

# How to request extra support for your child or young person

Pupil Resource Agreements and Education, Health and Care Plans



This leaflet provides a number of key questions and answers about the national changes to support for children with Special Educational Needs or learning difficulties from September 2014

Please read this document in conjunction with the booklet  
“A New Approach to Special Educational Needs & Disabilities Birth to 25”  
available from: <http://bromley.mylifeportal.co.uk/localoffer>

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THE LONDON BOROUGH  
August 2014

## What if I think my child or young person has learning difficulties?

If your child or young person is of school age and you feel that he or she has learning difficulties it is important that you talk with their class or form teacher to discuss what appears to be the problem.

All schools and colleges will have policies for identifying and assessing needs, arrangements for consulting parents and young people and involving them in their education, arrangements for reviewing progress, for supporting children and young people through education, for adaptations to the curriculum, teaching approaches and the expertise and training of staff to support children and young people with Special Educational Needs (SEN). This also includes how specialist expertise will be secured.

There will be an expectation that schools will have carried out informal and formal assessments and interventions to support a child or young person who is present with SEN or learning difficulties.

## How will SEN support be delivered in Bromley for children and young people with less complex needs?

It is important to remember that the majority of children's needs will be met from within school resources and where more complex through "top-up" funding (a Pupil Resource Agreement) from the Bromley Local Offer.

Some children and young people who have more complex and enduring needs an Education, Health and Care (EHC) Assessment and Plan may be necessary.

All schools and colleges in the borough have a delegated level of funding which can meet a

child's learning needs up to a level of £6,000 per year. Additional support - or 'top-up funding' - can be requested by schools, with parental agreement, after schools have demonstrated that they have used all the resources available to them and a 'top-up' is necessary to fully support the child's needs effectively.

## What is a Pupil Resource Agreement (PRA)?

This is an agreement between the Council, school and parents where the level of support in school for the child requires 'top-up' funding above £6,000 per year.

This enables individual pupils' learning needs to be met quickly, in a targeted way without the need to go through a 20 week process. It is produced in partnership with parents at a meeting with the school, the Educational Psychologist and any other professionals involved where outcomes and support levels are agreed.


The PRA is reviewed annually - just like an EHC Plan - and the funding mechanism is the same for both in mainstream schools. This means that a child with an EHC Plan with the same level of learning need as a child with a PRA would get the same level of resource.

A PRA is a non-statutory agreement, and parents do not have the same statutory rights that a Statement of Special Educational Needs or an EHC Plan brings, such as, parents or carers would not be able to express a preference for a school for their child, appeal decisions through the First-tier Tribunal (Special Educational Needs and Disability), or to request a personal budget.

However, if after a period of school based intervention at a particular funding level it is found that the resourcing is insufficient to meet needs then an interim review can be undertaken and a request for resources made.

A PRA is part of the Bromley Local Offer, therefore, should you move different

arrangements may apply in other local authority areas.

Levels of resource in Bromley schools are determined by the *Bromley Banded Funding Guide* which can be viewed at your child's school or on the Bromley Local Offer website - see <http://bromley.mylifeportal.co.uk/educationlocaloffer> .


PRAs are regularly reviewed and an EHC Assessment and Plan may be recommended should your child's needs change.

The Council will support all families, children and young people to participate as fully as possible in decisions relating to their lives and to be at the centre of the new system, irrespective of the level of need. As parents and carers you will be fully involved in making decisions about the nature of the help and support your child receives. The PRA reflects Bromley's aim to promote early intervention through working together with families, children and young people with less complex needs.

## What is the Bromley Local Offer?

The Bromley Local Offer aims to:

- Provide clear, comprehensive and accessible information about the support and opportunities that are available for all children and young people with special educational needs and disabilities in the borough and their families - and not just those who have an Education, Health and Care Plan
- Improve the services that are available in the borough and make them more responsive to local needs and wishes

You can view the emerging Bromley Local Offer and give your feedback on how it could be improved and enhanced by visiting: <http://bromley.mylifeportal.co.uk/localoffer> .

## What is an Education, Health and Care Plan and who is it for?

An Education, Health and Care (EHC) Plan sets out a new way of working for children and young people with more complex and enduring needs that puts children, young people and families at the very centre of the assessment and planning process.

Please read the booklet *A New Approach to Special Educational Needs & Disabilities Birth to 25* for more detailed information. The booklet is available from:

<http://bromley.mylifeportal.co.uk/localoffer> .

The EHC Plan is for children and young people who have more complex special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It could be available from birth to age 25. You can talk to your child's or the young person's educational setting or key worker - such as the pre-school or school's special educational needs coordinator (SENCO) - about eligibility for an assessment and for advice.

An integrated assessment and EHC Plan may be required for children and young people with special educational needs and disabilities aged 0 to 25 years if the following apply:

The child or young person:

- has severe and/or complex long term needs that affect everyday life
- requires provision and resources that are not normally available within an education setting
- requires intensive help and support from more than one agency
- despite high levels of support is making limited or no progress



For children and young people of statutory school age, there would also need to be evidence of a graduated response i.e. that appropriate interventions, support and resources, available through the Local Offer and School's SEN funding, have already been put in place.

All new assessments will follow the single assessment process from September 2014.

## How can I request an Education, Health and Care Assessment?

It is expected that a range of discussions between parent/carers and the education organization, and school interventions have taken place before requests are made for an Education, Health and Care (EHC) assessment.

Bromley Special educational Needs and Disabilities Services manage the process of the EHC assessment from start to finish. A Panel of professionals - the Additional Resources Panel - meets on a weekly basis to consider information from education settings for additional resources and for commencement of EHC assessments.

There is an expectation that detailed information is sent to the Panel to ensure decision making is based on factual and detailed information on the child's needs. A decision is made at the Panel and processes are set in motion at that time. This could include helping families to make best use of support available whether this be from the services available in the Bromley Local Offer, from the local community, and from statutory and/or specialist support, provision and services.

A decision making timeframe can be found at the end of this document for information.

## What about children who are under compulsory school age (Pre-School)?

The majority of children with SEN are likely to receive special educational provision through the services set out in the Bromley Local Offer.

The Council must conduct an EHC needs assessment for a child under compulsory school age when it considers it may need to make special educational provision in accordance with an EHC Plan.

Parents and carers, health services, childcare settings, children's centres or others may identify young children as having or possibly having SEN. For most children four years old and under whose SEN are identified early, their needs are likely to be best met from locally available services, particularly the Pre-School Specialist and Disability Support Service, Sensory Support and health services.

Where a health professional believes that a child under compulsory school age has, or probably has, a special educational need they must inform the child's parents and bring the child to the attention of the Council so that support can be put in place. Specialist Support for children can take a number of forms including Health Visitors, Educational Psychologists, Speech and Language Therapists or Specialist Teachers such as teacher for the deaf or vision impaired.

The Early Support pathway can offer family support and help in the coordination of services, keyworking for children with more complex needs, and home based programmes such as Portage, to help parents support their child's early learning and development at home.

An EHC Plan should not be the first step in the assessment process and should follow after a period of early intervention.

## How does the new statutory process work?

At the start of the assessment, you will have the opportunity to look at all your child's needs, consider what support they may need to progress and what desired outcomes you would like to see for the future.

A keyworker will be allocated to help you with this.

At the same time, an EHC Coordinator will gather information from the other professionals involved and, in partnership with you and the other professionals involved, consider the desired outcomes and how best these outcomes can be achieved.

Remember that this is all about a partnership

between you and the professionals involved to make the right decisions for you as a family.

The whole process lasts 20 weeks.

During this period a meeting will be held to discuss the emerging EHC Plan and you will have the opportunity to contribute throughout this process. The Plan will be clear about resources being used to support the child or young person across education, health and social care and will have agreed timescales to make sure that it is updated and reviewed regularly.

The Plan will go with your child or young person as they change school or early years provision and also when they leave school and go on to college, work-related training or employment.

New EHC Plans cover an assessment across education, health and care with the plan template being divided into the following sections:

**Section A:** The views, interests and aspirations of the child and his or her parents or the young person

**Section B:** The child or young person's special educational needs

**Section C:** The child or young person's health needs which are related to their SEN

**Section D:** The child or young person's social care needs which are related to their SEN or to a disability

**Section E:** The outcomes sought for the child or the young person. This should include outcomes for adult life. The EHC Plan should also identify the arrangements for the setting of shorter term targets by the early years provider, school, college or other education or training provider

**Section F:** The special educational provision required by the child or the young person

**Section G:** Any health provision reasonably required by the learning difficulties or disabilities which result in the child or young person having SEN. Where an Individual Health Care Plan is made for them, that plan should be included

**Section H1:** Any social care provision which must be made for a child or young person under 18 resulting from section 2 of the Chronically Sick and Disabled Persons Act 1970.

**Section H2:** Any other social care provision reasonably required by the learning difficulties or disabilities which result in the child or young person having SEN. This will include any adult social care provision being provided to meet a young person's eligible needs (through a statutory care and support plan) under the Care Act 2014

**Section I:** The name and type of the school, maintained nursery

school, post-16 institution or other institution to be attended by the child or young person and the type of that institution (or, where the name of a school or other institution is not specified in the EHC plan, the type of school or other institution to be attended by the child or young person)

**Section J:** Where there is a Personal Budget, the details of how the personal budget will support particular outcomes, the provision it will be used for including any flexibility in its usage and the arrangements for any direct payments for education, health and social care. The special educational needs and outcomes that are to be met by any direct payment must be specified

**Section K:** The advice and information gathered during the EHC needs assessment must be attached (in appendices). There should be a list of this advice and information

The EHC Plan also includes capturing the views and aspirations of parents for their child and a strong focus on specifying the outcomes sought that will enable the child and young person to make progress.

## What if I am unhappy with the outcomes of assessments that lead to a PRA or EHC Plan?

The Council would always wish to resolve any issues that you have through discussion. However, if there continues to be disagreement your rights do not change

and you will still have the right to appeal in line with current statutory arrangements.

From 1 September 2014, parents and young people are also able to go to mediation before they can register an appeal with the First-tier Tribunal (Special Educational Needs and Disability).

Parents and young people will also be able to go to mediation about the health and social care elements of an EHC Plan.

Support and advice is available throughout the process from the Parent Partnership and Choice Service and the Independent Supporters Programme.

## Useful contacts and information

### Local Websites

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<http://bromley.mylifeportal.co.uk/localoffer>

- for more information covered in this guide go to the Bromley Local Offer

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

or call 01689 881024 or 01689 881023

- an impartial service to help you understand how special educational needs are assessed and managed

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

or call: 020 8776 3170

- a parent and carer led organisation which represents the views and experiences of families, to influence the improvement of services for children and young people with Special Educational Needs (and their families) in Bromley

### National Websites

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[www.education.gov.uk/](http://www.education.gov.uk/)

[childrenandyoungpeople/send](http://www.education.gov.uk/childrenandyoungpeople/send)

- read about why the government want to make changes to support for children with Special Educational Needs or learning difficulties

[www.sendpathfinder.co.uk](http://www.sendpathfinder.co.uk)

- read information packs from the pathfinders which contain a wealth of updated information about the new reforms

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

- Council for Disabled Children are the Strategic Delivery Partner for the reforms and produce regular updates on the reforms

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<http://bromley.mylifeportal.co.uk/localoffer>