

April 2025

SENDIASS

Staffordshire Family Partnership



Welcome to our April newsletter.

Hello and welcome to the latest edition of the SENDIASS newsletter!

As we embrace the longer days and fresh energy that spring brings, we're here to keep you informed, supported, and empowered.

As always, SENDIASS is here to listen, support, and provide impartial advice tailored to your needs. Whether you're navigating the Education, Health and Care (EHC) plan process or looking for ways to strengthen your advocacy skills, our team is here to help.

Wishing you a positive and productive April,

Warmest regards

The SENDIASS Team



TAKE A LOOK INSIDE

- **What is an Educational, Health and Care Needs Plan**
- **Requesting an Educational, Health and Care Needs Assessment**
- **Tips for supporting children with SEND during the exam season**
- **Stay Well – Staffordshire Emotional Health & Wellbeing Service**
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What is an Educational, Health and Care Plan?



Most children and young people will have their needs met within mainstream education. This includes local early years' settings, schools as well as colleges.

Some children and young people may need more specialist help, than is normally available at their place of education.

An Education, Health & Care Plan or EHCP is a document which sets out the education, health and social care needs of a child or young person aged up to 25, and the support that is necessary to help them achieve their outcomes.

An EHCP describes your child's special educational needs and the help they will get to meet them. An EHCP also includes any health and care support and provision that is needed.

EHCPs can start in early years and continue into further education and training.

What is the purpose of an EHCP?

The purpose of an EHCP is to make special educational provision to:

- Meet the special educational needs of the child or young person.
- Secure the best possible outcomes for them across education, health and social care.
- Prepare young people for adulthood as they get older.

How do they help?

An EHCP should be a forward-looking document. It should:

- Help raise aspirations and outline the provision required to meet assessed needs. It should support the child or young person in achieving their ambitions.
- Specify how services will be delivered as part of a whole package.
- Explain how best to achieve the outcomes sought for the child or young person. This is across education, health and social care.

Please click on the link below for more information:

[Staffordshire Connects | What is an education health and care needs assessment and plan?](#)

Included in the link is a short, animated film that has been produced by the Council for Disabled Children.

Requesting an Educational, Health and Care Plan Needs Assessment



An EHC plan can only be issued after a child, or young person has gone through the process of EHC needs assessment. At the end of that process, the local authority must make a decision to issue to an EHC Plan or not.

An EHC needs assessment is an assessment of a child or young person's education, health and care needs. An EHC needs assessment helps the local authority decide whether extra support or provision is required.

Who can request an Educational Health and Care Needs assessment (EHCNA)

Requests to carry out an EHC needs assessment can be made by:

- education settings, after talking to you first
- parents and carers
- young people over the age of 16 but under the age of 25

It is essential to talk to your education setting first, before requesting an assessment.

How to request an EHCNA

All new education health and care needs assessment requests are processed through Staffordshire's EHC Hub.

Parents, carers and young people can request an assessment by:

Visiting the [Staffordshire EHC Hub](#).

Use the "**Request a Needs Assessment**" button and follow the on-screen guidance.

Please click on the link below for more information:

[Staffordshire Connects | Requesting an Education, Health and Care Needs Assessment](#)

Included in the link is a short, animated film that has been produced by the Council for Disabled Children.

Requesting an Educational, Health and Care Plan Needs Assessment *continued...*



How does the local authority decide whether to carry out an EHCNA?

What the Children and Family Act says:

"The local authority must secure an EHC needs assessment for the child or young person if, after having regard to any views expressed and evidence submitted under subsection (7), the authority is of the opinion that —

(a) the child or young person has or may have special educational needs, and

(b) it may be necessary for special educational provision to be made for the child or young person in accordance with an EHC plan.

This is set out in the law (Section 36(8) of the Children and Families Act 2014)

When will a decision be made?

The local authority **must** reply within six weeks to let you know whether it agrees to carry out an EHC needs assessment. This is set out in Regulation 5(1) of The Special Educational Needs and Disability Regulations 2014.

You can check the EHC Hub for updates and a named contact.

What if you disagree with the decision not to assess.

If the local authority declines to carry out an EHC needs assessment full details of how to appeal are provided within your decision letter.

The staff here at SENDIASS can provide you with impartial advice and support on how to appeal the refusal to assess decision.

Tips for supporting children with SEND during the exam season



Supporting children with Special Educational Needs and Disabilities (SEND) during exam season requires a combination of understanding, planning, and tailored strategies. Here are some tips:

Understand Their Needs

- **Speak with Educators:** Discuss with teachers or SENCos (Special Educational Needs Coordinators) to understand what accommodations are in place and what additional support may be helpful.
- **Know Their Strengths:** Build on their strengths while addressing areas of difficulty.
- **Involve Them:** Include the child in discussions about their needs to empower them and reduce anxiety.

Create a Structured Plan

- **Timetable:** Develop a clear and manageable revision timetable. Include regular breaks and time for relaxation.
- **Chunk Information:** Break study material into smaller, more manageable sections.
- **Set Realistic Goals:** Focus on achievable goals to build confidence.

Use Accessible Resources

- **Adapted Material:** Provide resources that align with your child's learning style, such as audio materials, visual aids, or simplified texts.
- **Assistive Technology:** Use tools like text to speech software, spell checkers, or typing aids if needed.

Provide Emotional Support

- **Acknowledge Effort:** Celebrate small achievements to boost morale.
- **Address Anxiety:** Teach relaxation techniques, such as deep breathing or mindfulness.
- **Be Patient:** Offer reassurance and avoid putting unnecessary pressure on them.

Tips for supporting children with SEND during the exam season *continued...*



Tailor Revision Techniques

- **Multi – Sensory Learning:** Incorporate visual and auditory learning techniques.
- **Practice Papers:** Familiarise them with the exam format using past papers or mock exams.
- **Memory Aids:** Use flashcards, mind maps, or mnemonic devices to aid retention.

Ensure Exam Accommodations Are in Place

- **Access Arrangements:** Confirm with the school that necessary accommodations (e.g., extra time, a reader, or a quiet room) are in place.

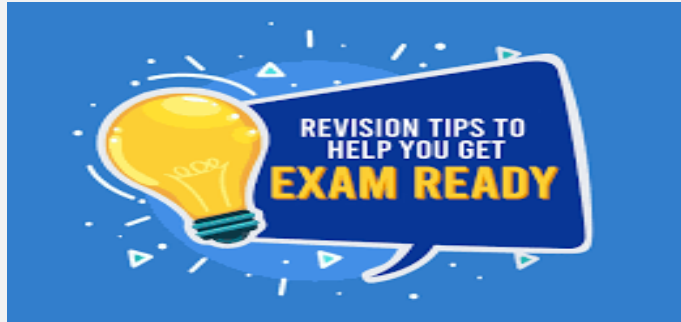
Access arrangements are designed to enable children and young people with special educational needs, disabilities or temporary injuries to take exams and assessments. They include reasonable adjustments that are needed to make exams accessible for candidates who have disabilities.

Please click on the link below for more information:

[Staffordshire Connects | Help to access exams and assessments](#)

Promote Well – Being

- **Healthy Routine:** Encourage regular sleep, a balanced diet, and physical activity.
- **Social Time:** Allow time for hobbies and socialising to keep stress levels in check.
- **Open Communication:** Keep an open line of communication for them to express concerns.



Resources offering valuable tips and strategies to support children with SEND during the exam season

Mind provide information for young people on understanding exam stress and where to go for support:

[Info on exam stress - for 11-18 year olds | Mind - Mind](#)

YoungMinds provide advice if the pressure of exams is getting a bit too much:

[Exam Stress | How To Deal with Exam Stress | YoungMinds](#)

BBC bitesize provide top revision tips along with videos and podcast:

[Top revision techniques for exams - BBC Bitesize](#)



Staffordshire Emotional Health & Wellbeing Service

Stay Well is an emotional health and wellbeing service for children and young people in Staffordshire.

The service works with children and young people, aged 5-18 years (up to 25 years with SEND), to support their emotional health and wellbeing.

Stay Well has services for children and young people who are doing okay but need some support to cope with changes or things happening in their life. They also offer support for children and young people who are struggling and need help to get well. They do this by working with the NHS Child and Adolescent Mental Health Service (CAMHS) to decide who can best provide this help.

The service will also help families and professionals gain the knowledge and confidence to create an emotionally healthy environment and support children and young people.

Stay Well offers early intervention and prevention support through:

- Group and one to one emotional health and wellbeing sessions for children and young people
- Peer support groups for children and young people
- Access to a wide range of positive activities for children and young people
- Information, advice and guidance for children and young people, families, professionals and schools.
- Workshops and training opportunities for children, young people, families, professionals and schools

Please click on the links below for more information:

[Staffordshire Connects | Stay Well](#)

[Stay Well CYP | Stay Well Children & Young People Support](#)

Events coming up.....



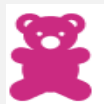
Date	Event	Details
17.06.25	<p>Emotional Based School Avoidance Workshop – Face to Face.</p> <p>Stafford Children’s Centre, Faraday Road, Stafford.</p> <p>9.30am – 2.30pm</p>	<p>We are delighted to offer this FREE workshop to parents and carers of children and young people with SEND living in Staffordshire.</p> <p>A FREE light buffet lunch will also be provided.</p> <p>Places are extremely limited and will be offered on a first come first served basis and therefore booking is essential.</p> <p>This event hasn’t been advertised yet, please keep a look out for the email or on the SENDIASS website with details on how to book.</p>
25.06.25	<p>Emotional Based School Avoidance Workshop – Online.</p> <p>Microsoft Teams</p> <p>6pm – 8pm</p>	<p>We are delighted to offer this FREE workshop to parents and carers of children and young people with SEND living in Staffordshire.</p> <p>Places are unlimited however booking is required.</p> <p>This event hasn’t been advertised yet, please keep a look out for the email or on the SENDIASS website with details on how to book.</p>

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Name the bear competition!



**A little brown bear went in search of some honey,
But they became lost and began to worry,
We found this brown bear and gave them a SENDIASS home,
They now need a name and that is where you come along.
Please name this bear and tell us their story,
How they became lost, what happened on their journey?
A winner will be chosen and will receive a bear too,
Along with a gift voucher especially for you!**





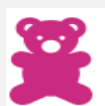
SENDIASS Spring Competition - Name the Bear

Open to ages 6-11 for children with SEND in Staffordshire.

Please name the bear, draw a picture and write a short story about how they became lost and found their way to SENDIASS.

Ways to enter:

- 1. Use your own piece of paper to create your story and picture. Take a picture of this to email to us.**
 - 2. Create your entry on a word document and attach this to your entry email.**
- Email your entries to sfps@staffordshire.gov.uk with the subject heading – SENDIASS Spring Bear Competition
 - The winner receives a £25 gift voucher, 2 runners up winners get a £10 gift voucher, all 3 receive a bear.
 - Entries must be received by the 2nd of June 2025. Winners will be notified the 9th June 2025.



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What support SENDIASS can offer

We are Staffordshire's Information, Advice and Support service for parents and carers of children with Special Educational Needs and Disabilities aged 0- 25 and children and young people with Special Educational Needs and Disabilities aged 0-25 and can support with issues around education, health and social care. We are impartial, confidential and free.

Helpline: 01785 356921

Email: sfps@staffordshire.gov.uk

Our opening hours are:

Monday: 9am-5pm

Tuesday: 9am – 5pm

Wednesday: 9am – 5pm

Thursday: 9am – 5pm

Friday: 9am – 4.30pm

Saturday: Closed

Sunday: Closed

Please note:

You can ring us out of office hours during the week and weekend, please leave us a message and we will pick it up the next working day.