Education

Transition planning and preparing for adulthood should start at year 9. All annual reviews should focus on the young person's aspirations and ideas for their adult life and how these can be met.

This is an opportunity to look beyond educational needs and to include wider aspects of life such as:

- health needs
- personal and social development
- training and employment
- transport and independent travel
- housing and leisure.

It is the responsibility of the school to make sure that the young person, their family and other agencies are informed in good time about the planned annual review meeting and that it will have a focus on transition planning so they can prepare in advance.

### Health

It is important the key health professionals involved in the young person's life attend the year 9 review and start discussing with the young person and their family when the key health service provision changes, from children to adult health services, will occur.

### Social care

The children with a disability service will take the lead role in attending year 9 reviews for all young people known to them and will also represent adult social care, providing a range of adult services information to individuals and parents if they wish to receive it at this point.

The review meeting should result in a transition plan which records the actions needed to help the young person achieve their short and long term goals.

## Who else is involved?

The key roles involved in the transition process at this stage are:

**Lead practitioner** – acts as a contact point and provides additional support as required by the young person and or their family, makes sure assessments and other documents are completed by all agencies and keeps a detailed record of all activity.

**SENDACT (Special Educational Needs and Disabilities Assessment and Commissioning Team)** – makes sure that EHC plans are completed with the young person and their family.

**CWD Service** – works with the specialist adult pathway team to assess and review the social care needs of the young person and their family.

**Health transitions** – are the most complex and often involve lots of people; a person centred approach is taken based on the specific circumstances of the young person. A health lead professional will be identified as a single point of contact who will liaise with other health professionals.

The **My Life team** will work with the young person and their family, if they need additional support and meet the significant benefit criteria, for a limited period of time to identify how their care needs can be met.

You can contact the My Life team on **01484 414933**.

**Careers service** – C&K careers is a commissioned service with specific duties, such as to attend Year 9 and Year 11 reviews, subsequent leaver review meetings and to produce robust career summaries for each education leaver.

You can contact C&K careers on **01484 242000**.

# Home to School Travel Assistance and Post 16 Travel Assistance

Children and young people, including those with SEND may be eligible for transport assistance if they normally have to:

- travel more than 2 miles (for children in Reception up to and including Year 3)
- travel more than 3 miles (for children and young people in Year 4 up to and including Year 11)
- attend the nearest available school to the child's permanent home address.
- where the Authority is not able to admit a child to the nearest available school, assistance will be provided to the next nearest available school, subject to the same distance rules as described above
- the measurement of the walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied if needed, may walk safely.

School transport is not just about buses or taxis to take children or young people to school, they are also able to offer travel training to help a child or young person become an independent traveller. More information about independent travel training is shown below.

School transport for those up to 16 is handled by a different team than for post 16 transport.

## School transport, EHCP's and SEND

If your child has special educational needs and disabilities but they do not have an Education, Health or Care Plan (EHCP) then you can also apply for school transport by going to the Digital Kirklees application page (please call the Local Offer on **01484 416919** for more information).

Pupils who have an EHCP can apply for free school transport but this is not done using the method described above, applications are managed by SENDACT (Special Needs department of the council).

Applications for school transport for those with an EHCP is done through SENDACT, you can contact them on **01484 456888**. They can send you an application form.

Pupils who have an Education Health Care Plan (EHCP) will receive transport free of charge regardless of distance if all of the following apply:

- the child is attending the nearest appropriate school named in the EHCP and they have a physical or medical condition that prevents them from walking.
- where an SEND child or young person attends a mainstream school free transport assistance will be provided subject to the 2 or 3 mile limit (see information at the top of this page)
- where a parent chooses to send his/her child to a school which is not the nearest appropriate school (and is not named as such in the child's EHCP) the Authority will not provide assistance with transport.

## Post 16 transport

It is important to note that the duty to provide free assistance with transport to educational establishments ends at the age of 16. Responsibility for making appropriate transport arrangements rests with the young person and parent or carer.

However, if the young person has an EHCP and is in receipt of travel assistance already, then the transport arrangement will be reviewed before they start at the post 16 setting.

If the young person has an EHCP but has not had travel assistance before, an application form can be made for post 16 transport assistance. Contact SENDACT on **01484 456888** for this application form.

The school transport team will consider each case individually and young people will be assessed to see if travel training is the best option for them. Independent travel training will allow young people to travel independently on public transport. Travel training may not be appropriate for all young people with special educational needs and disabilities.

Where students with learning difficulties and/or disabilities qualify for transport, assistance and support will be provided in a way that promotes independence for the student.

Email [SENACT@Kirklees.gov.uk](mailto:SENACT@Kirklees.gov.uk) or call **01484 456888**.

You can contact the post 16 transport team on **01484 221685**.

## Independent travel training

Independent travel trainers work with eligible children that are of compulsory school age and young people who are aged 16 and above with a recognised learning difficulty or disability attending sixth form or college. Those who take part in this scheme, learn to make specific journeys independently, be that a walking route or using public transport.

The benefits:

- increased independence and confidence for life
- transferable life skills
- enabling access to youth clubs and other social activities
- access to paid work at the end of their education.

For more information call school transport on **01484 221000** or call post 16 transport on **01484 221685**.

# Education, health and care useful contact numbers

## Health care support

**Find a GP** – Call the Local Offer to get help with finding a GP: **01484 416919**

**Locala** – Children's therapy services in north Kirklees: 0300 304 5555

**CHFT** – Children's therapy services in south Kirklees: **01484 344299**

**Locala Single Point of Contact** – For access to the Adult Community Therapy Team: **0300 304 5555**

**Thriving Kirklees** – Assessment, support and advice for ADHD, ASC and a wide range of mental health conditions for under 18's: **0300 304 5555**

**Manygates** – Adult ADHD & ASC assessments: **01924 316490**

**Wheelchair services** – support and advice relating to wheelchairs: **01422 312 729**

**Adults mental health services** – Adults mental health support: **01924 316830**

**Mental health support for adults with a learning disability** – including Kirklees adult learning disability health service: **01924 316714**

# Parent support groups and advice

As a parent, carer or young person with SEND there are a number of services that offer independent advice and information to help you understand the complicated world of special educational needs. Please have a look at the different groups and services who can offer support and advice below.

## KIAS



KIAS stands for the Kirklees Information Advice and Support service and is the name of the SENDIAS service in Kirklees. This is a service which has to be provided by law for families to get independent SEND information, advice and support. The service offers information, advice and support relating to a child or young person's Special Educational Needs and/or disability and is available to anybody living within the Kirklees area.

You can contact KIAS by phone on **0300 3301504** or **01422 266141**

## PCAN (Parents of Children with Additional Needs Making a Difference in Kirklees)



PCAN provides information to help families, a chance to meet and network with other parents through events and social media and works with local service providers to ensure that parents have their say in the design and delivery of local services for their children.

You can contact PCAN on **07754 102336**.

## Independent Provider of Special Education Advice (known as IPSEA)



This is a registered charity (number 327691) operating in England. IPSEA offers free and independent legally based information, advice and support to help get the right education for children and young people with all kinds of special educational needs and disabilities (SEND).

You can contact IPSEA on **01799 582030**

## Contact



Contact support families of children with a disability. They work in three closely linked ways: supporting families with advice and guidance, bring families together, help families to campaign, volunteer and fundraise to improve life for themselves and others.

You can contact them on **0808 808 3555**.

## Huddersfield Support Group for Autism (HSGA)



The Huddersfield Support Group for Autism (HSGA) was set up in February 1992 and has helped many families since then. They are a voluntary, self-help group of individuals and families living or working with Autism and they offer advice, meetings, trips and events amongst other things. A confirmed diagnosis of ASD is not needed to join the group.

You can contact HSGA on **07790 224343**

## West Yorkshire ADHD Support Group



This is a volunteer-led not-for-profit support group who hold regular informal meetings and occasional guest speakers.

You can contact the West Yorkshire ADHD Support Group via their Facebook page or by email: **westyorksadhd@gmail.com**

## Carers Count



Carers Count is a not for profit organisation that supports unpaid carers within Kirklees. They work with carers who are aged 18 and over and give their time to someone with a physical disability, long-term illness, an older person, a child with additional needs, a learning disability and/or a mental health issue. They offer advice, information, advocacy, support groups and activities.

You can contact Carers Count on **0300 012 0231**

## The Whole Autism Family



The Whole Autism Family is a charity set up by a family with two autistic children. It offers help, support and guidance to families who are impacted by autism. You don't need to have a diagnosis for your child to join as they realise support is needed before a diagnosis.

You can contact The Whole Autism Family via email: **info@thewholeautismfamily.co.uk**



### Downs and Special Friends



Downs and Special Friends is a support group set up by parents to provide support, guidance, run activities, meet-ups for children, siblings and parents of Down's syndrome, Autism, Cerebral Palsy, Cystic Fibrosis and other life limiting diagnosed or undiagnosed disabilities.

You can contact Downs and Special Friends via email: [info@downsandspecialfriends.org](mailto:info@downsandspecialfriends.org)

### Huddersfield Down Syndrome Support Group



This Group is run voluntarily by parents of children with Down Syndrome in the Huddersfield area. They arrange social, sporting and educational events and activities for children with Down Syndrome, and their families. As well as parents of children with Down Syndrome, they also have families with children with Williams Syndrome as members.

You can contact Huddersfield Down Syndrome Support Group via email: [hdssg1@gmail.com](mailto:hdssg1@gmail.com)

### National Deaf Children's Society



The Kirklees branch of the National Deaf Children's Society provides support for families with deaf or hard of hearing children and young adults. It is run by a group of parents with deaf children who support each other and families with deaf children. They also provide events for children and families throughout Kirklees.

You can contact Kirklees Deaf Children's Society on **01484 681329** or **07928 362591**

### Carers Trust Mid Yorkshire



This is a local not-for-profit charity working to support unpaid family carers. They take a person-centred approach to both the carer's needs and that of the loved one. They provide adult services for both adults and children where they will take over the carer's usual tasks enabling them to have a well-deserved break.

You can contact Carers Trust Mid Yorkshire on **01484 537036**

### Outlookers



Outlookers (previously Kirklees Visually Impaired Network (KVIN) and the Society for the Blind of Dewsbury, Batley & District) is a member-led organisation providing support services for people with visual impairments.

You can contact Outlookers on **01924 445222**

### Northorpe Hall Child & Family Trust



The Trust provides mental health support for young people experiencing emotional or mental health difficulties, and their families.

They offer counselling, 1-1 support with mental health practitioners, activity groups and short term workshops, and advice, information and support over the phone or regular support calls.

You can contact Northorpe Hall Child & Family Trust on **01924 492183**

### SEN Kids



This is a non-profit organisation supporting families, mainly with children with special needs, complex needs and hidden disabilities. They run regular activities, crafts and arts, support groups for parents, and plan and organise private bookings for trips such as play gyms and farms.

You can contact SEN Kids via their Facebook page or by email: [senkidsteam@outlook.com](mailto:senkidsteam@outlook.com)

### Touchstone Advocacy



Touchstone Advocacy offers advocacy to help you get what you need. This is for people who need support ensuring that their voices are heard and rights upheld due to a disability or disadvantage (Learning disability, autism, physical or sensory issues for example). Self and professional referrals accepted.

You can contact Touchstone Advocacy on **01924 460211**

### Kirklees Involvement Network (KIN)



This is a self-advocacy network for people with a learning disability in Kirklees. We hold regular groups to help people be involved, speak up and make a difference. We also provide training and an Easy Read checking/writing service. Advocacy via KIN is provided by Cloverleaf Advocacy.

You can contact KIN via **01924 454875** or via email: [sarah.roberts@cloverleaf-advocacy.co.uk](mailto:sarah.roberts@cloverleaf-advocacy.co.uk)



# Jargon buster

## A

ADHD - Attention Deficit Hyperactivity Disorder

ADD - Attention Deficit Disorder

ASC - Autistic Spectrum Condition

## C

CAMHS - Children and Adolescent Mental Health Services

CFA - Client Financial Affairs

CHEWS - Children's Emotional Wellbeing Service

CHFT - Calderdale and Huddersfield Foundation Trust

CME - Children Missing in Education

CQC - Care Quality Commission

CSE - Child Sexual Exploitation

CVA - Cerebrovascular accident

## D

DAF - Disability Access Fund

DSA - Disabled Student Fund

DSL - Designated Safeguarding Lead

## E

EHA/SA - Early Help Assessment/Single Assessment

EHCP - Education, Health and Care Plan

EYSEND - Early Years Special Educational Needs and Disabilities

Early Years Inclusion - Providing advice, guidance, identifying SEND for early years children.

## F

FE - Further Education

FSW - Family Support Worker

## G

GAD - Generalised Anxiety Disorder

## H

HE - Higher Education

HSCA - Healthcare Supply Chain Association

Home Portage - Home-visiting educational service for pre-school children with SEND and their families

## I

IBP - Individual Behaviour Plan

IEP - Individual Education Plan

IMCA - Independent Mental Capacity Advocate

IMHA - Independent Mental Health Advocate

IW - Inclusion Worker

## K

KCSB - Kirklees Safeguarding Children Board

KIAS - Kirklees Information & Advice Support Services

## L

LA - Local Authority

LAC - Looked After Children

## M

MASH - Multi Agency Safeguarding Hub

MAST - Multi Agency Support Team

MCA - Mental Capacity Assessment

MHST - Mental Health Support Team

MSI - Multi-Sensory Impairment

MSP - My Support Plan

## N

NCFE - National Committee of Further Education

## P

PAN - Published Admissions Number

PCA - Person Centred Approaches

PDA - Pathological Demand Avoidance

PEP - Personal Education Plan

PFA - Preparing for Adulthood

PPRS - Primary Pupil Referral Service

PRU - Pupil Referral Unit

Portex - Specialist teachers who work with schools to help identify SEND and deliver strategies to support early years children with SEND

PEG (feeding) - Percutaneous Endoscopic Gastrostomy

## S

SALT - Speech and Language Therapy

SAPT - Specialist Adult Pathway Team

SEMH - Social, Emotional and Mental Health

SENDCO - Special Educational Needs Co-ordinator

SEND - Special Educational Needs and Disabilities

SENDACT - Special Educational Needs and Disabilities Assessment and Commissioning Team

SENDIF - Special Educational Needs & Disability Inclusion Fund

SILC - Specialist Inclusive Learning Centre

SLCN - Speech, Language & Communication Needs

SPLD - Specific Learning Difficulty

SPOC - Single Point of Contact

SPR - Single Point of Referral

SWYPFT - South West Yorkshire Partnership Foundation Trust

## V

VI - Visually Impaired



You can find lots more information about Special Educational Needs and Disabilities (SEND) as well as find out about services, activities, education settings and events for those with SEND in Kirklees on the Kirklees SEND Local Offer website at:

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

Follow us on Facebook at:

[www.facebook.com/KirkleesSENDLocalOffer](https://www.facebook.com/KirkleesSENDLocalOffer)

For more help you can call the Local Offer on **01484 416919**.

CM3902.1/Aug2022



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