



Hello

Welcome to the Spring edition of our newsletter bringing you news, updates and details of events and activities taking place in the coming weeks.

We will also soon be emailing our 'Send Out' newsletter aimed at children and young people. Please keep an eye out for this in your inbox and pass it on to any young people you know who may like to read it.

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### Round-up of our news - what have we been up to?

#### **New SEND animations available on our website**

The feedback we received from many families we worked with last year was that they wished they had heard about us sooner on their SEND journey.

In response to this, we have been reaching out to early years and nursery settings. We have listened to the questions which we have been asked and have made a leaflet which aims to answer your frequently asked questions. Keep an eye on our website where this will be published.

We also hear that the SEND journey can be overwhelming, and it is hard to know where to turn. We have created some 'bite-sized' animations to try and help with this, click the button below to view them.

As ever, we would love to have your feedback about these resources and anything which you feel is missing.

## Launch of 'Quick Request for Information' Service

We strive to respond to enquiries promptly. We understand that sometimes you need information fast and prefer not to share details or wait to speak to someone. We are piloting a quick information response service.

How does it work?

There are three quick steps: -

1. [Click here to access the request form](#)
2. Enter your email contact details.
3. Tick the relevant box to indicate the information you need. You will receive it within 2 working days.

[Click here for the 'Quick request for Information' Form](#)

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Our focus in the last couple of months has been on Education Health Care Plans (EHCPs) and the routes to challenge decisions about them such as mediation and tribunal.

We have lots of information about EHCPs on our website [here](#) and below are some links to key resources which we have shared on our social media recently:

- [How to Check a Draft EHCP](#)
- [Factsheet - EHCP](#)
- [Annual Review of an EHCP](#)

We have seen an increase in the number of families who wish to appeal against decisions by the local authority to carry out an EHC needs assessment. Keep an eye on the Events page of our website for virtual information sessions which we have been hosting to give you more information about this. There is also a helpful ['Refusal to Assess' pack](#) on the IPSEA website

You may like our one-page information sheet (below) which summarises key points and time limits to be aware of when appealing against a decision by the local authority to refuse to carry out an EHC needs assessment.

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## decision: Summary

**Legal Test** – The LA must secure an EHC needs assessment if the child or young person **has or may have SEN** and it may be necessary for special educational provision to be made in accordance with an EHC Plan.

A child or young person has special educational needs if he or she has:  
a learning difficulty or a disability which calls for special educational provision (SEP) to be made for him or her.

Learning difficulty or disability means having significantly greater difficulty in learning than most others of the same age, or

Having a disability which prevents or hinders the use of facilities of a kind generally provided for others of the same age in mainstream settings.

- Make a note of your appeal deadline as soon as you receive it
  - **Obtain mediation certificate** by:
    - a) Taking part in mediation or
    - b) Contacting a mediator to say you do not want mediation
  - Ensure you **fill in the SEND35a form** correctly
  - Keep the appeal form answers clear, organised, concise, and to the point
  - **Refer to the legal issues** and your own evidence documents for each of your points
  - Do not overwhelm the SEND Tribunal with irrelevant information
  - **Include evidence** from professional reports if you have them, and statements about **needs/difficulties** and provisions needed
  - **Make copies** of your bundle and keep the originals for yourself. It may be easier to do this electronically.
  - **What you need to submit:** LA letter, Mediation certificate, Appeal form, evidence, list of documents
- Remember that:  
**You do not need a formal diagnosis. It is based on the presenting needs.** Your evidence can show these needs.

The LA will need to take into account a wide range of evidence, and should pay particular attention to:

- evidence of the child or young person's academic attainment (or developmental milestones in younger children) and rate of progress
- information about the nature, extent and context of the child or young person's SEN
- evidence of the action already being taken by the early years provider, school or post-16 institution to meet the child or young person's SEN
- evidence that where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided

Special educational provision (SEP) is educational/training provision **additional to, or different from, that which is usually made for others of the same age in mainstream settings.**


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Call us: 01225 394382  
Email us: [sendias@bathnes.gov.uk](mailto:sendias@bathnes.gov.uk)  
Text: 07530263401

  Sendiasbathnes

### Book a place on our free, virtual EHCP Information Session

A virtual information session to give you the opportunity to learn more about the EHCP Assessment process.



The banner features the 'sendias bathnes' logo in the top left corner. The main title 'Virtual Information Session' is in white on a teal background, with a white icon of a person with question marks above their head to the right. Below this, 'EHCP Assessments' is written in large purple letters. The event details are listed in bold black text: DATE: March 26th, TIME: 10:00 - 11:15am, and VENUE: Online - Microsoft Teams. An illustration of a woman sitting at a desk with a laptop and a potted plant is on the right. At the bottom, it says 'Information session for all residents living in Bath & North East Somerset'.

**sendias**  
bathnes

## Virtual Information Session

### EHCP Assessments

**DATE: March 26th**

**TIME: 10:00 - 11:15am**

**VENUE: Online - Microsoft Teams**

Information session for all residents living in Bath & North East Somerset

### Book a place - EHCP Assessments

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#### Phase transfer with an EHCP

The phase transfer deadline for those children and young people with an EHCP that are moving from nursery to school, between key phases at school or from primary to secondary has now passed. This means that you should have received an amended EHCP/paperwork naming the place of learning your child will be transitioning into for September 2025.

If you are unhappy with the place of learning named in the phase transfer information you have a right to appeal this, you only have two months in which to start this process.

For those young people that are moving from secondary school to a post-16 institution, the deadline for phase transfer is the 31st March and so you may not have received anything yet.

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#### Bullying

The Council for Disabled Children has published a toolkit to support families when a child or young person is experiencing bullying. This comprehensive resource provides practical advice and strategies to help parents and

<https://councilfordisabledchildren.org.uk/resources/all-resources/filter/inclusion-send/information-toolkit-parents-and-carers-bullying>

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### Meeting Support Volunteers Update

Since its launch in September, our new Meeting Support Service has been making a positive impact for families who have a school meeting to attend. The service helps to prepare parents and carers before a meeting, then on the day one of our trained volunteers joins the family to take notes and offer support.

Four dedicated volunteers have been attending educational meetings with parents and carers across BANES. This increased capacity means that more families are receiving the support they need during educational meetings.

Parents and carers have fed back that they have felt supported and have appreciated having a note-taker, allowing them to fully focus on what is being discussed, with one parent saying that their volunteer 'was lovely thanks and meeting notes really helpful'.

Please visit our website to find out more about how our [Meeting Support Service](#) works.

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### Sendias Bathnes Events

Please find below our Events Bulletin, listing all the events we have planned for March.

To book any of these go to the ['Events'](#) page of our website.

## EVENTS BULLETIN - MARCH 25

March  
5  
Wednesday

'SEND Surgery' Appointments (Face to Face, Phone or Virtual)  
Keynsham library, 10:00am - 12:00pm

March  
12  
Wednesday

'SEND Surgery' Appointments (Face to Face, Phone or Virtual)  
Keynsham library, 10:00am - 12:00pm

March  
19  
Wednesday

'SEND Surgery' Appointments (Face to Face, Phone or Virtual)  
Keynsham library, 10:00am - 12:00pm

March  
26  
Wednesday

'SEND Surgery' Appointments (Face to Face, Phone or Virtual)  
Keynsham library, 10:00am - 12:00pm

March  
26  
Wednesday

EHCP Assessments - Information Session (Virtual)  
Online (Teams), 10:00am - 11:30am

Book  
online at:  
[sendiasbathnes.org.uk/events](https://sendiasbathnes.org.uk/events)

Members of the Sendias Bathnes Team regularly attend groups and events around B&NES. If you'd like to come and talk to us here's where we'll be this month:



### WHERE WE'LL BE - MARCH 25



**SASS Coffee Morning**  
Longfellows Cafe  
Wednesday 5th March  
9:00 - 10:00am

**Oldfield School Coffee Event**  
Oldfield School, Hemmings Building  
Thursday 6th March  
4:00 - 5:00pm

**Portage Play & Explore**  
Hope House, Radstock  
Tuesday 11th March  
10:00 - 11:15am

**Butterflies Haven**  
Keynsham  
Friday 14th March  
5:45pm - 7:15pm  
(groups run 5:15 - 6:15 & 6:30 - 7:30)

**High Littleton School**  
Monday 17th March, am - exact time TBC

**BOPP**  
Keynsham  
Wednesday 19th March  
10:00 - 11:30am

**Three Ways Coffee Morning**  
Three Ways School  
Thursday 20th March  
09:15 - 10:15am

**Live Well Bath & Bath PCF SEND event**  
Somerset Centre Radstock  
Monday 24th March  
10:00am - 2:00pm

**BOPP**  
Twerton  
Thursday 27th March, 12:30 - 2:00pm

### The BANES Parent Carer Forum Annual Survey - Have Your Say!

The BANES PCF survey helps ensure parent carers are heard and receive the right support.

Your feedback also allows them to represent parent carers in discussions with local authorities and health services, ensuring your concerns shape future support at the highest level. Additionally, the data they collect strengthens funding bids, helping them to secure resources for families like yours.

Please take part - it only takes a few minutes to complete. Thank you!



[Click here for the BANES PCF Annual Survey](#)

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### **SEND Local Offer drop-in - Live Well and BANES PCF event**

If you are a parent carer of a child or young person with a special educational need and/or disability, come along to this free SEND Local Offer drop-in information event!

 Monday 24th March 

 10am - 2pm (drop-in any time during this period) 

 Somer Centre, Midsomer Norton BA3 2UH 

- Tea & coffee provided and a separate quiet space.
- The Centre is accessible to all and has accessible toilets.
- FREE parking available close by in South Road Car Park or find bus routes: <https://www.firstbus.co.uk/>
- No one-to-one or private appointments available at this event (please speak to the provider/s to arrange this at a separate time).



# SEND Local Offer Information Event

Somer Centre, Midsomer Norton BA3 2UH  
Monday 24<sup>th</sup> March, 10am - 2pm (drop in)

Come along to meet & chat to representatives from local groups, organisations & services. Free parking & refreshments.



Bath & North East Somerset Council  
Improving People's Lives



Live Well B&NES  
B&NES Parent Carer Forum



Youth Info B&NES



## Activate: Holiday Activities and Food (HAF)

Activate: Holiday Activities and Food (HAF) programme offers government funded holiday activities with a free meal. This holiday provision is for school-aged children from reception to year 11 (inclusive) who receive benefits-related free school meals.

### How to book a place

The HAF Easter holiday activities will be released soon. Please keep an eye on the [Live Well website](#) for further information, including booking.

We are currently receiving a high volume of referrals and are running on reduced staff numbers at the moment.

Please do still contact us, we will get to your enquiry as soon as we can, it just

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We have some really useful resources on our website that may give you some of the information you are looking for, please click on the link below to access the following:

- [Sendias Bathnes Factsheets](#)
- [Sendias Bathnes Information Series](#)

Best Wishes

The Sendias Bathnes Team

Webform: [www.sendiasbathnes.org.uk/getintouch](http://www.sendiasbathnes.org.uk/getintouch)

Phone: 01225 394382

Text message: 07530 263401

Email: [sendias@bathnes.gov.uk](mailto:sendias@bathnes.gov.uk)



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