SEPTEMBER 2014

Enfield's Local Offer

A comprehensive guide to services for families with children and young people aged 0 – 25 years with special educational needs and/or disabilities.

www.enfield.gov.uk/SEND

NHS

ENFIELD Council

Who is this Local Offer for?

Enfield's Local Offer is for parent/carers, children and young people, and all those who support children and young people with special educational needs and/or a disability (SEND). It provides:

- Information
- Guidance
- Signposting to services and support including what services you can expect to receive, what are the criteria, the referral process, how long you can expect to wait and contact details

Enfield's Local Offer has been produced in partnership with colleagues from health, social care, education, and the voluntary sector, but most importantly, it has been produced in partnership with parent/carers.

We recognise that the journey through education, health and social care is not always easy to understand, especially if you have a child or young person with SEN and/or a disability. This practical guide provides you with relevant advice and information to enable you and your child/ young person to find the right support you need to make the right decisions and to plan for the future.

The following contacts can provide you with advice and guidance.

General Information	Specialist Information
Informed Families, Enfield's Information Service Calls free from all landlines Freephone 0800 694 1066 Phone lines are open Monday - Friday 8.45am - 12.00pm and 1.00pm - 4.15pm Wednesdays only 1.00pm – 4.15pm **Email: if@enfield.gov.uk**	*SEN Services* Tel: 020 8379 3733/3203/5619/5171 **Email: sen@enfield.gov.uk** *Joint Service for Disabled Children* Tel: 020 8363 4047 *Adult Social Care* Tel: 020 8379 1001 Email: adultsocialcare@enfield.gov.uk *Enfield Community Services (Health)* Tel: 020 8702 3000

We would welcome any comments or feedback that you have about this booklet. This will help us to ensure that we are providing the help and support that our families want. You can do this by emailing sarah.mclean@enfield.gov.uk.

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Welcome and Introduction

Cllr Ayfer Orhan

We are delighted to present Enfield's Local Offer. A comprehensive guide for families of children with Special Educational Needs and/or a Disability (SEND).

The new Children & Families Act 2014 introduces the biggest changes to the SEND system for 30 years. The changes put children, young people and their families at the heart of the system, giving families greater choice and control. They aim to increase the opportunities for children and young people with SEND to access employment, to live independently, and to enjoy healthy and fulfilling lives.

The changes include:

- Replacing Statements of Special Educational Needs and Learning Difficulty Assessments (for 16 – 25 year-olds) with a single plan for 0 – 25 year olds, known as an Education, Health and Care Plan
- Offering parents or young people with Education, Health and Care Plans (EHCP) the option of a personal budget
- Publishing a Local Offer detailing the support available to children and young people with SEND, and their families

The population of Enfield is increasing, and there are now 80,000 children living in the Borough. Approximately 1400 of these children and young people have a Statement of Special Educational Need, and approximately 800 have a disability and a special educational need.

Many families with children and young people with SEND will not require any extra help because they will be sufficiently supported using "universal services". However, some families may need some extra support from "targeted" or "specialist" services. Enfield's Local Offer provides a single place where families can find out find about all the services, whether universal, targeted or specialist, that are available across Education, Health and Social Care.

We want parents/carers and children/young people to continue to be at the heart of everything we do, including developing and reviewing our Local Offer.

I would like to take this opportunity to thank all those parents/carers, children and young people who have been involved so far. We could not have done it without them.

I do hope you find it helpful and look forward to receiving your feedback.

Warm regards

Cllr Ayfer Orhan
Cabinet Member for
Children & Young People

Enfield's Local Offer

Enfield's Local Offer has been "co-produced" with a wide range of Stakeholders and partners listed below. Co-production means that all stakeholders, including parents/carers have been partners in writing and producing this document.

- Parents/Carers
- Children and Young People
- Parent Forums
- Education colleagues
- Health colleagues
- Social Care collegues
- Voluntary Sector partners

Parents and professionals agreed that the first version of our Local Offer should be a printed version. They also wanted it to be on the website. In the future, Enfield's Local Offer will be updated and amended on the website only.

Our new SEND Website can be found at www.enfield.gov.uk/SEND.

If we provide the information on our website it allows us to provide you with up-to-date information, readily available at the click of a button.

If you do not have access to the internet, please visit your local library where they will be able to help you access the internet. Your child's school may also be able to help you with internet access.

Developing the Local Offer with Parents, Children and Young People – what you told us and what we did

Parent representatives from Our Voice and Enfield National Autistic Society were involved in the co-production of this Local Offer. The Local Offer was consulted on more widely with parents between February 2014 – April 2014. Parents had the choice of responding to an on-line questionnaire, a postal questionnaire or attending one of two consultation events.

Over 150 parents participated in the consultation, and a further two events were held where we fed back to parents what they had told us about the Local Offer, and what changes we would make as a result.

Children and Young People were consulted using existing groups such as the Youth Parliament, Area Youth Forums, Joint Service Consultation Groups, Careers Service and Transition Groups. Again, they had the choice of completing a hard copy or an on-line version. Approximately 85 children and young people responded to the consultation.

Some examples of comments from parents and young people, and our responses, are shown in the table below:

Comment	Response
Parents wanted a printed version as well as on-line	A printed version of the Local Offer would be made available.
Parents should be signposted to the Local Offer following diagnosis	We will be working with our Health Colleagues to make this happen
Parents wanted more information about Sensory Impairment Services	We have provided more information
Parents and young people wanted information about leisure and holiday activities.	We have provided more information
Parents wanted more case studies to be included.	We have increased the number of case study examples.
Parents wanted more detailed information about career options for young people	In the Moving On Section there is now more information on employment and apprenticeship opportunities
Young people want to find out information via Facebook and Twitter	We will make this happen
Young people wanted more information about play and leisure activities	This is now included

Enfield's Local Offer is divided into the following age ranges to make it easy for you:

0 – 5 years: The Early Years.

5 – 16 years: The School Years

14 – 25 years: Moving On and Preparing for Adulthood.

It also is split into Universal, Targeted and Specialist Services.

Category	Explanation
Universal Services	Many families with children and young people with SEN and/or disabilities will not require any extra help because they will be sufficiently supported using universal services. Universal services are available to all families in the Borough.
Targeted Services	Some families with children with SEN and/or disabilities may require additional support as well as universal services. This is known as targeted services. Professionals, supported by parents/carers, will gather more information about your child's health, education and social care needs and will complete an Early Help Form, this will identify your child or young person's additional needs.
Specialist Services	A small proportion of children with SEN and/or disabilities will require specialist services. These children and young people are likely to require an Education Health & Care Plan (EHCP). The EHCP replaces the Statement of Special Educational Needs, and provides a holistic view of children and young people's education, health and social care needs from 0 – 25 years (if required). The EHCP should be drawn up by parents, children and young people and professionals and be reviewed at least annually.

Co-Production and Partnerships

"We want our children to be safe from harm, have fair access to top quality educational opportunities and enjoy positive activities. We want all children to have the best start in life and make healthy choices, enabling them to achieve their potential and make a successful transition to adulthood".

Enfield Children & Young People's Plan 2012 - 2015

These are our aspirations for all children and young people living in Enfield. Through our excellent partnerships with our local parent and young people forums we are collectively working in the spirit of "co-production" to progress this agenda.

What is Co-Production?

Working collaboratively to ensure that services are developed to meet the needs of Enfield's children and families.

Co-production is not about just consulting with our parents/carers and young people but means that we have parents/carers represented at our strategic boards and meetings helping us to shape and make decisions about services in Enfield.

Working with Parents

Parent Forums provide information, advice and guidance to local families. See below for a full list of our parent forums.

Parents have worked with us to produce this Local Offer and will be instrumental in updating and refining it as we move forward together in 2015.

In addition to sending any feedback or comments to the Local Authority, your local parent forums would welcome your comments on this Local Offer, on both the content, and the presentation and format. You can do this through contacting any of the organisations below.

If you wish to join any of these forums please contact them directly.

ORGANISATON	BRIEF DESCRIPTION	CONTACT
Enfield National Autistic Society (ENAS)	A voluntary group of parents providing support to each other to cope with the challenges of living with autism. We offer a 'friendly ear', for parents and carers with advice on local services, meetings, coffee mornings and a regular newsletter. There is a programme of expert speakers and workshops and our library is open on Fridays during term time at St Michaels Health Centre at Cedar House. We also provide autism-friendly activities for children and young people including our popular play sessions at the Florence Hayes adventure playground.	Sophie Castell 07903 420016 sophie@ enfieldnas.org.uk.
Our Voice	Local parents of children with special educational needs and/ or a disability work voluntarily to provide support to all families with children/young people who have any additional need/ disability to maximise their life choices. Our areas of focus are: • Lobbying to improve services • Networking and information • Helping families to have the right skills that the need/want	www.ourvoiceenfield.org.uk info@ourvoiceenfield.org.uk **07516 662315**
Parent2Parent (P2P)	"Parent2Parent is the consultation arm of Our Voice. They provide a mechanism for consultation, engagement and co-production with local parents about issues relating to children with SEN and disability.	

Working with Young People

In Enfield we are committed to working with children and young people with SEND, to ensure that their voice is heard and that they are able to influence decisions about their lives. It is important that every child or young person, including disabled children and young people, has an opportunity to share their views.

We have high expectations for all Enfield's children and young people including those with SEND. We are committed to working with them to improve attitudes and to help them to influence policy. It is our responsibility as professionals to engage with all our children and young people, to ensure they are part of developing excellent services and to promote the concept of citizenship.

The Joint Service for Disabled Children supports a consultation group of young people aged between 11 and 25 years and they have formed a Consultation Group. The Group was set up in 2009 and continues to work with us to develop services. Their membership is made up of young people from Enfield schools both specialist and non-specialist and local colleges. Members of the Group also represent the views of disabled children and young people on the Area Youth Forums and Enfield's Youth Parliament. The Group aims to work with as many partners as possible to improve the lives of disabled children and young people in Enfield.

The Group have helped us set up a Befriending Service and develop a pathway from inclusive play schemes to mainstream youth services.

Other successes include:

- Meeting with Local MPs;
- Participating in "Question Time" with the Police, Youth Service and Senior Managers in Disability Services;
- "Mystery shopping" in Enfield to gauge and challenge attitudes towards disability.
- Visiting the Houses of Parliament to learn about democracy and question an MP about gang related crime.
- Visiting all emergency services discussing how we can help to keep young disabled people safe in our community.
- Working in partnership with Enfield Council to influence the design and decisions around Short Breaks and play provision in Enfield.

The young people receive accreditation for their work through the Duke of Edinburgh Awards.

If you would like to find out more, or get involved please contact the Joint Service for Disabled Children, Tel: 020 8363 4047, email: cheviots@enfield.gov.uk.

Local Authority & NHS Responsibilities

Joint Strategic Needs Assessment

Local authorities and the NHS, through the Clinical Commissioning Groups (CCG's) have a duty to prepare a Joint Strategic Needs Assessment (JSNA) to inform the way in which decisions about health, wellbeing and social care services are planned and arranged.

The Health and Wellbeing Board is responsible for developing the JSNA and for using this information and intelligence to develop and then publish a joint health and wellbeing strategy.

The JSNA is the collection and collation of information and intelligence about the health and wellbeing needs of the local community. This includes information about what are referred to as the 'wider determinants' of health, like housing, income, employment, social and recreational needs and provision.

It is our intention that the Local Offer will help us to identify gaps in service provision. This will be done by working with our Local Parent Forums and analysing feedback from parents/carers, children and young people about our Local Offer. This information will be fed into the JSNA, which informs the decisions about how services and support are planned and arranged. Therefore, please make sure you let us know if you are happy with the services that make up this Local Offer, or where you think things are missing. You can do this by emailing sarah.mclean@enfield.gov.uk.

You can find out more information about the JSNA on our website www.enfield.gov.uk/healthandwellbeing/info/3/joint_strategic_needs_assessment_jsna

Disabled Children's Health Charter for Health & Wellbeing Boards

This Charter was developed by "Every Disabled Child Matters" (EDCM) in partnership with the Children's Trust Tadworth. The Charter has been developed to support Health & Wellbeing Boards to meet the needs of all children and young people with disabilities, SEN or health conditions. The Charter includes commitments to collect accurate data, engage directly with children with disabilities and their families and to set clear strategic outcomes for partners to meet.

Enfield's Health & Wellbeing Board are making this commitment and have signed this Charter.

A Message from Our Voice Parent Forum

Our Voice Management Team (L – R)
Simone Barnett, Seema Shah, Fazilla Amide, Resim Clear, Khilna Gudhka, Natalie Sherman

The Importance of Looking After Yourself

Having a child with special needs can be extremely challenging, exhausting, frustrating, relentless, hard work and life changing! It can also be rewarding, life enhancing and joyous. Every one of our children's achievements is momentous.

As parents and carers, we go on a journey with our child which is often an emotional roller coaster. Most of us hadn't intentionally set out on this journey and it can draw on every ounce of strength we have. Memories of that first moment of realisation that our child is different or that first confirmation or diagnosis by a professional, can stay with us forever.

Equally, our child can impact greatly on our family relationships. Culturally it can be hard for families to understand and accept our children's special needs; that they are different and may never "grow out of it". Whilst families can be a source of strength, sometimes getting support and understanding from other family members can be problematic.

And whilst raising a child with special needs can be a daunting, lonely and bewildering experience; and one that can take a toll on our physical and mental wellbeing, it needn't be like that!

Having a child with additional needs is becoming more common nowadays. With advances in technology and the ability to identify and diagnose different conditions, special needs is becoming a part of everyday life. And there are networks of support available to help.

Attending network and information sessions can be invaluable in helping you and your family. Through meeting other parent/carers, learning from them and sharing similar experiences, you know you are not on your own. These can create a network of support and help direct you to others including services and professionals who can also help.

Coffee Mornings

Coffee mornings are good way of sharing the same memories and similar journeys. Getting to know others with similar experiences is a way of helping us to cope better. We can discuss our thoughts and feelings with those who can empathise and simply 'get it'! Mainstream and Special schools often hold such events. Look out for your child's school coffee mornings or speak to your school SENCO or Inclusion Manager to see if you can set one up!

It's really important not to lose sight of yourself and your own needs, as well as that of the rest of the family. Quality time for us all is vital.

So do make time for yourself; doing some physical exercise can really help with our own emotional well being, improving our feelings and being able to cope with life's challenges. Whether it's just making some time to go out for a walk, running up and down your stairs or going swimming or joining a gym. There are many leisure centres in the borough.
Visit www.fusion-lifestyle.com/contracts/Enfield_Council to find out more.

It is really important we take some time out and look after ourselves.

So what's available? In the following pages of this Local Offer, there's a huge amount of information and services that can help parents/carers, and our families.

Here are a few highlights for parental/carer support, the following organisations are there to help.

Details of the following can be found in the directory at the back of the Local Offer.

- Enfield Carers Centre
- Our Voice
- ENAS
- Enfield Parents and Children

Most importantly - Remember: you are not alone!

There are many other services such as short breaks and many professionals who will be able to help and support us and our families. They are all detailed in this Local Offer.

Fazilla Amide
Chair
Our Voice

The Early Years – getting it right from the start
Babies and Children aged 0 – 5 years

The following diagram maps out the services/provision available in Enfield for children and young people, aged 0 – 5 years, whether universal, targeted or specialist.

Access to these services will be dependent on your child's needs and whether they meet the criteria. More detailed information is available in this section.

EARLY YEARS SERVICES
Children's Centres
Private, Voluntary & Independent Nurseries

EARLY INTERVENTION
There are a number of "early interventions" that support children who are finding it difficult to adjust to life at school. For example, Tiger Teams in Schools which support the development of motor co-ordination and Making a Positive Start for Autism (MAPs).

EARLY YEARS FOUNDATION STAGE
15 hours free nursery education for 2 year olds for low income families and those children with disabilities.
15 hours free nursery education for all 3 & 4 year olds

SUPPORT FOR SCHOOLS & PRIVATE, VOLUNTARY & INDEPENDENT PROVIDERS (PVI)
Training is provided to these settings by the Local Authority to support inclusion
All Early Years settings have a SENCo
The Foundation Stage Support Team supports children with SEND in their nursery year

LOCAL AUTHORITY & SOCIAL CARE
Joint Service for Disabled Children including
Cheviots Children's Disability Service and the Early Intervention Support Service
SEN Services
Educational Psychology Service (EPS)
Child & Adolescent Mental Health Service (CAMHS)

HEALTH
Health visitors can provide general information and support and refer to specialist teams including:
Occupational Therapy
Physiotherapy
Speech & Language Therapy
Or to specialist clinics including the Child Development Team or Social Communication

VOLUNTARY SECTOR & PARENT FORUMS
There are a number of voluntary sector organisations that are able to provide support to you and your family. Here are just a few.
Enfield Children & Young Persons' Services
Enfield Parents & Children including Enfield Parent Partnership Service
Enfield Disability Action
Our Voice
National Autistic Society (Enfield Branch)

The Early Years – getting it right from the start Babies and Children aged 0 – 5 years

1 Universal Services

General Practitioner (GP)

A GP or General Practitioner is a doctor who looks after the health of local people and deals with a wide range of health issues such as general health advice, contraception and maternity services and vaccinations. If the GP cannot help they may refer you to a hospital for tests or treatment.

It is important that you register with a GP as they, and their staff, can help keep you well, or will see you quickly if you are unwell. A GP can also refer you to specialist and community health services if you need them.

Everyone has the right to be registered with a GP. To find a GP to register with, search for 'GP' and enter your postcode on the NHS Choices website service search www.nhs.uk/service-search. You can then visit your local GP practice and complete a registration form. You will need to provide your name, address, date of birth and (if known) your NHS number. Once this process is completed, your medical notes will be sent to your new practice.

Maternity Services (020 8887 2000)

Women can choose to give birth in any maternity unit or their home.

As far as possible, we want you to be able to have the type of birth that you want, whether at home, in a birthing centre or in a hospital. You will be supported in your choice.

You can self-refer for maternity care or see your GP to make a referral. To self-refer complete a self-referral form on your chosen hospital website or visit your chosen hospital to book in for maternity care.

It is important that you see a midwife by 10 weeks of your pregnancy to enable you to gain information on maternity services and be offered the entire antenatal screening test, especially scan by 12 weeks of your pregnancy. So it is very important to contact your midwife or your doctor as soon as you know you are pregnant.

Maternity services aim to provide the majority of your pregnancy care in the local community either in the Health Centres or Children's Centres near your home.

More information can be found at:
www.northmid.nhs.uk/Maternity-Services/About-us.
www.royalfree.nhs.uk/services/services-a-z/maternity-services/maternity-care-at-barnet-hospital/

Health Visitors (020 8375 8797)

The Health Visiting service is automatically informed of the birth of all babies by the midwifery services. Contact will be made by the service and a visit arranged for a day between 10 - 14 days following the birth. If your baby is diagnosed with additional medical needs requiring additional

support, this is usually referred to all appropriate services at the time of diagnosis. Your Health Visitor will be able to support you should you have concerns at a later stage with your child's development. If you move into the area, you can visit your local Child Health Clinic or Children's Centre to enquire who your Health Visitor might be and how to contact them. There is also information on the Barnet, Enfield and Haringey Mental Health Trust's website www.beh-mht.nhs.uk/enfield-community-services/ecs-services/health-visiting.htm.

Being a Parent

Being a parent is important and rewarding but at times parents may need information, advice and support at different stages in their child's life.

Enfield's Early Years Local Offer aims to help parents to:

- encourage their children to reach their full potential;
- support their children to be healthy, strong, safe, to have fun and do well at school and make a positive contribution to family and community.

Through play, children learn about themselves, about others, about how things work and about their world. They learn how to negotiate with others, takes turns and form relationships with peers. Play is essential in learning how to make friends, get along with others and understand behaviour boundaries.

This is true for all children, including those with special needs and/or a disability.

As a parent of a young child, some things will be planned, eg, checks with your Health Visitor and others you will seek out such as Children's Centre activities, mum and baby groups, National Childbirth Trust (NCT) coffee mornings etc.

Childcare

As your child gets older you may want him/her to attend a nursery or a pre-school. There are lots of choices and each will offer something different, and what meets your needs will depend on your family and your requirements. For more information on nurseries and pre-schools in your area visit Enfield Informed Families website or call them on 0800 694 1066.

The Early Years Free Entitlement

The Early Years Free Entitlement offers **ALL** children aged three and four years old (generally from the term after their third birthday) up to 15 hours of free early years provision a week, for 38 weeks a year, term time only.

For further information please visit the Enfield Informed Families website or ring them on **0800 694 1066.**

Some other options for childcare are:

- Children's Centres

Enfield has 23 Children's Centres across the Borough. They provide a focal point for the local community offering opportunities for children under 5 and their parents/carers to learn, develop and have fun. They are also a place for you to attend free courses, workshops and drop-in sessions, offering advice and support in relation to a wide variety of family services. 9 Children's Centres offer day care.

By making contact with your local Children's Centre you can get additional health, family support and education services for you and your children. To find your nearest Children's Centre please visit the Informed Families website www.enfield.gov.uk/if/info/23/childrens_centres or call them on 0800 694 1066.

- Champion Childminders

Champion Childminders are a group of minders that have completed some additional training to enable them to support children and their families with disabilities. These childminders may be caring for children with an SEN or a disability themselves, but are also able to offer support to other childminders if they need it. Champion Childminders are mentored and supported by the Local Authority. To find a Champion Childminder please visit the Informed Families website or call them on 0800 694 1066.

- Childminders

For more information about childcare generally, including how to find a suitable childminder, please visit the Informed Families website www.enfield.gov.uk/if/info/23/childrens_centres or call them on 0800 694 1066.

TOP TIP
Remember you must request a school place for your child by completing a form. This will ensure your child has a school place. For more information visit the Enfield School Admissions website.

What if Universal Services are not meeting my child's needs?

Some families will be aware of their child's needs from birth. Other families may not become aware that their child has difficulties until they start to develop and things are not always as you expect them to be.

TOP TIP
Contact your Health Visitor to discuss your concerns. They will be able to give you advice about how to manage your concern, or if necessary, make a referral to targeted services. If you do not know who your named Health Visitor is, please contact your GP or visit your Local Child Health Clinic details of which can be found at www.beh-mht.nhs.uk

What will happen once I have raised my concerns with my Health Visitor or other professional such as GP or Children's Centre Outreach Worker?

Once you have raised a concern with a professional you can expect them to complete an Early Help Form.

You can expect professionals to:

- Give you advice
- Agree to monitor your child as appropriate
- If appropriate, refer you on to other agencies/services for them to contribute to the assessment of your child and family, as you may need more targeted services. This will not be done without your permission.

Examples of assessment include:

- attending one of the "drop-ins" held at your local Children's Centre for a speech and language assessment.
- A Paediatric assessment carried out by the Child Development Team at Cedar House. Your child may have a general development assessment and further specialist assessment, eg, at the Social Communication Clinic as indicated.

Child Development Team

The Child Development Team (CDT) is a collection of services ie, Paediatrics, Physiotherapy, Speech & Language, Occupational Therapy, Psychology, Dietetics and Nursing and the Joint Service for Disabled Children.

Referrals to the CDT can be made by GPs, Therapists, SENCo and Health Visitors. The assessment process can take up to 10 months depending on the type of assessment needed. For general Paediatric assessment appointment is likely to be within 6 months.

The Early Help Form

You will be asked to give your consent to complete an Early Help Form. This is the start of the assessment process in Enfield and identifies your child's additional needs. The information you provide helps professionals to plan appropriate support. Early Help is a partnership between families and professionals.

2 Targeted Services

In order to access targeted services your child will need to have an assessment as described above.

Assessment & Support

Whilst waiting for the outcome of your assessment, you may be offered support by groups or through a range of other family support services as appropriate. Once the outcome of your child's assessment is known a "pathway" of care and support will be devised that is specific to the needs of your child and family.

TOP TIP
Make sure that you ask how long you can expect to wait before you hear about the outcome of your child's assessment.

Childcare

All the options for childcare described in Universal Services will be available to you. In addition to this, as a parent of a child with a diagnosed disability you will meet Enfield's criteria for the "Terrific Twos".

The Terrific Twos

The Terrific Twos provides free early years places for eligible two year olds in the term following their second birthday. The free places are aimed at those children who have a diagnosed disability or whose parents are earning less than £16,190 a year and are also receiving working tax credits.

For further information and to find out if you are eligible please contact the Enfield Terrific Twos Team.
www.enfield.gov.uk/terrififctwos (0800 694 1066)

TOP TIP
Keep all your records together in a folder and keep a diary of all your appointments

Childcare providers must have and implement a policy, and procedures, to promote equality of opportunity for children in their care, including support for children with special educational needs or disabilities. The policy should cover:

- How the individual needs of all children will be met (including those children who are disabled or have special educational needs, will be included, valued and supported, and how reasonable adjustments will be made for them);
- The name of the Special Educational Needs Co-ordinator (in group provision);
- Arrangements for reviewing, monitoring and evaluating the effectiveness of inclusive practices that promote and value diversity and difference;
- How inappropriate attitudes and practices will be challenged;
- How the provision will encourage children to value and respect others.

TOP TIP
Contact the Terrific Twos Team or ask in your local Children's Centre about the Terrific Twos.
www.enfield.gov.uk/terrififctwos
0800 694 1066

3 Specialist Services

Joint Service Disabled Children (020 8363 4047)

The Joint Service for Disabled Children is an important partnership. We work with Our Voice Parent Forum and other voluntary groups and organisations to support and promote opportunities for all disabled children and their families in Enfield.

The Joint Service includes:

- Enfield Community Services
- The Early Intervention Support Service (EISS)
- Cheviots Children's Disability Centre/Service

Enfield Community Services is the 'health part' of the Joint Service and includes Carers, Nursery Nurses, Physiotherapists and Paediatric Occupational Therapists. As well as assessing children they provide direct services and offer support to non-medical staff ensuring they are trained and confident in meeting the needs of children with complex medical needs.

More information about Therapy Services, including how to access them can be found later in this document or for more information see the Enfield Community Services Directory at http://www.beh-mht.nhs.uk/Downloads/Our%20services/ECS/Enfield%20Community%20Servics%20Directory%20November%202012.pdf.

The Early Intervention Support Service is the 'educational part' of the Joint Service. It includes the Pre- School Support Service, Teachers, Home Visitors and Key Workers who also play a part in assessing children and providing support and services to families.

Cheviots is a specialist Children's Centre and is the 'social care' part of the Joint Service. The Centre has Social Workers and Centre Workers who also all play a part in assessing children and providing support and services to families.

Our aim is to ensure that families with disabled children have the support they need to 'live ordinary family lives as a matter of course'.

We are therefore committed to:

- Ensuring that we listen to all disabled children, act on their views, and provide them with choices
- Ensuring all disabled children and their families are supported to take part in and enjoy local community life, wherever possible using local childcare, leisure and recreational facilities

- Ensuring that as parents and carers you are supported to become equal partners in making decisions about service development and priorities, so we work together to 'get better'
- Ensuring we provide you with useful information when you need it

Access to Services

This information is for families living in the London Borough of Enfield who have a disabled child aged between 0 to 17 years.

Children and young people are eligible for support and services if they have a physical or mental impairment, which has a substantial and long-term effect on their ability to carry out day-to-day activities. This may include a physical or learning disability, a hearing or visual impairment. It includes children with autism and children who may have challenging behaviour as a result of their learning disability. It also includes children who have complex health needs and who may have palliative, life limiting or a life-threatening condition.

The Joint Service eligibility for specialist services is based on the following principles:-

- The need for intervention from the specialist children's disability team
- The need to be fair, clear and equitable
- Promoting the health, safety and well- being of disabled children and young people, ensuring they can fully participate in family and community life, enjoying themselves with friends and making decisions about their lives
- Preventing family crisis through the provision of the right level of support at the right time

Support Services

Give you information, advice and guidance, counselling, allocation of a named professional or Key Worker to help co-ordinate the support your family needs, training and help for brothers and sisters. We can support you through transition from children's to adult's services. We can tell you about other local services and facilities and ensure you have the right equipment and adaptations to your home, which make life easier. We can ensure you are supported in applying for benefits or Disabled Parking Badges http://www.enfield.gov.uk/info/200031/transport_in_enfield/25/blue_badge_scheme.

Down Syndrome Pathway

All children with Down Syndrome follow a specified pathway from birth through to school age. Families and children will be supported on a regular basis on this journey by a range of professionals including health visitors, paediatricians, physiotherapists, speech and language therapists, pre-school support service.

For more information please contact 0208 375 2979/2987

Making a Positive Start for Autism (MAPS) - 020 8375 2806

Families are eligible for this programme if they have a child under 6 years with a diagnosis of Autism.

The programme consists of three sessions for both parents and children and is held at a local Children's Centre. Each session will be two hours long.

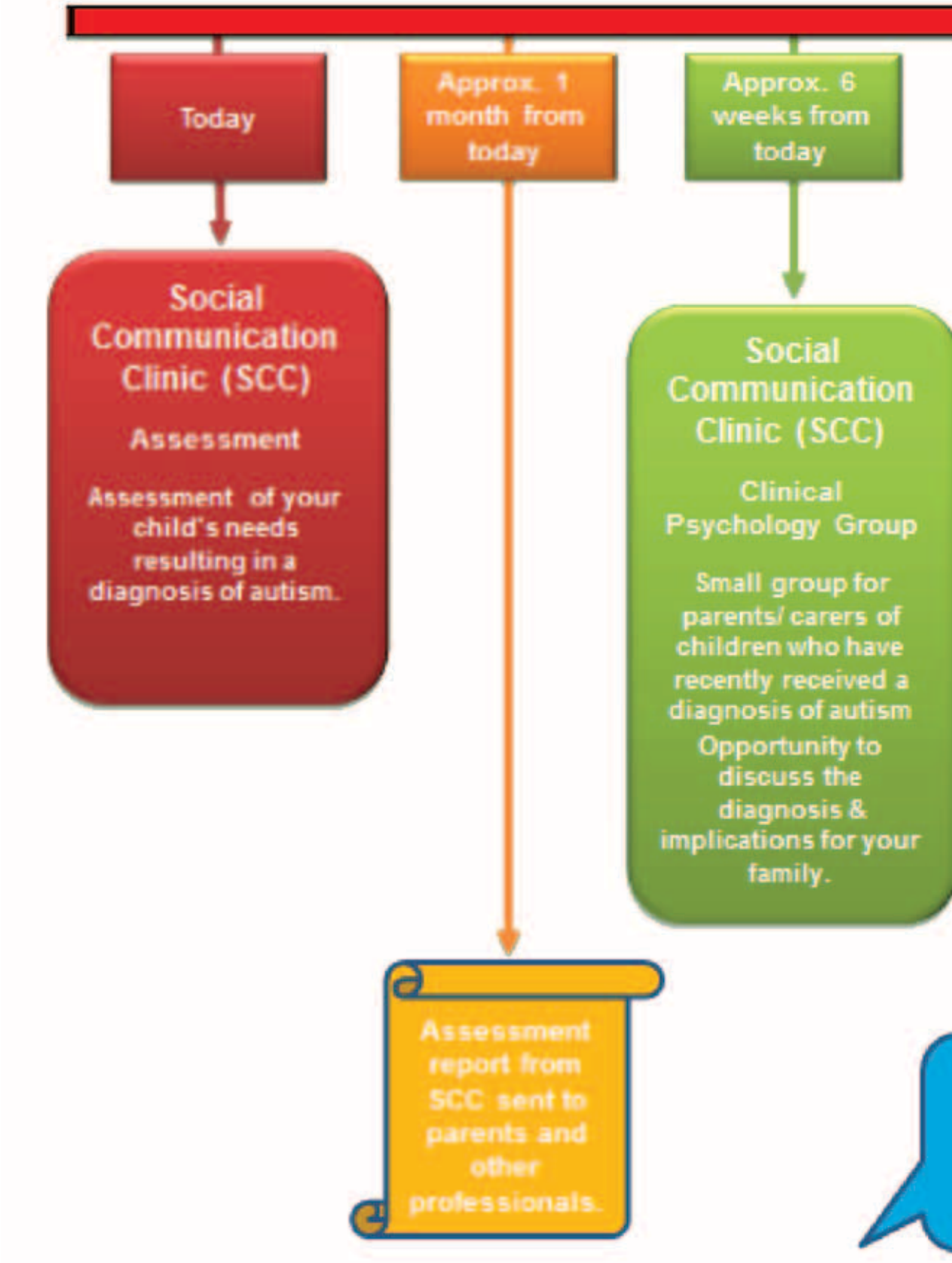
Parents have the opportunity to meet together to discuss issues relating to autism while the children can enjoy structured play sessions run by experienced staff trained in the field of autism.

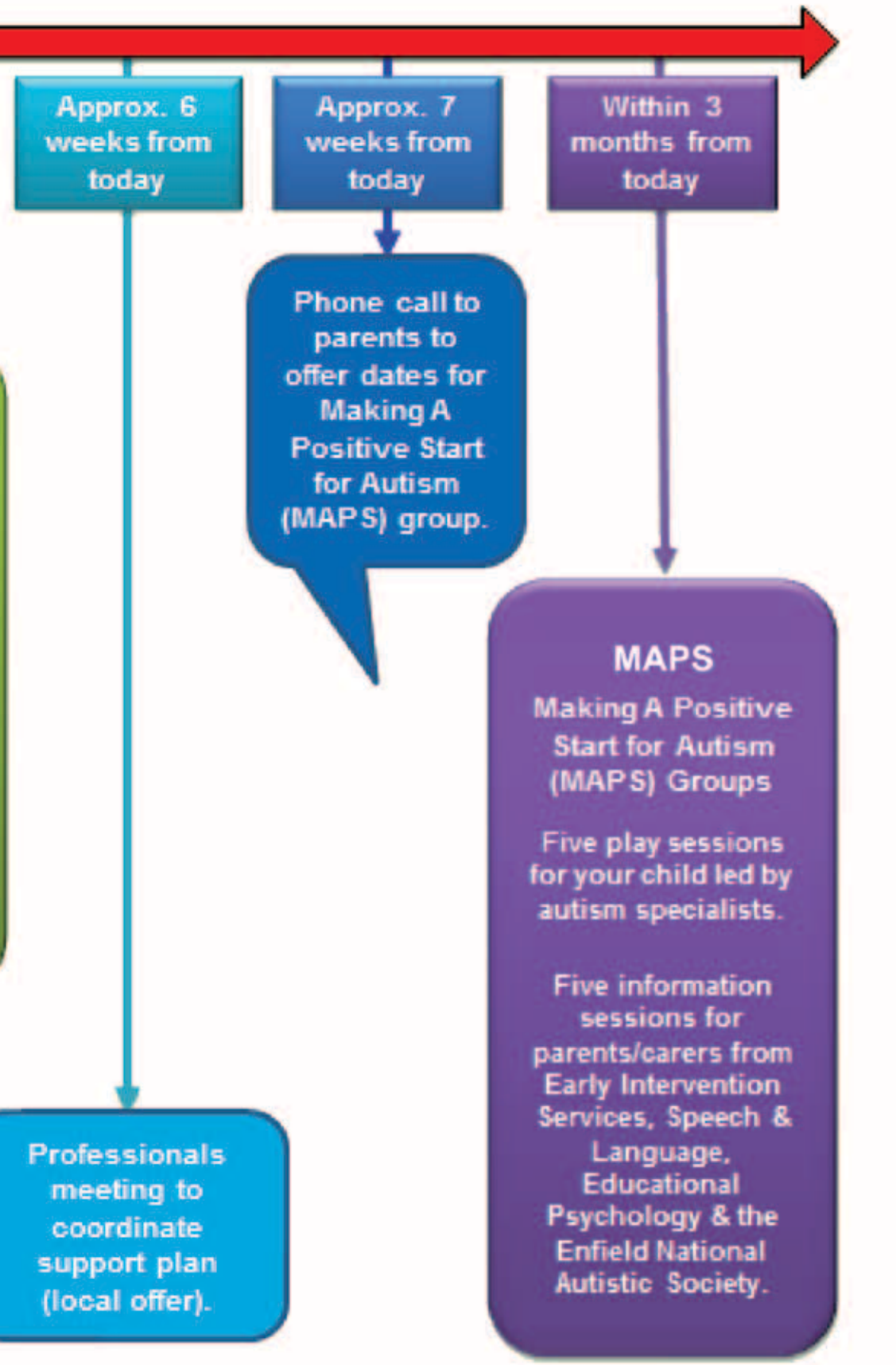
The programme aims to help parents:

- Learn more about autism and understand how it affects a child's development.
- Learn about the communication needs of a child with autism by using video footage.
- Begin to understand possible reasons for challenging behaviour and how to manage these behaviours.
- Know what help, support and resources are available in the local community.

Parents will have the opportunity to work with Speech and Language Therapists, a Senior Educational Psychologist, Specialist Teachers, Parent Support Workers, Staff from the Early Intervention Support Service and the current Chair of Enfield's branch of the National Autistic Society.

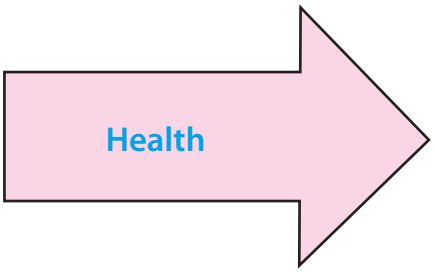
The following map shows the process of how families with a diagnosis of autism access MAPS.




Approx. 6 weeks from today
Approx. 7 weeks from today
Within 3 months from today
Phone call to parents to offer dates for Making A Positive Start for Autism (MAPS) group.
MAPS
Making A Positive Start for Autism (MAPS) Groups
Five play sessions for your child led by autism specialists.
Five information sessions for parents/carers from Early Intervention Services, Speech & Language, Educational Psychology & the Enfield National Autistic Society.
Professionals meeting to coordinate support plan (local offer).

Important People in Your Life

Most disabled children and those with additional needs will have a Paediatric Assessment. Depending on the outcome of your child's assessment a decision will be made about the type of support that your child needs. Some examples of the type of help you might receive are shown below:



Physiotherapy - will support your child to develop their physical abilities to their full potential. The Physiotherapist will work with you and your child either in a clinic or home or in the nursery.

Occupational Therapy - will help your child develop skills to support them in daily living, playing and learning activities. This may be provided through advice, strategies or providing equipment . The Occupational Therapist will work closely with you and your child in the clinic, home or nursery.

Speech and Language Therapy - will support your child to develop their communication skills in order to interact with peers and adults. This will be through working closely with you and your child either in a clinic or nursery. You may be referred to a Therapist who will give you advice on eating and swallowing needs.

If a child is being seen by more than one of the above, the therapy teams will work closely together to provide the best care for your child.

Dietician

Registered Dieticians (RDs) are qualified health professionals that assess, diagnose and treat diet and nutrition problems at an individual and wider public health level. As part of the Joint Service we review children residing in the Borough who will have variable dietetic needs, some children will not feed orally and others may, but need support to ensure the correct food choices and fluid goals are achieved.

Education

Children's Centres - provide a focal point for the local community offering opportunities for children under 5 and their parents/cares to learn, develop and have fun.

Children's Centre Outreach Worker – works with families in the community, helping them to access services to meet their needs.

Educational Psychologist - an Educational Psychologist (EP) will work with you and the other professionals who know your children in assessing your child's educational and developmental needs. This helps ensure your child's needs are known and supported before he or she enters school.

Voluntary Sector

There are a range of **Voluntary & Community Sector Organisations** who are able to provide additional support to you and your family, eg, Home Start, Enfield Parents & Children, DAZU, Our Voice, Enfield National Autistic Society and The Carers Centre. For more information see the Directory on page 107.

Key Worker/Lead Professional

You may have been given the name of a professional who will take a lead on co-ordinating your child and family's support. This is sometimes called a Key Worker or Lead Professional. Any professional may take on this role. This is discussed with you, and is usually based on child and family needs.

For detailed Information about the following services, please see pages 86-94.

- Paediatric Physiotherapy
- Pre-School Speech & Language Services
- Community Paediatric Dietetic Services for children with neurological conditions/complex needs
- Educational Psychology Services

Best Practice Case Study

Mary is a little girl with Down syndrome. Her diagnosis was confirmed at Chase Farm Hospital following her birth.

When she was 3 months old, Mary and her mother attended a multidisciplinary Down syndrome clinic at the Child Development Centre. Mary's mother was given the opportunity to discuss health issues with the Paediatrician and to meet other professionals to discuss their services, including a home visiting teacher from the Pre School Support Team, Speech and Language Therapy and Physiotherapy.

Mary's mother reports that she was greatly reassured at this clinic by the help and support available for her daughter.

Lucy, the home visiting teacher first visited Mary at home when she was five months old and this is on-going; she is now 2½ years old. In addition to regular home visits focusing on Mary's development through play, Lucy helped the family to successfully apply for the appropriate benefits. When Mary was 2 years old, Lucy was referred her to the Educational Psychology Service and the allocated educational psychologist has subsequently joined Lucy on several home visits to discuss Mary's future educational provision with her parents.

Mary and her mother were also offered support from the Early Intervention Down syndrome group held at a Children's Centre. The group is run by a range of professionals including Pre-School Support, Speech and Language Therapy and the Children's Centre Outreach Team.

At the group, Mary's mother has the opportunity to meet other parents of children with Down syndrome, and gain an increased understanding of how best to support the Mary's learning. The group also includes a practical communication session and allows the children to play together, supported by adults who are aware of the unique learning profile of children with Down syndrome.

Mary's mother has found this group so helpful and supportive that she has attended three blocks to-date and is now keen to play a supportive role to other families.

Lucy supported Mary's mother to apply for Terrific Two's funding for a placement for Mary at their local Children's Centre. Mary now attends there for 3 sessions a week and will continue to do so until she starts her nursery year at her local primary school. She has also started attending the parent-led Downtown support group.

Mary's mother states that "the support and help from the professionals has been excellent and has really helped me know how to work with my child. I would tell all families with a baby with Down syndrome to accept all the help offered when they attend the Down syndrome Clinic. I feel very supported and am much more positive about my child's future."

Best Practice Case Study

As Ismail was approaching his second birthday his parents became concerned that he was not talking so they took him to the Speech and Language Therapy Drop-in service at their local children's centre. The Speech and Language Therapist identified that Ismail also had social communication difficulties and so as well as offering some Speech and Language Therapy she referred him to the Child Development Team (CDT) and to the Educational Psychology Service (EPS).

Before Ismail's third birthday he received an assessment from the Social Communication Clinic (which is part of CDT), where he was given a diagnosis of Autism. This team referred Ismail and his family to the 'Making a Positive Start for Autism' course at a local Children's Centre, where they were able to meet with parents of children who had also just received a diagnosis of Autism and they were able to hear from local professionals about the services they provide for children and families. The course gave them 'top-tips' for where to start in supporting their child's development and helped them understand what support was available to them locally.

Whilst Ismail's parents had the opportunity to talk to a range of professionals, Ismail attended a specialist play group in the Children's Centre, which enabled him to experience social play activities in an 'Autism-friendly' environment. Being part of the MAPS group enabled professionals to ensure that Ismail and his family were receiving the support they needed and it helped them prepare for his transition into school.

The School Years – Children and Young People aged 5 – 16 years

The following diagram maps out the services/provision available in Enfield for children and young people, aged 5 - 16 years, whether universal, targeted or specialist. Access to these services will be dependent on your child's needs and whether they meet the criteria. More detailed information is available in this section.

MAINSTREAM SCHOOLS
All schools provide information on their websites which details what they offer to support children and young people with SEN & Disabilities. All Schools must have a Special Educational Needs Co-ordinator (SENCO). Some schools call this their Inclusion Manager.

ADDITIONALLY RESOURCED PROVISION
Resource Bases within mainstream schools. Children may be referred to one of these bases for more specialist support whilst they remain in a mainstream setting.

SPECIAL SCHOOL OUTREACH
Special School staff work with mainstream colleagues to provide specialist advice and training to support the progress of young people with SEND.

SPECIAL SCHOOLS
Enfield has six special schools. Your child may have been assessed for an Education, Health & Care Plan (EHCP). It may be appropriate for your child to go to one of our Special Schools or their needs may be best met in one of our mainstream schools. The Plan will have been drawn up in consultation with parents.

LOCAL AUTHORITY & SOCIAL CARE
Joint Service for Disabled Children including
Cheviots Children's Disability Service and the Early Intervention Support Service
SEN Services
Behaviour Support Service
Educational Psychology Service (EPS)
Child & Adolescent Mental Health Service (CAMHS)
Monitoring & Support from LA Advisers
Hospital & Home Tuition

CAREERS SERVICE
This service provides impartial careers guidance on all options including education, training, employment and apprenticeships.

HEALTH
The School Nurse is the key health professional who will advise on health issues. The School Nurse and/or SENCO will support with referrals to specialist teams:
Occupational Therapy, Physiotherapy. Speech & Language Therapy

VOLUNTARY SECTOR & PARENT FORUMS
There are a number of voluntary sector organisations that are able to provide support to you and your family. Here are just a few:
Enfield Children & Young Persons' Services
Enfield Parents & Children including Enfield Parent Partnership Service
Enfield Disability Action
Our Voice
National Autistic Society (Enfield Branch)
Parent 2 Parent

The School Years – Children and Young People aged 5 – 16 years

1 Universal Services

Starting School

Children reach statutory school age in the academic year they become 5 years old. Enfield School Admissions can provide information about how to apply for a school place in your area, including transferring from primary to secondary school www.enfield.gov.uk/info/705/school_admissions

In 2014 there were a total of 92 education establishments in Enfield. This comprises 62 Primary Schools, 12 Secondary Schools, 6 Special Schools and 10 Free Schools and Academies. This is likely to change as more Free Schools and Academies are established.

- **Community Schools** are managed by the local council and not influenced by business or religious groups. They follow the national curriculum.
- **Faith Schools** are associated with a particular religion. They follow the national curriculum except for religious studies, where they are free to only teach about their own religion. The admissions criteria and staffing policies may be different too, although anyone can apply for a place.
- **Academies** are schools which choose to convert to academy status and are classed as independent state schools. They can determine their own policies on matter such as admissions, the curriculum, school hours, term dates and staff pay. They receive their funding directly from the Government.
- **Free schools** are brand new schools set up by parents, teachers, charities or businesses. They are funded by the taxpayer and are free to attend. They have the same freedoms as Academies and receive their funding directly from the Government
- **Special Schools** are available if your child has severe or complex needs, and if their needs cannot be met in mainstream school, you can ask for them to go to a special school. Special schools usually take children with particular types of special needs, such as profound and multiple disabilities or autistic spectrum disorder. Children/young people who attend a Special School will require an Education, Health & Care Plan

All schools, including Academies and Free Schools, are required to publish their own SEN Information Report on their website which must:

- make clear to parents how they meet the needs of children with SEN and disabilities.
- provide more detailed information about how they identify, assess and make provision for children and young people with SEN and disabilities. This may include additional specialist teaching and support for children and young people with SEN and/or disabilities and how they change the curriculum to support your child's learning needs.
- Provide details of how each school supports children with SEND can be provided by the school or viewed on their website www.enfield.gov.uk/site/custom_scripts/schoolsdirectory/directory_home.php?directoryID=61

All schools are required to have a a Special Educational Needs Co-ordinator, known as the SENCo or Inclusion Manager. Their role is to work in partnership with you to ensure that the needs of your child are met in school.

Most children with SEN and/or a disability will attend a mainstream school. The School is funded to enable them to help children with SEN and/or a disability to access the curriculum. However, a small proportion of children with SEN and/or a disability may need specialist provision, for example, an ARP (additionally resourced provision in a mainstream school) or a special school.

To see a list of all schools in Enfield, and access their websites and SEN Information Reports please use the following link:

www.enfield.gov.uk/site/custom_scripts/schoolsdirectory/directory_home.php?directoryID=61

Free School Meals

From September 2014, all children aged 5 – 7 years (Key Stage 1) will have a Free School Meal (FSM).

Children aged 8 and above (Key Stage 2) and above will be able to apply for FSM if:

- They are a Looked After Child (LAC);
- They are adopted;
- Their parent/carer is in receipt of benefits.

It is important that you apply for FSM if you are eligible because the school receives additional funding to support your child's attainment at school. This is known as the Pupil Premium.

If you think you are eligible, please contact your school office or the Council's Pupil Benefits Helpline on 020 8379 5367.

Key Stages

Your child's time at school is broken down into "key stages".

There is an expectation that most children will have achieved national levels by the time they reach the end of each Key Stage. Children with SEND will be given additional support by their school to help them achieve these levels, where possible.

The National Curriculum ranges from Levels 1 – 8, and there are 3 sub levels.

In the Foundation Stage children are measured against an expected level of development for their age. There are 17 measures and 3 points for each measure depending on whether the child is emerging, at expected or exceeding expectations.

In Key Stage 1 children are expected to achieve a L2b+ in reading, writing and maths. In Key Stage 2 children are expected to achieve a L4+ in reading, writing and maths combined.

Key Stage	Age in Years	School	Year
Foundation Stage	0 – 5	Nursery	-
		Reception	-
1	5 – 6	Infant	1
	6 – 7		2
2	7 – 8	Junior	3
	8 – 9		4
	9 – 10		5
	10 – 11		6
3	11 – 12	Secondary	7
	12 – 13		8
	13 – 14		9
4	14 – 16	Secondary – GCSE	10
			11
Sixth Form	16 – 18	Post 16	12
			13

P Levels/Scales

- P Levels are descriptions of achievement for measuring the progress of children and young people with special educational needs who are working below Level 1 of the national curriculum.
- The school will not use P Levels until the child is in Year 1.
- The Early Years Foundation Stage will be used to assess children up to that time. This has been developed as an inclusive and flexible tool and can meet the needs of children with SEN.
- Schools have to report on P Level achievement from the end of Year 2 onwards.
- There are eight levels, 1 - 8 with 8 being the level just below Level 1 of the National Curriculum.
- Levels 1 to 3 are subdivided to show small steps of progress (often very significant steps for the young people). They are not subject specific as they measure pupils who are at very early levels of development.
- Levels 4 – 8 can be used to assess pupil attainment and show progress in all subject areas.
- Some pupils may remain on P Levels throughout their time in school.

Home Schooling

If you want to educate your child at home, you need to inform your child's headteacher of this in writing. Your child's name will then be removed from the school roll. You will be sent:

- The Council's guidance notes on home education, and
- A form requesting information about the education you are setting up for your child.

An adviser will then visit your family to discuss the education programme and long-term education plans for the child. The adviser will write a report and you will be sent a copy.

The adviser normally visits annually to check that the programme is implemented satisfactorily and according to the child's age, aptitude and ability.

The Council will not direct the child's learning or provide equipment, books or other resources. When parents choose home education for their children, the Council's role is to assess if it is appropriate and effective.

For more information visit www.enfield.gov.uk/info/17/school_information/380/home_schooling

Independent Schools

Parents have the right to choose to send their child to an independent school for which they will be expected to meet the costs. Parents still have the right to request an assessment of special educational needs and in some exceptional circumstances the Local Authority may contribute towards the cost of additional support.

My child is ready to start school

What will happen if I have raised a concern with the school, or the school identifies a concern with my child?

If there is a concern about your child your school may provide some additional support. If an Early Help Form (www.enfield.gov.uk/enfieldlscb/info/8/professionals_and_volunteers/215/early_help_form_previously_common_assessment_framework_caf) has not been completed, the School may complete this with you to ensure your child receives the additional support they require from other agencies. The School SENCo or Inclusion Manager will discuss this with you and work out a plan in partnership with you. The school will work with you to support your child's learning so that they are able to progress. If your child is not progressing even with the additional support, it may be that they need an assessment. The School SENCo or Inclusion Manager will help and support you through this process.

Assessment of SEN means gathering information from you, your child, teachers and other professionals involved with you and your family, for example, an Educational Psychologist.

Following the assessment your child may be given access to further additional support in school or in order for their needs to be met they may require an Education, Health & Care Plan - (see Specialist Services). An assessment does not automatically lead to an EHCP being issued.

What do I do when it is time for my child to move from Primary to Secondary School?

The Local Authority encourages parents to consider sending their child to their local secondary school. If your preferred school is further away from your home than another school that may be able to meet your child's needs, you will have to make your own transport arrangements and fund these.

We would suggest that you visit secondary schools when your child is in Year 5, to help you make a decision about which school you would like them to attend. There will be a further opportunity to visit secondary schools when your child is in Year 6.

If the Local Authority is not able to agree to your preferred school we will contact you to discuss the options.

TOP TIP

You know your child's needs. Make sure you tell the teachers and assistants at their school so they can help them to have the best possible start.

TOP TIP

If you have any concerns speak to your school's SENCo or Inclusion Manager

2 Targeted Services

Assessment & Support

Following assessment, if it is agreed that your child needs additional support, this will most likely be provided by the school from within the funding that they receive to support children with special educational needs and disability. Schools will have a number of initiatives that enable them to provide the best possible education for your child in a mainstream school.

The School's SEN Information Report will be on their website, and will tell you how they provide to support children with SEND.

Examples of these are:

SUPPORT	EXPLANATION
Tiger Teams	Tiger Teams are small groups that help children with their "motor skills". Motor Skills refers to the way in which children control the smaller muscles of the body for writing, playing an instrument, artistic expression, and craft work.
Nurture Groups	These are small groups that support children's emotional development, helping them grow in confidence in order that they may begin to learn successfully.
Language & Social Skills Group	To help children with their language and social needs
Place 2 Be	Place 2 Be provides time out for children, individually and in groups to address any emotional needs they might have.

Emotional Support for Children with SEND

The Child and Adolescent Mental Health Service (CAMHS) help children/young people up to 18 and their families or carers living in Enfield who have health and emotional well-being/mental health concerns. Assessment and therapy are offered to children/young people and families and a consultation service to other professionals.

All CAMHS teams see adolescents but the Service for Adolescents and Families in Enfield (SAFE) provides a targeted service for the particularly vulnerable 13 to 18 year olds. It offers a comprehensive, rapid and flexible response with a particular focus on addressing the most urgent and acute problems facing troubled adolescents, including self-harm and severe mental health crises. The Service provides help by offering a range of therapeutic approaches singly or in combination with consultation to professionals dealing with worrying adolescents. Support is also provided through group work. For more information see page 93.

What do I do when it is time for my child to transfer to secondary school?

For children who are receiving targeted support in school, the process for transfer to secondary school is the same as if your child were accessing Universal Services (see page 36).

3 Specialist Services

If your child requires specialist support their needs will have been considered during an assessment. It is likely that a number of different professionals will have contributed to your child's assessment. The assessment considers the support your child requires to ensure they are able do well at school, to stay healthy and safe, to enjoy themselves with friends and to develop independent skills leading to longer term opportunities including higher education and employment.

These are described as "outcomes". We know from our work with parents that these are important priorities for our children with SEND in Enfield.

These will be written into your child's Education, Health & Care Plan (EHCP).

Education, Health and Care Plans

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

An EHCP is written in partnership with you and your child and describes the additional specialist support your child requires in order to meet their outcomes. The EHCP will address and consider your child's education, health and care needs. Before the EHCP is written professionals will have been involved with you in assessing your child's needs. Your child's EHCP will be reviewed annually.

An EHCP is a statutory document and from September 2014 will replace a Statement of Special Education Needs.

The EHCP Pathway explains the process that you will go through in order to obtain an EHCP.

There will be significantly more emphasis on the importance of the views of children, young people and their parents in any decision-making.

Professionals will be expected to work with, and listen to families about the things that are important to them in order to help them achieve their aspirations/outcomes.

A person-centred system finds out what is important to the child/young person and identifies their whole-life outcomes. It encourages creativity to achieve outcomes in ways that are meaningful to each child/young person.

What is an Outcome?

An outcome is what the child/young person would like to achieve now and in the future. The Oxford English Dictionary definition says:

"The way a thing turns out; a consequence or an end result…."

For example an outcome might be, to be independent, be healthy, or to gain paid employment.

Identifying an outcome is not an exact science, they could be about:

- Education and learning
- Improved health and emotional well-being
- Increased choice
- Improved quality of life

Outcomes are not prescribed services, service goals, solutions or actions. Good outcomes must be measurable so they can be monitored and reviewed. When setting an outcome it is important to think about what success would look like, and how you would know if things were working well or not.

Education, Health and Care Plan Pathway

The Pathway follows a person centred approach whereby the child/young person is the focus of the process, and their views and their wishes are taken into account at each stage.

1. **Local Offer**
   The first stage of the pathway is the SEND Local Offer. The SEND Local Offer is an important Step in the pathway. The Local Offer brings together information, advice and guidance for parents/guardians, children and young people with SEND. It will help access resources appropriate to needs, with or without an EHCP.

   You can access the Local Offer at www.enfield.gov.uk/SEND.

2. **Educational Setting Support (eg, pre-school, school or college)**
   Any concerns should be discussed with the educational setting. All settings have a responsibility to meet a child/young person's educational needs and should be recording any exceptional needs on an Individual Support Plan (ISP). This is a document which the educational setting develops. This must be done in partnership with parents/guardians and children/young people if appropriate. The ISP will include targets set for the child/young person and should indicate any extra provision/classes/equipment that will be made available. This ISP should be reviewed twice within the setting and will include any recommendations/strategies which have been offered by other specialist professionals, such as Educational Psychologist or Speech and Language Therapist.

3. **Referral for Statutory Assessment**
   The majority of children and young people with SEN or disabilities will have their needs met within local mainstream educational setting. Some children/young people may require an assessment so that the Local Authority (LA) can decide whether it is necessary for it to make provision which is over and above what is available in a mainstream provision.

A referral for statutory assessment can be made by a child/young person's educational setting, parent or young person over the age of 16 years, but under the age of 25 years.

If you think that your child/young person's needs are not being met, despite educational setting interventions, you may make a referral for a Statutory Assessment. Please note that if you are considering referring as a parent/guardian, you should make your child/young person's setting aware. An educational setting can also refer for a Statutory Assessment.

It is very important to make sure that the forms are filled in completely and no information is missing otherwise this may result in the forms being returned.

It should be noted that referral for a Statutory Assessment does not necessarily result in an EHCP.

4. Agreement/Decline to assess

The referral form and any attached reports or documentation will be considered by a panel of professionals at the LA and they will decide whether a needs assessment is necessary. To inform the decision the LA will need to take into account a wide range of evidence which will include:

- Evidence of developmental milestones/academic attainment and rate of progress.
- Information about the nature and extent of SEND.
- Evidence of action already taken by the educational setting to meet the SEN
- Evidence of the child/young person's physical, emotional and social development and health needs drawing on relevant evidence from clinicians and other health professionals.

The LA must make a decision and will communicate this decision to the parent/young person within 4 weeks of receiving the request.

If the LA declines an assessment

If the information/evidence presented indicates that a needs assessment is not required at this time the LA will inform the parent/guardian/young person of this decision within 6 weeks of receiving the request. The LA will also give the reasons why it has

decided not to proceed. It may be helpful, at this time to arrange a meeting with an allocated member of the SEN Team to discuss this outcome. There is also the opportunity to seek disagreement resolution and mediation services prior to considering appeal to the Special Educational Needs and Disability Tribunal (SENDIST). Should further information become available this referral can then be resubmitted to the Panel.

If the LA agree to an assessment

The LA must gather evidence from relevant professionals and the parent/guardian/young person will be able to offer views, wishes and feelings. The LA will gather advice from the following, where appropriate:

- School/educational setting
- Any peripatetic teacher involved

- Health care professional
- Educational Psychology Service
- Social Care

Some of this advice may already have been forwarded to the LA with the referral and the parent/school/young person can notify the LA of any other appropriate professionals they wish to include.

The overall timeframe for an EHCP is 20 weeks.

Legal Exceptions
Sometimes there will be exceptional circumstances which will delay the process such as:

- When appointments are missed.
- Where the child/young person is absent from the area for a period of at least 4 weeks.
- Exceptional circumstances which affect the child/parent/young person.
- Where the educational setting is closed for at least 4 weeks.

5. Draft Education, Health & Care Plan

All About Me
The parent/guardian/young person will be sent the personal profile section of the EHCP known as "All About Me", and asked to complete this. Advice and guidance for completion of this section can be offered by the school, Enfield Parent Partnership Service or the SEN Team. There may also be specific training sessions organised by the LA which you can attend (include details).

Multi-agency Meeting
If the parent/guardian/educational setting has made the referral, a multi-agency meeting will be co-ordinated by the educational setting with the relevant professionals. If the child/young person is in alternative provision or being educated at home, the LA will co-ordinate this meeting.

Should a relevant professional be unable to attend the multi-agency meeting, an updated report/advice will need to be sought. A member of the SEN Team will also, hopefully, be able to attend.

The purpose of this meeting is to discuss the needs of the child/young person and focus on outcomes and provision which they may require. An EHCP must specify outcomes and should focus on education and training, health and care outcomes that will enable the child/young person to progress their learning, and as they get older, to be well prepared for adulthood.

PLEASE NOTE: An outcome is a benefit or difference made to an individual as a result of an intervention. It should be personal and not expressed from a service perspective. For example, the provision of one hour speech and language therapy is NOT an outcome, it is a provision. The outcome is what it is intended that the speech and language therapy will help the child/young person to do that they cannot do now. An outcome will usually set out what needs to be achieved by the end of a phase or stage of education in order to enable the child/young person to progress successfully to the next phase or stage.

Personal Budgets
Personal Budgets are one way of supporting personalisation. A Personal Budget is a sum of money which may be allocated by the Local Authority, NHS or by the educational setting to deliver all, or some of the services and support set out in an Education, Health and Care Plan (EHCP) to help your child/young person achieve their outcomes.

If your child/young person has an EHCP you have the right to ask for a personal budget. Of course, having a personal budget is optional, and will be discussed with you as part of the EHCP planning process. Parents/guardians and young people may also request a personal budget during a statutory review of an existing plan.

Draft EHCP
Following this meeting a DRAFT Education Health and Care Plan will be prepared by a member of the SEN Team.

For more information contact: - Your School/Educational Setting.

6. Contents of a Draft EHCP

The EHCP will include the following sections:

Section A	Personal Details and All About Me
Section B	Statutory Advice: Education
Section C	Statutory Advice: Health
Section D	Statutory Advice: Social Care
Section E	My Outcomes
Section F	Education Provision
Section G	Health Provision
Section H(1)	Social Care Provision
Section H(2)	Social Care Provision
Section I	Educational Placement
Section J	Personal Budget
Section K	Professionals Involved and Appendices

If you would like to view a sample of an EHCP you can do this by accessing www.enfield.gov.uk/SEND.

7. Formalising the EHCP

Once drafted, the EHCP will be considered by a Three-Agency Panel which will include professionals from Education, Health and Social Care. It is the remit of this Panel to:

- Agree/disagree with the formalising of the EHCP
- Agree/disagree the provision specified in the EHCP

8. Advisory Plan

If the LA decides that a formal plan is not necessary, the SEN Team will issue an "Advisory Plan" and will notify the parent/guardian/young person/educational setting giving reasons for this decision. You will also be advised of your right to appeal that decision and the requirement to consider mediation should you wish to appeal. You should contact the SEN Team on the first instance and they can advise you of other independent disagreement resolution services.

The Advisory Plan can be used to inform how the outcomes sought for the child/young person can be achieved through provision in the educational setting and with support from other agencies.

9. Proposed Plan

If the LA decide that a formal Plan is required:

A proposed EHCP will be sent to the parent/guardian/young person who has 15 calendar days to give their views on the content. An SEN Officer will be available for a meeting during this time if required.

The proposed Plan MUST NOT contain the name of any school/educational setting but the parent/guardian/young person can request that a particular school/educational setting is named in Section I of the Plan. However, the preference of the educational setting must be suitable to the age, ability, aptitude and SEN of the child/young person and their attendance would not be incompatible with the efficient education of other children or the efficient use of school or LA resources.

The SEN Team will consult with the preferred educational setting if the LA considers it appropriate to meet the child/young person's needs. The views received from the school will be considered carefully by the LA who will decide whether or not to name it in the Plan. It is necessary to note that if another LA maintains the preferred educational settings, that LA must also be consulted.

10. Final Plan

When changes are suggested to the Proposed Plan by the child/young person and agreed by the LA the Proposed Plan will be amended as quickly as possible and finalised.

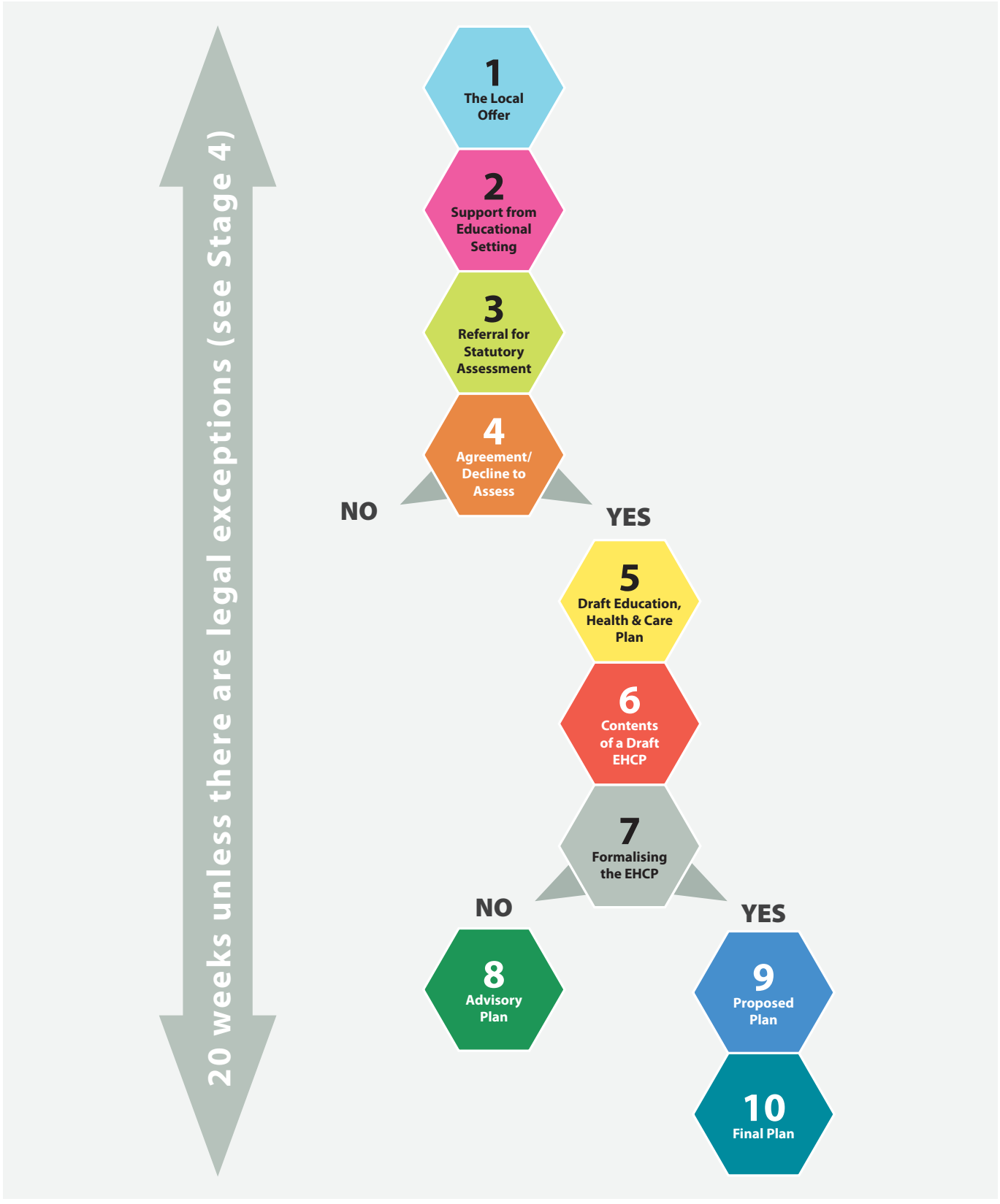
Where changes suggested are not agreed by the LA, it may still proceed to issue the final EHCP.

The parent/guardian/young person may appeal to the Tribunal and must consider mediation should they wish to appeal. For further information please see the section on Mediation and Disagreement Resolution of the printed Local Offer or visit www.enfield.gov.uk/SEND.

The final EHCP will also be issued to the educational setting named on the Plan and Enfield Clinical Commissioning Group (where relevant).

Where an educational setting is named in an EHCP they must admit the child/young person.

The EHCP will be reviewed on an annual basis.


20 weeks unless there are legal exceptions (see Stage 4)
1
The Local Offer
2
Support from Educational Setting
3
Referral for Statutory Assessment
4
Agreement/ Decline to Assess
NO
YES
5
Draft Education, Health & Care Plan
6
Contents of a Draft EHCP
7
Formalising the EHCP
NO
YES
8
Advisory Plan
9
Proposed Plan
10
Final Plan

For more information on the EHCP Pathway contact:

Your School/Educational Setting Speak to the SENCo or Inclusion Manager at your school. They should be able to provide you with more information.
Enfield Parent Partnership Service Offers free, independent, confidential and impartial information, advice and support to parents and carers of children/young people with special educational needs. Tel: 020 8373 2700 Email: prafula.katkoria@enfieldparents.org.uk
SEN Services Tel: 020 8379 3733/3203/5619/5171 Email: sen@enfield.gov.uk
Mediation & Dispute Resolution Provider: Kids Tel: 020 7359 3635 Web: www.kids.org.uk/mediation
The Special Educational Needs & Disability Tribunal Tel: 01325 289350 Email: sendistqueries@hmcts.gsi.gov.uk

Transferring Children/Young People with Statements of SEN and Learning Difficulties Assessments (LDA) to EHCPs

It is a requirement that by April 2018 all children who currently have a Statement of Special Educational Needs will have transferred to an EHCP. The child's Statement remains a legal document until it is converted to a statutory EHCP.

It is a requirement that by September 2016 all young people who currently have a Learning Difficulties Assessment will have transferred to an EHCP. The young person's LDA remains a legal document until it is converted to a statutory EHCP.

Following a transfer review, the majority of Statements/LDAs will convert to an EHCP. However, in some circumstances, following review, it may be agreed that your child/young person can be supported without the need for a statutory EHCP.

The following timetable details the SEND Team's plan to convert existing Statements/LDAs to EHCPs. It will be reviewed regularly and may be subject to change.

Year	Year Group	Completion Date	Number of Pupils
2014/2015	11	31 May 2015	416
	6	15 February 2015	112
2015/2016	11	31 March 2016	Approx 100
	6	15 February 2016	Approx 100
	9	To be advised	117
	LAC	To be advised	38
2016/2017	11	31 March 2016	Approx 100
	9	To be advised	Approx 100
	6	15 February 2017	Approx 100
	2	To be advised	To be advised
2017/2018	6	16 February 2018	To be advised
	2	To be advised	To be advised
	4	To be advised	To be advised
2018	6	31 March 2018	To be advised

Independent Support

Enfield Parents & Children (EPC) has been awarded a 20 month contract to provide 3 Independent Supporters for Enfield.

These Supporters, who will undertake nationally developed training, will help parents and young people through the process of changing from a current Statement of Special Educational Needs or Learning Difficulty Assessment to an Education, Health and Care Plan.

Although the funding is time- limited, training will be provided in schools and individual support will be given. Our intention is to also develop some online training so that we can reach more people.

For more information please visit the EPC website at http://www.enfieldparents.org.uk/ or call 020 8373 2700 or email enquiries@enfieldparents.org.uk

Medical Needs

If your child has a medical need, eg, epilepsy, diabetes, they may not need an EHC Plan to support them in school. All children with a health care need have access to the full range of Universal Services. They will be able to access Targeted and Specialist Services if they meet the criteria for these services.

Personalisation & Personal Budgets

What is Personalisation?

Personalisation means thinking about care and support services in a new way, giving families choices about what, who, how and when they are supported to live their lives.

The Special Educational Needs and Disability (SEND) Reforms are part of the Children and Families Act 2014, and have strengthened the personalisation approach. Whether or not you want a personal budget, we will work with you to personalise your support and services.

What is a Personal Budget?

Personal Budgets are one way of supporting personalisation. A Personal Budget is a sum of money which may be allocated by the Local Authority, NHS or by the School/College to deliver all, or some of the services and support set out in an Education, Health and Care Plan (EHCP) to help your child achieve their outcomes.

If your child has an EHCP you have the right to ask for a personal budget. Of course, having a personal budget is optional, and will be discussed with you as part of the EHCP planning process. Parents and young people may also request a personal budget during a statutory review of an existing plan.

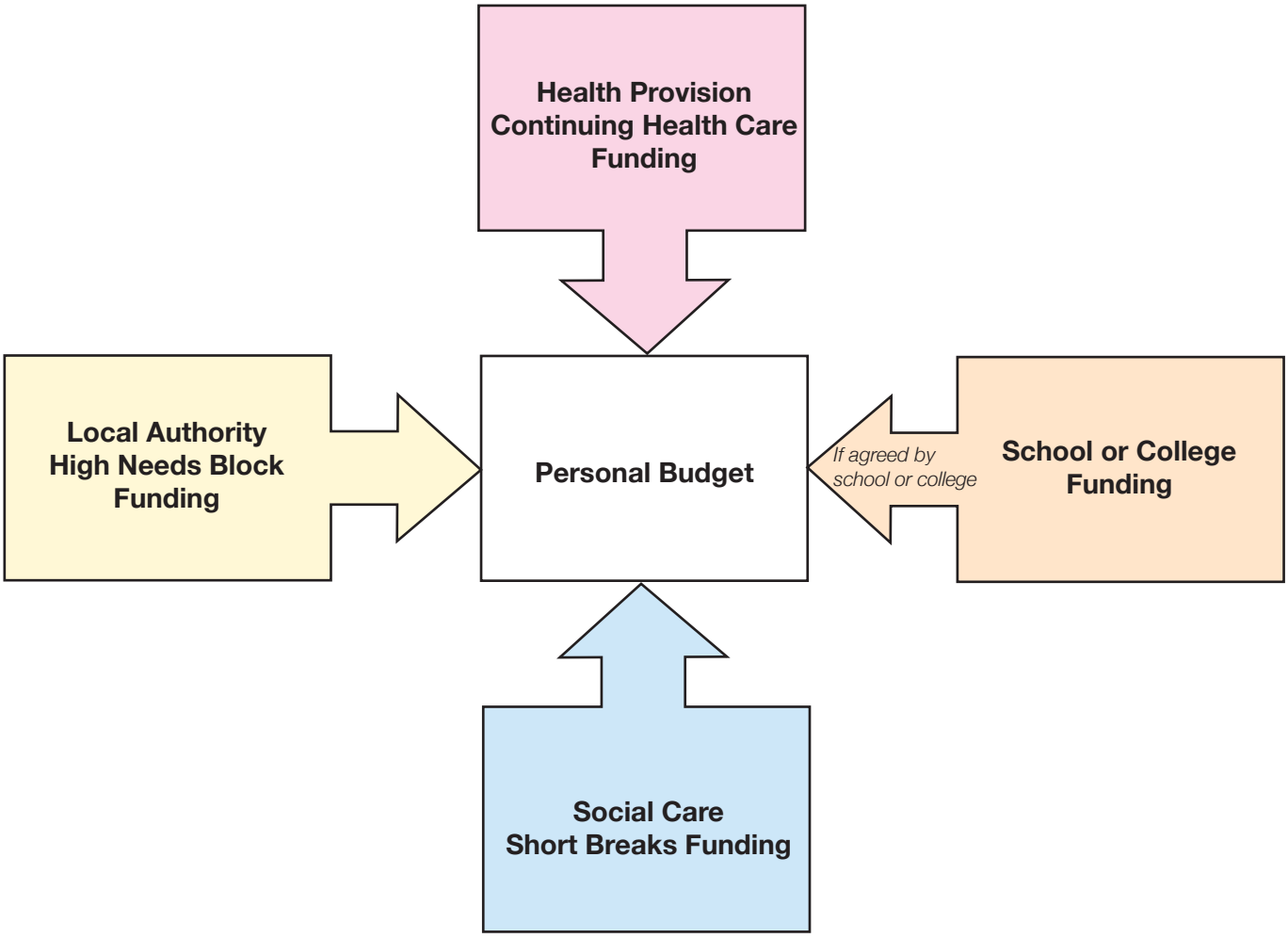
Parents and professionals should work together to agree how to support the child or young person to meet their outcomes as identified in the Education, Health & Care Plan (EHCP). Children and young people should be included in this process. If everybody agrees that a Personal Budget is the best way forward, this will be written into the EHCP, subject to meeting the Personal Budget eligibility criteria.

This approach puts families at the heart of the system and involves them in deciding the best way to support their child.

The SEND Code of Practice tells us that Local Authorities and their partners "should develop and agree a formal approach to making fair and equitable allocations of funding and should set out a local policy for Personal Budgets."

What are the Sources of Funding for Personal Budgets?

The following diagram explains the different sources of funding that could be available to you if you are eligible to have a Personal Budget.



Currently, almost all of the funding is already committed to providing a range of services to children and young people with SEND, therefore is not available for use as a Personal Budget at this time. Over the next few years, the Local Authority and their partners will be working with parents to support greater choice and flexibility. This will ensure funding is available to promote the use of Personal Budgets, where it is clear that this will be the best way to meet children's outcomes. This work will be progressed with Our Voice Parent Forum and Enfield's Parent Partnership Service.

Currently there are no Education or Therapy Services which can be provided via a Personal Budget.

Enfield already has an agreement between the Local Authority and the NHS – the Clinical Commissioning Group – which enables us to work together to secure services for children and young people with SEND.

What are the Criteria for Personal Budgets?

The Local Authority and NHS recognise their responsibility to ensure families are informed about the option to have a Personal Budget.

To be eligible for a Personal Budget:

- A child or young person must have an EHCP.
- It **must** be agreed that the allocation of a Personal Budget is the most effective way of meeting the child/young person's outcomes as identified in their EHCP.
- It should be noted that without exception the Local Authority and its partners **must** ensure that public funding is used appropriately and provides value for money.

It should also be noted that whilst the Local Authority might agree that the provision is needed, they may be unable, at that point in time, to disaggregate funding that is currently supporting provision of services to a number of children and young people.

The final decision to allocate a Personal Budget will be made by the multi-agency Panel of professionals as part of the EHCP process.

Health

If a child/young person meets the Continuing Care criteria they may be eligible for a Personal Budget - national guidance for Continuing Care can be found on the NHS Choices website. http://www.nhs.uk/CarersDirect/guide/practicalsupport/Pages/continuing-care-children.aspx

Social Care

Children and young people who may be eligible for a direct payment or short break grant will have a long term physical or mental impairment, which has a substantial effect on their ability to carry out day-to-day activities.

How do I apply for a Personal Budget?

- Parents can express an interest and discuss the option of a personal budget at the multi-agency meeting which agrees the child/young person's outcomes.
- The Education, Health and Social Care Panel which considers the request for the EHCP, will at the same time, consider the request for a Personal Budget.

- If an EHCP is agreed by the Panel, details of the Personal Budget will be included in the draft EHCP which will be sent to you.
- On receipt of the draft EHCP, parents, children and young people have 15 calendar days to comment/agree and nominate a school, and confirm whether they wish to proceed with a Personal Budget.

How will I manage the money I am allocated for a Personal Budget?

If your child or young person is eligible for a Personal Budget, there are four ways that the parent/carer and/or the young person can be supported to manage the funding:

1. Direct Payments – where individuals receive the cash to contract, purchase and manage the services themselves.
2. An arrangement – whereby the Local Authority, school or college holds the funds and commissions the support specified in the EHCP (these are sometimes called notional budgets).
3. In the future, there will be third party arrangements – where funds (direct payments) are paid to and managed by an individual or organisation on behalf of the child's parent/carer or the young person.
4. A combination of the above.

If you choose to take your Personal Budget as a direct payment you will need to:

- undergo a series of basic checks.
- set up a separate bank account.
- provide receipts to enable the monitoring of your Personal Budget.

Advice, guidance and support will be provided at all stages of the process. We recognise that children and families' circumstances change. We will work with families to respond to their changing needs to ensure the right level of support is available.

If any at any time we become aware of the mismanagement of a Personal Budget it will be withdrawn.

Who can I talk to for more information?

Your School	Speak to the SENCo or Inclusion Manager at your school. They will be able to provide you with more information
Enfield Parent Partnership Service	Offers free, independent, confidential and impartial information, advice and support to parents and carers of children/young people with special educational needs. Tel: 020 8373 2700 Email: prafula.katkoria@enfieldparents.org.uk
Our Voice	A parent–led voluntary organisation working with parents and carers, as well as the statutory and voluntary sectors. They aim to improve services for children and young people with disabilities or special educational needs in the borough of Enfield. Our Voice will be able to provide you with further information and advice. Tel: 07516 662315 Email: info@ourvoiceenfield.org.uk
SEN Services	Tel: 020 8379 3733/3203/5619/5171 Email: sen@enfield.gov.uk
Joint Service for Disabled Children	Tel: 020 8363 4047 Email: cheviots@enfield.gov.uk

Joint Service for Disabled Children

The Joint Service - for Disabled Children is an important partnership. We work with 'Our Voice Parent Forum', and other voluntary groups and organisations to support and promote opportunities for all disabled children and their families in Enfield.

The Joint Service includes:

- Enfield Community Services
- The Early Intervention Support Service (EISS)
- Cheviots Children's Disability Centre/Service

Enfield Community Services

Enfield Community Services is the 'health part' of the Joint Service and includes Carers, Nursery Nurses, Physiotherapists and Paediatric Occupational Therapists. As well as assessing children they provide direct services and offer support to non-medical staff ensuring they are trained and confident in meeting the needs of children with complex medical needs.

The Early Intervention Support Service

The Early Intervention Support Service is the 'educational part' of the Joint Service. It includes the Pre- School Support Service, Teachers, Home Visitors and Key Workers who also play a part in assessing children and providing support and services to families.

Cheviots

Cheviots is a specialist Children's Centre and is the 'social care' part of the Joint Service. The Centre has Social Workers and Centre Workers who also all play a part in assessing children and providing support and services to families.

Our aim is to ensure that families with disabled children have the support they need to 'live ordinary family lives as a matter of course'.

We are therefore committed to:

- Ensuring that we listen to all disabled children, act on their views, and provide them with choices
- Ensuring all disabled children and their families are supported to take part in and enjoy local community life, wherever possible using local childcare, leisure and recreational facilities
- Ensuring that as parents and carers you are supported to become equal partners in making decisions about service development and priorities, so we work together to 'get better'
- Ensuring we provide you with useful information when you need it
- Access to Services and Short Breaks
- This information is for families living in the London Borough of Enfield who have a disabled child aged between 0 to 17 years.

Children and young people are eligible for support and services if they have a physical or mental impairment, which has a substantial and long-term effect on their ability to carry out day-to-day activities. This may include a physical or learning disability, a hearing or visual impairment. It includes children with autism and children who may have challenging behaviour as a result of their learning disability. It also includes children who have complex health needs and who may have palliative, life limiting or a life-threatening condition.

The Joint Service eligibility for specialist services and short breaks is based on the following principles:

- The need for intervention from the specialist children's disability team
- The need to be fair, clear and equitable
- Promoting the health, safety and well- being of disabled children and young people, ensuring they can fully participate in family and community life, enjoying themselves with friends and making decisions about their lives
- Preventing family crisis through the provision of the right level of support at the right time

Support Services

Support Services include giving you information, advice and guidance, counselling, allocation of a named professional or Key Worker to help co-ordinate the support your family needs, training and help for brothers and sisters. We can support you through transition from children's to adult's services. We can tell you about other local services and facilities and ensure you have the right equipment and adaptations to your home, which make life easier. We can ensure you are supported in applying for benefits or Disabled Parking Badges

Short Breaks

Short Breaks provide disabled children and young people with an opportunity to spend time away from their parents, relaxing with friends and having fun. They provide families with a 'break' from their caring responsibilities; they give parents a chance to un-wind, rest or spend time with other children. Examples of short breaks include holiday play schemes or home sitting.

We think it is important to allocate short breaks in a fair way. Not all children and families will need the same level of short breaks; some will need more than others because of the impact of their child's disability. Some families may need more support because of their individual family circumstances. As every child and their family are different we provide different levels of short break support.

LEVEL OF SUPPORT	DETAIL OF SUPPORT
Universal Services - Low Support Needs	Many families with disabled children will not require any extra help because they will be sufficiently supported using 'universal services'. Universal services are those, which are used by and benefit all children and families. For example health visiting, leisure activities provided at your child's school or through local community groups and organisations. Children and young people whose needs are assessed as low will be eligible for all universal services. You may still want advice, information and guidance which we will of course provide as needed. Please see Enfield's Local Offer for further information about universal services.

Targeted Support – Medium Support Needs	Some families with disabled children are likely to require targeted support as well as universal services. Families requiring targeted support will be provided with a minimum level of short breaks and support. Families may choose to have this as a payment – a short break grant – to buy their own short break services or activities or we can buy these on your behalf. For more information about short breaks – see our Short Breaks Factsheets detailed below.
Specialist Support - High Support Needs	Some families with disabled children may require specialist short breaks and services. Families requiring specialist support will also be provided with a minimum level of short breaks and support. Families may choose to have this as a payment – a short break grant – to buy their own short break services or activities or we can buy these on your behalf For more information about short breaks – see our Short Breaks Factsheets detailed below. You may also be allocated a Key Worker or Lead Professional who will help to co-ordinate the support you require and ensure all the professionals who are involved with your child work together to make family life easier. We will also provide you with advice, information and guidance as needed.

Gathering More Information

There are many things we will discuss with you when assessing the support you need. Here are some of them:

- The severity of your child's disability, how it impacts on their life and your family life
- If you have more than one disabled child
- The number of other children or caring responsibilities you may have
- If you or a partner have a disability
- If you have limited support within your social/family network
- If a child is 'cared for' by the Local Authority or adopted.
- If there are concerns about a child or young person's safety

We recognise that your needs will change. There will be times when you may need more support and times when you will need less support, so services will change as your needs and those of your family change.

If your child does not meet the criteria for the short breaks grant we can signpost you to appropriate activities for your child within mainstream services. Any costs for the short breaks will need to be covered by the family. Some families choose to use their disability living allowance (DLA) to fund activities or a support worker.

You are of course entitled to an assessment of your child and family's needs at any time. So if you feel the basic minimum level of support is not meeting your needs or those of your family then contact the duty social worker on the number given below.

All short break grants will be reviewed at least once a year, to ensure the level of support is right for your child and family. You can of course request a review and/or a further assessment of your needs at any time.

Our aim remains to provide you with the best possible support and to use your expert knowledge to help us develop and improve our services and short breaks.

How to get Support and Services

Children and families are referred into the service by an Early Help Form. This is completed with you by a professional who knows your child and family, such as a health visitor or teacher.

An Early Help form may be enough to establish the kind of help and support you need but in some cases parents may be asked to fill in a 'Short Break Self-Referral' form as well. This helps you to identify your child's additional needs and helps us to determine the level of support they may require to access Short Breaks.

Sometimes further information is required. For example, if your child has medical needs a health professional may want to talk to you, or if there are concerns about your family's welfare then a Child and Family Assessment will be completed by a social worker.

Professionals will not ask for the same information twice. The idea is to build up a clearer picture of your needs and your child's needs, so you can feel confident about the support you receive. If you feel you are being asked to repeat information, please do inform the relevant professional of where the information can be found (i.e. who else has already asked you about it).
The information you provide will be used to agree what level of support is most likely to suit your child and family's needs.

We will inform you of the outcome within ten working days of the receipt of the referral. For further information please see the Short Break Factsheets. These can be downloaded from the Council's website http://www.enfield.gov.uk/downloads/download/2839/short_breaks_factsheets or copies can be obtained from Cheviots Children's Centre, from the Early Intervention Support Service (EISS), from Cedar House Clinic and in future they will be available at your child's school.

Other Specialist Support

Specialist Dental Treatment

For information about dental treatment please visit the following website:

www.nhs.uk/livewell/dentalhealth/pages/dentaltreatments.aspx

Specialist Optician

For more information about optical treatment please visit the following website:
www.nhs.uk/NHSEngland/AboutNHSservices/opticians/Pages/NHSopticians.aspx

Sapphire Service

This service provides Continuing Health Care Assessments, nursing support, play and bereavement services to families who have a GP based in Enfield. The team consists of a Paediatric complex needs nurses, a Play and Bereavement Specialist team whose aims are to support children who are deemed as palliative and their siblings, or any child who meets the continuing health care threshold. This support is provided in accordance to the ACT criteria www.icpcn.org

Any child referred to the team as 'palliative' or life threatened receives play and support via our workers. Their siblings will also be supported.

Children who have unstable medical needs or complex health needs may meet Enfield's criteria for continuing health care funded support. This enables families to receive care for their child's health needs which is currently provided by external agencies. The Continuing Health Care Needs and provision is assessed by the nursing team, this information is then provided to Enfield Clinical Commissioning Group who agree the necessary funding. This is then reviewed at regular intervals with the family and will alter depending on the child's health support requirements

We aim to carry out assessments within 13 days of referral and reviews within 5 days of the planned date.

For more information please call 020 8375 2945.

Developing an Enfield Sleep Service

The Joint Service for Disabled Children has been working with partners, including Our Voice, to develop a Sleep Service. Parents and professionals have identified this as a future priority and are working together to develop a service which will work with children and young people from birth to 17 years and their families and provide parents with an opportunity to implement an improved sleep routine.

As we review and update our Local Offer, further information about this service will be provided.

Additionally Resourced Provision (ARPs)

Most children in Enfield will be supported in a mainstream school with Universal or Targeted Services. However, if it is not possible they may be offered the option of attending one of Enfield's ARPs (Additionally Resourced Provision) or Special School.

Some schools have specialist "Additionally Resourced Provision" (ARP). ARP is an umbrella term that covers a wide range of provision where the Local Authority contracts resources over and above those allocated to all schools and settings. This is in order to promote inclusion and to increase the Local Authority's capacity to meet the needs of pupils with SEND. Each ARP can cater for between 8 – 10 pupils.

The SEN Panel will consider whether it is appropriate for your child to attend one of the ARPs.

The following table details those schools that are funded to provide "additionally resources provision".

School	Type of Provision
Primary Provision	
Bowes Primary	Autism
Brimsdown Primary	Hearing Impairment
Chesterfield Primary	Complex Needs including Autism
De Bohun Primary	Complex Needs including Autism
Eastfield Primary	Complex Needs including Autism
Galliard Primary	Complex Needs including Autism
Houndsfield Primary	Speech & Language
Suffolks Primary	Speech & Language
Secondary Provision	
Broomfield Secondary	ASD/Aspergers
Chace Community	Complex Needs
Edmonton County	Social, Emotional & Behavioural Difficulties
Highlands Secondary	Sensory Impairment
Lea Valley High	Speech & Language
Winchmore School	A satellite of Durants School. It caters for up to 8 pupils and is designed for pupils with Autism who can access some mainstream lessons and benefit from the social opportunities available in a mainstream setting.

Special Schools

There are six special schools in Enfield meeting a range of special needs. All pupils attending a special school will have a Statement of Special Educational Needs/Education, Health and Care Plan.

School	Brief Description
Primary	
Russet House School	A primary school for children with Autism aged 5 – 11 years. It also has a nursery for children from age 3 years. It has been accredited by the National Autistic Society. http://www.russethouse.enfield.sch.uk/
Secondary	
Durants School	Caters for 95 pupils from 11-19 with Autism. It has been accredited by the National Autistic Society. Durants also has a satellite provision at Winchmore School for 8 pupils. http://www.durants.enfield.sch.uk/page/default.asp?title=.&pid=1
Oaktree School	Mixed day-school for pupils with a range of complex needs, including pupils with some social difficulties linked to their learning. It provides for pupils aged 7-19 and offers a broad and balanced access to the National Curriculum. http://www.oaktree.enfield.sch.uk/
Primary & Secondary	
Aylands School	Mixed day-school for pupils with social, emotional and behavioural difficulties linked to their learning. It provides for pupils aged 7-19 and offers a broad and balanced access to the National Curriculum. http://www.aylands.demon.co.uk/
Waverley	For pupils, aged 3 – 19 years with severe learning difficulties or profound and multiple learning difficulties. Some pupils have additional difficulties, which may include visual, hearing, medical and physical impairments. http://www.waverley-school.com/page/default.asp?title=Welcome&pid=1
West Lea School	Provides for pupils aged 5 – 19 years with a range of complex needs including medical, physical, communication, social, emotional and learning difficulties and Autistic Spectrum Disorders. http://www.westleaschool.co.uk/

Sensory Impairment

Enfield has a Sensory Impairment Team which provides assessment, information and advice to families. The Team provide services to children of all ages following an assessment of needs. Training and equipment provided is dependent on the age of the chid. For very young children the service mostly involves registration and signposting to supporting organisations.
For further information you can view the Service fact sheets via the following links:

http://www.enfield.gov.uk/downloads/file/8416/factsheet_acc01_hearing_impairment_-_services_for_people_in_enfield_who_are_deaf_or_hard_of_hearing

http://www.enfield.gov.uk/downloads/file/8415/services_for_people_in_enfield_who_are_blind_and_partially_sighted_acc02

Tel:	020 8379 1001
Textphone:	020 8379 6962
Fax:	020 8379 2810
Email:	adultsocialcare@enfield.gov.uk

- *Visual Impairment*

Enfield contracts the services of Joseph Clarke School and Service to provide support for children with visual impairment. School age children may receive mobility training from a mobility instructor from Joseph Clarke School http://www.joseph-clarke-sc.co.uk/page/default.asp?title=Home&pid=1.

- *Hearing Impairment*

Enfield has a specialist Speech & Language Therapist who has overall responsibility for supporting deaf children. Some specialist schools provide training for parents in British Sign Language at no cost.

The Local Authority also commissions Blanche Neville School for Deaf Children in Haringey to provide support and services for deaf children. The Service provides information, advice and support regarding educational management and all aspects of Deafness/Hearing Impairment, including language and communication, listening equipment and social and emotional wellbeing. They work closely with babies, children, young people, their families/carers, staff in educational settings and other key professionals in the NHS and Social Care. The support offered ranges from weekly to occasional visits throughout the year.

The team offers visits to pre-school children and their families/carers in their home, their local Children's Centre or at another place of their choice.

All Primary, Special and Secondary schools in Enfield have an allocated Advisory Teacher who will meet regularly with the SENCo to manage a caseload of identified children.

Parents can access advice or support either by contacting the service directly or by asking the SENCo in their child's setting to contact us.

The Service uses the agreed national 'SERSEN Eligibility Criteria' to decide on initial support levels for each individual family.

The level of support is reviewed and adjusted regularly in consultation with the Advisory Teacher of the Deaf, families/carers and other professionals.

For more information please contact:

Tel: 0208 442 2754
Mob: 07970 729478
Email: Isla.Wilson@haringey.gov.uk

Behaviour Support Service (including Secondary Pupil Referral Unit)

The Services within Behaviour Support aim to work in partnership with schools, parents and the Local Authority to:

- Support the inclusion of all children and young people
- Assist children and young people experiencing social, emotional and behavioural difficulties to access successful learning opportunities
- Support the Local Authority and schools to remove barriers to inclusion

It does this by:

- Offering preventative interventions to support pupils at risk of exclusion, and strategic work to promote a school's positive behaviour management
- Providing an established and comprehensive multi-disciplinary support service in the primary sector and a teacher and mentor led service to support the secondary sector. In both phases this includes whole class, group work and individual support strategies. In the primary sector interventions extend to include support to families alongside school-based work
- Offering a range of training and support to all staff
- The Enfield Secondary Tuition Centre (ESTC) works with learners in Key Stage 3 & 4 and ensures that young people receive a curriculum that enables them to reach their full potential

The services within Behaviour Support aim to work in partnership with schools, parents and the Local Authority to:

- Support the inclusion of all children and young people
- Ensure children and young people receive a curriculum that enables them to reach their full potential
- Support the Local Authority and schools to remove barriers to inclusion

Exclusion from School

A headteacher of a school may decide it is necessary to discipline a pupil for his or her behaviour. This may be for a serious one-off incident or a series of incidents.

When considering whether to exclude pupils, head teachers will look at all the evidence available to them at the time and make their decisions based on the 'balance of probabilities'. This means that they will look at all the evidence and decide whether it is more likely than not that the pupil did what he or she is accused of doing. If so, they will make the decision to exclude.

A headteacher can exclude for incidents that take place going to and from school even if a pupil is involved in an incident outside school hours (and still wearing school uniform). Details will be published in the school's Behaviour Policy which can be found on their website. http://www.enfield.gov.uk/site/custom_scripts/schoolsdirectory/directory_home.php?directoryID=61

For more information about exclusion from school please visit the Council's website at http://www.enfield.gov.uk/info/705/school_admissions/2534/exclusion_from_school.

Home Education for Children and Young People with a Statement or EHCP

- The parents of children with a Statement of Special Educational Needs/Education Health & Care Plan have the same rights to educate their children at home, as parents of children who do not
- Where a child has a Statement of SEN/Education Health & Care Plan, the Local Authority has a duty to ensure that the child's needs are met, and a Statement/Plan must remain in force
- Enfield SEN Services must be satisfied that that the parents are able to make suitable provision for the child in accordance with the Statement/Education Health & Care Plan
- The Council will provide you with guidance notes on home education and you will be asked to complete a form requesting information about the education you will be providing for your child
- An adviser will visit your family to discuss the education programme and long-term education plans for the child

- If the Local Authority is satisfied that the home education provision meets the child's needs the statement/Education Health & Care Plan will be amended accordingly
- The SEN Service will organise a review annually to check that the programme is implemented satisfactorily and according to the child's special educational needs

What do I do when it is time for my child to move from Primary to Secondary School?

- There is a separate process for children with special needs transferring to secondary school
- If your child has a Statement of Special Educational Needs/Education Health and Care Plan, the SEN Team will send you information about the secondary transfer process
- You will be invited to an information session where the process will be explained to you. This will give you an opportunity to ask any questions or raise any concerns that you may have
- You will be invited to express a preference for the secondary school that you would like your child to transfer to. You will need to complete a form which will be sent to you and this must be returned to SEN Service by October half term
- The SEN Team will contact your preferred choice of school to seek their views on naming their school on your child's Statement/Education Health and Care Plan
- The Local Authority must name a Secondary School in your child's Statement/Education, Health and Care Plan by the 15 February, the year in which your child will start secondary school

Travel Assistance

The expectation is that most parents will make their own arrangements to take their children to and from school. A few parents may need some help in getting their child to school because of the type of need or the severity of need.

The eligibility criteria for pupils with SEND to access travel assistance is:

- Children/young people who are of compulsory school age with SEN/ a disability or mobility difficulties where it is not reasonable to walk to school because of SEN/a disability/mobility difficulties
- Where the Local Authority have not offered a closer school

Currently the Department for Education Home to School Travel and Transport Guidance is being reviewed and Enfield is awaiting the final guidance. Therefore the Transport Assistance guidance will be kept under review.

What if it is not possible to meet my child's needs in Enfield?

Our aim is to support children to both live at home, and to be educated locally. Very rarely, children with exceptional needs may need to be educated out of Borough. If your child's educational outcomes cannot be met locally we will work with you to identify a suitable placement. Your child's needs will be further assessed and the support they require identified within their Education Health and Care Plan.

Important People in Your Life

Some examples of the type of help you might receive are shown below:

Health

Child & Adolescent Mental Health Service (CAMHS)

CAMHS help children/young people up to 18 and their families or carers living in Enfield who have health and emotional well-being/mental health concerns. Assessment and therapy are offered to children/young people and families and a consultation service to other professionals.

Speech & Language Therapist

Each primary school has an allocated Speech and Language Therapist who works with the School SENCO to support children with identified speech, language and communication needs and supports the school to set up their own language groups.

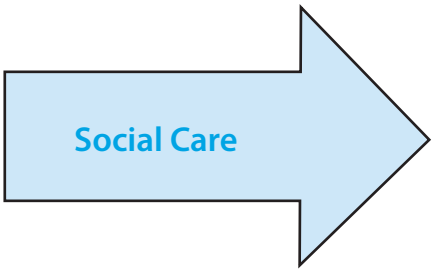
Occupational Therapists see children age 5 – 16 and their families who are facing challenges of everyday life as a result of a child's difficulty or disability. They work closely with the child, parents and teachers to develop practical approaches to overcoming the child's challenges and enabling them to reach their potential.

Physiotherapy

The paediatric physiotherapy team works with children who have reduced gross motor skills or musculoskeletal injuries. Teams of qualified physiotherapists use physical approaches to help children and families prevent, treat and manage disease and disability.

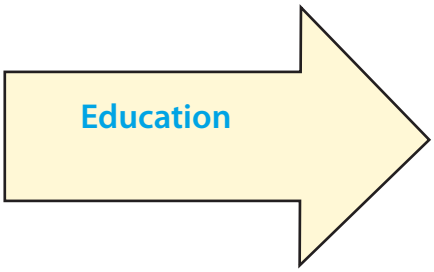
Dietician

Registered Dieticians (RDs) are qualified health professionals that assess, diagnose and treat diet and nutrition problems at an individual and wider public health level. As part of the Joint Service we review children residing in the Borough who will have variable dietetic needs, some children will not feed orally and others may, but need support to ensure the correct food choices and fluid goals are achieved.



Occupational Therapy

Social Care will assess your child's equipment needs in your home. The equipment will be issued via the Community Equipment Store. If suitable equipment is not available then authorisation to purchase the equipment will be requested from OT Managers.



School Special Educational Needs Co-ordinator (SENCo) or Inclusion Manager

A SENCo is responsible for the day-to-day operation of the school's SEN Policy. All mainstream schools must appoint a teacher to be their SENCo. SENCos co-ordinate additional support for pupils with SEN and liaise with their parents, teachers and other professionals who are involved with them. The SENCO has responsibility for requesting the involvement of other professionals and for SEN assessments, administration and parental support.

SEN Service

SEN Service is a Local Authority Service that works in partnership with parents, schools and professionals across, education, health and care. Their role is to co-ordinate and write your child's EHCP. They will work with parents explaining the process and all the options that are available to you.

Educational Psychologist - an Educational Psychologist (EP) will work with you and the other professionals who know your child in assessing your child's educational and developmental needs. This helps ensure your child's needs are known and supported at school.

Voluntary Sector

There are a range of Voluntary & Community Sector Organisations who are able to provide additional support to you and your family, eg, **Home Start, DAZU, Our Voice, Enfield National Autistic Society and The Carers Centre.** For more information visit the Directory on page 107.

Enfield Parent Partnership Service gives information, advice and support to parents and carers of children and young people with Special Educational Needs (SEN) and Disabilities. We also have a duty to ensure that parents' views are not only heard and understood, but that they inform and influence local policy and practice.

EPPS, based at the local charity, Enfield Parents & Children, has been in place since 1996.

We help parents to work with schools and professionals to obtain the support in school that matches their child's needs. The help takes many forms: information; listening to parents' worries; attending meetings; writing letters; help on managing transition stages and training for parents and professionals.

Telephone helpline: 020 8373 2700

Key Worker/Lead Professional

You may have been given the name of a professional who will take a lead on co-ordinating your child and family's support. This is sometimes called a Key Worker or Lead Professional. Any professional may take on this role. This is discussed with you, and is usually based on child and family needs.

For detailed Information about the following services, please see pages 86-94.

- Paediatric Physiotherapy
- School-aged Speech & Language Services
- Community Paediatric Dietetic Services for children with neurological conditions/complex needs
- Educational Psychology Services
- Child and Adolescent Mental Health Services (CAMHS)

Best Practice Case Study

Constantina was born prematurely at 24 weeks gestation. She had a variety of significant medical problems which gave her complex medical care needs. She had a gastrostomy fitted to enable her to be fed directly into her stomach. She also had a tracheotomy fitted with a tracheostomy breathing tube allowing her to breathe without the use of her nose and mouth.

Following her placement in a supported nursery place and at the request of her parents Constantina transferred to a Reception class in a local mainstream school. Initially she had two health support assistants and a Learning Support assistant who worked with her. In time Constantina's Learning Support Assistant was able to manage her medical/physical care needs with guidance from health professionals, she also became a link for Constantina's care, working with her family at home and attending hospital appointments. She took over Constantina's medical care in school and became part of the school workforce. The school made many adjustments to include Constantina.

When she was eight she had the tracheostomy removed, she was unable to speak normally but was able to express herself vocally. To meet her learning/communication needs Constantina had an Ipad speech programme to work with in class, she was able to access the curriculum along with her peers, the school differentiated the teaching for this and she remained in classes a year below her actual age group. Special arrangements were made for her at lunch time and her PE curriculum was adapted.

By the time Constantina was at Secondary transition age she had achieved Level 2s across the curriculum areas (equivalent to average achievement for 7 - 8 year olds). Her parents and the school decided that a large Secondary school would be difficult for Constantina to access with a level of independence due to her medical needs. Constantina was included in all of the leaving parties and the school prom alongside her peers. She moved on to a Special School which had more access to health professionals and provided a smaller environment where her independence could be fostered and encouraged whilst her learning could be progressed.

Best Practice Case Study

Rohit joined Russet House nursery shortly after his third birthday having received a diagnosis of autism from the Social Communication Clinic.

Rohit's parents were very worried about their son's inability to understand or use language. He had severe temper tantrums and was completely unaware of danger.

Within the safe and purpose built learning environment of the nursery, Rohit began to understand rules and routines and started to play more meaningfully with toys and interact more with adults. The introduction of photos and symbols helped Rohit to communicate his needs which in turn allowed him to make decisions and take control of his environment. By learning to use The Picture Exchange Communication System, Rohit began to express his needs by using short phrases and sentences. This resulted in fewer temper tantrums which had in part been caused by his frustration to communicate.

Rohit remained in Russet House for 1 year during which the decision was taken with his parents to transfer to his local primary school. With very careful planning and preparation and gradual integration supported by a member of Russet House staff, Rohit now attends a mainstream school. Although he continues to have rigid routines and very special interests he is happy and settled.

Best Practice Case Study

Changing schools is always hard at any age but particularly difficult for a child with autism and their family. Serpil's mother began to worry about this change when she was 9 years old and felt that her daughter's behaviour would deteriorate and she would take a long time to settle.

Serpil's mother was invited to visit Durants School, which caters for secondary aged pupils with autism and in year 6 when Serpil was 10, all the professionals who were working with her met to re-assess her educational needs and make recommendations to the Local Authority about what kind of secondary education would be best for her. Serpil's mother had a big part to play in this process and finally in February of her last year at Russet House, the Local Authority recommended transfer to Durants.

Prior to this, Serpil accompanied by someone from Russet House visited Durants once a week so that she became familiar with her new school and the staff who would be teaching her. A transition book, containing photos, symbols and written words was prepared to help Serpil learn about her new school. Serpil's mum used the transition book during the long summer holiday to remind her daughter where she would be going in September. Although Serpil's mum was fearful of the change she was surprised and extremely pleased with how her daughter coped with the move from primary to secondary education.

Moving On – Young People aged 14 – 25 years

The following diagram maps out some the services/provision available in Enfield for children and young people, aged 14 – 25 years, whether universal, targeted or specialist.

Access to these services will be dependent on your child/young person's needs. More detailed information about how to access different services is available in this section.

MOVING ON

Moving On is the process by which young people move from children's services to adult services. There is a comprehensive guide for young people which provides information about support and services available to young people during this time. For example, where to find further education and careers advice, help with independent living, transport, finance and relationships

FURTHER EDUCATION

Transition Information Events about Further Education
College Taster Sessions take place during the Autumn Term
Enfield Careers Service support the application process to local colleges

HEALTH

The GP is the key health professional for this age group and will refer to other health services as required
Primary Health Care
Enfield Community Services
Mental Health Services (Barnet, Enfield & Haringey Mental Health Trust)

LOCAL AUTHORITY & SOCIAL CARE

Joint Service for Disabled Children including
Cheviots Children's Disability Service and the Early Intervention Support Service
SEN Services
Behaviour Support Service
Educational Psychology Service (EPS)
Child & Adolescent Mental Health Service (CAMHS)
Monitoring & Support from LA Advisers
Hospital & Home Tuition
Health, Housing and Adult Social Care
Skills for Work Service

VOLUNTARY SECTOR & PARENT FORUMS

There are a number of voluntary sector organisations that are able to provide support to you and your family. Here are just a few:
Enfield Children & Young Persons' Services
Enfield Parents & Children including Enfield Parent Partnership Service
Enfield Disability Action
Our Voice
National Autistic Society (Enfield Branch)
Parent 2 Parent

Moving On – Young People aged 14 – 25 years

1 Universal Services

Growing up is an exciting time of new opportunities, new choices and increasing independence for all young people whether they have additional support needs, or not. We want our disabled young people to have the same opportunities as their non-disabled peers. We are committed to ensuring that we develop opportunities for disabled young people to reflect what they want to do and achieve in life. This could include further education, independent living, access to variety of leisure and youth services, or a package of them all.

All young people from the age of 16+ can access:

- Advice, Information and Guidance
- Education up to the age of 19. In addition to this young people can access local further education opportunities up to the age of 25 if they have SEND (eg, Capel Manor, Southgate and Barnet College, College of Haringey, Enfield and North East London)
- Opportunities to participate in youth and leisure activities – Youth Services (http://www.enfield.gov.uk/youth/)
- Meaningful work experience and support to get employment
- Primary Health Care Service such as GP, dentist, optician
- Sexual Health Services

Employment

- *Skills for Work Service*

The Skills for Work Service delivers a range of services and programmes to young people and other partners such as schools. This includes:

- Work based learning programmes including Apprenticeships.
- Traineeships and Study Programmes.
- Work related learning and work experience programmes.
- Careers guidance.
- Adult and Community learning.
- ESOL programmes.

For more information contact:

Tel: 020 8379 8850/8846
Email: skillsforwork@enfield.gov.uk
Website: www.enfield.gov.uk/skillsforwork

- *Job Centre Plus*

Your local Job Centre Plus can support you to look for work.

Tel: 0345 604 3719
Textphone: 0345 608 8551
Website: www.gov.uk/contact-jobcentre-plus

Financial Help for Higher Education

Disabled Students Allowances (DSAs) – DSA provides extra financial help if the student wants to study a higher education course and they have a disability, long-term health condition, mental health condition or specific learning difficulty like dyslexia. For more information about the DSA including eligibility criteria and how to apply please visit the Student Finance England website at www.gov.uk/disabled-students-allowances-dsas.

Information about Sex and Relationships

The Youth Matters website provides a whole host of useful information, advice and guidance about sex and relationships www.enfield.gov.uk/youth/sexandrelationships

Benefits

To find out what benefits you may be eligible for see "Other Services and Support" on page 77, or visit the Government's website www.gov.uk/browse/benefits

Housing Options for Young People

To find out about your housing options see Other Support and Services on page 77 or visit the Government's web page at https://www.gov.uk/browse/housing.

2 Targeted Services

Planning for transition for young people with additional needs starts at the age of 14. Not all young people who have received additional targeted support when they were younger will be eligible for the full range of adult support services. However, most young people with some additional support needs can access the following:

- Access to information, advice and guidance on future options and pathways for young people and their parents/carers
- Support with access to work related learning, employability skills, supported employment and apprenticeships.
- Support to access various community activities (eg, swimming, horse riding, IT skills, etc.)
- Independent travel training (eg Transport for London Travel Mentoring Service)
- Increased information about various opportunities available through transition information events, workshops, newsletters, etc.
- Increased information about various opportunities available through transition information events, workshops, newsletters, etc

Enfield Careers Service (part of the Skills for Work Service)

Enfield Careers Service has a team of specialist careers advisers for young people with learning difficulties and/or disabilities. The service aims to inspire and motivate young people to achieve their full personal and career potential. Trained and qualified career advisers will work with you and in partnership with your school to help you achieve your career goals.

What you can expect from the Careers Service:

- Information, advice and guidance that is impartial, independent, informed and up to date.
- To be treated with respect, to be listened to and helped with your career plans.
- That they will keep information about you safe and secure.
- They will encourage you to give them feedback so that they can improve the service they offer.

The service delivers a Study Programme for young people with Learning Difficulties and Disabilities aged 16 to 24. The programme includes: Functional skills qualifications including English, Maths & ICT, Work placements, Employability preparation, accredited qualifications, Life Skills and Independent Living skills. The programme includes Enrichment studies such as visiting speakers, gym visits, arts and culture visits.

Eligibility & Criteria

- There are no entry requirements for Study Programmes or Traineeships.
- Apprenticeship entry requirements dependent on occupational sector.

How to Access the Service & Waiting Time

The service provides a single point of contact for all queries relating to finding work experience, apprenticeships, traineeships, work related learning, careers advice and community education.

Interviews are normally arranged on a weekly basis for training programmes.

Contact Information

Someone will contact you to arrange a mutually convenient time to meet and discuss your needs.

Tel: 020 8884 7309/7317
Email: enfieldcareersservice@enfield.gov.uk
Website: http://www.enfield.gov.uk/info/1000000636/about_enfield_careers_service

Transport for London Travel Mentoring Service

London Transport can offer advice on planning a journey using an accessible route and can provide a mentor to come with you for your first few journeys to help you gain confidence and become an independent traveller.

They are also able to provide assistance to people who wish to use mobility scooters and other mobility aids on London's bus services.

For more information visit the website at www.tfl.gov.uk/transport-accessibility/

Tel: 020 3054 4361 (TfL call charges),
Email: travelmentor@tfl.gov.ukcal

Voluntary Sector Support

- *One-to-One*

A local charity for adults with learning difficulties who live in the Borough of Enfield. They aim to enable people with learning difficulties to be more actively involved in the community in Enfield. They also encourage getting out and about and making new friends. They have a youth club and lots of activities for young people. For more information visit www.one-to-one-enfield.co.uk/

- *Enfield Disability Action (EDA/Udirect)*

EDA works to, and promotes, a social model of disability. Udirect at Enfield Disability Action have a team of expert support staff to assist people using individual budgets and direct payments. Support can cover all aspects of the scheme whenever required. For more information visit www.e-d-a.org.uk/Site/Home.html

- *Enfield Mencap*

A local voluntary organisation for people with learning disabilities. It runs a Club 18-25 for disabled young people aged 18 – 25, which provides a friendly and safe environment for friendships to develop, existing interests and activities to be enjoyed and new opportunities to be explored. For more information visit www.enfieldmencap.org.uk/

- *Action for Kids*

A national charity working with children and young people with physical and learning disabilities, their parents and carers. They help help to transform young lives by removing the barriers to independence. For more information visit http://www.actionforkids.org/

3 Specialist Services

Young people with a Statement or Education Health and Care Plan will start planning for transition to adult services from the age of 14. The young person's school will co-ordinate a person-centred Transition (Year 9) Review. This review helps the young person and their family to plan for adulthood.

TOP TIP

Obtain a copy of the Transition Information Events Calendar from your School.

- There are a number of events that are organized to help young people and their families plan for adulthood, and these are detailed in the Transition Information Events Calendar. Attending one or more of these events will give you information about support and services available in Enfield for disabled young people. You can access the calendar at www.enfield.gov.uk/youth.

- At the age of 16 your young person's school will complete an Early Notification Form. This informs Adult Social Care Services about those young people who may require support from Adult Social Care Services. Not all disabled young people will need services from Adult Social Care – it depends on your young person's needs. A Transition Care Co-ordinator will be allocated from the age of 16 who meets with the young person and their family to complete the Moving On Assessment. This will be done jointly with the Lead Professional from Children's Services.

  The Moving On Assessment focusses on preparation for adulthood and informs the EHCP. It helps young people to identify their whole life outcomes including good health, education, employment and community engagement aspirations and support needs for moving into adulthood.

- The Moving On Assessment is used to determine whether the young person is entitled to a personal budget from Adult Social Care. This is currently done using Fair Access to Care Services eligibility criteria, which is due to change in relation to the Social Care bill. Details can be viewed at http://www.scie.org.uk/publications/guides/guide33/files/guide33.pdf

- In addition, the Moving On Assessment also determines the most appropriate team in Adult Social Care to support the young person through, and beyond transition into adulthood. This could be either:

  - The Care Management Service, or,
  - The Learning Disabilities Assessment and Care Management Team

  http://www.enfield.gov.uk/info/1000000550/adult_social_care

- If they meet the Fair Access to Care criteria their Transition Care Co-ordinator from the most appropriate team will help them to identify their outcomes, develop a Support Plan and help them to decide how to spend their Personal Budget to ensure outcomes are met.

Joint Service for Disabled Children

For information about the JSDC, including eligibility and access please see the School Year's Section on pages 52 - 56.

Personal Budgets

A personal budget from Adult Social Care is available for young people aged 18 years who meet the Fair Access to Care criteria. A sum of money is allocated by the Council to meet the identified needs. It is flexible and enables the young person to purchase activities and/or support to enable them to live a fulfilling life as an adult and meet their outcomes identified in their Support Plan.

You can choose to receive a personal budget from Adult Social Care as a Direct Payment where the budget is managed directly by the young person and/or their family. You can choose the Council to manage the Personal Budget on young person's behalf, or it can be a combination of both.

A personal budget is flexible and enables the young person to purchase activities and/or support to enable them to live a fulfilling life as an adult and meet their outcomes identified in their Support Plan.

The Support Plan including the Personal Budget from Adult Social Care is reviewed at least annually, or when the person's needs change.

Examples of how personal budget could be used (blue heading please)

- To purchase leisure activities such as swimming, horse-riding, cinema, and meeting up with friends
- Employment of a Personal Assistant to enable them to access employment, live independently and engage in community activities
- Purchase of equipment

Some young people will be entitled to welfare benefits. Information about entitlement can be given by Job Centre Plus, Other Support and Services on page xx or by visiting https://www.gov.uk/browse/benefits

Travel Assistance

The expectation is that most parents will make their own arrangements to take their children to and from school, college, work and leisure activities.

Some young people may need some help with travelling because of their disability. Assistance with travel will be assessed based on the young person's needs as part of the EHCP process.

Currently the Department for Education Home to School Travel and Transport Guidance is being reviewed and Enfield is awaiting the final guidance. Therefore the Transport Assistance guidance

will be kept under review. Currently the eligibility criteria for pupils with SEND to access travel assistance is:

- Children/young people who are of compulsory school age with SEN/ a disability or mobility difficulties where it is not reasonable to walk to school because of SEN/a disability/mobility difficulties.
- Where the Local Authority have not offered a closer school

Adult Social Care runs the "First Route Programme" – travel safety training that your young person may be able to access. For more information, contact your Transition Care Co-ordinator

The OT Service can support young people with learning disabilities with travel training if it has been identified as one of their outcomes

Other things that young people may wish to consider when preparing for adulthood are:

Further Education

The "pathway" to accessing further education is explained on page 82. Local colleges such as Capel Manor, Southgate and Barnet College and College of Haringey, Enfield and North East London are required to publish their own SEND Information Report detailing the various study programmes and support for young with people with SEND. The college Local Offers can be accessed via their websites.

- capel-px.rtrk.co.uk/
- www.barnetsouthgate.ac.uk/
- www.conel.ac.uk/

Employment

If a young person wishes to find employment they can access support from the Equals Team. The Equals Team support young people with SEN and/or disabilities to access work experience find and maintain full time or part time employment. There also other organisations that provide employment support for disabled young people; more information could be found on the Transition Pathway to Paid Employment.

More information can be found at http://www.enfield.gov.uk/info/1000000580/integrated_learning_disabilities_service/2806/employment_service_%E2%80%93_equals

Apprenticeships, Traineeships and Study Programmes

Learning Difficulties/Disability Careers Advisers are able to provide information and guidance on apprenticeships, traineeships, study programmes and employment, further and higher education.

The Skills for Work Service delivers:

- Apprenticeships in Business Administration and Hairdressing.
- Traineeships and Study Programmes in the borough of Enfield.

See their website at: www.enfield.gov.uk/skillsforwork for more information.

Apprenticeships are an excellent way of gaining qualifications and workplace experience. As an employee, you can earn as you learn and you gain practical skills from the workplace. You can gain a qualification through a learning provider whilst gaining practical experience and skills on the job with an employer.

For more information, go to the website: www.apprenticeships.org.uk

A Traineeship is an education and training programme with work experience that is focused on giving young people the skills and experience that employers are looking for. It involves work preparation training, English and Maths for those who need it and a high quality work experience placement. Traineeships act as a stepping stone to help young people progress onto an apprenticeship or job.

Study Programmes are a tailored programme of learning and skills which assist young people with developing employability skills and preparation for an apprenticeship or employment.

Independent Living

There are many different independent living options available for young people in transition. The young person's Transition Care Co-ordinator will work with the young person to identify the best housing option and the support required.

Some young people may need a more sheltered accommodation option as a stepping stone to an independent living. For others, it might be best to move straight to independent living with an appropriate level of support.

Examples of independent living are:

- Vincent House. This is one of the options available for disabled young people in Enfield – it is a specialist independent living scheme for young people that give them opportunity to experience what it means to live independently and find out if it is something that they would like to do.
- Other options include living in their own mainstream accommodation with up to 24 hour support.

Health Services

There are a range of health services available for disabled young people in Enfield. All young people in transition will be offered support to create a 'My Health Folder' which will contain all the useful information to make sure the young person has equal access to health care when they become 18.

If the young person has complex health needs, they would be entitled to access specialist teams such as Community Nursing, Psychology, Psychiatry, Speech and Language Therapist etc. The Transition Co-ordinator will ensure that appropriate referrals are made. The Learning Disabilities and Care Management Team, and the Care Management Service can provide you with advice and information.

http://www.enfield.gov.uk/info/1000000550/adult_social_care

Mental Health Services

Mental Health Services are available for all Enfield residents from the age of 16 registered with an Enfield GP.

http://www.beh-mht.nhs.uk/mental-health-service/mh-services/iapt-enfield.htm

Safeguarding Adults / Keeping Safe

As young people get older and start leading a more active life, it is our responsibility to safeguard them by creating a place where young people can live free from harm and abuse, where their dignity is respected whatever their circumstances, and where they are supported to take positive risks.

Transition Pathway to **Further Education** for disabled young people. Parent/carer information.

How can I find out about further education provision available for my son/daughter in Enfield?

Attend the transition information event about further education. You can find details of this event in the **transition information events calendar**. Ask for a copy from your school or transition care coordinator.

Seek advice and guidance from your LDD Careers Adviser. **Attend** your child's **annual Transition Review** to discuss further eduction options with professionals involved in your son/daughter's support.

Attend College Open Day to learn more about the study programme and the support they offer. Details of college courses should also be available online.

My son/daughter is in the final year at school. What do I need to do to plan his/her further education?

Attend your child's **final school annual review** to discuss further education options available for your son/daughter. Seek advice and guidance from your LDD Careers Adviser.

Investigate if college **taster sessions** are available or arrange a visit to the local college of your choice. Ideally it should take place in the **autumn term**.

Ensure your son/daughter's school know about the **recommended** further education option **that meets your child's needs**. This can be finalised at the Annual School Review.

Part of planning for college includes assessing a young person's transport needs. Following assessment, support with transport may be provided to the nearest college which can meet their needs. A range of transport support options will be considered, including travel training.

What happens next?

Enfield Careers Service will contribute to **Education, Health and Care Plan** (Learning Difficulties Assessment) and this will support assessment undertaken by colleges.

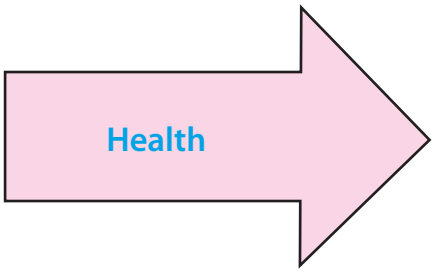
Schools will **complete and submit the college application form** before the end of **December.** You will be asked to sign it once completed.

College will do **their own assessment** to determine the support needs of your son/daughter and if they can meet those needs.

When will we hear the confirmation about the placement?

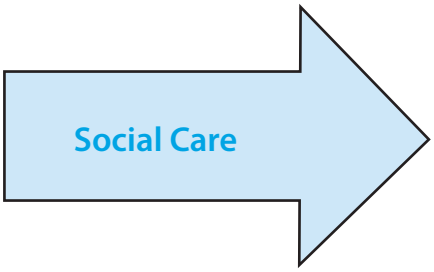
College will send you a confirmation letter at the very latest by the **end of May**.

Important People in Your Life

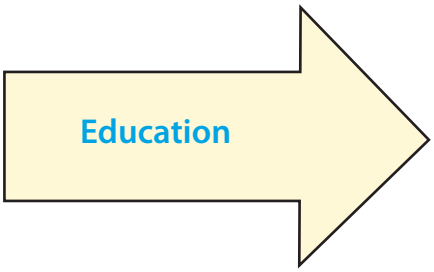


If the young person has complex need and a learning disability; it is likely that **Learning Disabilities Nurse** will play a key role in supporting transition.

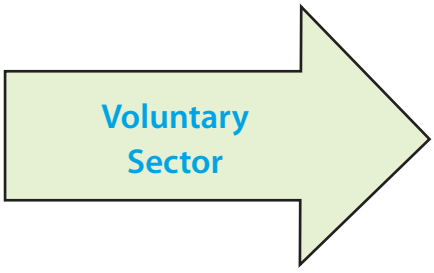
GP



Transition Care Coordinator from Adult Services will be allocated to a disabled young person from the age of 16 and will lead on transition planning for the young person and family. This will be dependent on the young person meeting the Fair Access to Care criteria.



Enfield Careers Service provides information, advice and guidance in terms of further education opportunities available for disabled young people.



There are a range of **Voluntary & Community Sector Organisations** who are able to provide additional support to you and your family, eg, **Enfield Parents & Children, DAZU, Our Voice and Enfield National Autistic Society.**

For detailed Information about the following services, please see pages 86-94.

- Paediatric Physiotherapy
- School-aged Speech & Language Services
- Community Paediatric Dietetic Services for children with neurological conditions/complex needs
- Educational Psychology Services
- Child and Adolescent Mental Health Services (CAMHS)

Best Practice Case Studies

Sarah is 21 years old. She lives at home with her mother and father. Sarah has a moderate learning disability.

When Sarah was 16, she was allocated a Transition Care Co-ordinator from Adult's Services. The Transition Co-ordinator worked jointly with Children's Services to complete the Moving On Assessment. Once the Moving On Assessment was completed, the Transition Co-ordinator worker, with Sarah and her family, completed the Support Plan which focused on her needs and the outcomes for the future.

The Transition Care Co-ordinator helped Sarah and her family to decide the best way to spend her Personal Budget to meet her outcomes.

Sarah's Personal Budget is £513.

Sarah and her family employ a Support Worker who supports her to go bowling and swimming once a week. Sarah also joined a pottery club and continues her work placement with the support worker. Sarah is keen to get employment after she finishes her work placement. She was referred to Equals Team to support her with that. Sarah always wanted to learn to play an instrument so her Support Worker supports her to attend piano lessons. One of the key outcomes for Sarah was to keep in touch with her friends, so she used her Personal Budget to purchase an iPad.

I am a 19 year old woman who left Waverley school this summer. I am very friendly and I like to approach people and hold onto their arm or study their finger nails. I tend to rock backwards and forwards and sometimes I make loud noises to express myself. I love having my nails done and when I attended a job group at school I chose pictures about beauty work and I showed the group how I can tie people's hair up.

I am easily distracted by things I see and hear and other sensory information and I can get very excited. When they tried me out painting people's nails I got excited and tipped out the nail varnish so it was decided that this was not good work for me! Even though I can get very excited, if there is not much to stimulate me I quickly get sleepy.

I have found working in a charity shop is just right for me and I am doing really well with support and I am developing my skills. I tidy the clothes and other items and attach size tags. I love meeting the customers and I am being helped to understand not to go too close to people.

I am waiting to start the new Southgate college course in September.

Best Practice Case Study

My name is Lily and I am 25 and am profoundly deaf. I was born with no hearing and am unable to express myself with speech. I communicate using British Sign Language and of course people can pick up on how I am feeling by my facial expressions, body language and the hand gestures I use.

When I first started school I went to a mainstream school. My only disability is my hearing impairment, I do not have any trouble with learning however I found coping with class work difficult from the start and easily fell behind in my lessons. I struggled through my primary school education because of a very orally delivered curriculum and I felt very upset that I couldn't understand and that I couldn't be understood.

Because the resources weren't available, I left primary school with below average grades in literacy and numeracy. I was very upset about this and thought that I was dumb and that I would never be able to learn.

For my secondary education I went to a specialist college for the Deaf and Hard of Hearing in Margate. Whilst I was scared about living away from my family I found both the school and living accommodation very supportive and I loved it there. It was great being with similar people and I was able to communicate freely with other young people as well as increase my knowledge and skills. I used to go home every Friday after school and return back to Margate on Monday.

After I finished my secondary education (with 4 GCSE's and 1 A Level!!) I went to Enfield College for one year and completed a one year course in Travel and Tourism City & Guilds (Diploma Level 1). I completed this course with the help of a BSL interpreter who signed the lectures to me. I was able to complete the course work independently.

Once I had completed my diploma I was interested in finding work and putting my skills to use (and I wanted a break from further education!) The college careers liaison workers supported me in funding voluntary work on the HMS Belfast. I was amazed and very excited about this. I carried out workplace training and completed an induction course to teach me about my job. I am proud to say that I am now a trained and fully operational tour guide on board the historical ship. My job is to show people around the museum and the archives on the ship, and I also do reception work.

Because I am non-speaking and work is on a voluntary basis I use my Personal Budget to employ a BSL interpreter to communicate to the visitors and my work colleagues on my behalf, for both hearing and speaking. Without this resource I would not be able to do my job.

I have been doing this job for about 5 years and I work 3 full days a week. I use public transport to travel to and from work. I enjoy my job very much, it gives me independence and more confidence 'to interact in the hearing world'. I don't mind that I don't get paid for my job because I enjoy it so much, otherwise I think I would be at home bored!

I hope one day to be in paid employment, but for now I am very happy and proud, because I never thought I'd ever be where I am today.'

Detailed Information about Specialist Services

NAME OF SERVICE or SUPPORT	Pre-School Speech and Language Services
UNIVERSAL, TARGETED OR SPECIALIST SERVICE	Universal, Targeted and Specialist Services
A BRIEF EXPLANATION	The Preschool Speech and Language service is part of the Enfield Community Service to Children, Young People and their families. It provides assessment, diagnosis, and interventions for children aged 0-4 years with speech, language, communication difficulties and also eating and swallowing disorders. Drop-In clinics are held in children centres across the borough, which is the first point of contact for assessment and advice for families where there are concerns regarding their children's speech, language and communication skills. The team work in partnership with parents/carers, children's centres, nurseries and the wider multidisciplinary team to provide high quality therapy to children. Specialist advice and training is provided for parents/carers and other professionals working with children.
ELIGIBILITY	The service will be provided to children aged 0-4 who are registered with a GP and reside in the borough of Enfield.
HOW TO ACCESS THE SERVICE	The majority of children will access the service via walk-in drop-ins held in children's centres across the borough. Children with complex needs may be referred by the Children's Development Centre.
HOW LONG CAN I EXPECT TO WAIT	Following the drop-in session, we aim to see all children for therapy within 13 weeks.
WHO WILL CONTACT ME	Following the drop-in session, families will receive a letter from the service inviting them to attend for therapy.
CONTACT TELEPHONE	020 8375 2945
CONTACT EMAIL	N/A
WEBSITE	**www.beh-mht.nhs.uk/enfield-community-services/ecs-services**
OTHER RELEVANT INFORMATION	The Pre-School Speech and Language Therapy department is continually developing the service to meet the needs of the population and welcomes feedback from families on how to improve services.

NAME OF SERVICE or SUPPORT	Paediatric Physiotherapy
UNIVERSAL, TARGETED OR SPECIALIST SERVICE	Targeted and Specialist Service
A BRIEF EXPLANATION	The Paediatric Physiotherapy team is part of the Enfield Community Service to Children, Young People and their families. It provides specialist paediatric physiotherapy to children who have reduced gross motor skills or musculoskeletal injuries. The paediatric physiotherapy team work in partnership with parents/ carers, Children's centres, schools and the wider multidisciplinary team to provide high quality specialist therapy to children who require it in the most appropriate setting according to their needs. Providing assessment, advice and planning for children, which may also involve equipment provision.
ELIGIBILITY	▮ Children living in Enfield or have an Enfield GP ▮ Children under 16 years – Musculoskeletal service ▮ Children under 18 years – Community Service
HOW TO ACCESS THE SERVICE	Requires a referral from a Healthcare Professional (e.g. GP, Health Visitor) using the referral form via letter or fax. Children with complex needs may be referred by the Children's Development Centre.
HOW LONG CAN I EXPECT TO WAIT	We aim to see all referrals made to the service within 13 weeks.
WHO WILL CONTACT ME	Children's Specialist Services Administrator
CONTACT TELEPHONE	020 8702 5640
CONTACT EMAIL	N/A
WEBSITE	**www.beh-mht.nhs.uk/enfield-community-services/ecs-services/paediatric-physiotherapy.htm**
OTHER RELEVANT INFORMATION	The Paediatric Physiotherapy department is continually developing services to meet the needs of the population and welcomes feedback from families on how to improve services.

NAME OF SERVICE or SUPPORT	School-Age Speech and Language Services
UNIVERSAL, TARGETED OR SPECIALIST SERVICE	Universal, Targeted and Specialist Services
A BRIEF EXPLANATION	School Age Speech and Language Services are provided by Enfield Community Services and are jointly funded by Health and the Local Authority. Speech and Language Therapists are allocated to mainstream schools and specialist provisions across the borough. Some schools also employ their own speech and language Therapist. **Mainstream Schools** Each primary and Secondary school has an allocated Speech and Language Therapist who works closely with the school's Special Educational Needs Co-ordinator to develop skills in screening for possible difficulties as early as possible and setting up interventions to support children using the schools own resources (universal and targeted input). Training packages are offered to develop the skills and knowledge of staff. Schools may refer children if they feel they need some specialist assessment or advice on specialist interventions that they could carry out to support a child. Assessment will include offering parents an appointment to discuss their child. Once assessed a child may receive targets and a programme of activities to develop their speech and language skills **Special Schools and Resource Bases** Each of these settings has an allocated therapist/s who works very closely with school staff to support children in this setting (See School local offer)
ELIGIBILITY	Any child who attends a London Borough of Enfield primary/secondary or special school from Reception upwards. Children who are resident in Enfield but attend out of borough or independent schools may be referred but access a different care pathway. The child and family will be offered a one off appointment in the major school holidays with a programme of intervention to be carried out by parents or school. Some evening appointments may be available in term time. This is an open referral service and re-referrals are accepted if further advice or activities are needed.

HOW TO ACCESS THE SERVICE	Discuss your concerns with your child's teacher and Special Educational Needs Co-ordinator (SENCo) in your child's school. They will discuss what intervention they think your child would benefit from and whether a referral to Speech and Language Services would be the next step. If your child attends an **out of borough** or **independent** school you can refer to this care pathway yourself. Contact the department on the number below to discuss your concerns and receive a referral form.
HOW LONG CAN I EXPECT TO WAIT	Your child will be seen within 3 terms of referral. Most children are seen much quicker than this. Urgent referrals will be seen within 6 weeks.
WHO WILL CONTACT ME	The SENCo in your child's school will let you know when the Therapist is due to see your child and will arrange an appointment for you to come and meet the Therapist. If your child attends an out of borough or independent school, you will receive a letter or phone call directly from our department.
CONTACT TELEPHONE	020 8375 2945
CONTACT EMAIL	N/A
WEBSITE	www.beh-mht.nhs.uk/enfield-community-services/ecs-services
OTHER RELEVANT INFORMATION	Within the Service there are a number of specialist/clinical lead Speech and Language Therapists who may also be involved with your child. Access to these specialists will be discussed with you if it is advised by the school Therapist that they be involved eg dysfluency

NAME OF SERVICE or SUPPORT	Community Paediatric Dietetic service for children with neurological conditions/ complex needs
UNIVERSAL, TARGETED OR SPECIALIST SERVICE	Specialist Service.
A BRIEF EXPLANATION	The community paediatric dietetic service is part of the Enfield Community services to children, young people and their families. It provides a specialist paediatric dietetic service to children and young people who have identified nutritional problems with neurodevelopmental conditions and or syndromes. The community paediatric dietetic service is delivered across the Borough of Enfield to children and young people ranging from 0-19 years who attend a special needs school in Enfield. The dietetic service aims to integrate services and work across Health, Education social care and the third sector. In doing so we work in partnership with parents/ carers, children centres, mainstream schools, special needs schools, and the wider multi-disciplinary teams to provide a high quality specialist service for children and young people who require dietetic intervention.
ELIGIBILITY	▮ Children living in Enfield or who have an Enfield GP ▮ The service will only accept referrals from the following professionals: ▮ GP's , hospital consultants, community paediatricians, acute dieticians referring from tertiary hospitals, paediatric speech therapist, paediatric physiotherapist, paediatric occupational therapist, complex care nurses and school nurses based at the special needs schools ▮ Children seen range from 0-19 and will be seen across the different settings dependent upon service requirement and needs
HOW TO ACCESS THE SERVICE	The service requires a referral from a Health care Professional as above using the referral form via letter of fax. The service operates strict referral criteria as outlined above.

HOW LONG CAN I EXPECT TO WAIT	The service operates a prioritisation criteria, around the following: Priority 1: Includes Home Enteral feeding, severe dysphagia, End stage terminal illness and children and young people subject to a child protection plan. These children will be seen with 2 weeks. Priority 2: Includes faltering growth ex premature metabolic conditions and conditions compromising nutrition and fluid intake. These children will be seen within 8-12 weeks. Priority3: Includes general nutrition advice, Overweight/ obesity, constipation. These children will be seen within 18 weeks.
WHO WILL CONTACT ME	Children's Specialist Services Administrator
CONTACT TELEPHONE	0208 702 5436
CONTACT EMAIL	N/A
WEBSITE	http://www.beh-mht.nhs.uk/enfield-community-services/ecs-services
OTHER RELEVANT INFORMATION	The Community Paediatric Dietetic Service strives to provide a high quality service. In doing so the service welcomes feedback from service users on how to improve services.

NAME OF SERVICE OR SUPPORT	Educational Psychology Service (EPS)
UNIVERSAL, TARGETED OR SPECIALIST SERVICE	Specialist Service
A BRIEF EXPLANATION	The EPS is a specialist statutory support service which offers a psychological approach to helping parents and teachers with the needs of children who have a range of difficulties either in school or in pre-school. It provides professional advice to the Local Authority, parents and schools and other agencies. In doing this the EPS works closely with the children, their families, teachers and other professionals.
ELIBIBILITY	1. Children under five years of age: children who live in Enfield and have two or more identified areas of developmental difficulty. 2. School age children: children who attend Enfield schools and have special needs identified by school staff.
HOW TO ACCESS THE SERVE	1. Children under five years of age: referrals are made by health or education professionals who are already in contact with your child, using the Early Help form. 2. School age children: referrals are made by the school's SENCo or inclusion manager via the Early Help form, usually after an initial discussion with the school's link educational psychologist (EP).
HOW LONG CAN I EXPECT TO WAIT	1. Children under five years of age: we aim to make an initial contact within 6 weeks of receiving the referral. 2. School age children: this will depend on the school's priorities.
WHO WILL CONTACT ME	1. Children under five years of age: the EP allocated to your child will contact you directly. 2. School age children: contact is usually via the school.
CONTACT TELEPHONE	0208 379 2000
CONTACT EMAIL	eps@enfield.gov.uk
WEBSITE	www.enfield.gov.uk
OTHER RELEVANT INFORMATION	

NAME OF SERVICE OR SUPPORT	Child & Adolescent Mental Health Services (CAMHS)
UNIVERSAL, TARGETED OR SPECIALIST SERVICE	**Specialist & Targeted services**
A BRIEF EXPLANATION	**CAMHS** help children/young people up to 18 and their families or carers living in Enfield who have health and emotional well-being/mental health concerns. Assessment and therapy are offered to children/young people and families and a consultation service to other professionals. All CAMHS teams see adolescents but the **Service for Adolescents and Families in Enfield** (SAFE) provides a targeted service for the particularly vulnerable 13 to 18 year olds. It offers a comprehensive, rapid and flexible response with a particular focus on addressing the most urgent and acute problems facing troubled adolescents, including self-harm and severe mental health crises. The Service provides help by offering a range of therapeutic approaches singly or in combination with consultation to professionals dealing with worrying adolescents. Support is also provided through group work. SAFE includes an outreach service (Enfield CAMHS **Alliance**) which works intensively with young people (mainly 11 to 18) referred by CAMHS and aims to reduce the number of hospital admissions and/or the length of in-patient stay. CAMHS also has a **Service for Children and Adolescents with Neuro-developmental disorders** (SCAN) which specialises in seeing children and young people with severe learning disabilities and mental health problems mainly at special schools. It takes referrals where the degree of impairment is significant and if the young people also have mental health problems. Referrals are taken primarily from CAMHS, SAFE, paediatricians, Cheviots and most special schools. The Service works closely with the Child Development Team, mainly up to the age of 6. CAMHS has a service for Looked After Children as part of the Health & Education Access to Resource Team **(HEART).** CAMHS also offers services specifically for the under 5's through the **Children's Centres Therapeutic Team** (CCTT) and is developing a new team, the **Enfield Parent Infant Partnership** (EPIP) for parents at risk of post natal depression and other mental health problems and their babies. CAMHS work closely with the Educational Psychology Service.

ELIBIBILITY	(See also section above) For the **CAMHS** North & South Teams & HEART - children, young people and their families or carers living in the London Borough of Enfield who need, or seek, our help for a range of severe and enduring mental health problems. The age range is from birth up to 18. For the **Service for Adolescents** - young people between the ages of 13 -18 who have harmed themselves or who are at risk of self-harm. In addition, the team sees other teenagers experiencing severe mental health crises e.g. obsessive compulsive disorders, panic attacks, phobias, psychoses or severe depression. For **CAMHS Alliance** - young people between the ages of 11 - 18 who are experiencing complex and serious mental health issues that require intensive intervention in order to avoid or minimise hospital admission. For **SCAN** - children and young people living in Enfield from birth to 18 who have severe learning disorders with mental health problems. For **HEART –** Looked after children up to 18 with severe health and emotional well-being issues For **CCTT –** up to aged 5 children and their families For **EPIP** – babies up to 2 years old and their parents
HOW TO ACCESS THE SERVICE	Referrals are accepted from Education, Health, Social Care and allied professionals. Young people over 16 and up to their 18th birthday may refer themselves. Professional referrers are expected to complete the Early Help Form including the CAMHS addendum. Single agency referrals come straight to CAMHS. Multi agency referrals go through the Single Point of Entry (SPoE) We are not currently accepting referrals directly from parents/carers.
HOW LONG CAN I EXPECT TO WAIT	For generic CAMHS & SCAN – up to 13 weeks For SAFE – within 2 weeks
WHO WILL CONTACT ME	The Team Co-ordinator/Team Administrator will make the first contact after receipt of a referral.
CONTACT TELEPHONE	**020 8379 2000 or 020 8360 6771**
CONTACT EMAIL	**Camhs-eps@enfield.gov.uk**
WEBSITE	**www.enfield.gov.uk**
OTHER RELEVANT INFORMATION	CAMHS can help with a range of difficulties including: Severe and enduring distress caused by significant life changes e.g. bereavement, serious physical or mental parental illness and family conflict Specific and potentially serious developmental concerns such as attention deficit hyperactivity disorder or autistic spectrum disorders Severe emotional and behavioural difficulties such as anxiety, depression, obsessive compulsive disorders and school refusal Trauma that may be associated with being a victim of violence or abuse or an asylum seeker Suicidal thoughts

Leisure Activities

Play Development Team

Enfield Council's Play Development Team offer After School Clubs and Holiday Playschemes at various locations around the borough both in and out of term time.

If you would like to search for one of these schemes, take a look at our online directory at:

https://forms.enfield.gov.uk/EarlyYears/PublicEnquiry_PS/Search.aspx?searchID=29

You can also find out what's available from the Play Development Team by calling them on 0208 351 2470.

Florence Hayes

The Play Development Team also runs Florence Hayes Playground which is a great centre of activity for kids in Edmonton. With heaps of activities going on throughout the week and also at weekends, it's definitely worth checking out.

Sports Development Team

Enfield Council's Everybody Active Team offer affordable sporting and physical activity courses and events for all Enfield residents. We provide a range of accessible activities, held throughout the community in schools and workplaces.

http://www.enfield.gov.uk/info/1000000724/sports

You can also find out what's available from the Sports Development Team by calling them on 0208 379 3762.

Enfield Youth Support Service

Enfield Youth Support Service provides a wide range of things to do and places to go for young people aged 13 to 19 years of age (or up to 25 for people with a learning difficulty or disability).

The Youth Matters website www.enfield.gov.uk/youth/aboutus provides information about:

- Youth Centres and projects
- Sex and relationships
- Advice and support
- How to get involved
- What's on in Enfield
- Keeping safe

Joint Service for Disabled Children

- *Breakaway*

'Breakaway' is the Short Breaks magazine for disabled children and young people in Enfield, and their families. You can download a copy of the magazine by visiting our website at

www.enfield.gov.uk/downloads/file/9712/breakaway_short_breaks_magazine_-_summer_2014

- *Improving Access*

The Joint Service for Disabled Children received capital funding from central Government to support the delivery of short breaks.

Some of this funding has been spent on developing facilities at two of our leisure centres. Albany and Southgate Leisure Centres now have a fully accessible changing room with an H frame hoist and height adjustable changing bed as well as the usual toilet facilities you would expect in an accessible toilet. Both rooms also have shower facilities. Please remember to take your own slings.

At the Dugdale Centre in Enfield Town we also have an accessible toilet with the addition of an H frame hoist and free standing height adjustable changing bed. Again please take your own slings.

At Durant's Park we have invested in a dedicated wide cycle path for a range of specialist cycles which are housed at Waverley Special School. We run dedicated bike fun days – for information please contact cheviots@enfield.gov.uk.

Tottenham Hotspur Foundation

The Tottenham Hotspur Foundation is committed to providing the best sports, health, training, and education programmes for all our communities; creating opportunities, encouraging enterprise and innovation, promoting social cohesion and enhancing life skills. For more information visit the website at www.tottenhamhotspur.com/foundation/what-we-do/.

Chickenshed

Chickenshed is an inclusive theatre company that first began in 1974. Primarily based at a purpose-built venue in North London, creating theatre for all ages and running successful outreach projects, education courses and membership programme throughout the year.

To find out more and also what's on visit the website at www.chickenshed.org.uk/whatson

Box Office: 020 8292 9222
For Textphone users: 18001 020 8292 9222 (Typetalk)
General Office: 020 8351 6161

If you would like to contact a member of staff please email info@chickenshed.org.uk

Millfield Arts Centre and Dugdale Centre

Find out what's on by visiting the website at https://forms.enfield.gov.uk/peo/

Specialist Holidays & Support

The organisations listed below offer holidays and activities for families with a disabled child or young person. Some may be able to offer financial help or practical support while others will offer children with life-limiting or serious illnesses a chance to have the holiday or experience of a lifetime. Please check the individual website for eligibility and qualifying criteria. **PLEASE NOTE: The Council does not endorse these organisations.**

NAME	WEBSITE	CONTACT	INFORMATION
Alice's Escapes	www.alices-escapes.co.uk	07733 737233	Free holidays to families with seriously ill children
Bond Hotel	www.bondhotel.co.uk	01253 341218	Fully accessible hotel in Blackpool
Camp Quality UK	www.campqualityuk.org.uk	0121 288 4745	For children with life-limiting conditions
Christian Lewis Trust	www.christianlewistrust.org	01792 480500	Offer free holidays for children with cancer
Clic Sargent Holidays	www.clicsargent.org.uk	0300 330 0803	Free short breaks for children with cancer
Day Trippers	www.daytrippers.org.uk	020 7758 0030020 7758 0030	Provide funding for group day trips
Dial A Dream	www.dial-a-dream.co.uk	020 8530 5589	For those aged 3-18 with a life limiting illness
DisabledGo	www.disabledgo.com	0845 270 4627	Access information
Dream Flight	www.dreamflight.org	01494 722733	send seriously ill children on the holiday of a lifetime
Dreams Come True	dreamscometrue.uk.com	0800 018 6013	For those aged 2-21 with a terminal or life threatening illness
Family Holiday Association	www.fhaonline.org.uk	020 3117 0650	Short breaks for disadvantaged families
Hannah's Holiday Home	www.hannahsappeal.org	023 9257 0810	Free UK break for those with seriously ill children or families who have lost a child

NAME	WEBSITE	CONTACT	INFORMATION
Happy Days Charity	www.happydayscharity.org	01582 755999	Holidays and theatre trips
Hopes and Dreams	www.hopesdreams.org	020 8551 0092	Grant dreams for terminally ill children
Kensington Foundation	www.kensingtonfoundation. com	01253 761444	Holiday accommodation for respite breaks.
Kids Out	www.kidsout.org.uk	01525 3852525	Days out and toy boxes for disadvantaged children
Leah Wilby Foundation	www.theleahwilbyfoundation.co.uk	leahs. lounge@ hotmail. co.uk	Caravan holidays for children with cancer
Make a Wish Foundation	www.make-a-wish.org.uk	01276 405060	Children with life threatening conditions
Merlin's Magic Wand	www.merlinsmagicwand.org	01202 440060	Arrange days out at Merlin Group attractions.
Nancy Oldfield Trust	www.nancyoldfield.org.uk	01692 630572	Activities on the Norfolk Broads
Pearson's Holiday Fund	www.pearsonsholidayfund. org	020 8657 3053	Grants to assist disadvantaged children
Promise Dreams	www.promisedreams.co.uk	01902 212451	Applications from 0 - 18
Rays of sunshine	www.raysofsunshine.org.uk	020 8782 1171	Those with serious or life-threatening illnesses between the ages of 3-18
Round Table Children Wish	www.rtcw.org	01202 514515	Wishes for children with life threatening illnesses.
Sebastian's Action Trust	www.sebastiansactiontrust. com	01344 622500	Purpose-built facility that offers respite holidays
Starfish breaks	www.starfishbreaksnorthdevon. co.uk	0845 680 5431	Wheel-chair accessible, holiday accommodation
Sunny Days Children's Fund	www.sunnydaysfund.org.uk	01376 528 376	Holiday homes in the UK for disabled children

NAME	WEBSITE	CONTACT	INFORMATION
The Dream Team	www.thedreamteamcharity.co.uk	01268 569096	Grant the wishes of disabled and terminally ill children
The Harriet Davis Trust	www.harrietdavistrust.brecon.co.uk	01834 845197	Seaside holidays for children in specially adapted properties
Trewan Sands Children's Trust	www.tsctrust.org	01706 369503	Holidays, activities and day trips
Tryb4ufly	www.tryb4ufly.co.uk	020 8770 1151	Trial specially designed aircraft seating support
Your Dream Factory	www.yourdreamfactory.org	020 8501 1234	Ages 3-25 years with a life threatening condition or severe disability.
When you Wish Upon a Star	www.whenyouwishuponastar.org.uk	0115 979 1720	Primary aim is to grant the wishes of children suffering from life threatening illnesses

Other Services and Support

Benefits

Housing Benefit & Council Tax Support

If you are on a low income, it is always worth checking out whether you are entitled to any additional financial support. You can do this via our on-line calculator.

You may be able to access some of the following additional support:

- *Housing Benefit* – You can claim Housing Benefit if you pay rent, your income is low and you (and your partner) have less then £16,000 savings. You can claim Housing Benefit even if you are working and the amount you can claim will be dependent on:
  - Your rent
  - Size of your family
  - Your children's ages
  - Any ill health or disability in the family and,
  - The level of your savings and weekly income
- *Disabled Facilities Grants* are available to help you pay for works to make changes to your home so you can carry on caring for your child in your own home.
- *Extra Bedroom Allowances for Overnight Carers*

  If you have a carer who does not live with you, but stays overnight in a room in your house, you may be entitled to claim the Extra Bedroom Allowance. This also applies if you are a Foster Carer of a disabled child.
- *Discretionary Housing Payments* – the Council receives a sum of money from the Government to help those in receipt of Housing Benefit who still need more help with paying their housing costs.
- *Council Tax Support Scheme* – click on the link to find out if you are entitled to support with your Council Tax.

The Department for Work and Pensions Website provides further information with regard to the following benefits that you may be eligible to apply for:

- Disability Living Allowance for Children (DLA) – for children under 16 to help with the extra costs caused by long term illness or disability
- Personal Independence Payment (PIP) – for people aged 16 – 64 who have a disability to help with the extra costs caused by long term ill-health or a disability.
- Carers Allowance – to help you to look after someone with substantial caring needs.
- Exemption from paying vehicle tax

- Parking benefits – Blue Badge
- Disabled persons bus pass or railcard
- Help to buy or lease a car from the Motability Scheme
- Direct payments – enabling you to arrange help directly yourself rather than through Social Services
- Disabled Facilities Grant – financial help towards the cost of home adaptations
- Income support and Working Tax Credit to top up your salary
- Access to work for special equipment at work and travel

Child Benefit & Child Tax Credits

If you are responsible for a child, you can normally get Child Benefit for them – even if you are not their parent. H M Revenue & Customs website can provide further information: https://www.gov.uk/child-benefit. You may also qualify for extra Child Tax Credits https://www.gov.uk/child-tax-credit/eligibility

Help with Childcare Costs

If you work, you could get extra tax credits to help with your childcare costs. Click on the link and find out if you are eligible. https://www.gov.uk/child-tax-credit/eligibility

Housing

- Enfield's Housing Options and Advice Service are available to everyone in Enfield with a housing problem. There are a range of services to help and advise you. You must first complete the simple to use Online Housing Advisor.

  https://housingadvisor.enfield.gov.uk/pls/houlive_selfserve/f?p=SSRVOPT:141:5137925462293454

- The Council has a Housing Strategy. The Strategy aims to "provide the right type and number of accessible and specialist homes". There is also a requirement for 10% of new housing in the borough to be fully wheelchair accessible.
- Enfield's Emergency Support Scheme provides funding to prevent imminent and serious risk to the health and safety of an individual or their family.

Getting Around

- *The RADAR National Key Scheme (NKS)*

This national scheme ensures that people with disabilities have easy access to around 7,000 locked public toilets around the country.

The NKS, sometimes known as the RADAR Scheme, was developed because some public toilets designed for disabled people had to be locked to prevent damage and misuse. The scheme aims to provide disabled key holders with independent access to the toilets provided for them and increase the likelihood of the facilities being in a useable state.

When a Council joins the scheme, standard locks are fitted to their accessible toilets and keys are made available to people with disabilities. Over 400 local authorities in all parts of the country have now adopted the scheme. In addition to public conveniences, toilets for disabled people provided by a wide range of other public, voluntary and commercial organisations have been fitted with the NKS locks. So it can now be found in shopping centres, country parks, railway and bus stations, bars, motorway service areas and sports venues.

You can obtain RADAR keys from the Enfield Council Civic Centre main reception.

How much does it cost?

The key costs £3.60

You can now plan your journey with the peace of mind knowing that you will be able to get into buildings easily or even find an accessible toilet.

- ### *Blue Badge Scheme*

The Blue Badge scheme provides parking concessions for people with severe walking difficulties so that they can leave their vehicles close to shops or other places they need to visit. A badge will only be issued if the Department of Transport criteria are met. It operates across the European Union and is regulated in the UK by the Department for Transport (DfT), which stipulates the qualifying categories.

The blue badge can be used in any vehicle in which the holder is travelling; the holder does not have to be the driver. For more information about the Blue Badge Scheme go to the Department for Transport Website https://www.gov.uk/government/policies/making-transport-more-accessible-to-all/supporting-pages/blue-badge-scheme

Enfield Council is responsible for administering the Scheme and issuing badges in Enfield. You can only apply on line.

Palliative & Bereavement Services

Palliative Care

- ### *Noah's Ark Children's Hospice*

  Tel: 0208 449 8877
  www.noahsarkhospice.org.uk

  Noah's Ark offers specialist palliative care, respite care, emergency and terminal care in hospital or at home. Bereavement counselling and sibling support, information, advice and practical assistance with 24hr telephone support.

- *Rainbow Trust*
  Tel: 01372 363438
  www.rainbowtrust.org.uk

  Rainbow Trust's Family Support Workers join the family in their own home and provide practical support when needed. They may attend hospital appointments with parents, sit with your sick child to give parents a break or take worried siblings out for the day.

Registering a Death

The death must be registered within 5 days, unless a coroner is involved, and bereaved parents may make an appointment by phoning 020 8379 1000. Full information and guidance can be found on the Council website www.enfield.gov.uk/info/321/death-registering/729/deaths.

There are eight cemeteries or crematoria within the borough and a Funeral Director will be able to assist families in making the necessary arrangements for purchasing a burial site. Alternatively, you may contact the Cemetery Registrar for advice on 020 8379 3767.

Financial Help

- *Child Funeral Charity*
  Tel: 01480 276088
  www.childfuneralcharity.org.uk

  Financial assistance for families with funeral payments for a child aged 16 or under

- *Angel Children (Head Stones)*
  www.angelchildren.co.uk

  The provision of grants and financial assistance to a family after the death of a child up to the age of 25 years. The charity will provide the family with a mini headstone/plaque or other memorial tribute to mark the child's resting place

- *Funeral Payments*
  www.gov.uk/funeral-payments

  Help for those on a low income for payment towards funeral expenses

Bereavement Services

The following bereavement charities all offer help, support and information for parents, siblings and other family members who are grieving the loss of a child. All the helplines are run by trained parent volunteers, who themselves have sadly experienced the loss of a child. Many of the websites have sites specifically for siblings to access support. Others run online forums, providing bereaved families the opportunity to make contact, share experiences and offer support to one another.

ORGANISATION	TELEPHONE	WEBSITE
Enfield Bereavement Service	0208 367 1863	-
Child Bereavement UK	0800 028 8840	www.childbereavement.org.uk
Child Bereavement Network	020 7843 6309	www.childhoodbereavementnetwork.org.uk
Children of Jannah (Muslim support)	0161 480 5156	www.childrenofjannah.com
Cruse Bereavement Care	0844 477 9400	www.cruse.org.uk
Grief Encounter	020 8371 8455	www.griefencounter.org.uk
Sands National	020 7436 5881	www.uk-sands.org
The Compassionate Friends	0845 123 2304	www.tcf.org.uk
The Child Death Helpline	0800 282 986 / 0808 800 6019	www.childdeathhelpline.org.uk
RD4U (for young people)	0844 477 9400	www.rd4u.org.uk

Other Support

- *Community Parent Support Service - 020 8372 1500*

parent.commissioner@enfield.gov.uk
The Community Parent Support Service is available to all families living in Enfield and works with parents of children aged 0 -18 dealing with concerns and issues before they escalate and become a problem.

Our staff will listen to you, offer support and work with you to find the most appropriate services. Most importantly, we will work with you towards your personal goals, and the changes you would like to make.

- *Healthwatch Enfield*

Local Healthwatch is all about local voices being able to influence the delivery and design of local services. Not just people who use them, but anyone who might need to in future. Healthwatch collects information about people's experiences of local health and social care services, and uses its influence to bring about improvements in those services.

Mediation and Disagreement Resolution

In Enfield, it is our aim to work with parents/carers and young people in the spirit of co-production in order to reach agreement about what is needed to meet a child or young person's needs.

Professionals work in collaboration with parents/carers and young people to produce the Education, Health and Care Plan to help them determine their aspirations and outcomes and what services and support are required to help them achieve their outcomes. Therefore we are confident that this forum will reach consensus and agreement without the need for mediation or disagreement resolution.

If, however, you have any concerns whatsoever, going forward, we would recommend that you talk directly to a member of the SEN Team or Enfield Parent Partnership Service (EPPS).

EPPS is independent of the Local Authority and provides informal, impartial advice to parents and carers. Both the SEN Team and EPPS will work with you to address your concerns with a view to reaching a satisfactory resolution for all parties.

It is in everyone's interest to try and resolve any disagreements without the additional burden of having to go to Tribunal. It is much more sensible for us to try and resolve these issues at a local level.

If you have a disagreement or issue that you wish to discuss we would encourage you in the first instance to talk to the relevant service, as detailed below:

Service	**Tel**	**Email**
Education/SEN Services	020 8379 3733/3203/5619/5171	sen@enfield.gov.uk
NHS (Health)	See website for contact details	www.enfieldccg.nhs.uk/concerns-complaints-compliments.htm
Joint Service for Disabled Children	020 8363 4047	cheviots@enfield.gov.uk
Enfield Parent Partnership Service	020 8373 2700	Prafula/katkoria@enfieldparents.org.uk

If for some reason, the relevant service is unable to resolve your issue at a local level, in some circumstances, it may be necessary for parents/carers and young people to use the services of a mediation or disagreement resolution service.

What is the difference between Mediation and Disagreement Resolution Service?

Mediation is a voluntary, confidential process. You will be helped by a neutral third party (mediator) to resolve problems collaboratively. The mediator never takes sides or imposes solutions, but helps participants reach a solution that they are happy with.

Disagreement Resolution is a formal process whereby the Local Authority, schools and parents/carers meet to try and find a solution to a difference of opinion.

Participation in mediation and/or disagreement resolution does not take away the parent/carer right to appeal to the SEN Tribunal. However, as already stated, we aim to resolve all disagreements and disputes at a local level by having honest and open dialogue.

Mediation and Disagreement Resolution Services

In Enfield, mediation and disagreement resolution services are provided by Kids. Kids is a leading disabled children's charity that has been in existence for over 40 years working to enable disabled children and young people and their families to enjoy their lives.

If for some reason we are unable to work with you locally to resolve your problems then you have the option to use the services of Kids.

If you wish to access the Mediation and Dispute Resolution Service provided by Kids, please contact them directly:

Kids
Tel: 020 7359 3635
www.kids.org.uk/mediation

Where the parent/carer or young person only has a concern or issue about the health element of the EHCP, it is the responsibility of the health commissioning body, Enfield Clinical Commissioning Group, to work with the family to resolve this. Please contact Enfield Clinical Commissioning Group for further information, tel 020 3688 2800, www.enfieldccg.nhs.uk/.

SEN Tribunal

If your issues still remain unresolved despite the involvement of Kids, you will have the option to proceed to SEND Tribunal. You will be asked to produce a copy of a certificate at the SEND Tribunal which will be given to you to demonstrate that you have, or have not, sought to resolve your issue through mediation.

The Special Educational Needs & Disability Tribunal (SENDIST)
Tel: 01325 289350
Email: sendistqueries@hmcts.gsi.gov.uk

Information, Advice & Support

Local Organisations Providing Information, Advice and Support

Local Organisations		
Name	**Brief Description**	**Contact**
Children's Centres	The 23 Children's Centres offer opportunities to under 5's and their parents/carers. They run free courses, workshops and drop-in sessions, offering advice and support in relation to a variety of family services	0800 694 1066 www.enfield.gov.uk/if/info/23/childrens_centres if@enfield.gov.uk
DAZU	Provide a range of recreational and educational activities for children and young people. They run the young carers project, supporting children who may have additional caring responsibilities within the home	020 8373 2720 www.dazu.co.uk dazu22@yahoo.com
Enfield Carers Centre	Provide free services including counselling, mediation, complementary therapies, wellbeing workshops and support groups	020 8366 3677 info@enfieldcarers.org
Enfield National Autistic Society	The Enfield Branch was set up by parents in 2005 to support and represent local people living with Autism/Asperger's, their families and carers	07903 420016 sophie@enfieldnas.org.uk 020 8368 3839 emma@enfieldnas.org.uk
Enfield Parent Partnership Service	Gives free, independent, confidential and impartial advice and support to parents and carers	020 8373 2700 www.enfieldparents.org.uk/services/parent-partnership-service
Enfield Parents & Children	Aim to enable parents/carers to become knowledgeable and confident about services in the voluntary and statutory sectors, in order to achieve the best outcomes for their children	020 8373 2726 www.enfieldparents.org.uk enquiries@enfieldparents.org.uk
Home-Start Enfield	Supports families with at least one child under the age of five, with a focus on vulnerable children, by offering practical and emotional support, either in the family's own home and/or with group work	020 8373 2716 www.homestart-enfield.org.uk/index.html admin@homestart-enfield.org.uk
Informed Families	Enfield's Family Information Service providing a wide range of information on quality childcare, early learning, support services for parents of children and young people up to age 20	0800 694 1066 www.enfield.gov.uk/if if@enfield.gov.uk

Local Organisations		
Name	**Brief Description**	**Contact**
Our Voice	A parent–led organisation seeking to improve services for children with disabilities in Enfield.	07516 662315 www.ourvoiceenfield.org.uk info@ourvoiceenfield.org.uk
Samaritans (Enfield)	Confidential, emotional support for anyone in crisis.	0208 889 6888 0845 790 9090 (24hrs) www.samaritans.org
Barnet Hospital		0845 111 4000 www.royalfree.nhs.uk
Chase Farm Hospital		0845 111 4000 www.royalfree.nhs.uk
North Middlesex University Hospital		020 8887 2000 www.northmid.nhs.uk

National Organisations Providing Information, Advice and Support

National Organisations		
Name	**Brief Description**	**Contact/Website**
2 Sleep (Sleep Practitioners)	A support service that aims to provide practical help to families whose children have difficulty sleeping.	07914 308227 07896 676192 www.2sleep.org
Action on Hearing Loss	Provide day to day care, advice and support for people with hearing loss and tinnitus	0808 808 0123 Textphone 0808 808 9000 www.actiononhearingloss.org.uk
British Deaf Association	Representation of deaf peoples' needs, aspirations, rights and responsibilities, to provide a community identity	0207 697 4140 SMS/FaceTime: 07795 410 724 www.bda.org.uk
British Institute for Brain Injured Children	Helps children aged 6 months - 18 years with their social, communication and learning abilities to achieve their potential for a happier and fulfilled life	01458 253344 www.bibic.org.uk
British Institute of Learning Disabilities	Aid the development of organisations who provide services and the people who give support to those with disabilities	0121 415 6960 www.bild.org.uk
Caudwell Children	Equipment, treatment, therapies and family support. Also run a sports programme for talented disabled athletes and provide holidays for children fighting life threatening conditions	0845 300 1348 charity@caudwellchildren.com
Child Brain Injury Trust	Provide support to those with an acquired brain injury. Help to come to terms with what has happened and how to deal with the future	0303 303 2248. www.childbraininjurytrust.org
Children's Hope Foundation	Provides grants and equipment for children in poverty	0203 086 8231 www.childrenshopefoundation.org.uk
CHIPS	Provide independence and mobility to disabled children.	chipscharity@aol.com www.chipscharity.org

National Organisations		
Name	**Brief Description**	**Contact/Website**
Council for Disabled Children (CDC)	The CDC is the umbrella body for the disabled children's sector in England	020 7843 1900 www.councilfordisabledchildren.org.uk
Department of Education	The Government Department responsible for education and children's services	0370 000 2288 www.gov.uk/dfe
Disabled Students Allowance	Guidance and forms for disabled students entering higher education	www.gov.uk/disabled-students-allowances-dsas
Downs Syndrome Association	Provide information and support to those with Down's Syndrome, at every stage of life	0333 1212 300 www.downs-syndrome.org.uk
Every Life is for a Reason (ELIFAR)	Fund specialist equipment as well as targeted therapies and respite.	www.elifarfoundation.org.uk
Dyslexia Association	Support and services for dyslexic children, their families and the wider community	0115 924 6888 www.dyslexia.uk.net
Family Fund	The UK's largest provider of grants to low-income families raising disabled and seriously ill children and young people.	01904 621115 www.familyfund.org.uk
Foundation for People with Learning Disabilities – Getting a Job	This booklet offers valuable advice for families /carers of adults with a learning disability to support them and obtain paid work	General enquiries: 020 7803 1100 N.B. This is not an advice and support line
IPSEA (Independent Parental Special Education Advice)	Provides free, legally based advice to families who have children with special educational needs	0800 0184016 www.ipsea.org.uk

National Organisations		
Name	**Brief Description**	**Contact/Website**
Lifeline4Kids	Fund a range of specialised equipment , such as mobility aids, computers and toys to help improve the quality of life for children with disabilities	020 7794 1661 www.lifeline4kids.org
Mencap	Support people with a learning disability to live their lives as they choose.	0808 808 1111 www.mencap.org.uk
National Apprenticeship Service	Advice, information and vacancies on the apprenticeship scheme	www.apprenticeships.org.uk
National Autistic Society	For people with autism (including Asperger syndrome) and their families. They provide information, support and pioneering services	Autism Helpline 0808 800 4104 www.autism.org.uk
National Deaf Children's Society	The leading charity dedicated to creating a world without barriers for deaf children and young people	0808 800 8880 www.ndcs.org.uk
New life Foundation	Nurses man a helpline which support and inform families, either about their child's disabilities or with help accessing local services	01543 468 888 www.newlifecharity.co.uk
Not Going to Uni	Help find apprenticeships, college courses or work experience	www.notgoingtouni.co.uk
Priority Trust	Fund mobility equipment	020 7193 0432 www.prioritytrust.org
REACT	Aim to improve the quality of life for children with life-limiting illnesses living in financially disadvantaged households	020 8940 2575 www.reactcharity.org

National Organisations		
Name	**Brief Description**	**Contact/Website**
Remploy	Britain's largest employer of people with disabilities. Expands the opportunities for disabled people in sustainable work	0300 456 8110 www.remploy.co.uk
Royal National Institute of Blind People	Provides a range of information for blind or partially sighted people.	0303 123 9999 www.rnib.org.uk
Shine	Supports individuals and families facing the challenges arising from spina bifida and hydrocephalus.	01733 555988 www.shinecharity.org.uk
Short Breaks Network	Work exclusively in the field of providing short breaks for disabled children, young people and their families.	01749 689259 www.shortbreaksnetwork.org.uk
Skills for Work	A study programme specifically for young people with learning difficulties and disabilities.	01865 512604 www.skillsforwork.co.uk
Sunny Days Fund	Small grants towards day trips, medical equipment, respite and hospital travel	01376 528376 www.sunnydaysfund.org.uk
The Children's Trust	Rehabilitation and other services for children and young people with acquired brain injury.	01737 365 000 www.thechildrenstrust.org.uk
UCAS	Help students find out about and apply to higher education in the UK	0371 4680468 www.ucas.com
Unique (The rare chromosome disorder group)	Unique is a source of information and support for families and individuals affected by a rare chromosome disorder	01883 330766 www.rarechromo.co.uk
Whizz kids	Provides disabled children with wheelchairs and other mobility equipment	020 7233 6600. www.whizz-kidz.org.uk

On behalf of the Special Educational Needs and Disability Steering Group we would like to thank you for taking the time to read Enfield's Local Offer. We hope it will prove to be a useful and informative guide.

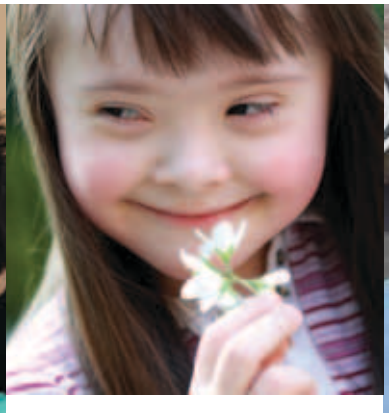
We look forward to developing our Offer with parents/carers, children and young people and our partner agencies. The process of developing and co-producing the Local Offer will help us to improve provision.

We would encourage you to provide comments and feedback on any aspect of this document. This will help us to ensure that we are providing the right information in the best possible format.

You can do this by emailing our SEND Project Manager, Sarah McLean at sarah.mclean@enfield.gov.uk.

Janet Leach
Head of Service
Joint Service for Disabled Children

Gillian Douglas
SEN Manager



www.enfield.gov.uk/SEND

NHS

ENFIELD Council

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