

September 2024: Suffolk County Council Specialist Education Services (SES), our offer:

- The [Suffolk Inclusion Support Line](#) is an advice line, available all day, targeted primarily at education settings and setting-based staff, as well as professionals working across the SEND system, to help them to source the advice, guidance and information they need to meet the needs of children and young people with Special Educational Needs and Disabilities (SEND) as early as possible, in the most appropriate way.
All your questions are welcome. We are happy to share there is also a Chat function to provide even quicker and easier access to support.
Contact us on 01473 265502 or via email localoffer@suffolk.gov.uk.
- [Inclusion Support Meetings \(ISMs\)](#) are available via Teams across the week for all areas of need to support **early discussion and early intervention:** Cognition and Learning, SpLD, Communication and Interaction, Speech, Language and Communication Needs (SLCN), SEMH, and Sensory/Physical.
To request an ISM; a 20-minute slot with a Specialist Teacher from the relevant specialist service, please use this link and complete the [short online form](#). You will then be sent a date and time to meet on Teams with the requested service.
- [The Education Access Team](#) also offer Education Access Support Meetings (EASMs) across the week. These are designed to support **early discussion and intervention around those children and young people vulnerable to exclusion.** Contact EducationAccess@suffolk.gov.uk for more information and support and to request an EASM.
- [SEND Support Consultations / Solution Circles](#) are available from SES and from the Psychology and Therapeutic Services by emailing sencosupport@suffolk.gov.uk These are **multi-professional** virtual meetings designed to support **early intervention and where a multi team of professionals is needed.** Various dates throughout the year are available.

SES Core Referrals from September 2024

Four options are now available as follows and are available for Suffolk Specialist Unit Settings either at setting or pupil level. Please note that accepted referrals may result in multiple SES services working jointly with you, where this is considered appropriate.

- 1) SES referrals - school focus (core offer): Referrals should be requested via the [School Support Referral Form](#) and should be sent to SESReferrals@suffolk.gov.uk.

This will be for requests for Cognition and Learning, SpLD, Communication and Interaction, the Speech, Language and Communication Needs (SLCN) service, SEMH and the Whole School Inclusion Service. The focus of our joint working with you will be at whole school level; **looking at the universal and targeted provision across the school for learners with SEND across the identified broad area(s) of need.**

We can support with **all aspects of whole school policy and practice around SEND and Inclusion.** This includes support for the leadership of SEND, including support for pastoral teams and SENCos.

- 2) SES Referrals (core offer) for **SENCo support** – includes support for those colleagues new to the SENCo role, new to Suffolk, returning to the SENCo role and support with VSEND and the Suffolk Inclusion Toolkit (SIT). Please use the [School Support Referral form](#).
- 3) SES referrals (core offer) for individual pupils without an EHCP - Referrals should be requested from September 2024 via the ['bespoke pupil referral form'](#).
The form should be completed, with parental permission provided, and should be sent to SESReferrals@suffolk.gov.uk.
- 4) SES referrals (core offer) for individual pupils with an EHCP - From September 2024 all requests for **support around all pupils with an EHCP** will continue to be via the [Section F Request Form](#). **The Section F Request Form should be completed, with parental permission provided, and should be sent to SESReferrals@suffolk.gov.uk**

The form should be used to request support from SES around implementation of the educational provision outlined in Section F of a pupil's EHCP. This request may not result in sustained SES input and nor will it *directly* provide from SES any of the provision outlined in Section F. The support and intervention (including the length and type) provided will be based on the bespoke needs described.

Please note - Referrals for Sensory/Physical (HI, VI, MSI and SpLSA services) and the Alternative Tuition Service (ATS) remain as they are now.

The Inclusion Referral Form should still be used for the Alternative Tuition Service (ATS), IYFAP, Permanent Exclusions and requests for Reception / Key Stage 1 Specialist Unit provision. The **Inclusion Referral Form** and any relevant appendices (including risk assessment) can be found here: [Specialist Education Services – Suffolk Learning](#).

For all referrals and enquiries regarding Alternative Provision please scroll further down this document.

Important update: **From September 2024**, we (SES) are again **visiting every mainstream school** in Suffolk. This is in addition to all of the current support outlined above but allows us a 'contact point' twice a year with you to support any signposting and to help with any questions you may have throughout the academic year. If during and after the visit, and in discussion with you, we can help with any immediate actions or signposting to specific teams we will do so, for example with any concerns relating to attendance.

The colleagues assigned to your school will liaise with you regarding dates for visits each term. ***Please note that support from SES is available outside of these meetings. You do not need to wait for your visit to access the support outlined and described throughout this document.***

SENCo Forums and Community Inclusion Forums:

- The county wide virtual [SENCo forums](#) are continuing on a **termly basis**, with exceptional dates also for specific themes from across education, health and social care. Invites will be shared shortly. If you do not receive a link to the forum, please email sencosupport@suffolk.gov.uk.
- Please note the new, face to face, multi-agency [Community Inclusion Forums \(CIFs\)](#) began in November 2023. The list of dates and venues are available on SENCo Central. Any questions please contact Kate.Daly@suffolk.gov.uk or Maria.Hough@suffolk.gov.uk.

The agendas will be driven by the schools and education settings within that community and based on what information and support is requested by the SENCos and Leaders of SEND and Inclusion within each community. There will be representatives from across the SEND System at the CIFs, including Health, Social Care, Mental Health Teams and Attendance. The aim is to support networking as well as providing easier access to information, support

and guidance from across the multi-agency teams within the community and working across the SEND system.

[Alternative Provision \(AP\)](#) requests - The Referral Form and Consent Form for Alternative Provision (AP) can also be found on SENCo Central. Please use this form for all AP requests. Please also note that the following email address is available apinbox@suffolk.gov.uk for any questions relating to AP at this time. This is also for any queries relating to existing referrals.

Training available:

We offer **free essential virtual training to all schools and settings** with themes from across the 4 areas of need in addition to training from the Whole School Inclusion Team. In addition, we are now happy to offer some more targeted training at a low cost to schools and settings. The links to the training and to book a place are here:

- For **Essential (free) CPD**, book [here](#).
- For **Targeted (low cost) CPD**, book [here](#).

If you would like to discuss **bespoke training for your school via our traded offer**, this is available through [Schools Choice](#).

Please contact Izzy Connell or Sally Blackman to discuss your requirements (contact details below).

If you have any questions at all about the offer from the Specialist Education Services (SES) and the information above please contact:

- Izzy Connell: Headteacher SES: Izzy.Connell@suffolk.gov.uk
- Sally Blackman: Deputy Headteacher SES: Sally.Blackman@suffolk.gov.uk
- Maria Hough: Deputy Headteacher SES: Maria.Hough@suffolk.gov.uk

We look forward to supporting you and working in partnership with you.