

# Countywide SENCO Forum- September 2024

## Post- Session Q&A Document

### **Balanced System®**

- Can all schools access the Balanced system?
  - o Yes – even if you do not yet have a link therapist, all schools can create an account and access the free Balanced System® self evaluation tools to better understand their current provision for SLCN. Free tools : The Balanced System. The integrated solution tool has lots of suggestions about how to meet the outcomes within your school. Find out more about the Balanced System® here [The Balanced System® in Kent for Speech Language and Communication Needs \(SLCN\) - KELSI](#).
- We are already an accredited school but this is a few years ago. What are the implications for us?
  - o This depends if your accreditation has now lapsed:
    - If you no longer have access to your Balanced System® account, you can register for the ‘free tools’ to refresh your baseline and detailed evaluations - [Free tools : The Balanced System](#). The fact that you are already familiar with the Balanced System® will be helpful as you further develop your provision for SLCN. If you wish to complete the full accreditation journey again, contact us at [slcn@kent.gov.uk](mailto:slcn@kent.gov.uk).
    - If you completed the accreditation more recently and are still doing the ‘annual updates’ (this is usually for 3 years post-accreditation), you can share your last ‘review’ evaluations and ‘strategic planner’ with your link therapist (click the print icon on black banner to create a PDF). You won’t need to access the free tools.

### **Kent Health**

- Can I refer pupils who have a doctors in Bexley?
  - o Yes, if they attend a school in kent or live in Kent this is fine. thanks
- We often don't hear if a referral to School Health has been accepted or not , is there a way you can let us know?
  - o If the referral is accepted an intial assessment is completed within 10 days. If a referral is declined as the referer we would send decline letter to you. We currently only send an outcome letter but we have been looking at adding an acceptance letter following initial assesement and I will feedback that this is something schools would really appreciate.

- Where can we get access to the Year 3 resources and booklet?
  - o We will email all schools with the YR 3 booklet offer, however feel free to email us on [kentchft.kentschoolhealth@nhs.net](mailto:kentchft.kentschoolhealth@nhs.net). or any problems my email is [rachel.hawkett@nhs.net](mailto:rachel.hawkett@nhs.net)
- We have submitted referrals to Kent and then had to redo for East Kent.
  - o East Kent or East Sussex? East Kent comes under our team at Kent School Health. However if you are on boarder for East Sussex School Health Team then this may referral is best placed with them? Please feel free to call or email us before referring if [unsure\\_kentchft.kentschoolhealth@nhs.net](mailto:unsure_kentchft.kentschoolhealth@nhs.net) or call 0300 123 5205
- After we've submitted a referral, how is the decision made as to who gets allocated a school nurse to come into school for "low level" concerns, and who gets a qualified counsellor?
  - o All Emotional Health Referrals are triaged by our counselling team, they decide if counselling or School Nursing support would be most appropriate. If they feel it is counselling and acceptance letter is sent with details of wait list which is currently approx 18 weeks. If the referral is best placed with School Nursing, then an initial assessment will be completed with the parent/carer within 10 days and then support commenced within approx 3 weeks. If you have any other questions please feel free to contact on [kentchft.kentschoolhealth@nhs.net](mailto:kentchft.kentschoolhealth@nhs.net) or call 0300 123 5205 and select option

### **Communities of Schools**

- How do we know what communities we are in?
  - o You can find this information on Kelsi ([Communities of schools - KELSI](#)). Your Headteacher will also have had this information emailed to them last term.
- Where do you send the expressions of interests?
  - o Please send them to [Emily.Bambridge@kent.gov.uk](mailto:Emily.Bambridge@kent.gov.uk)
- My Headteacher is adamant that he has not received any emails regarding the Localities Model. Who to email to make sure you have his correct email address?
  - o Please email [Emily.Bambridge@kent.gov.uk](mailto:Emily.Bambridge@kent.gov.uk)
- this is guidance from the NAHT Section F of an EHCP should contain specific details of the special educational provision to meet all of the special educational needs specified in Section B of the EHCP.  
KCC must make sure that all of the special educational provision specified in Section F of a pupil's EHC plan is delivered.  
This is a legal duty, set out in section 42(2) of the Children and Families Act 2014 . We know that schools will be carrying out the majority of the provision, however **the legal responsibility to make sure it is delivered sits with KCC.**
  - o This is correct; KCC delegates the responsibility to schools to deliver through the placement and phase transfer process, Fair Access legislation and the Code of Practice.
- How do we sign up to Christine's Bulletin?
  - o [Kent County Council - kelsi \(list-manage.com\)](#)

- who do we email re continuum of need working group interest please?
  - o Please email Emily.Bambridge@kent.gov.uk
- There was talk in July about getting a list of contacts for case workers, is this still the case. I still do not know who to contact to discuss my children with.
  - o The contact list is being updated as we are still recruiting. However, this information will be on KELSI shortly.

### **Digital Annual Review Guidance**

1. We are having glitches when we transfer the form to another user to complete the review. There is no way to contact anyone at KCC to ask for support, Who do we contact if we have IT issues?

Please make use of this [online feedback form](#), this is also linked on the Kelsi Annual Review page ([Annual Review of Education Health Care Plans - KELSI](#)).

2. I had some issues with the document saving. I have filled out the form a couple of times and some parts did not save even after saving the document. I did email someone but did not get a response, so an IT support contact details would be helpful please.

Please make use of this [online feedback form](#), this is also linked on the Kelsi Annual Review page ([Annual Review of Education Health Care Plans - KELSI](#)).

3. How do we send a copy to parents?

The completed form can be saved as a PDF once it has been submitted into KCC. This can then be saved for your records.

4. can we access this link again please so that other members of staff using the form can see it?

Here is the link to the Kelsi page, we are adding further FAQs here as soon as possible - [Annual Review of Education Health Care Plans - KELSI](#)

This contains a link to the 'Digital Annual Review Form'

5. WE have been using the Annual Review Form and it is a really positive way forward - however there are some difficulties - we have shared these - but is there someone we can share these with?

So pleased to hear that this is a positive way forward!

Please make use of this [online feedback form](#), this is also linked on the Kelsi Annual Review page ([Annual Review of Education Health Care Plans - KELSI](#)).

6. Where do you change the outcomes on the new form?

If you are recommending an amendment to the EHCP, you will be able to record revised outcomes under Section E. In this case, please also ensure you consider whether amendments to section B and F are required.

EHCP's contain long-term outcomes, these should not require updating on a yearly basis. If changes are required to short- or medium-term outcomes, these can be included within your reports/supporting documents.

7. How do you request 1:1 funding on the new form?

Requests for funding should be submitted through a High Needs Funding Request rather than the annual review form. This can be found [here](#)

8. Will the same form incorporate Phase Transfer or will this continue to be separate?

Yes, this form can also be used for Phase Transfer Reviews.

9. Are we able to save a copy of the form? I'm assuming it gives the option to do this once it's complete.

Yes! Once you have selected 'Submit to KCC', at the end of the form, you will be given the opportunity to download a copy of the completed form as a PDF.

10. Will there be a digitalised version of the Child views (with symbols) that was shared at a previous SENCo forum meeting, or do we complete on paper and scan to submit?

Once launched, the updated Child/Young Person views form (with symbols) will be available on Kelsi. You will be able to download a copy & complete the form electronically. The completed form can then be upload as a supporting document to the relevant section of the digital annual review form. Please also refer to the response to Q.14.

11. I have completed an AR on the new form. I did leave feedback, but a couple of questions I have are: Where would you like passwords for reports written? What should we select on the outcomes section if a child does not have plans in all 4 areas? I wasn't able to move on without selecting the progress towards the outcome for each of the 4 areas, but the child I was completing the review for only has outcomes for 3 areas. Thanks.

Passwords on reports – since we are using a secure platform for you to upload reports these will not require password protecting.

Thank you for your feedback that there may not be outcomes for all 4 areas but that you could not continue without selecting these, I will raise this with the digital team to resolve as soon as possible.

12. Do you have to save each page? Each time you save, you get an email. I have lost information unless each page is saved

No you only need to save when you are about to exit the form, rather than on every page. Please note, the form will expire after one hour so please ensure you do save before this. This is to protect the sensitive data populated in the form.

13. Can I pre-populate as much of the admin side of the form as possible before the meeting then save and go back to the outcomes/views during the meeting itself?

Yes, you can save and come back to the form at a later date.

There is a save button at the bottom right of each page, you will then be able to access the partially completed form through two methods:

- A- You will receive an email with a link which will take you back to that specific form, or
- B- You can access all of your forms through this [link](#) under 'My requests'. This is also linked onto the Kelsi page so it's easier to find.

14. Where do we upload a new Appendix 1?

If you are recommending an amendment then this can be uploaded as part of Section A of the EHCP.

If you are recommending maintain then you will get an opportunity to upload any additional reports under a section called 'contributor information'. I would recommend uploading this as a schools report here if it is appropriate for this annual review.

15. Do you want the previous year plan sent and new plans for the year ahead? It looks on the new form that you just send current plans? Do you contact us if we have not filled it in right?

Any documentation that has been submitted at the previous annual review meeting will be on our records and so you would not need to upload this again. Please only upload the recent plans.

The form has mandatory fields to support completing this correctly. If anything is missing, I am sure the casework officer will reach out to you.

16. Once the form is submitted, will we receive an email of receipt?

Yes you will receive a confirmation email once the form has been submitted to KCC.

17. Can you please give us the e mails of who to contact about Annual Reviews . We still do not have a key case worker.

For anything related to the form please make use of this [online feedback form](#), this is also linked on the Kelsi Annual Review page ([Annual Review of Education Health Care Plans - KELS!](#))

For other enquiries please contact [sendadmin-annualreviews@kent.gov.uk](mailto:sendadmin-annualreviews@kent.gov.uk)

18. Does anyone know if you can save a copy before you submit or is this done afterwards?

You can download a completed copy of the form as a PDF once you have submitted to KCC.

19. can you stop and start the form?

Yes, you can save and come back to the form at a later date.

There is a save button at the bottom right of each page, you will then be able to access the partially completed form through two methods:

- A- You will receive an email with a link which will take you back to that specific form, or
- B- You can access all of your forms through this [link](#) under 'My requests'. This is also linked onto the Kelsi page so it's easier to find.

20. Not clear what we share with the family before the AR as the PDF is not very "pretty"

According to the SEN Code of Practice, you need to send advice and information to parents/carers two weeks before the annual review meeting, ensuring nothing shared or discussed will come as a surprise to them at the meeting. This information should include professional reports, such as those from EP, SLT, OT, Social Care etc; this should also include reports from the setting that outline information they will discuss in the meeting. You will then be given the opportunity to uploading these reports as part of the digital form, where appropriate.

The annual review form supports conversations about the child or young person's progress towards the outcomes specified in the EHC plan during the annual review meeting. There should also be discussions about any changes needed to the support provided or to the outcomes themselves, with all areas of the EHCP being considered

You do not need to share the digital form with parents/carers before the annual review meeting.

Once you have submitted the digital form following the annual review meeting, you will have the opportunity to download a completed copy of form as a PDF. This PDF document can then be shared with parents/carers.

21. This might have been asked however once completed the annual review online can we have a copy of it to put on the child's file? Can we print a PDF?

Yes absolutely, you can save and/or print the PDF

22. Can we share the information that parents have included on the annual review with health practitioners?

Health practitioners should be liaising directly with parents if they require information ahead of them submitting their advice for the annual review. Parents should be consulted about which professionals will be involved in the annual review from the outset so I would assume it is at that point they confirm their consent with regards to who will be involved/who information will be shared with.

23. I would like a little more clarity about the 'advocacy' section of the new AR form. I have done an AR with the form and I think we misunderstood- family and I thought it was for those children and yps who cannot contribute for themselves at all. We ticked no (I think) as our yp could add his own thoughts to the meeting, but parent was also there and doing much of the talking and advocacy in a traditional sense. Could there be some clarification?

It sounds like this has been completed correctly.

If the young person is able to contribute their views, then please select no. If a parent or carer is advocating on the young person's behalf we then select yes, we will then ask for consent from the young person or a professional where an advocate has been agreed.

You only need to upload this consent if the young person is unable to contribute themselves.

24. Could do with some advice and guidance on holding an annual review, especially for newer sencos, and now the form is digitalised as I used it to structure my meetings and feel that I can't do would benefit from having a structure that tried and tested.

The annual review guidance (which can be found on Kelsi) is currently under review. An updated version of this guidance will be available soon.

### General Questions

- Hi can you please send out the slides as they were not attached to my meeting link.
  - o Delegates who sign up to the Countywide SENCO Forum via The Education People website will receive two emails during the week of the Forum. The first will contain the link and joining instructions for the meeting and will also have any slides and supporting documents attached. The second is just a reminder and will only contain the link for the meeting. Please make sure that you check all of your inboxes including your junk/spam/other boxes. If you still haven't received the slides by the day before the Forum, then please email [cpd@theeducationpeople.org](mailto:cpd@theeducationpeople.org) and request the slides.
- Our Governor tried to book on to GovernorHub but isn't able to access because our Trust does not subscribe. Is there another method of engaging in this training?
  - o If your school does not subscribe to GovernorHub then please email our Governor Training Team at [governorservicetraining@theeducationpeople.org](mailto:governorservicetraining@theeducationpeople.org) to book on.
- How does today's session vary from the primary. Will I miss anything?
  - o There is very little difference between the primary and secondary sessions in that the content is generally the same. However, the way in which the messages are presented may have a slightly different focus.
- Unfortunately I had to arrange cover at the start of the day and sadly missed the Balanced Approach input - is it possible to access a recording of this initial section or join another briefing?
  - o We are unable to record the Countywide SENCO Forum sessions due to the fact that attendees are encouraged to use the chat function to ask questions, some of which are school specific or sensitive in nature. These questions would show in any recording meaning that we would not be GDPR compliant.
- Are we still able to complete the parent engagement award?
  - o A decision was made by the Local Authority that the Family Engagement Award would be shelved whilst there is so much change going on within the SEND landscape.