**Luton SEND Information, Advice & Support Service**

Luton SENDIAS Service provides confidential information, advice and support relating to special educational needs and/or disability

for:

Parents/carers of children with special educational needs and/or disability and young people (up to the age of 25 years) with special educational needs and/or disability

There are two SENDIAS Officers, who have joint responsibility for delivery of the service.

The service operates at arm’s length from the Local Authority. It is able to act, and needs to be seen to act, independently and impartially from the Local Authority.

The information, advice and support:

- enables the participation of children, their parents and young people in decision-making relating to their education.
- encourages partnership working, in order to achieve the best possible educational outcomes for children and young people.
- supports parents and young people to have their views heard, including in situations where the views of education providers and services differ.

We can also signpost to other organisations, including voluntary organisations, who can provide additional advice and support.

The SENDIAS Service would like to invite you to a **Workshop**

The theme is:

- SEN Support
- Deciding whether or not to apply for an Education, Health and Care (EHC) needs assessment
- The process relating to an EHC needs assessment.

10 15 am to 11:45 am
12 July 2018

For details of venue and to book a free place, contact the SENDIAS Service (details below)

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For information, advice and support, contact: Luton SENDIAS Officers

Vicki Lloyd 01525 71 97 54  
Olwen Davies 01582 54 81 56

Or write to: Luton SEND Information, Advice & Support Service, People Directorate, Futures House, The Moakes, Marsh Farm, Luton, LU3 3QB  
(Email: SENDIAS@luton.gov.uk) Website: www.luton.gov.uk/sendias
Role of the Lead Independent Supporter

I would like to introduce myself. My name is Ajoke and I have recently taken on the role of Lead Independent Supporter within the Luton SENDIASS team. I took on the role because I would like to help parents and carers of children with special educational needs and disability (SEND) and young people with SEND in relation to gaining the best outcomes in education.

My main role is to help parents/carers and young people, by supporting them with the process of Education, Health and Care (EHC) needs assessment and EHC plan development.

If a parent/carer of a child with SEND, or a young person with SEND feels that an EHC plan is needed and contacts the service, I can arrange a meeting with them to:

- Provide confidential, impartial information about the process.
- Explain about the kinds of evidence that may be needed
- Go through the various options available for applying for an EHC needs assessment.

If an application for an EHC needs assessment has already been made, I can also provide information and support with the process. This includes:

- Helping the parent/carer and/or young person to put together relevant information.
- Helping the child or young person in identifying and putting forward their goals and aspirations.
- Supporting at a coordination meeting, if an EHC plan is being developed
- Supporting at a way forward meeting if an application for an EHC needs assessment has been turned down.

Where an EHC plan has been issued or is already in place, I can support the parent/carer or young person at annual reviews.

Ajoke Lead IS

IPS and IS Volunteers

The volunteers provide invaluable, additional support to parents/carers and young people.

An Independent Parental Supporter (IPS) can:

- help parents/carers to be more involved in their child’s education
- listen and help parents/carers to express their views
- help with accessing up-to-date information
- explain special educational needs processes and inform about options
- assist with filling in forms, writing letters and understanding official reports
- provide support at meetings.

An Independent Supporter (IS) can provide support with:

- applying for an Education Health and Care (EHC) plan
- going through an EHC needs assessment
- the process of developing an EHC plan

Post 16 Transition Event

18 July - pop along any time between 4pm and 7pm
at Futures House, The Moakes, LU3 3QB

An opportunity to talk to providers such as, Barnfield College, Central Bedfordshire College, Luton Sixth Form college, and many other, about options available to you after you leave high school.

For more information call Minoo Beech from the Transition Team on 01582 54 81 60
Luton Parent Carer Forum

The Luton Parent Carer Forum CIC (Community Interest Company) is an organisation that facilitates the voices of parent carers living in Luton with children and young people (0-25) with special educational needs and/or disabilities.

The forum aims to work in co-production with local services across Education, Health and Social Care, to enable professionals and parents to work together on developing and evaluating services for our children/young people with additional needs. We do this through our membership feedback and our aim – where possible, is to try and have a positive impact on the lives of all of our children/young people with SEND.

Membership is free and we send our members regular updates, invitations to open events and workshops and can also signpost to a variety of local services.

If you live in Luton and access Luton services, why not become a member?
Contact Lyn Asquith – 07534 62 50 66 or admin@lutonforum.org.uk

In addition, the Luton Mentoring Support service is run by some of Luton Parent Carer Forum’s parents/carers of children/young people with learning or additional/complex health needs, who have been through the heartache of diagnosis and know how lonely and upsetting this time can be. The trained Parent Mentors hope to make this worrying time a little less stressful, by offering a listening ear and signposting parents/carers to relevant information or services. Parent Mentors are based at the Edwin Lobo Centre on Tuesdays (9.30 – 12.30) term time only. You can drop in or Parent Mentors can offer 1:1 consultations by appointment.

For further information contact the forum details above.

Sensory Workshop for parents/carers of children with special educational needs/disabilities

18th October 2018 10.30 a.m. to 1.30 p.m. (Registration 10.15 a.m.)

What does it cover? This workshop is designed for parents/carers of children/young people with special education needs/disabilities and to help them gain a basic understanding of sensory processing difficulties. It also aims to help parents/carers consider how sensory processing relates to themselves and to their children, and to learn about the benefits of different sensory strategies and how they can be used at home. It is envisaged that this course will be useful for parents of children with or without a diagnosis.

Where? Co-op Sports and Social Club, Stockingstone Road, Luton LU2 7NF – Ascot Rooms at top of free car park, past main building on your left

How do I book? Email: admin@lutonforum.org.uk or call/text 07534 62 50 66

BOOKING IS ESSENTIAL,
the session is limited to 15 people and needs a minimum of 5 to run.

Unfortunately, there is no crèche facilities available, therefore, children cannot accommodated at this session.

Luton SEND Information, Advice & Support (SENDIAS) Service

Luton SENDIAS Advisory Group

Luton SENDIAS Advisory Group is made up of service users, Luton SEND Information, Advice & Support Officers and representatives from Luton’s People Directorate, Health, Social Care, Leisure, and voluntary organisations. The group gives service users and other agencies a chance to contribute ideas to the service and to help inform local policy and practice.

If you would like to join us and share your views .contact: Luton SENDIAS Service
General Data Protection Regulations (GDPR)

The General Data Protection Regulation (GDPR) came into force on 25 May. This, alongside the Data Protection Act 2018, governs the way in which personal data is gathered, handled and processed. All UK organisations and businesses must comply.

Your right to be informed if your personal data is being used
An organisation must inform you if it is using your personal data. This includes: why it is using your data and how long your data is being kept for. This is called ‘privacy information’. An organisation should give you privacy information at the time it is gathering your data.

Your right to get copies of your data
You have the right to find out if an organisation is using or storing your personal data. This is called the right of access. You exercise this right by asking for a copy of the data, which is commonly known as making a ‘subject access request’.

Your right to get your data corrected
You can challenge the accuracy of personal data held about you by an organisation, and ask for it to be corrected or deleted. This is known as the ‘right to rectification’. If your data is incomplete, you can ask for the organisation to complete it by adding more details.

Your right to get your data deleted
You can ask an organisation that holds data about you to delete that data and, in some circumstances, it must then do so. This is known as the right to erasure.

Your right to limit how organisations use your data
You can limit the way an organisation uses your personal data if you are concerned about the accuracy of the data or how it is being used. If necessary, you can also stop an organisation deleting your data. Together, these opportunities are known as your ‘right to restriction’.

Your right to data portability
You have the right to get your personal data from an organisation in a way that is accessible and machine-readable, for example as a csv file.

The right to object to the use of your data
You have the right to object to the processing (use) of your personal data in some circumstances. If an organisation agrees to your objection, it must stop using your data for that purpose unless it can give strong and legitimate reasons to continue using your data.

Your right to raise a concern
If you are concerned about how an organisation is storing or are using your data, you should raise your concerns with that organisation. If the organisation has been unable, or unwilling, to resolve your information rights concern, you can raise the matter with the Information Commissioner’s Office (see details below)

For further information contact:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire     SK9 5AF

Helpline: 0303 123 11 13
Website: www.ico.org.uk
Family lives - offers a range of services for families of children of any age. Many people play active roles in the raising of children within any family, including dads, grandparents, step-parents and non-resident parents. The charity’s services are designed to help anyone caring for a child.

Services include:

**Helpline**: the helpline is free and offers confidential information, with an opportunity to talk and be listened to.

**Leaflets**: can be downloaded from the website. These include:
- Families – we’re here for you
- Starting primary school
- Moving to secondary school
- Bullying
- Teenagers and risky behaviour

**Family Fund Trust** is an independent charity, helping families with severely disabled children, who meet the eligibility criteria. It will consider grants that relate to the needs of the disabled child or seriously ill child, young person (0-17 years) and the family. For example computers and kitchen appliances.

For further information or to ask for an application form
Telephone **01904 55 00 55**

Or write to: Family Fund Trust
4 Alpha Court
Monks Cross Drive
York YO32 9WN

Website [www.familyfund.org.uk](http://www.familyfund.org.uk)

**Videos**: The videos are divided into three categories - Learning, Wellbeing, and Behaviour. There are playlists for each of these categories separated into the following age groups:
- 0 - 5,
- 5 - 9,
- 9 - 14,
- 14 - 19.

**Website**: provides information advice and a range of resources. There are also online forums and a facility for online chat. Family Lives also offers a wide range of group workshops and courses, tailored to parents’ needs.

Helpline: **0808 800 2222**
Mon-Fri 9am to 9pm
Sat –Sun 10am to 3 pm

Website: [www.familylives.org.uk](http://www.familylives.org.uk)

**Freedom of Information**

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways:
- public authorities are obliged to publish certain information about their activities;
- members of the public are entitled to request information from public authorities

The Freedom of Information Act is separate from the General Data Protection Regulation (GDPR) and from the Data Protection Act 2018. The Freedom of Information Act does not give people access to their own personal data. For personal data, a subject access request should be made under the GDPR.

Further information visit website: [www.ico.org.uk](http://www.ico.org.uk)
**Together**

Come and join us

A new group for all families and carers of young children with Special Educational Needs.

Together we will support, inform and learn.

We are able to accommodate children if you need to bring them along.

10am-11.30am

5th July

Where:

Families United Network
Britannia Estate Unit 5 17
Leagrave Road LU3 1RJ

Tel: FUN 01582 42 08 00
Tel: SENs 01582 54 81 51

SEN / ASD Advisors look forward to meeting you.

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**D.A.D.S.**

(Dads Autism Discuss Support)

A family support group for Luton families who are affected by autism. Run by the Autism Team

**Next meeting**

Wed 14 July 7-8.30pm

We would like you to join us at:

St Anne’s Church,
Crawley Green Road,
Luton, LU2 0QN
entrance to car park in Hart Lane

Contact:
Tel: 01582 54 81 51

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**Coffee Mornings**

for carers of children with autism

*The Autism Spectrum Team (SENS), in partnership with the school team run half termly coffee mornings to support local families:*

**CAUSE (Carers for Autism Support & Education)**

Parents and carers from all over Luton are welcome and interpreters will be available.

All welcome.
Interpreters available for Polish, Urdu & Bengali speakers

Join us on the following Wednesday mornings

9:30 – 11:00am:

27th June

Beech Hill Primary School
Dunstable Road,
Luton, LU4 8BW

Phone Marian Fairweather on 01582 42 94 34
Fully inclusive sports opportunities

Access2Sport provides a range of sport and physical activities for disabled young people aged 5-18 in Luton.

Activities include, athletics, badminton, basketball, cricket, football, dodgeball, tennis, rock-climbing, swimming and dance.

Children must be booked on to activities to ensure appropriate staffing is provided.

For further information, contact:

Outreach Development Officer,
Tel: 01582 40 02 72
Contact A Family
Support, advice and information

Contact a Family helpline  For information or advice on education or on any aspect of caring for a disabled child, call the freephone helpline.

Medical information directory  Up-to-date and validated information on hundreds of disabilities and conditions, their symptoms, treatment and the support available.

Advice and support online  Browse information on different aspects of bringing up a disabled child, including information about the special education system, and visit the resource library.

Helpline Tel: 0808 808 3555
Website: www.cafamily.org.uk

The Local Offer is an access point for parents/carers of children and young people aged 0-25 years with special educational needs. It gives information about education, health and social care services available in the Luton area.

The aim of the local offer is:

➢ To provide clear, comprehensive and accessible information about support and opportunities available for children and young people with special educational needs in the Luton area

➢ To ensure that the provision of services in education, health and social care are more responsive to local needs and aspirations of children and young people by directly involving them, their parents/carers and service providers in its development and review.

The Local Offer:

➢ Provides one place to go for all information needed on education, health and social care services

➢ Is easy to navigate through complex information from a wide range of sources

➢ Helps users find the information they need quickly and easily

➢ Provides clear, transparent, relevant and accurate information about current services in a way which can be understood and accessed by all

➢ Provide links to other websites (such as early years settings/schools/colleges) where further information about a service will be available

The Local Offer is accessed as part of the online Luton Directory on the Luton Borough Council website at directory.luton.gov.uk/send

For further help or information on the Local Offer contact the Family Information Service on 01582 54 88 88.