

## Appendix 2: SEN contacts, plans, policies and guidance in South Gloucestershire.

We include below contacts for / links to information on SEN and related issues most frequently requested by callers on our Information line. Copy and paste the web address into your browser or go directly to these sites via the hyperlink. You can also put the CYP publication number in the search box on the Local Authority website (last set on hyperlink).

Whilst we hope to keep these links updated there may be changes made to the South Gloucestershire website at [http:// www.southglos.gov.uk/](http://www.southglos.gov.uk/) . If you are experiencing difficulties in finding any of this information ,you can contact Supportive Parents' Information and Support line on 0117 9897725 (10 am-2pm, Mon, Wed and Fri during term time) or Children and Young People Information Service on 01454 868008 or Email [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk). C.Y.P.I.S. would also welcome feedback if parents find gaps in the information on the website. Contact CYPIS to find out about the availability of paper copies.

Other available sources of information about SEN support are - The Yellow Book contact 01454 868008 for paper copies

[http://www.southglos.gov.uk/ Resources/Publications/CYP/04/0200/CYP-04-0043](http://www.southglos.gov.uk/Resources/Publications/CYP/04/0200/CYP-04-0043)

1Big Data base [www.1bigdatabase.org.uk](http://www.1bigdatabase.org.uk)

Remember parents can access [www.southglos.gov.uk/cypinfo](http://www.southglos.gov.uk/cypinfo) free at local libraries.

Special Educational Needs Section. Contact 01454 863173 and 01454 863301.

<http://www.southglos.gov.uk/NR/exeres/82c6b8a1-5598-423f-bac5-b60d08e1ca86>

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### S.E.N LEAFLETS FOR PARENTS

<http://www.southglos.gov.uk/NR/exeres/7d487478-c34e-48e7-b6ab-049dc74b25b3>

1. How we can work with you to resolve disagreements about your child's special educational needs.

[http://www.southglos.gov.uk/ Resources/Publications/CYP/08/0200/CYP-08-0043](http://www.southglos.gov.uk/Resources/Publications/CYP/08/0200/CYP-08-0043)

2 . Elective home education for pupils with statements of SEN.

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0044](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0044)

3. How South Gloucestershire schools are funded to meet the special educational needs of their pupils.

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0045](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0045)

4. How your child's progress is measured.

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0046](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0046)

5. How your child's special educational needs can be met in a mainstream school.

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0047](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0047)

6. Specialist provision in South Gloucestershire.

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0048](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0048)

7. Your child's statement of special educational needs (SEN).

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0049](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0049)

8. Transport to school for pupils with statements of SEN.

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0050](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0050)

9. Transition planning for pupils with statements of SEN.

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/08/0200/CYP-08-0051](http://www.southglos.gov.uk/_Resources/Publications/CYP/08/0200/CYP-08-0051)

Other Information on S.E.N. can be found at

<http://www.southglos.gov.uk/LearningandSkills/SpecialEducationalNeeds/SpecialEducationNeedsInfo.htm>

Special Needs in South Gloucestershire

<http://www.southglos.gov.uk/NR/rdonlyres/A4620722-6483-4DEA-8E15-62B339138C9B/0/CYP040076.pdf>

How will my child's progress be reviewed ?

<http://www.southglos.gov.uk/NR/rdonlyres/C9C501B5-1D59-4D04-AA88-349E09F2E98C/0/CYP040072.pdf>

Identification and Assessment of Children's Special Educational Needs

<http://www.southglos.gov.uk/ Resources/Publications/CYP/04/0200/CYP-04-0059>

Provision for Children with Special Educational Needs

<http://www.southglos.gov.uk/ Resources/Publications/CYP/04/0200/CYP-04-0075>

Special Needs in the Early Years

<http://www.southglos.gov.uk/ Resources/Publications/CYP/05/0200/CYP-05-0005>

What is a Statutory Assessment?

<http://www.southglos.gov.uk/ Resources/Publications/CYP/04/0200/CYP-04-0065>

Giving your advice to a statutory assessment if your child is very young

<http://www.southglos.gov.uk/ Resources/Publications/CYP/04/0200/CYP-04-0066>

Special Educational Needs Statutory Assessment - Children aged 5 – 11

<http://www.southglos.gov.uk/ Resources/Publications/CYP/04/0200/CYP-04-0067>

Statutory Assessments : Giving your advice to a statutory school age child over 11 years

<http://www.southglos.gov.uk/ Resources/Publications/CYP/04/0200/CYP-04-0068>

What is a Statement of Special Educational Needs

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/04/0200/CYP-04-0069](http://www.southglos.gov.uk/_Resources/Publications/CYP/04/0200/CYP-04-0069)

What is a Note in Lieu?

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/04/0200/CYP-04-0070](http://www.southglos.gov.uk/_Resources/Publications/CYP/04/0200/CYP-04-0070)

Special Educational Needs and Disability Tribunal

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/04/0200/CYP-04-0071](http://www.southglos.gov.uk/_Resources/Publications/CYP/04/0200/CYP-04-0071)

Special Educational Needs Post 16

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/06/0200/CYP-06-0023](http://www.southglos.gov.uk/_Resources/Publications/CYP/06/0200/CYP-06-0023)

Other Procedures and Policy

1 Special Educational Needs Handbook

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/06/0200/CYP-06-0010](http://www.southglos.gov.uk/_Resources/Publications/CYP/06/0200/CYP-06-0010)

2 Children and Young People - Criteria for Statutory Assessment

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/02/0200/CYP-02-0006](http://www.southglos.gov.uk/_Resources/Publications/CYP/02/0200/CYP-02-0006)

3 South Gloucestershire S.E.N Policy

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/05/0200/CYP-05-0021](http://www.southglos.gov.uk/_Resources/Publications/CYP/05/0200/CYP-05-0021)

4 Review of SEN provision - post consultation

[http://www.southglos.gov.uk/\\_Resources/Publications/CYP/07/0200/CYP-07-0192](http://www.southglos.gov.uk/_Resources/Publications/CYP/07/0200/CYP-07-0192)

5 Early or late transfer of children in school policy

<http://www.southglos.gov.uk/LearningandSkills/SchoolsandAdmissions/AdmissionsToSchools/EarlyLateTransferChildSchool.htm>6 A Disability Equality Scheme for South Gloucestershire Council 2006 - 2009

[http://www.southglos.gov.uk/\\_Resources/Publications/COS/06/0200/COS-06-0139](http://www.southglos.gov.uk/_Resources/Publications/COS/06/0200/COS-06-0139)

Other SEN Support Services contacts and Publications.-

Inclusion Support Service –no contact point for parents

<http://www.southglos.gov.uk/LearningandSkills/SpecialEducationalNeeds/ISS.htm>

Guidelines for working with pupils with dyslexia in key stages 3 and 4.

<http://www.southglos.gov.uk/NR/rdonlyres/86C8521D-215F-4B4B-8319-192613F2353B/0/CYP060277.pdf>

Guidelines to promote the inclusion of pupils with physical disabilities in mainstream schools

<http://www.southglos.gov.uk/Resources/Publications/CYP/05/0200/CYP-05-0153>

Guidelines for working with children with autistic spectrum disorders at Foundation Stage and Key Stage 1

<http://www.autism.org.uk/nas/jsp/polopoly.jsp?d=799&a=7660>

Guidelines for working with children with autistic spectrum disorders at key stage 3&4

<http://www.autism.org.uk/nas/jsp/polopoly.jsp?d=803&a=7661>

Education Welfare Service-Contact Number 01454863377

<http://www.southglos.gov.uk/NR/exeres/3ffeb465-eb44-4797-bc41-8478fc81bc39>

Children Missing Education

<http://www.southglos.gov.uk/NR/exeres/179bc48c-5c28-4499-96b4-ef5c42f0a4ad>

Children Missing Education Protocol and Procedures

<http://www.southglos.gov.uk/Resources/Publications/CYP/08/0200/CYP-08-0054>

Truancy

<http://www.southglos.gov.uk/NR/exeres/88ac9c42-f42e-42e2-b941-dde2d42e1018>

Education Psychology-Contact Number

<http://www.southglos.gov.uk/NR/exeres/e022af43-6250-4a2f-8909-f8c02b45ba8d>

Social Care

South Gloucestershire Safe Guarding Children Board  
<http://www.sgcyp.org/Safeguarding/SouthGloucestershireSafeguardingChildrenBoard/tabid/74/Default.aspx>

Contact Number (during office hours) 01454 868008 or if you think it is an **emergency** and it is **out of office hours** contact the **Emergency Duty Team** on 01454 615165 or the Public Protection Unit of the police on 01179 455969.  
Safeguarding Guidance Protocols and Policies

[Child Protection Conferences & Child Protection Plans - Information for Parents & Carers](#)

[Child Protection Procedures & Enquiries - Information for Parents & Carers](#)

[Child Protection Services in South Gloucestershire](#)

[Child Sexual Abuse - Information for Parents & Carers](#)

[Children Missing in Education \(CME\) Protocol & Procedures](#)

[Core Assessment - Information for Parents & Carers](#)

[How Can I Appeal about the decision of a Child Protection Conference? - Info for Parents & Carers](#)

[Initial Assessment - Information for Parents & Carers](#)

[Initial Assessment - Information for Parents & Carers](#)

Looked After Children-Contact Number 01454868243  
[http://www.southglos.gov.uk/ChildrenYoungPeopleFamilies/LookedAfter/Children and Young People Working Together](http://www.southglos.gov.uk/ChildrenYoungPeopleFamilies/LookedAfter/Children%20and%20Young%20People%20Working%20Together)  
<http://www.southglos.gov.uk/NR/exeres/7c7353c7-5be1-47a0-9436-395064666266>

Ethnic Minority Achievement Service EMAS-Contact Number: 01454 868007  
<http://www.southglos.gov.uk/NR/exeres/91db4c79-123f-4c05-a7bb-d90bc1557cdd>

Traveller Education-[Avon Consortium Traveller Education Service](#) Contact Number 01454 862620/1  
<http://www.southglos.gov.uk/NR/exeres/45650c08-0992-4c24-acd0-d48d5752e55e>

Education Other Than At School( EOTAS)-Contact Number

<http://www.southglos.gov.uk/NR/exeres/6d32c2d7-34ae-47d2-b902-5216a17361c2>

Educating Your Child At Home contact Education Welfare Service 01454 863377.

<http://www.southglos.gov.uk/NR/exeres/9570641c-835b-447b-b140-8f52e63a717d>

Behaviour Support Service And Pupil Referral Unit-Contact Numbers

Sevenside Education Centre Filton 01454868601

Cotswold Education Centre Mangotsfield 01454863371

Barbara Russell Children Unit 0117 9186704

<http://www.southglos.gov.uk/NR/exeres/daa39d8e-f887-48e3-863b-785190466fb3>

Pupil Referral Unit and Behaviour Support Team website-

<http://www.7side.org.uk/>

SCHOOLS AREA

Information leaflet PRU/BST

Reintegration policy

Access to Education Policy

Pre exclusion programme

Supported Transfer Policy

PARENTS AND CARERS

Guide to Education- includes information on Exclusions and Personal Education Plans

Attendance Policy

BEHAVIOUR SUPPORT IN SCHOOLS

<http://www.southglos.gov.uk/LearningandSkills/SchoolsandAdmissions/BehaviourSupportSchools/>

South Gloucestershire in-year fair access protocol

<http://www.southglos.gov.uk/Resources/Publications/CYP/07/0200/CYP-07-0113>

CHOICE ADVICE SERVICE -CONTACT 01454 868008

<http://www.southglos.gov.uk/NR/exeres/8290ddc7-fe2b-4137-a4da-73b9c9e59f20>

INTEGRATED WORKING TEAM -CONTACT- 01454 865734

<http://www.southglos.gov.uk/NR/exeres/9f6b109a-cfff-4521-b0b6-b3f318e3191e>

Working together is better- parent leaflet

[http://www.southglos.gov.uk/ Resources/Publications/CYP/08/0200/CYP-08-0135](http://www.southglos.gov.uk/Resources/Publications/CYP/08/0200/CYP-08-0135)

WHAT TO EXPECT FROM THE INTEGRATED WORKING TEAM

<http://www.southglos.gov.uk/ Resources/Publications/CYP/08/0200/CYP-08-0135>

INTEGRATED WORKING-LEAD PROFESSIONAL

<http://www.southglos.gov.uk/NR/exeres/f52feffd-de55-4dda-a5ca-d72496ead90f>

MULTI AGENCY PREVENTION PANEL

<http://www.southglos.gov.uk/NR/exeres/18b2d577-ccdf-4e08-8860-4768c7562500>

COMMON ASSESSMENT FRAMEWORK

<http://www.southglos.gov.uk/ Resources/Publications/CYP/08/0200/CYP-08-0135>

[South Gloucestershire Children's Centres](#)

<http://www.southglos.gov.uk/NR/exeres/bf9a4f7f-b46c-4cd5-bb7d-c73586065dcf>

Sensory Impairment Service- Contact Number

<http://www.southglos.gov.uk/NR/exeres/39b3c928-faa6-4a26-8aa2-4a77caca807b>

The Early Years Hearing Impairment Team

The School-Age Hearing Impairment Team

The Vision Impairment Team

Multi-Needs Sensory Impairment Team

Complaints Procedures

1 Corporate Compliment, Suggestion or Complaint Leaflet- Help us to get it right

<http://www.southglos.gov.uk/NR/rdonlyres/879F981C-FF64-4C57-8704-98EDAFBF6373/0/CEX080154.pdf>

2 Complaints against schools- Advice and Information for Parents and Carers

<http://www.southglos.gov.uk/NR/ronlyres/520E96E7-1CA0-4E9B-8948-5DCB33F98F8E/0/CYP070109.pdf>

Transport to school

1 <http://www.southglos.gov.uk/NR/exeres/47f0ada2-8bee-47c8-a226-184b9e8d1658>

2 Transport policy for pupils with Special Educational Needs (SEN)

<http://www.southglos.gov.uk/Resources/Publications/CYP/07/0200/CYP-07-0106>

3 Post 16 Travel to School and College Policy 2008-2009

<http://www.southglos.gov.uk/Resources/Publications/CYP/08/0200/CYP-08-0153>

Parenting Support

<http://www.southglos.gov.uk/NR/exeres/58859bbe-1ab1-48ff-9450-007a76311522>

South Gloucestershire Parenting Support Strategy .

<http://www.southglos.gov.uk/Resources/Publications/CYP/08/0200/CYP-08-0032>

South Gloucestershire Parenting Support Summary

<http://www.southglos.gov.uk/Resources/Publications/CYP/08/0200/CYP-08-0031>

Locality Team Working-Developing the Hubs

<http://www.southglos.gov.uk/NR/exeres/6ed1fea0-4e22-476f-a168-7d89d6327502>

Locality Hubs Core Offer - Information for Stakeholders

<http://www.southglos.gov.uk/Resources/Publications/CYP/08/0200/CYP-08-0026>

Locality Plans for Severnvaile Yate and Kingswood can be found via this link.

<http://www.southglos.gov.uk/NR/exeres/6ed1fea0-4e22-476f-a168-7d89d6327502>

**BULLYING**

Information for parents

<http://www.southglos.gov.uk/NR/exeres/f620373c-bbcb-404e-a0fb-0d4dfaa90e49>

Information for young people

<http://www.southglos.gov.uk/ChildrenYoungPeopleFamilies/YouthServices/WhatsUp/Bullying/Index>

Guidelines for dealing and reporting racial incidents in schools and other settings working directly with children and young people

<http://www.southglos.gov.uk/Resources/Publications/CYP/06/0400/CYP-06-0271>

Hate Crime

<http://www.southglos.gov.uk/NR/exeres/0153ac59-bb97-48b4-8179-572a71302a99>

Local Authority Guidance for Schools and other Education Settings on Anti-bullying and Anti-Harassment in relation to Children and Young People

<http://www.southglos.gov.uk/Resources/Publications/CYP/07/0200/CYP-07-0139>

Further plans, policies and strategies linked to SEN can be found in the Planning Book case at <http://www.sgcyp.org>

These are regularly updated so more detailed links have not been provided. Most relevant are

Children and Young People Plan

Inclusion Statement

School Organization Plan

Children with Learning Difficulties and or Disabilities (LDD) Implementation Plan

Multi Agency Strategy for children and young people who have learning difficulties and or disabilities