



Guide to key information and resources for Special Educational Needs Co-ordinators (SENCoS)

This guide is for SENCoS working in:

- early years settings and settings with children in the early years range;
- primary and secondary phase schools and academies;
- independent schools;
- post-16 colleges and further education settings.

It aims to help you easily find all the resources and information you need to plan ahead, identify needs, access advice, training and funding, and manage issues as they arise.

Most of the resources you will need are available on either:

- The Norfolk Schools website at www.schools.norfolk.gov.uk
- The Norfolk SEND Local Offer web pages at www.norfolk.gov.uk/SEND

This guide sets out what's available and how to most easily find it.

It is in two parts. The first part focuses on helping you find the information and resources you need for your role and to support colleagues in your setting. The second part focuses on supplying you with resources to help you support parents and carers and children and young people.

Recommended places to find out more for both parents and professionals are:

Read and/or subscribe to the half-termly **Norfolk SEND Bulletin** for updates from education, health, social care and wider SEND support.

Follow or like **Norfolk SEND Local Offer Facebook** and **Norfolk SEND Local Offer Twitter**

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Part A

For SENCOs and education professionals

Please click on the paragraph titles for further information and contact details

1. Professional training and development

1.1 The SEND Forum for SEND professionals

This forum is for anyone who works in education, health, and social care services. There are events once a term. You can expect quick spotlight updates on new initiatives and directives and access to specialist advice and support.

1.2 Training package for Norfolk SENCOs

Norfolk County Council Inclusion and SEND team and Educational Psychology and Specialist Support (EPSS) have a training package designed for SENCOs who are:

- new to the SENCO role,
- new to Norfolk,
- teachers aspiring to be a SENCO,
- assistant SENCOs
- those who would like to refresh their knowledge.

To find out more or book onto a course contact

sendadviceandsupportrequests@norfolk.gov.uk

1.3 Local training opportunities

Opportunities for SEND e-learning, free lunchtime training sessions on EHCP annual reviews, early years SEND training, and much more.

1.4 National training and resources

The National Association for Special Educational Needs (NASEN) is a charitable free membership organisation which supports and champions those working with, and for, children and young people with SEND. It offers information, training and resources for early years, schools and post-16 settings. Find out more at www.nasen.org.uk

NASEN hosts the SEND gateway, which is an online portal offering education professionals free, easy, access to high quality information, resources and training for meeting the needs of children with special educational needs and disabilities (SEND). Log onto www.sendgateway.org.uk

2. Guidance for SENCOs working in the early years age range

The Early Years Learning and SEND team provides a service for professionals and settings working with children in the early years age range. **A range of useful information is available on the Norfolk Schools website.** The latest early years age range training Inclusion/SEND training brochure can be found **here**.

- 2.1 Supporting positive behaviour** includes best practice in creating an environment which promotes positive behaviour, how to develop formal policies for this and tools you can use to support you following Step On training.
- 2.2 Autism and social communication difficulties** helps you to define autism and its characteristics and gives advice on autism-friendly practices and how best to work in partnership with parents.
- 2.3 Accessing SEN inclusion funding** defines what SEN inclusion funding is, the early years disability access fund and specialist equipment funding, how funding panels work and frequently asked funding questions.
- 2.4 English as an additional language (EAL)** gives further information on Language Line, help in settling children with cultural differences, communication and play, how best to work in partnership with parents and frequently asked questions.
- 2.5 Norfolk portage service** gives further information on the free home-based portage service which is a visiting educational service for pre-school children with additional needs and their families.
- 2.6 Early identification of need** explains why information about pre-school age children needs to be shared between health and education professionals.
- 2.7 Preschool liaison groups** consist of health and education senior staff. This link gives more information on who attends and how these groups work together and with parents and carers to help ensure that families who have children with special educational needs and disabilities (SEND) age 0-5 get the necessary support to achieve the best possible outcomes.
- 2.8 Transitions** contains resources including leaflets and forms and best practice advice for settings supporting children with SEND moving from home into an early years settings, moving between rooms and key people within a setting and moving from early years to school.
- 2.9 Useful links and resources** gives links to legislation and national guidance and a number of local services and resources.

3. Guidance for SENCOs working in schools, academies & independent schools

3.1 The Inclusion and SEND team

This team provides a service for educational professionals. It works with primary and secondary schools and academies to support them to meet the needs of children and young people with SEND and fulfil their duties set out in the Equality Act 2010, the Children and Families Act 2014 and the SEND Code of Practice 2015.

It also runs the SEND Forum for SEND professionals and oversees the allocation of Element 3 SEN funding for schools from the high needs block (HNB).

3.2 Guidance for providing the special education expected

The information at these two links outlines the elements of provision which should be provided in mainstream schools and academies to ensure children and young people are fully included and are able to learn alongside their peers.

1. **What SEN Support is required in schools**
2. **Provision Expected at SEN Support (PEaSS) guidance**

3.3 SEN Support

In most cases SENCOs should use the graduated approach to SEN Support by using **Assess, Plan, Do, Review**.

A helpful resource included is an example **SEN Support plan**.

You can find guidance on how to apply for High Needs Element 3 funding [here](#).

3.4 Beyond SEN Support

If it becomes clear that a child or young person's needs cannot be met by SEN Support, you may need to consider these.

Specialist Resource Bases (SRBs) and outreach support

These are specialist classrooms attached to a mainstream school.

Education, Health and Care Plans (EHCPs)

This section contains information about what an EHCP is, how to apply for a needs assessment, gathering information, timelines, and how to contact the EHCP team.

4. Guidance for post-16 college and further education

- 4.1 Further education, higher education and training** contains information about study options, training, higher education, adult learning, and care farms and guidance for parents and carers about how to support their young people moving into college or training.
- 4.2 SEN funding for post-16 education** explains how funding and tuition fees change as young people reach difference age milestones and how to access additional funding.
- 4.3 High needs top-up funding in mainstream sixth forms** explains how this funding works, how to apply for it and where to go to find out more.
- 4.4 The college SEND review guide** aims to help professionals to achieve or build on inclusive practice and self-evaluate the effectiveness of their provision for learners with special educational needs and disabilities.
- 4.5 Preparing for adult life - Norfolk County Council** contains information about how young people can get ready for the challenges and increased independence of adult life. It is aimed at young people from 14 to 25 and includes information about planning, money, work, travel, accommodation and more.

5. Guidance for SENCOs on specific needs

These links provide a summary of guidance for specific needs with suggestions for SENCOs on actions you can take.

- 5.1 Social communication and interaction**
- 5.2 Cognition and learning (C&L) support guidance**
- 5.3 Physical and/or sensory needs**
- 5.4 Social, emotional and mental health (SEMH) support guidance**
- 5.5 Speech, language and communication needs (SLCN) support guidance**

6. SEND support services for education settings

These links contain further information about all the specialist services which provide support for education settings. It includes:

6.1 Core Consultations

This is a free service offered to Norfolk schools by Educational Psychology and Specialist Support (EPSS), as part of the local offer of SEN support services. It provides online, virtual meetings for school staff with SEND specialists for discussion around meeting the needs of all learners with SEND. This can include recommendations on interventions and strategies, removing barriers to inclusion, developing a school's graduated and collaborative approach in meeting children's needs and signposting to other services.

Contact gillian.king@norfolk.gov.uk for further information and contact sandra.winter@norfolk.gov.uk to sign up.

6.2 Virtual School Sensory Support for children who have hearing or sight loss

6.3 Alternative Education Service (Section 19) (AES) which arranges educational provision for children and young people waiting for a place at the **short stay school for Norfolk (SSSfN)** because they have either been permanently **excluded**, had contracts terminated from **alternative provision (AP)** or are children missing education (CME). This service also arranges provision for CME students where **home education** has been disallowed.

6.4 Educational Psychology and Specialist Support (EPSS) offers professional input in helping address difficulties and improve learning and achievement

6.5 The School 2 School Support service hands-on practice advice and support by experienced professionals from Norfolk complex needs schools.

6.6 Norfolk Steps training and support for safe and effective use of physical interventions for challenging behaviours

6.7 Medical Needs Service guidance in ensuring children with additional health needs can access education

6.8 Autism Spectrum Disorder Specialist Support Assistant team provides a range of services including consultation with staff, training, advice regarding strategies and approaches, information about suitable materials, and direct work with children both individually and in groups.

- 6.9 Dyslexia Outreach Service** works collaboratively with schools offering advice and support, strategies for staff working with individual pupils, strategies for a whole school approach to dyslexia friendly practices and inset training and qualification courses.
- 6.10 NHS Neurodevelopmental Services for children and young people** – information for schools and early years professionals about assessments, referrals and support.
- 6.11 Access Through Technology** is a small specialist team which provides assessment, equipment, advice, support and training for children, schools and parents/carers of children who benefit from using communication technology to communicate and learn.
- 6.12 TITAN travel training** to support young people with SEND to use public transport
- 6.13 NHS core provision to support the health needs of children in schools** outlines the NHS services available to support the health needs of children in schools giving detail on the range of commissioned specialist advice, training and support and direct therapy interventions within mainstream and complex needs schools.
- 6.14 The Inclusion helpline team** offers telephone support and advice in-person visits where they have students who are finding it difficult to access mainstream education provision

7. Operational tools, templates and guidance

- 7.1 Guidance to complete a SEN information report for your school** gives parents and carers detailed information about your school's SEND provision.
- 7.2 Engagement and participation resources** aim to help your school involve parents and carers in assessing and developing your offer.
- 7.3 Accessibility auditing toolkit for Norfolk schools** and **More accessibility resources** provides templates, audit forms and guidance to help you ensure your school's premises are accessible for children and young people.

- 7.4 SEND Communications Guide** gives tips on writing information clearly and easy to understand for parents, how to explain SEND terms simply, and using positive inclusive language.
- 7.5 Identification of need and inclusive provision** contains further information about two tools to support you in managing provision. The **identification of needs descriptors in educational settings (INDES)** framework gives standardised terminology to describe need. And the **inclusion and provision self-evaluation framework (IPSEF)** helps your setting to evaluate your provision and inclusive practice to demonstrate compliance against the Ofsted framework, legal requirements, and Norfolk County Council's Provision Expected at SEN Support.
- 7.6 Unregulated alternative provision templates** provides a series of word documents containing guidance and self-checks.
- 7.7 SEND transition resources** contains resources and best practice advice for settings supporting children or young people with SEND moving from infant to junior school, primary to secondary school, and secondary school to post-16.
- 7.8 SEN funding for schools** is a guide to how funding works for schools.

8. Useful contacts

- 8.1 Learning and Inclusion Directory 2021-2022** is an outline of Norfolk County Council Children's Services leadership team and the council's learning and inclusion senior leadership team with a download to the learning and inclusion brochure.
- 8.2 High Needs SEND Service** gives an outline of the senior members of this team and their roles with contact details.
- 8.3 Helplines and useful contacts** gives lists of phone numbers for a number of different duty desks and emergency incidents
- 8.4 Inclusion and Opportunity Service** gives an outline of how the teams within this service work and key contact names and details
- 8.5 Inclusion helpline** gives contact details for this advice and support telephone service
- 8.6 EHCP team** gives contact details and operating times for this team.

Part B

Supporting parents and carers and children and young people

The starting point for information about services and help across Norfolk can be found on the Norfolk SEND Local Offer web pages at www.norfolk.gov.uk/SEND. **There are specific pages aimed for children and young people aged 10 to 25 to use themselves.**

Click here to find a useful definition of what the Norfolk SEND Local Offer is and how it works.

Family Voice Norfolk is the parent carer forum for Norfolk – a group of parents and carers of children and young people with SEND. Its aim is to improve services for children and young people by ensuring that families' voices are heard by planners and decision-makers. Parent carers and professionals can become members and receive information about Family Voice Norfolk activities and events. Membership is free.

Find out more about the **Norfolk Register of Disabled Children and Young People** and how to register your child or young person.

1. Education advice for parents and carers

1.1 Parents and carers of pre-school age children can find further information on these links:

SEN services and support in early years education gives further information about finding suitable pre-school providers for young children with SEND.

Norfolk portage service gives further information on the free home-based portage service which is a visiting educational service for pre-school children with additional needs and their families.

Early identification of need explains why information about pre-school age children needs to be shared between health and education professionals.

Family Information Service provides free advice, guidance, support, and information on childcare and can signpost to other support services.

- 1.2** Parents and carers of children and young people at schools and academies can find further information on these links:

Understanding what SEN Support is and how it works gives an easy definition of SEN support, explains ‘assess, plan, do, review’ and gives parents and carers guidance on what to do if they have concerns.

Provision Expected at SEN Support (PEaSS) guidance outlines what extra support children should get at school.

What is a SEN information report? explains how parents and carers can find out more about how schools in their area provide for children and young people with SEND

Supporting young people with medical conditions gives information about the arrangements schools should make to support pupils with medical conditions, individual healthcare plans (IHPs), medical needs co-ordinators and medical needs referrals.

Dyslexia awareness for parents gives information about courses and information sessions.

Transition outlines how parents and carers can best support children and young people to move between educational settings or into a new phase in their education.

Specialist resources bases (SRBs) gives information about how these bases at mainstream schools work and the different kinds of bases available in Norfolk.

- 1.3** Parents and carers of young people and young adults with SEND can find further information on these links:

Further education, higher education and training gives further information about study and training options for young people aged 16 to 25.

SEN services and support in further education gives further information about the SEN support available in various post-16 settings

The **College SEND Review Guide** gives information about how colleges can and should be effective in their provision for learners with special educational needs and disabilities.

2. Special schools and alternative provision

These links give further information about the special school and alternative provision available and how it works:

- 2.1 State funded special schools**
- 2.2 Independent special schools**
- 2.3 Alternative provision**
- 2.4 Admissions process for special schools and specialist colleges**

3. Signposting parents and carers to where they can find out more

- 3.1 Norfolk SEND Bulletin subscription** is where parents and carers can subscribe to the Norfolk SEND Bulletin newsletter and find details of other SEND newsletters.
- 3.2 SEND e-learning** provides free online learning sessions for parents and carers and professionals
- 3.3** Follow the **Norfolk SEND Local Offer Facebook page** for regular updates on a range of issues

4. Support for parents, carers and families

- 4.1 SEND support groups and events** gives useful links to local support groups including Norfolk SENDIASS, Nansa and Sensational Families, Norfolk SEN Network and parent carer group Family Voice Norfolk and events for parents and carers.
- 4.2 Support for families caring for a child or young person with SEND** outlines how to find support for your family, for yourself, work and employment and childcare support, leisure events and activities, advocacy support, and preparing for the future
- 4.3 Social care for children with SEND** gives information about what support is available, who is eligible, how you can be assessed, and the short breaks service.
- 4.3 Health** gives links to the Healthy Child programme, the **Just One Norfolk** children and young people's health services website, annual health checks, behaviour and sleep and other health services for children and young people with SEND

- 4.4 Health services for children and young people with SEND** gives information about neurodevelopmental services, speech and language therapy, mental health services, occupational therapy, audiology, physiotherapy, continence services and community nursing and paediatrics and more.
- 4.5 Things to do for children and young people with SEND** gives links to the Norfolk Community Directory and other useful signposts for activities suitable for children and young people with SEND

5. Support for young people and young adults with SEND and their parents and carers

- 5.1 Preparing for adult life - Norfolk County Council** is a large collection of web pages giving information about planning the journey to adulthood, getting a job, leisure and community, and finding somewhere suitable to live as well as advice on keeping healthy, money and travelling independently. It also contains a useful ten steps for preparing for adult life.
- 5.2** Groups for young people include **Norfolk SEND youth forum** and the **DRAGONS disability action group for young people**
- 5.3 Social care services for young adults with SEND** gives information about the adult services available and how young people can be assessed for their eligibility for help from Adults' Social Services
- 5.4 Continuing healthcare for adults** gives information about how services change once a young person with SEND turns 18.
- 5.4 Transition between childrens and adult health services** gives information about how to plan for this move, transition healthcare plans, and the services available

