

Special Educational Needs and Disabilities



Preparing for adulthood

Transition guide



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The move from being a child to becoming an adult is a significant change for all young people. It involves preparing for more independence and making plans for the future.

For families of young people with special educational needs or disabilities (SEND), this can be a particularly anxious and challenging time which needs more careful preparation and planning than for other young people of a similar age. With the right support at the right time, a smooth transition can be achieved.

This guide is for parents and carers with children and young people with special educational needs or disabilities. It explains the different things you will need to think about as your child moves into their teenage years and beyond. It also explains what education, health and social care services are available to you and your child in different areas of their lives.

Throughout this guide you will see reference to the Local Offer. Please use the Local Offer website to complement the information in this guide. (See Local Offer section on page 5 for more detail).

The guide has been written together with the Sheffield Parent Carer Forum. We hope it helps you feel better informed about preparing for adulthood and the transition from children to adult services.



Preparing for Adulthood

Preparing for adulthood helps young people with special educational needs or disabilities (SEND):

- live as independently as possible as adults
- achieve their full potential

Preparing for adulthood includes:



Helping young people with SEND become more independent can be life changing. Preparation for adulthood should happen from the earliest years and no later than age 13 or 14. Preparation for adulthood must form part of the annual review discussions for young people with an Education, Health, and Care Plan from Year 9 onwards.

Preparing for adulthood is everyone's responsibility. It can help all young people with special educational needs and disabilities, not just those with an Education, Health and Care Plan. You can help with preparing for adulthood if you are: a young person, parent or carer, or another person who knows them well.

This includes staff at schools and colleges, and from education, health, care, and community services and the voluntary sector. An important part of preparing for adulthood is making sure all children and young people can express their aspirations and views.

Sheffield's Local Offer

The Local Offer is part of the Sheffield Directory website. The Local Offer has lots of information and service listings for supporting children and young people with special educational needs or disabilities. It includes:

- services provided by the local authority
- services provided by the health service
- services provided by the voluntary and private sectors

The Sheffield Local Offer helps people make choices. It gives up to date information and advice about things that are important to them, such as:

- education
- post 16 providers
- where to live
- transport
- social activities
- work and training
- moving into adulthood

**For everything you need to know
on the Local Offer go to the
website or scan here**

www.sheffielddirectory.org.uk/localoffer/



6 What will happen and when – Year 9 (Age 13–14)

If you have an EHC Plan	Education, training and finding employment	Developing independence	Friends, relationships and community	Good health
<p>Annual reviews from Year 9 onwards must have a focus on preparing for adulthood. (See page 12)</p> <p>New outcomes should be written into the EHC plan in line with the four preparation for adulthood areas:</p> <ol style="list-style-type: none"> 1. employment, education and training 2. independent living 3. community inclusion, friends and relationships 4. health <p>The voice of the child and their family must be included.</p>	<p>Young people choose GCSE subjects at school. Some may study alternative qualifications.</p> <p>You may want to start thinking about post-16 options. (See page 15)</p> <p>You can talk to your child's school about opportunities for work placements, work experience and volunteering.</p>	<p>Start thinking about life skills your child needs to learn, e.g. travel, budgeting, cooking and housekeeping.</p> <p>Work with the school to think about the curriculum opportunities that might be available to develop these. Also think about how you can practise these skills at home</p> <p>Think about independent travel training to enable your child to travel from home to their education setting independently. (See page 25)</p> <p>Consider whether having some funded support from Children's Social Care could enable your child to become more independent as they approach adulthood. The Local Authority can carry out an assessment to see if your child is eligible for this. This can take place at any time / at any age, depending on what suits your child best (See page 29).</p> <p>Explore ideas of where your child might want to live as an adult (See page 33).</p>	<p>Think about your child's friendship group, closest friends and other key people in their school and local community – their circle of support.</p> <p>Think about how these friendships can be kept and developed.</p> <p>Young people may want to join a youth club, which start from age 14. Some youth clubs are specifically for young people with SEND (See page 23)</p>	<p>Young people with Learning Disabilities are eligible for an Annual Health Check with their GP from age 14. (See page 38)</p> <p>At your next appointment ask about preparing to transition from children to adult health services.</p> <p>Sheffield Children's Hospital uses the Ready, Steady Go questionnaires. The age of transition varies depending on the clinical specialism. Ready, Steady, Go should start as early as age 13-14.</p> <p>Fill in Sheffield's Health Passport which provides key information for health professionals. (See page 37)</p>

What will happen and when – Year 10 (Age 14–15)

If you have an EHC Plan	Education, training and finding employment	Developing independence	Friends, relationships and community	Good health
<p>Annual reviews from Year 9 onwards must have a focus on preparing for adulthood. Outcomes should be reviewed and updated as needed. (See page 12)</p> <p>If your child is likely to leave their current setting after Year 11, consider what is needed for a smooth transition to the next setting. Plan visits to taster sessions and ask the school to invite post-16 providers to review meetings.</p> <p>SENDSARS will ask for your child's post-16 choices over the summer term of Y10 into autumn of Y11.</p>	<p>Talk to your child's school about any help needed in exams (access arrangements). Any arrangements your child will need for their GCSE exams should be in place by the start of Year 10. (See page 14)</p> <p>Consider post-16 education options. You may want to visit further education (FE) departments, colleges, supported internships, training providers and voluntary opportunities. (See page 15)</p> <p>Ask your school about post-16 support and planning advice.</p> <p>Young people should experience work placements/vocational opportunities. They should also be invited to talk to a careers specialist to put the beginning of a plan in place.</p>	<p>You may want to consider independent travel training to help your child travel from home to their place of education independently. (See page 25)</p> <p>Think about some of the life skills your child may need. Can they start doing small errands to a local shop, or making small purchases for themselves/the family?</p> <p>Could your child help out with domestic tasks around the home, e.g. making dinner for the family or Hoovering</p>	<p>Begin to talk about what is important to your child about friends/social life in the future and how this might be achieved. Think about how their existing friendships can be kept and developed.</p> <p>Look at Sheffield's Local Offer website to find:</p> <ul style="list-style-type: none"> • youth clubs • leisure opportunities • community and volunteer groups. 	<p>Annual health checks continue via GP for people with Learning Disabilities aged 14+. (See page 38)</p> <p>If your child has a long-term health condition make sure you have started the Ready, Steady, Go questionnaires with the NHS service. (See page 37)</p>

What will happen and when – Year 11 (Age 15–16)

If you have an EHC Plan	Education, training and finding employment	Developing independence	Friends, relationships and community	Good health
<p>At the annual review of the EHC plan, discuss what support your child will need in their next setting (if applicable), and what needs to happen to ensure a smooth transition. The hopes and aspirations of your child should be central to the discussion.</p> <p>The SEND Statutory Assessment and Review Service (SENDSARS) will ask for your child's post-16 choices over the summer term of Y10 into autumn of Y11.</p> <p>The local authority must issue an amended EHC Plan naming your child's post-16 setting by 31 March. Applications need to be made in good time before this date.</p> <p>When a young person turns 16, some rights related to EHC plans transfer from the parents to the young person. (See page 35)</p> <p>If you think your child will need SEN Transport to get to their post-16 setting, you will need to apply and return the forms by 14th July. You must do this even if they are currently accessing SEN transport. Please note that post-16 transport is not free, and you will be charged a parental contribution. Your child may be able to get a 16-19 bursary to help with this cost. Ask their post-16 provider for information about this. (See page 25)</p>	<p>Continue discussions about future plans and explore a range of options. Ask your school about post-16 support and planning advice.</p> <p>Apply for school sixth form or college place by 31 March. Check websites for open evenings/days. Use the search facility on www.sheffieldprogress.co.uk to find courses and apply online.</p> <p>Review work experience completed/plan further opportunities.</p> <p>Most post-16 education is 16 hours per week. This can be spread across 3-5 days depending on the course and setting. Think about what your child will do on the remaining days and any support that may be needed. (See page 18).</p> <p>REMEMBER: The school year finishes early in year 11, regardless of whether young people are taking exams or not. It finishes either on the last Friday in June or earlier because of study leave. Check with the school in good time to make alternative arrangements.</p>	<p>Young people are assumed to be able to make many decisions for themselves once they turn 16, and services will often contact them directly. The Mental Capacity Act relates to people age 16+ who are unable to make some or all decisions by themselves. (See page 35)</p> <p>You may want to consider independent travel training to help your child travel from home to their place of education independently. (See page 25)</p> <p>On turning 16, your child will be reassessed under PIP (Personal Independence Payment) if they have been getting DLA (Disability Living Allowance) as a child. (See page 41)</p> <p>A young person turning 16 is usually expected to take on responsibility for any benefits they claim. If they are unable to manage their affairs, you can become their 'appointee' for benefit claims. (See page 41)</p>	<p>Think about how to maintain friendship groups after school ends. Support your child to plan how to keep in touch with others and vice versa.</p>	<p>Your child is now considered old enough to consent to their own medical treatment. If they are unable to do so, the Mental Capacity Act applies. (See page 35)</p> <p>Annual health checks via GP continue for people with Learning Disabilities aged 14+. (See page 38)</p> <p>From 16, adult services start to provide healthcare for young people. This depends on the service, so seek advice from the team. (See page 37)</p> <p>Once your child has turned 16, they must attend the Accident and Emergency department at the Northern General Hospital if they require emergency treatment. (Exceptions may apply, see page 37)</p> <p>Fill in Sheffield's Health Passport which provides key information for health professionals. (See page 38)</p>

What will happen and when – Year 12 (Age 16–17)

If you have an EHC Plan	Education, training and finding employment	Developing independence	Friends, relationships and community	Good health
<p>The annual review process continues.</p> <p>If your child may need support in the future from adult social care, they should be referred to the Transitions social care teams. (See page 29)</p> <p>If your child needs SEN Transport to get to their post-16 education setting, you need to re-apply each year (it is not an automatic entitlement after compulsory school age). You will also need to pay a family contribution. You may be entitled for help with this through the 16-19 bursary. Ask your child's post-16 provider for information. (See page 25)</p>	<p>Continue to explore a range of options, such as supported employment, apprenticeships, work-based learning, work-related learning at college, paid work, self-employment, higher education and volunteering.</p> <p>Consider applying for a 16-19 bursary to help with education costs. Ask your child's post-16 provider for more information. (See page 43)</p>	<p>You may want to consider independent travel training to help your child travel from home to their place of education on their own. (See page 25)</p>	<p>Identify any out-of-school/college activities your child wants to do. This may include time spent away from home and the local area. (See page 23)</p> <p>Support your child to look for local community spaces they may be able to access such as parks and libraries</p>	<p>Annual health checks continue via GP for people with Learning Disabilities aged 14+.</p> <p>Some young people may need a continuing health care (adults) assessment. Health professionals involved with your child should consider if this is appropriate and agree who is best placed to complete it.</p> <p>Fill in Sheffield's Health Passport which provides key information for health professionals. (See page 38)</p>

What will happen and when – Years 13 and 14 (Age 17–19)

If you have an EHC Plan	Education, training and finding employment	Developing independence	Friends, relationships and community	Good health
<p>The annual review process continues.</p> <p>The EHC plan may be ceased if the young person is:</p> <ul style="list-style-type: none"> • accessing higher education • accessing paid work • aged 18 or over and has left education, and no longer wishes to engage in further learning. • leaving the local authority and moving to another area. (See page 13) <p>If your child needs SEN Transport to get to their post-16 education setting, you need to re-apply each year (it is not an automatic entitlement after compulsory school age). You will also need to pay a family contribution. You may be entitled for help with this through the 16-19 bursary. Ask your child's post-16 provider for information. (See page 25)</p>	<p>Continue to explore a range of options, such as supported employment apprenticeships, work-based learning, work-related learning at college, paid work, self-employment, higher education and voluntary work. (See page 20).</p> <p>Consider applying for a 16-19 bursary to help with education costs. Ask your child's post-16 provider for more information. (See page 43)</p>	<p>Short break services for children (e.g. SNIPS, Direct Payments) will normally end when the young person turns 18. (See page 31)</p> <p>If a young person is receiving support from children's social care and they may need support from adult social care, they should now have been referred to the social care transitions service. (See page 29)</p> <p>Consider opening a separate bank account for your child's benefits and other money once they turn 18. (See page 44)</p> <p>People over the age of 18 may have to contribute towards the cost of any support they receive. The local authority will carry out a financial assessment to check how much your child can afford to contribute towards their care and support. (See page 29)</p> <p>Parents can ask the Sheffield Carers Centre for a carer's assessment when their child has turned 18.</p> <p>Think about independent travel training to enable your child to travel from home to their education setting on their own. (See page 25)</p>	<p>Identify out of school/college activities your child wants to do. This may include time spent away from home and area. (See page 23)</p> <p>Support your child to look for local community spaces they may be able to access such as parks and libraries</p>	<p>Annual health checks continue via GP for people with Learning Disabilities aged 14+. (See page 39)</p> <p>Some young people may need a continuing health care (adults) assessment. Health professionals involved with your child should consider if this is appropriate and agree who is best placed to complete it.</p>

What will happen and when – Age 19–25

If you have an EHC Plan	Education, training and finding employment	Developing independence	Friends, relationships and community	Good health
<p>The local authority can maintain an EHC plan until a young person turns 25. It will end/close the plan if a young person moves onto higher education, paid work, or leaves education. (See page 13)</p> <p>As long as the EHC plan continues, the local authority must continue to review it annually. Relevant services should be actively involved in the annual review process.</p> <p>Where a young person has an EHC plan and leaves education but then decides they wish to return (and are still under 25 years), the local authority will consider whether the previous EHC plan should be revived and renewed. It is possible that the young person will have to go through the full EHC needs assessment if there have been significant changes.</p>	<p>Special schools: Young people aged 19 cannot remain in a special school unless they are completing a secondary education course they started before they were 18 years old. They will need to move to college if they wish to continue their education or training.</p> <p>Continue to explore a range of options, such as supported employment, apprenticeships, learning at a college or work-based learning, paid work, self-employment, higher education, and volunteering.</p> <p>Consider support required for your child to access services via Job Centre Plus. For example, a Disability Employment advisor and Access to Work funding. (See page 20)</p>	<p>Explore a range of housing options with your child. (See page 34)</p> <p>Young people may want to access an advocate to help them get their views across – see Sheffield Advocacy Hub for more information. (See page 45)</p> <p>Think about independent travel training to enable your child to travel from home to their education setting on their own. (See page 25)</p>	<p>Support your child to stay in touch with friends and make plans for socialising.</p> <p>Look into any specialist social groups/youth groups that your child may want to attend. You could also buddy up with others who are in the same position to create their own groups supported by personal budgets/direct payments etc.</p> <p>Think about whether the young person is moving to university, the support that is available and what there is in the wider community</p>	<p>Annual health checks continue via GP for people with Learning Disabilities aged 14+. (See page 39)</p>



Don't forget! Annual health checks continue via GP for people with Learning Disabilities aged 14+. (See page 38)

Education Health and Care (EHC) plans

Making the most of an annual review

If your child has an Education, Health and Care (EHC) plan, the annual reviews from Year 9 onwards must have a focus on preparing for adulthood. Preparing for Adulthood includes:

1. getting ready for employment or other meaningful activity
2. finding somewhere to live and getting good support
3. friends, relationships and being part of a community
4. achieving as healthy a life as possible

How to prepare for annual review meetings

Your child may start to think more about what they want to do when they finish their education. Their school or college will talk to you about transition planning. They will give you some information.

Before the annual review meeting:

- the school or college should ask your child's views before the meeting and share this information.
- the school or college will arrange the annual review meeting. Let them know if you cannot attend so that a different date can be arranged.
- the school or college will ask relevant professionals to attend or send up-to-date information about your child. You may want to ask them to invite specific professionals if you think their input would be helpful.
- discuss with the school or college if it would be appropriate for your child to attend the meeting, and what support they would need to give their views.
- it may be helpful to have a discussion with your child before the meeting, if possible. Talk to them about how things are now, what should happen next and in the future. You may want to write notes to take with you to the meeting. You can also submit your views in writing before the meeting if you want.
- the school or college must send out any reports (including those submitted by parents) at least two weeks before the annual review meeting. They must provide these materials in a suitable format if needed, e.g., Braille, large print etc.

After the annual review meeting:

The school or college will send everyone a report of the meeting within two weeks. This should set out any recommended changes to the EHC plan.

The report is considered by the local authority's SEND Statutory Assessment and Review Service (SENDSARS). They will tell you the outcome of the review within four weeks of the review meeting. The outcome could be:

- the EHC plan is suitable as it is (no changes).
- the EHC plan needs updating. This might be because your child's needs have changed or because their provision needs to change.
- the EHC plan should be ceased (ended) as your child no longer needs the specialist support it provides (see section on ceasing an EHC plan for more information).

If the local authority decides to update the plan, it will invite you and your child to comment on the updates. You must be given at least fifteen days to respond. You can ask for a meeting with an officer from SENDSARS to discuss the changes.

You have a right to mediation and to appeal to the SEND Tribunal if you are not happy with the outcome of the review. More information is available about this on the Local Offer website: www.sheffielddirectory.org.uk/localoffer/tell-us-what-you-think/what-if-i-disagree-with-a-decision/diasgreement-resolution/

Ceasing an EHC plan

Most young people will have completed their education by 19 and may not need an EHC plan after they turn 19. This is very much down to the individual.

Some young people with SEND will need longer to complete their education and training. Their EHC plan may be maintained up to age 25. The length of time will vary according to each individual. An EHC Plan cannot be ceased just because a young person is over 18.

A local authority will cease (end) an EHC plan if:

- a young person moves into higher education (university).
- a young person leaves education. For example, because they are moving into paid employment, or because they no longer want to take part in formal education or training. However, if a young person under the age of 18 is not in education, employment or training, then their EHC plan would normally continue, with a focus on re-engaging them in further learning.
- a young person no longer needs the special educational provision specified in their EHC plan.

When making this decision about a young person aged 19 or over, the local authority has to consider if the education or training outcomes set out in the EHC plan have been achieved.

If the local authority wants to cease an EHC plan, it must tell the young person and their family that it is considering this. It must give them, and their setting an opportunity to give their views about this. This can be done in writing or at a meeting with the SEND Statutory Assessment and Review Service (SENDSARS). You have a right to mediation and to appeal to the SEND Tribunal if you are not happy with the decision. More information is available at –

www.sheffielddirectory.org.uk/localoffer/tell-us-what-you-think/what-if-i-disagree-with-a-decision/diasgreement-resolution/

When a young person is close to finishing their education or training, the local authority should use the final annual review to identify the support required for a smooth transition into adulthood. (The rest of this guide gives information about support with finding a job, adult social care services, health and housing).

If you have any questions or issues

If you have any questions or issues about your child's EHC Plan or annual review, talk to their school, college or the local authority's SEND Statutory Assessment and Review Service (SENDSARS).

Email: SENDAssess&Review@sheffield.gov.uk

Phone: 0114 273 6394

You can also contact the SEND Information, Advice and support service (SENDIAS). (See page 45)

Education, Employment and Training

GCSE Subjects

Young people in mainstream schools usually decide in Year 9 (age 13 to 14) which subjects they want to study in Year 10 and 11 (when they are age 14 to 16). If appropriate, these will be the subjects they will take for GCSE exams.

You can ask your school about other accredited qualifications available if your child is not working at the levels needed for GCSEs. Special schools have a curriculum tailored to the needs of their pupils. Some focus on teaching life skills. Most offer fewer opportunities to gain recognised qualifications like GCSEs or vocational courses.

Help in Exams

Talk to the SENCO and/or the school's examination officer if you think your child will need extra help in exams. For example, extra time, a computer, or a smaller/ individual room. You should do this as soon as possible. The extra help is known as Access Arrangements.

Some Access Arrangements can be given by a school or college based on a young person's normal way of working. Access Arrangements like extra time are given by exam boards. Students must reach certain thresholds in approved assessments that are completed by official assessors to be granted these. Your child's school or college can arrange these assessments.

Access Arrangements allow students with special educational needs, disabilities, or temporary injuries to access exams without changing the demands of the assessment. Ideally, Access Arrangements should have been discussed and in place for exams/ assessments taken in year 10.

Access Arrangements must be appropriate to the exam and the student. For example, a student with dyslexia may need extra time for a written exam, but not for a practical one.

Any kind of Access Arrangement must reflect the student's normal way of working, except in the case of injuries. For example, a student would only be allowed to use a laptop in exams if they normally use one in class. The arrangement must not suddenly be granted at the time of the exam. Talk to your child's school or college if they need further help. For example, with exam stress.

Post-16 education

Young people must continue in education or training until the end of the academic year when they turn 18. This could involve:

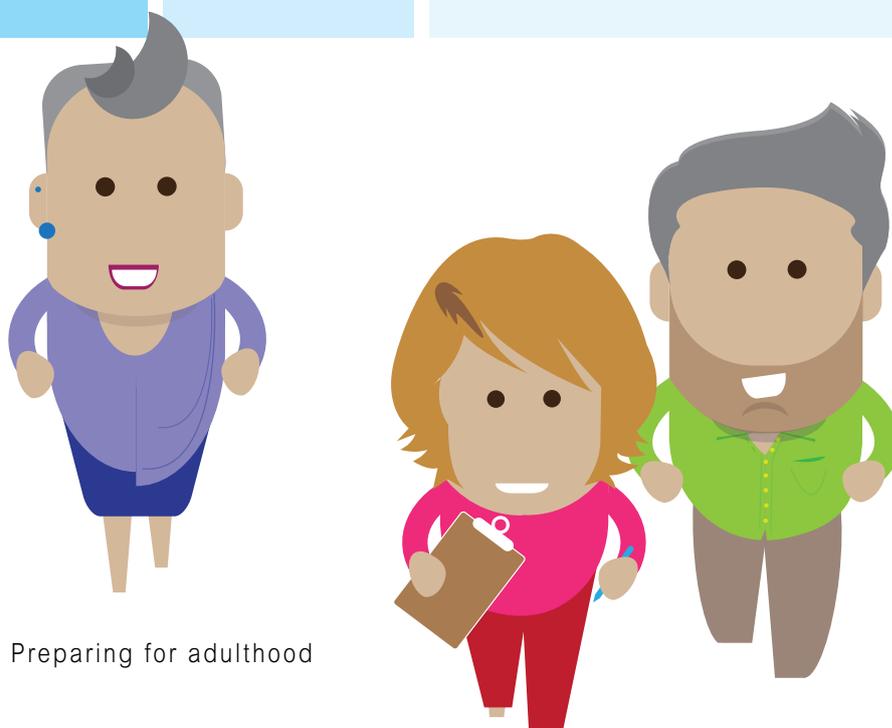
- full time study in a school, college or training provider
- an apprenticeship or supported internship
- full time work or volunteering (20 hours or more) combined with part time accredited study

Post-16 Education Providers

There are a range of post-16 education providers in Sheffield.

Mainstream provision	The Sheffield College	<p>The Sheffield College is a general Further Education College. It offers a wide range of programmes and apprenticeships to prepare young people for employment, university and adult life. Together with partners, it will find the right package, whatever the learner's individual needs.</p> <p>The Sheffield College supports students who have an EHC plan and those with additional needs.</p> <p>The college has an extensive team of qualified and experienced specialists to support students with:</p> <ul style="list-style-type: none">• physical access• personal care• adapting course materials• specialist equipment and resources• specialist provisions <p>Level of courses offered:</p> <ul style="list-style-type: none">• Entry Level• Level 1• Level 2• Level 3• A-Levels• T Levels• Apprenticeships• University study <p>Email: info@sheffcol.ac.uk</p> <p>Website: www.sheffcol.ac.uk or: www.sheffcol.ac.uk/send-and-additional-support</p>
	Sixth Forms	<p>There are many mainstream schools with a sixth form in Sheffield. You can find details on Sheffield's Local Offer website.</p> <p>Website: www.sheffielddirectory.org.uk/localoffer/transition-into-adulthood/post-16-education-options/what-are-the-post-16-education-options/</p>
	Sheaf Training Centre	<p>Sheaf Training Centre is a training centre in Sheffield for young people with SEND. Young people who attend Sheaf Training Centre usually have an Education, Health and Care (EHC) Plan. Their High Needs study programmes are delivered on-site at their campus and prepare young people for their next steps of progression whether that be further study, work or other occupation.</p> <p>Website: www.lifelonglearningandskills.org/our-facilities/training-centres/sheaf-specialist-vocational-college</p>

<p>Specialist Provision</p> <p>There are four specialist schools with sixth forms in Sheffield. All students must have an EHC plan, as agreed by the local authority.</p>	Talbot	<p>Talbot Specialist School provides education for young people who have severe and complex learning difficulties.</p> <p>Website: www.talbotlearningcommunity.org.uk</p>
	Seven Hills	<p>Seven Hills schools provides education for young people who have a physical disability or profound and Multiple Learning Difficulties.</p> <p>Website: www.sevenhillslearning.co.uk</p>
	Bents Green	<p>Bents Green School provides specialist education for autistic young people with communication and interaction difficulties.</p> <p>Website: www.bentsgreenschool.co.uk</p>
	Kenwood Academy	<p>The Kenwood Centre offers full time education for young people with a diagnosis or traits of autism and associated social, emotional and mental health needs.</p> <p>Website: www.becton.sheffield.sch.uk/page/?title=Becton+School&pid=97</p>
Nearby Local Authorities		<p>There are a range of schools and colleges close to Sheffield that provide post 16 education. You can find details on the Local Offer website.</p> <p>Website: www.sheffielddirectory.org.uk/localoffer/transition-into-adulthood/post-16-education-options/post-16-settings-in-nearby-local-authorities/</p>
Independent Specialist Colleges		<p>There are several independent specialist colleges around the country which provide day and residential education programmes for young people with complex learning difficulties and / or disabilities, who require a high level of expertise and support to transition into adulthood.</p> <p>The Department for Education website includes a list of independent special schools and colleges, including those approved on the Section 41 of the Children and Families Act.</p> <p>Website: www.gov.uk/government/publications/independent-special-schools-and-colleges</p>



Qualification Levels

Qualifications are grouped into 8 levels. The level tells you how difficult the study is and what entry requirements to expect. If your child does well, they can move up to the next level.

Please note that some of the entry level courses teach young people 'life skills'. You can ask the education provider about this and what the skills cover.

You can ask the education provider about entry requirements for specific courses.

	Entry Level <small>Entry Level is split into Entry Level 1, 2 and 3. Level 3 is the hardest.</small>	Level 1	Level 2	Level 3	Levels 4-6	Levels 7-8 (Postgraduate)
Examples	Entry Level Award Entry Level Certificate/ Diploma Entry Level Functional Skills	GCSE Grades 3-1 BTEC Level 1 NVQ 1 Supported Internships	GCSE Grades 9-4 BTEC First NVQ2 CACHE Level 2 Intermediate Apprenticeship	A Level AS Level BTEC National Advanced Apprenticeship NVQ 3 Extended Project Qualification (EPQ) Level 3 Cambridge Technicals T Levels	Degree, Foundation Degree, HND, Higher/Degree Apprenticeship	Masters degree or Doctoral degree (PHD)
Entry requirements	There are no set entry requirements	Normally GCSE grades 2-1 or equivalent	Normally GCSE grades 3 or equivalent	Normally at least 4-6 GCSE grades 9-4 (or equivalent), including English and often maths. Some subjects require grades 9-5/9-6	Normally qualifications at Level 3	

Apprenticeships

An apprenticeship is a paid job with associated training. It allows young people to earn while they learn, as well as gaining a nationally recognised qualification. You can apply for Access to Work support (funding or support for people with a disability or health condition) whilst on an apprenticeship. These can be accessed with or without an EHC plan. (See page Access to Work)

For more information, visit Sheffield's Local Offer website: www.sheffielddirectory.org.uk/localoffer/transition-into-adulthood/apprenticeships-traineeships-and-supported-internships/apprenticeships/

Supported internships

Young people with an EHC plan can take part in supported internships which aim to prepare them for employment or apprenticeships.

Supported internships are structured study programmes based mainly at an employer. They are designed to help young people with SEND achieve sustainable, paid employment by equipping them with the skills they need.

Internships usually last for a year and include unpaid work placements of at least six months. Wherever possible, they support young people to move into paid employment at the end of the programme.

For more information, visit Sheffield's Local Offer website: www.sheffielddirectory.org.uk/localoffer/transition-into-adulthood/apprenticeships-traineeships-and-supported-internships/supported-internships/

Things to do when not in college

If your child is moving to college after year 11, their course may not cover five full days. Time spent on the other days may include:

- self-study
- volunteering
- work experience

As your child prepares for adulthood, it would be a good idea to start thinking of voluntary or work experience placements that they may be able to access from 16 years and what support may be needed. Thinking of what interests them, it may be helpful to contact local organisations and businesses to see if there are any opportunities.

There is information about opportunities in this guide. You can also visit Sheffield's Local Offer website www.sheffielddirectory.org.uk/localoffer for details about activities, sports, and things to do outside education for children and young people with SEND. Please also refer to the Employment is For Everyone website for other opportunities. www.employmentisforeveryone.org.uk

If your child has an EHC plan and is unlikely to be able to undertake unsupervised learning in college and/or you feel it is unsafe to leave them on their own, then the local authority can assess whether they are eligible for social care, and if so, what support they might benefit from. This could include a range of options for them to access day activities and opportunities that interest them and support their development. Please see page 28 for information about social care.

University and Higher Education

Young people at university or studying for a degree (level 4 qualification) at a further education college are not entitled to EHC plans. This is because there are separate systems of support for higher education. You should speak to your university or college about this.

The support includes Disabled Students' Allowances (DSAs). These are non-repayable grants to help with the extra costs incurred by disabled students. DSAs fund a range of support including:

- specialist equipment
- travel
- non-medical helpers (e.g. sign language interpreters, note takers, mentors)

For more information, see the DSA finance guide: www.yourdsa.com

Careers Advice

Sheffield City Council Community Youth Services have an Information Advice and Guidance Team which provides careers advice for young people.

As part of this team, there are advisers who are linked to secondary special schools in Sheffield. They give careers guidance for those young people who have an EHC plan from Y9 to Y14.

The schools' advisers are linked to:

- Bents Green
- Talbot
- Seven Hills
- Holgate Meadows
- Heritage Park

Advisers have an allocation of time that they can deliver in each school, and they will work with the school to agree the delivery for the academic year.

The offer to schools can include:

- attendance and input of personal careers guidance at EHC Plan annual review meetings from Y9 through to Y14
- personal careers guidance interviews with individual young people
- attendance at post-16/parents' events
- group work
- drop-ins

Mainstream schools have a duty to provide their own careers advice. Please speak to your child's school or college for further information.

Careers Advice Post-16

Sheffield City Council Community Youth Services IAG (Information, Advice and Guidance) Team can also give careers information, advice and guidance to any young person aged 16 - 19 years who has left school, has an EHC plan, or is Not in Education, Employment or Training (NEET). Mainstream schools and colleges have a duty to provide careers advice, including for post 16 students. Please speak to your child's school or college for further information.

Contact: CYS_IAG@sheffield.gov.uk

Help with Finding and Keeping a Job

Employment

Getting work experience and developing employability skills is very important. It can also help employers recognise the skills that young people can bring to their organisation.

Meeting employers

Schools and colleges have a duty to ensure all young people have opportunities to meet with employers during their time in education. This is an aspect which is inspected by Ofsted. This could be an employer coming to the school or college to talk to students about their job, help with a project, give students opportunities for a mock interview or mentor a young person. Many schools hold careers fairs where students get the chance to talk to lots of employers in one day.

Workplace experiences

Young people should also be offered the chance to do some workplace experience during their time in education. This can be anything from 1/2 a day to a number of weeks, spread over many weeks during a term. Schools and colleges have a responsibility to help students prepare for these kinds of experiences.

Volunteering

Volunteering can also help young people develop skills that will help them in future employment. There are formal programmes such as the Duke of Edinburgh Award or National Citizenship Service that schools and colleges will be involved in. You could also help your child do some voluntary work outside school or college in an area that they are interested in.

Supported Employment

Supported Employment has been successfully used for supporting people with significant disabilities to move towards and into paid work.

For more information, visit the British Association for Supported Employment (BASE)
website: www.base-uk.org/information-jobseekers

For a list of local organisations and services that can provide information, advice and support around employment, visit the **Disability Sheffield website:**
www.disabilitysheffield.org.uk/employment-support/

Sheffield Supported Employment

This programme aims to help people with learning disabilities and / or autism into paid employment. Support will be provided in looking for and sustaining employment. Support can be received from a job coach.

Entry guidelines

- There is an eligibility check forwarded to DWP
- The person taking part must not be employed, in full time education or on any other funded programme
- The minimum age to take part is 18
- The programme runs until March 2025

Find out more by emailing: opportunity@sheffield.gov.uk

Jobcentres

Jobcentres can help young people with SEND:

- find a job
- get information about disability-friendly employers
- discuss other support available

They can refer the young person to a disability specialist advisor or a specialist work psychologist, if appropriate. They can also carry out an 'employment assessment' of their skills and experience and what kind of roles they are interested in.

Opportunity Sheffield

Opportunity Sheffield is part of Sheffield City Council. It provides employment and skills programmes. These are designed to help people facing barriers. This can include individuals who want to start their employment journey but don't know how, including those with disabilities, physical or mental health issues, criminal records, skills deficits and a lack of work experience.

Website: www.sheffield.gov.uk/business/employment-skills



Pathways to Success Programme

The programme is for adults with Autism Spectrum Conditions, living in Sheffield, aged 18+ and unemployed or not in paid work.

Specialist employment coaches can help with:

- confidence building
- finding training
- CV writing
- job searches
- preparing for interviews
- settling into work

Find out more at: www.autismplus.co.uk/employment-support/pathways/sheffield

Youth Hubs

The Department for Work and Pensions (DWP) has launched “Youth Hubs”. They have done this alongside Sheffield City Council. The Youth Hubs are located with different organisations across the city.

These organisations work together with other services. They offer a range of services to support young people in the community. The support offered will vary in each Youth Hub. There is a specialist youth hub for young people with SEND.

Find out more at: www.sheffielddirectory.org.uk/localoffer/transition-into-adulthood/finding-and-keeping-a-job/if-you-have-left-education/

Access to Work

Access to Work is a government grant scheme which is aimed at supporting disabled people to take up or remain in work. Grants can be given for a wide range of interventions that help to break down barriers to work.

To qualify for the scheme, young people must be aged 16 or over and have a disability or health condition (physical or mental) that makes it hard for them to do parts of their job or travel to and from work. They must also be employed or self-employed, have received a job offer or be on an apprenticeship, supported internship, work trial or work experience. Support is also available for job interviews.

The amount of money young people receive depends on their circumstances. It doesn't have to be paid back and will not affect their other benefits. **Contact: 0800 1217479**
or visit www.gov.uk/access-to-work/overview.

Employment is for Everyone

Employment is for Everyone is a social movement aiming to improve the employment opportunities for autistic people and people with a learning disability.

Website: www.employmentisforeveryone.org.uk

Specialist youth clubs

Your child might want to join a youth club. Community Youth Services deliver two youth clubs specifically for young people (13-25 years) with SEND. Youth Services offer safe and creative provision with professional youth workers.

- Leo's SEN Club (Norfolk Park) - Monday evenings
- S Club 5 SEN (Longley Lane) - Tuesday evenings

Please email youth.services@sheffield.gov.uk for more information.

There is lots of information about leisure opportunities on the Local Offer:
www.sheffielddirectory.org.uk/localoffer/things-to-do/

See page 31 for information about Short Breaks services.

Universal clubs

A universal club is a group or organised activity available to all children and young people.

If there is a club that your child is interested in, please talk to them about attending. If you or your child feels they would need extra support to be able to attend (e.g., training for staff or an additional member of staff to support them), then SNIPS may be able to help.

SNIPS stands for Special Needs Inclusion Playcare Service. It is a Council-run service that supports children and young people aged 5-18 years to access short break activities to give their parents a break from caring.

To apply for support from SNIPS:

- if your child already has a Social Worker, then please ask them to refer you to SNIPS.
- if your child does not have a social worker, then please contact the **Children with Disabilities Team on 0114 2735368** and ask for a member of the SNIPS team.

You may also be able to access a short break club if agreed by SNIPS. This would either be one session of up to 5 hours per week, during the school holidays.

or

Alternate Saturday sessions of up to 5 hours during term time

or

One session after school per week during term time

A member of the SNIPS team will meet your child and you to find out about their interests and support needs. They will create a profile and complete an assessment which will be provided to the club to help them to meet your child's needs.

Specialised clubs for disabled children and young people

Specialised clubs are for disabled children and young people only. These clubs are commissioned by Sheffield City Council and can only be accessed via a referral from SNIPS (see above for information on how to apply).

These clubs have:

- trained staff
- adapted premises
- activities tailored to the children and young people's needs, abilities, and interests

Who can attend?

Children and young people with a disability who require a higher-level of support and are aged between 5-17 years. You can apply to attend via SNIPS (as above).



Travel support to school/college beyond compulsory school age (16 years) is not an automatic entitlement. If your child still needs travel support, you need to re-apply each year. This is because circumstances and needs can change. If your child is already receiving transport and is moving into year 12, then a transition pack will automatically be sent to you.

If your child does not currently receive transport and is going into Years 13 or 14, you can apply by contacting the Travel Assessment and Training Team.

Phone: 0114 205 3542

Website: www.sheffield.gov.uk/disability-mental-health/transport-for-children-with-special-educational-needs

There is a family contribution of £540 a year for young people receiving travel support in post-16 education. This amount is based on a young person attending school/college 5 days a week, so can be reduced depending on the number of days they are attending.

Your child may be able to get a 16 - 19 bursary to help with this cost. Your school, college or training provider can give you the relevant forms to complete. Travel support is not provided for travel to work experiences, medical appointments, or off-site visits. Responsibility for this remains with the parent/carers, school, or college as appropriate.

Independent Travel Training

As young people prepare for adulthood, it is important to give them the skills they need to be able to:

- access educational and social opportunities
- boost self-esteem
- travel with peers
- become part of their local community

Independent travel training is for young people aged 10 to 25 years who may be vulnerable or would benefit from this service. This includes children and young people with EHC plans. This service is free of charge. The support offered is a tailor-made travel plan to and from the young person's place of education, with a one-to-one travel trainer based on the individual's needs.

Training gives young people the confidence to make a journey safely and covers issues like:

- road safety
- personal safety
- using public transport

Young people are provided with support. They progress from being accompanied on their journey to being shadowed by the trainer from a distance.

Find out more from the Travel Assessment and Training Team.

Phone: 0114 205 3542

Email: indetravel@sheffield.gov.uk

Website: www.tinyurl.com/SEN-Transport



Other Travel Support and useful Apps

If your child is aged 18 and over, and a student at college or university, there are a range of student tickets and passes for bus and tram that might be right for them:

www.travelsouthyorkshire.com/en-gb/ticketsandpasses/student-tickets

With a Disabled Persons Railcard, young people can get 1/3 off rail fares to travel across Britain: www.disabledpersons-railcard.co.uk

If your child has certain disabilities, they can apply for a Disabled Persons Travel Pass. If they are in receipt of higher-level PIP or DLA, then an accompanying carer can travel for free. Please see these links for further information:

- www.sheffield.gov.uk/disability-mental-health/apply-for-disabled-persons-travel-pass
- www.travelsouthyorkshire.com/en-gb/ticketsandpasses/disabled-pass

Moovit App

Use it for public transport navigation, maps, schedules, real-time arrivals and more.

www.moovitapp.com/yorkshire-2109/poi/en-gb

First Bus App

This app can support young people's bus journeys, from storing tickets to tracking the bus on their phone.

www.firstbus.co.uk/first-bus-app

Disability Alert Cards

South Yorkshire Police have a set of alert cards to help their officers and other emergency service workers communicate effectively with people who are autistic or who have a learning disability or mental health issue. For more information and to download an application form, please see:

www.southyorkshire.police.uk/sign-up/autism-alert-learning-disability-alert-or-mental-health-alert-card

Safe Places

Safe Places is a local scheme which aims to support adults who may feel vulnerable when they are out and about in Sheffield. If someone needs assistance, for example if they are lost, ill or frightened, they can enter the nearest safe place to get help.

You can identify participating venues by the "Safe Places" sticker in their windows. There is also a Safe Places app which can be voice activated and which will direct you to the nearest open Safe Place. For more information, please see www.sheffieldsafeplaces.co.uk

Social Care Services

Social care provides practical help for children, young people and adults who need extra support. Eligibility criteria are used to decide who is eligible for this.

You can find out more at:

- www.sheffield.gov.uk/social-care/children-social-care
- www.sheffield.gov.uk/social-care/getting-long-term-care-support

To request support from social care please contact Sheffield City Council on:

- If your child is 0-17 please call- **0114 273 4855**
- If your child is 18 or over please **call - 0114 273 4908**

Moving from Children's to Adult Social Care Services

Sheffield City Council has a social care transitions service to support young people who have a disability to move from children's to adult social care services.

The service provides an assessment of a young person's need for social care support as a young adult. This is sometimes called a social care assessment, Care Act assessment, or a transitions assessment.

The service also helps young people who are eligible for support from adult social care to plan what support they need putting in place. In Sheffield this is called a care and support plan. Young people can be referred to the transitions service from age 14, when information, advice and guidance will be offered.

An adult social care assessment will be provided at the right time for the young person or their parent/carer and at a point that makes sense for other changes in the young person's life. There is no set age when young people reach this point - every young person and their family are different, and an adult social care assessment will take place when it is most appropriate for them.

For example, if a young person is receiving support from children's social care services and this needs to continue when they turn 18, the transitions service would provide an assessment and support plan in sufficient time for adult social care services to take over once the young person turns 18.

Another young person may not need social care support while they continue to attend a special school but may need it when they leave school aged 19. In this situation, the transitions service would assess them with enough time to prepare support before they leave school.

If a young person requires support to take part in the assessment, their social care worker can consider who else might be able to support them or, if appropriate, can contact an independent advocacy service.

Parents and carers are involved in the assessment process for young people up to 18 years old and when the young person is over 18 years old, parents and carers are involved if this is what the young person wishes.

The flexibility of the transitions service means that young people will move on to their future adult social care team once adult social care support is in place and is working well. For some young people, this might be around the age of 18, whereas for others, it could be up to the age of 25.

The social care transitions service will work with a young person and their parents as well as relevant health, social care and education agencies. This might include a young person's school or college, their GP or specialist health workers or existing support providers.

The team works collaboratively with other agencies to help make a good transition plan. They can attend EHCP annual reviews meetings where appropriate.

It is important for parents to know that there is no automatic referral into the social care transitions service, even if a young person is known to children's social care. If a young person receives social care support from children's services, this support will end when they turn 18.

Referrals to the transitions service can be made by the young person, their parents, allocated children's social care worker, education provider or other health or social care professional. Consent from the young person is required. If the young person is unable to understand information about receiving support from adult social care support, the referrer can explain this when making their referral.

How to refer to the transitions service

The service is currently building a simple online referral route. Until that is available, referrers will need to contact the service by phone.

- if the young person is under 18, call the **Children's Safeguarding Hub on 0114 273 4855** and ask for a referral to the transitions team.
- if the young person is over 18, call **Adult First Contact on 0114 273 4908** and ask for a referral to the transitions team.

Some young people may not be eligible for support from the social care transitions service (for example, they are no longer in a period of transition or if they have particular care needs, for example, significant mental ill health), but in these instances, you will be re-directed to the most appropriate social care team.

Paying for adult social care

People over the age of 18 may have to contribute towards the cost of any support they get from adult social care. The local authority will carry out a financial assessment to check how much the young person can contribute towards their care and support.

This assessment will only take account of the young person's finances, not that of any parent or other person in the household. For more information, please see www.sheffield.gov.uk/social-care/cost-of-care

Getting a carer's assessment

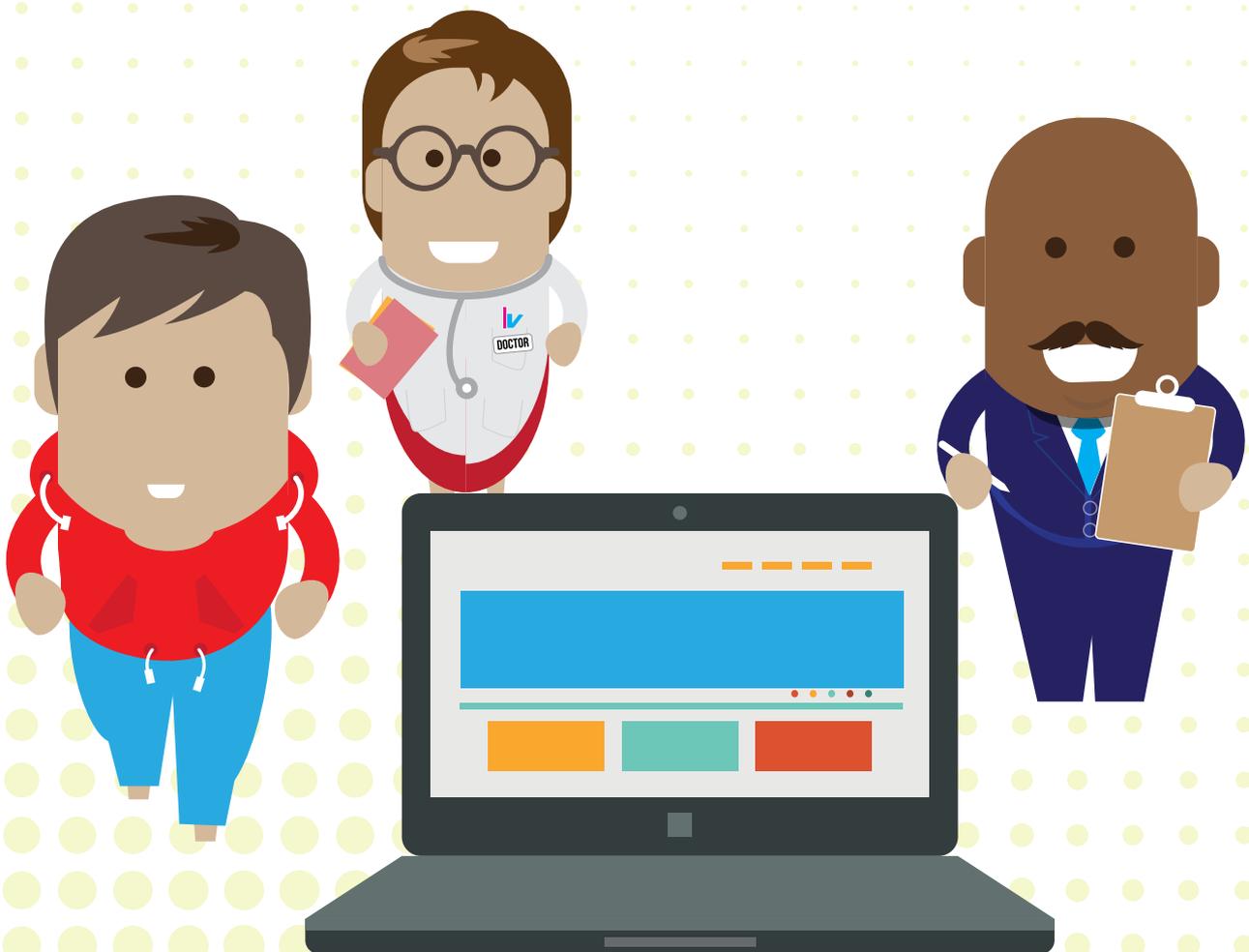
If you provide care or support to a person aged 18 or over, you can receive a carer's assessment. This is carried out by the Sheffield Carer's Centre and gives you an opportunity to discuss the support you might need to help with your caring role. The assessment looks at how caring affects your life; physically, emotionally and practically, and whether you are able or willing to continue caring.

A carer's assessment is not about assessing how well you are carrying out your caring role; it is solely about supporting you as a carer and the impact on that this caring role has on you. It is completely separate from the support needs of the young person, whether or not their needs have been assessed, and whether or not they receive any formal support.

If someone else also provides unpaid care for the young person, each of you is entitled to an assessment. You do not have to live with the young person to be entitled to a carer's assessment.

If the young person has an allocated social care worker, you can ask them to refer you for a carer's assessment. If they don't, or you'd prefer to speak to the Sheffield Carer's Centre directly, you can call them on **0114 272 8362** or **email support@sheffieldcarers.org.uk**.

Find out more at: www.sheffield.gov.uk/social-care/cost-of-care



Short Break Services for Children

Short breaks are activities that children and young people with special educational needs and disabilities can access so that their parents or carers are given a break from caring activities. This includes day, evening, overnight and weekend activities.

Short breaks are available for disabled children and young people who fit the following criteria:

- are aged from birth up to their 18th birthday
- live in Sheffield
- have a disability. This means that they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities (Equality Act 2010).
- their disability has a significant impact on their family and home life

Short Breaks include:

- universal activities - A leisure activity that any child or young person may attend, e.g. a sports club or play scheme
- specialised clubs – a group activity specifically for disabled children and young people
- befriending - short term one-to-one support service for children and young people who are unable to take part in group activities
- overnight short breaks – either in a residential home or with a Foster Carer
- a Direct Payment - a monthly payment in place of a service for families to arrange their own support
- a Short Break Grant – a one-off annual payment for eligible families to arrange their own activity

You can find out more about the range of Short Break Services on the Local Offer website.

The Special Needs Inclusion Playcare Service team, also called SNIPS, is the team within Sheffield City Council available to help you. They can provide further information on the range of short breaks available.

The team can be contacted by telephoning the **Children with Disabilities Team on 0114 273 5368** and asking for a member of the SNIPS team or by emailing: SNIPSBusinessSupport@sheffield.gov.uk

Adults

There are short break services for adults (aged 18 and over) who meet the eligibility criteria for adult services. This service is known as respite for adults.

- if your child already receives a children's short break service, they may be referred to the social care transitions service. See page 29.
- if your child does not receive a children's short break service but you would like them to be considered for one as an adult, please contact Sheffield City Council and ask for a referral to adult social care. See page 28.

Adult short break services includes residential respite centres and a service called Shared Lives (adult fostering). Find out more on the [Sheffield City Council website: www.sheffield.gov.uk/social-care/sharing-lives](http://www.sheffield.gov.uk/social-care/sharing-lives)

Direct Payments for social care services

Direct payments for social care services

A direct payment is a cash payment made to a disabled child or adult, or their family member, which can be used to pay for things outlined in their support plan. If your child is entitled to support from social care, rather than Sheffield City Council arranging services for them, they or you can choose to receive direct payments.

They give you choice and control over the support your child receives and how their social care needs are met.

Who can get a direct payment

Most people who are eligible for support from social care can choose to receive direct payments. That means:

- People aged 16 or over who have been assessed as eligible for support
- Parents of disabled children who have been assessed as eligible for support
- Carers with an agreed assessment of need who are eligible for direct carer support

Local authorities have a duty to offer direct payments to people who lack the mental capacity to consent to them. There must be a 'suitable person' who agrees to oversee and be responsible for arranging the support and direct payment on the individual's behalf.

What you can use them for

Direct payments can be spent on things that meet agreed outcomes and social care needs, including personal care, short breaks, respite and daytime activities, minor home adaptations and specialist equipment.

People often use them to:

- employ their own support staff (personal assistants)
- pay for mobility or household equipment

You and your child can decide what best meets your needs. Staff will discuss this with you and outline what your needs are in your support plan.

What they can't they be used for

Direct payments must not be used to pay for support that would be provided by other organisations e.g. NHS services. They are not for regular living expenses, such as shopping or bills.

How to request a direct payment

A request for a direct payment can be made by young people, families, and professionals working with them.

- If your child is under the age of 18, contact the **Sheffield Safeguarding Hub on 0114 273 4855** to ask for an assessment from children's social care
- If your child is over 18, contact **First Contact on 0114 273 4908** to ask for an assessment from adult's social care.

The assessment will determine whether your child has any unmet needs that social care are required to meet. You can then opt to receive a direct payment and a plan will be made of agreed outcomes and how the money can be used to achieve these. Alternatively, if your child already has a dedicated social worker, then you can ask them about accessing a direct payment.

If you have any questions about the assessment or changing from an existing short break service to a direct payment or vice versa, please contact your social worker or SNIPs.

(Call **0114 273 5368** and ask for the SNIPS team or email: **SNIPBusinessSupport@sheffield.gov.uk**).

Useful contacts

Penderels Trust works with Sheffield City Council to deliver the direct payment support service to citizens who live in the city. They support adults and children in Sheffield who receive a direct payment to get the most out of their care money and to achieve their goals.

Website: www.penderelstrust.org.uk/sheffield.php

There are different options for where young people with SEND can live in Sheffield. If your child has a social worker, you can talk to them about housing options.

Care and support at home

Some people need care and support to live as well as possible with any illness, disability or impairment. Carers can come to your home for 24-hour care, or just a few hours, on a short or long-term basis. They can help with personal care. This includes getting washed and dressed and helping with meals. This type of care is often provided by home care agencies.

The support arranged will be following a social care assessment that identifies eligible areas for support. The cost of home care is met either by the council or your child, depending on their income and savings.

Website: www.sheffield.gov.uk/disability-mental-health/adult-care-move

Living with, or visiting, an approved carer in their home

If your child is over 16 years old and has ongoing support needs, they can be matched to an approved carer who shares their home to give them care, support and housing.

This could be for:

- short break placements
- long-term placements – with your child becoming part of someone's household and family

In Sheffield this is known as Shared Lives. Talk to your child's social worker to find out more about living with or visiting an approved carer in their home.

If they do not have a social worker but want to find out more, please contact the **First Contact Team on 0114 273 4908**. **Website:** www.sheffield.gov.uk/social-care/sharing-lives

Supported Living

This is when individuals live in the community (usually shared accommodation) with other people who have similar needs and interests.

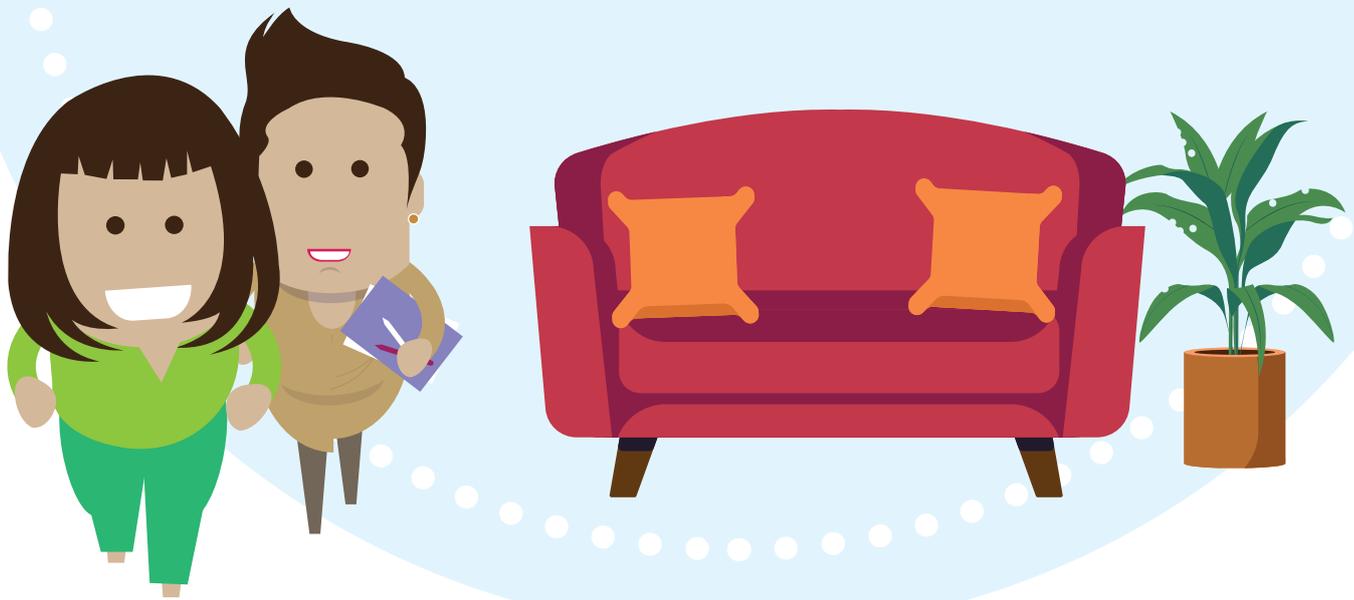
There is support throughout the day (and/or night) as needed. Supported living gives people more rights, choices, and control over their own lives, but it is a flexible model of support that can look very different for different people.

It can help someone who is finding it difficult to cope at home as well as being the next step towards someone gaining more independence in their life. Supported living can be particularly helpful for people with a learning disability who may need a little extra help in some areas of their lives whilst maintaining a high level of independence in others. The cost of the care and support is met either by the council or your child, depending on their income and savings.

How to access it:

Supported living accommodation is arranged by social workers who can talk to your child about what they want to achieve, where they want to live and who they want to live with.

If your child does not have an allocated social worker but wants to find out more about supported living, please contact the **First Contact team on 0114 273 4908**.



Social housing

Social Housing provides affordable and secure homes. It is for people on low incomes or with specific needs, who cannot access other housing. Social housing is provided by local authorities and non-profit organisations like housing associations.

There is a lot of demand for social housing, so priority is given to certain groups of people who urgently need to move. This can include people who are:

- homeless
- have certain health and welfare needs including SEND
- living in overcrowded housing

Your child can join Sheffield City Council's Housing Register and bid for council and some housing association properties through the Property Shop.

Websites: www.sheffield.gov.uk/council-housing/register-bid-for-council-home
www.sheffield.gov.uk/housing/housing-associations

If an individual needs additional support when they are living in social housing, then this can be purchased or arranged with the young person.

Help to pay rent or Council Tax

Your child may be entitled to help to pay their rent or Council Tax depending on their income, savings and needs. 'Preparing for Adulthood' have produced a booklet called No Place Like Home, which aims to help people with learning disabilities find the right housing choice for them.

Websites: www.councilfordisabledchildren.org.uk/resources/all-resources/filter/inclusion-send/no-place-home-housing-and-support-guide
www.sheffield.gov.uk/benefits/housing-benefit

Adapting your home

Contact the Health and Housing Team: www.sheffield.gov.uk/social-care/adapting-your-home if you need to make changes to your home to help your child manage better and become more independent. The team can offer advice, equipment and adaptations.

If your home is not suitable for adaptation the Health and Housing team can support your family to look at re-housing.

Decision-making and mental capacity

In law, young people aged 16 or over are presumed to have the ability to make their own decisions. This includes certain decisions relating to their education or medical treatment.

Once a young person turns 16, services will normally engage with them directly, rather than with their parents. However, you should continue to be involved in discussions about your child's future. You can also continue to support your child by attending meetings, filling in forms or dealing with correspondence on their behalf, if they are happy for you to do this. You retain parental responsibility for your child until they reach the age of 18.

The Mental Capacity Act

The Mental Capacity Act is a law that protects vulnerable people over the age of 16 around decision-making. If someone needs to make a significant decision, but other people doubt their ability to make it because of their disability, an assessment can be made to determine whether they can make the decision themselves or not. If they can't, a best interest decision can be made by other people on their behalf.

It is helpful to remember that capacity of a young person should always be presumed unless they have difficulty with the following:

- understanding the information they need. For example, what the consequences will be or remembering the information for long enough to make the decision
- weighing up the options and making a choice
- communicating their decision in any way - for example, by blinking or squeezing a hand

You cannot decide a person lacks mental capacity because you think they've made a bad or strange decision. If the person cannot make a decision at a certain time, they may still be able to:

- make it at another time
- make decisions about other things

When making decisions on behalf of your child, you must comply with the Mental Capacity Act. For further information refer to the Mental Capacity page on the Sheffield Local Offer.

www.sheffielddirectory.org.uk/localoffer/health-and-wellbeing/mental-capacity-act/

Do not make a decision for your child if it can wait until they can do it themselves. Parents and professionals must always support a young person to be involved as much as possible in a decision made on their behalf, even if they do not have the capacity to make it themselves. Communication aids can support these assessments.

Some people may need an independent advocate to help gather their opinions and represent their views. Professionals within health, education or social care settings can refer for an independent advocate if needed. Young people can be supported by an advocate from age 16+. More information can be found at: www.sheffieldadvocacyhub.org.uk

Decisions about EHC plans

When a young person reaches the end of compulsory school age (defined as the last Friday in June of the school year in which they turn 16), some rights related to EHC plans transfer from the parents to the young person.

These are:

- the right to ask for an EHC needs assessment
- the right to make representations about the content of their EHC plan
- the right to ask that a particular education setting is named in their plan
- the right to request a personal budget
- the right of appeal to the SEND tribunal.

Your child may still want you to advocate on their behalf once they've turned 16. If this is the case, SENDSARS would need consent from the young person to share information directly with you.

If you think your child lacks mental capacity to make these decisions, you should alert the SEND Statutory Assessment and Review Service (SENDSARS), who will work with social care around the appropriate assessments.

Gillick Competence

Gillick competence is only relevant around decisions made about clinical or medical treatment. Children under the age of 16 can consent to their own treatment if they're believed to have enough intelligence, competence and understanding to fully appreciate what's involved in their treatment. This considers:

- the child's age, maturity and mental capacity
- their understanding of the issue and what it involves - including advantages, disadvantages and potential long-term impact
- their understanding of the risks, implications and consequences that may arise from their decision
- how well they understand any advice or information they have been given
- their understanding of any alternative options, if available
- their ability to explain a rationale around their reasoning and decision making.

This is known as being Gillick competent. If a child or young person under the age of 16 is considered Gillick Competent, they have the right to give consent, or refuse, medical treatment. This means the decision of parents will be overruled unless there are issues about capacity OR there is a safeguarding concern which will then be referred to the appropriate agency. Where a decision can potentially cause death or severe permanent injury the case will be referred to the Court of Protection.

Transitioning from Children's Health to Adult Health Services

The way health care is provided in adulthood can feel very different to young people and their families compared to paediatric services. This is because:

- not all young people will need their healthcare to be moved from the Children's Hospital to Sheffield's adult hospital. For many, leaving the specialist children's services will mean discharge and support by their primary care provider (the GP). The GP will refer into adult specialist services when your child needs extra support.
- subject to Mental Capacity, from 16, the young person rather than the parent becomes the decision maker. The young person can involve family members or others to support them in this.
- the GP plays a more active role in coordinating healthcare for adults. They will have oversight of the different parts of the medical care and can support with any concerns.

Being discharged from the Children's Hospital does not mean that your child is not accessing a service. There is plenty that can be done to continue to support your child's healthcare needs in the adult world.

If your child's healthcare is being transferred to an adult provider, some services offer transition clinics which are jointly run by staff from children's and adult health services.

Health Transitions documentation

Many families find it helpful to keep their child's medical paperwork together through the transitions process. This can include:

- Health / hospital passports. These are helpful documents for a health professional to understand an individual's medical and other needs when they attend clinic or in an emergency. These are particularly beneficial if your child has a learning disability. It also takes the pressure off parent and their child to have to communicate this in an emergency. This can be downloaded from: www.library.sheffieldchildrens.nhs.uk/my-communication-and-health-passport/
- Transition Plan – this should be completed between services, but you can request a copy.
- Ready, Steady, Go questionnaires. These questionnaires are to help your health professionals discuss what to expect from moving into adulthood from as early as 11 years, and to help young people feel more ready and confident about moving into the next phase of their healthcare. Available here: www.readysteadygo.net
- any discharge letters or the most recent reviews. Your child's service should provide you with lots of information and leaflets at this stage so keep them too.
- young people with complex health needs may require Advanced Healthcare Plans and ResPECT forms. Speak to your child's clinician to ensure these are reviewed and up to date.

In emergencies

From age 16, young people should attend the Emergency Department at Northern General Hospital. Patients aged 16 and over (except CAMHS patients) will only be seen in the Emergency Department at Sheffield Children's Hospital in the following cases:

- your child has ongoing care with a specialist team at Sheffield Children's Hospital.
- your child has a transition plan in place preparing them for transition to adult services with further follow up planned at Sheffield Children's Hospital.
- your child has not yet had their first appointment at adult services. Once they have attended an appointment at adult services they will be discharged from Sheffield Children's Hospital. In an emergency, they would then attend the Adult Emergency Department.

Patients under the CAMHS service are required to attend the adult emergency department from 16 years and above.

If you have any questions about where your child should attend in an emergency, please contact their specialist team.

Annual Health Checks for people with a learning disability

If your child has a learning disability, make sure that your GP adds them to the GP Learning Disability Register. This is so that reasonable adjustments can be made, and your child can access the right healthcare. For further information please see:

www.england.nhs.uk/learning-disabilities/improving-health/reasonable-adjustments/

From age 14, young people with learning disabilities are entitled to an annual health check. Most GPs offer them. This is because people with a learning disability often have poorer health. This can be their physical or mental health, or both.

The health checks give young people a chance to meet and get used to visiting the nurse or GP. They should have an annual health check even if they are under the care of a hospital paediatrician.

The nurse or GP will go through a checklist to try and avoid problems getting missed. They will also discuss existing conditions such as asthma, epilepsy or constipation.

The annual health checks are also times for the nurse or GP to:

- check healthy eating and weight
- screen for conditions such as diabetes or high blood pressure
- arrange blood tests if needed
- plan vaccinations for flu, tetanus and Covid, both for your child and for yourself as a carer

Find out more on the **Local Offer:** www.sheffielddirectory.org.uk/localoffer/health-and-wellbeing/annual-health-checks-for-young-people-with-learning-disabilities/

If your child is eligible for an Annual Health Check but has not been invited

Although most GPs now offer annual health checks, they do not have to. If you think your child is eligible but has not been invited:

- contact your GP and ask if your child is included on their learning disability register. This register helps NHS staff to identify patients who may need extra help or support. Anyone with a learning disability can ask to go on it. It is for people of all ages, and you don't need to have a formal diagnosis of learning disability.
- if your child is not on the register, ask the surgery to include them and offer them an annual health check.
- if their GP is unable to offer an annual health check, ask if you can go to a nearby surgery to have it done.

If you are a carer

A carer is anybody who looks after a family member, partner or friend who needs extra help because of their illness or disability. This includes children and young people under 18. All the care they give is unpaid.

Make sure your GP has coded your notes (and those of other relevant carers) with an 'Is a carer' code. This is so that you get called for flu vaccines and up to date Covid advice. It can also help for your GP practice to know that you are a carer. For example, ensuring that your own health issues can be attended to, arranging appointments or home visits.

Parent and carers may want to put a request on their child's notes that they can pick up prescriptions on their child's behalf, as at age 16 this transfers to the young person.

Key Local NHS Health Services

Continuing Healthcare

If your child's needs are related to their health, then they may be eligible for continuing healthcare for adults when they turn 18.

If your child already receives support from children's continuing care, your named assessing nurse in that team will work with you and your child at 16 to make sure that your child's package helps with the move to either social care support, into continuing healthcare for adults or back into the care of your GP. Please note, being eligible for children's continuing care does not automatically mean that your child will qualify for continuing healthcare for adults.

If your child is not known to children's continuing care but you think they may require continuing healthcare for adults, a checklist should be completed when they are 17 years old. The Checklist can be completed by a variety of health and social care practitioners, who have been trained in its use. This could include, for example: registered nurses employed by the NHS, GPs, other clinicians or local authority staff such as social workers, care managers or social care assistants. This should be sent to NHS Continuing Health Care Team (adults) to determine their eligibility for NHS continuing healthcare for adults.

Young people with learning disabilities

If your child has a learning disability, they may be eligible for support from the Community Learning Disability Team once they are 18. You can refer them by contacting the team either on **0114 226 1562** or by **emailing CLDTBusinessSupport@shsc.nhs.uk**.

The CLDT service offers specialist health care assessment and interventions including psychiatry, psychology, occupational therapy, physiotherapy, speech and language therapy and community nurses. Your child might be invited to attend a transition clinic with the Community Learning Disability Team to see what support is available.

Young people with autism / ADHD

If your child has autism or ADHD and no associated learning disabilities, they can be referred to the Sheffield Adult Autism and Neurodevelopmental Service (SAANS) for assessment, support and counselling over the age of 16. For more information, see **www.shsc.nhs.uk/services/sheffield-adult-autism-and-neurodevelopmental-service-saans** or call **0114 271 6968** or **0114 271 8133**.

Useful contacts:

Sheffield Children's Hospital Information about transition is available at:

www.sheffieldchildrens.nhs.uk/patientsand-parents/transition/

Patient Advice and Liaison Service (PALS) The Patient Advice and Liaison Service (PALS) offers confidential advice, support and information on health-related matters. They provide a point of contact for patients, their families and their carers.

Monday - Friday 8am-4pm:

www.nhs.uk/nhs-services/hospitals/what-is-pals-patient-advice-and-liaison-service/

Sheffield Teaching Hospitals (Adults) Information about transition is available at:

www.sth.nhs.uk/patients/transition Sheffield Teaching Hospitals have a transition service. The service is made up of children's nurse specialists in an adult setting and they coordinate the transition for complex health needs. Sheffield Teaching Hospital also has a Learning Disability Service. Please contact the Transitions Team for more information.

Email: sth.transitions@nhs.net

Website: www.sth.nhs.uk/patients/transition

Mental Health Services

Young People under the care of Children and Adolescent Mental Health Service (CAMHS)

CAMHS start to look at transitioning young people out of their service when they are aged 17.5. Working with families they identify any mental health needs and explore what service would be best suited to meet those needs when they are 18 and older.

The GP and/or other organisations may be able to take over your child's care before they turn 18.

To get in touch with CAMHS, please call the switchboard on **0114 271 7000** or see further information at: www.sheffieldchildrens.nhs.uk/services/camhs

Other mental health services in Sheffield

The STEP Forward Programme can be accessed from 16+. This is a six-week psycho-educational programme which aims to provide support to young people who struggle with a variety of mental health difficulties. The course provides the opportunity to learn new coping skills to support wellbeing and help your child move forward. For more information please see: www.shsc.nhs.uk/services/short-term-educational-programme-step/step-forward

Door 43 is specifically for younger people aged 13-25. For further information please see www.sheffieldfutures.org.uk/projects/door43

Other charities and voluntary organisations also offer a variety of mental health support. CAMHS can refer your child to these or help them make a self-referral.

For more general mental health information please see: www.sheffieldmentalhealth.co.uk

There are some important changes to benefits when young people turn 16:

- DLA (Disability Living Allowance) will finish at 16 and you will need to apply for PIP (Personal Independence Payment).
- the DWP will normally write to you when your child is 15 years and seven months old. They will explain what will happen and check if your child has the mental capacity to manage their own benefit claims, or if they will need an appointee to act on their behalf.
- they will follow this up with a second letter 3 months later.
- finally, the DWP will contact your child shortly after their 16th birthday to invite them to claim PIP.

It is important to be aware that PIP is scored differently to DLA and the level may change. Contact have published a useful guide about claiming PIP. You can download it from their website:

www.contact.org.uk/wp-content/uploads/2021/03/PIP-guide.pdf

On turning 16, young people are able to claim benefits, like Universal Credit, in their own right. However, if they stay in full-time non-advanced education or in types of training, parents can choose to carry on claiming for them as part of their family. (Non-advanced education includes GCSEs, A-levels, BTECs, NVQ levels 1-3)

You will need to weigh up which option is likely to leave your family better off. You can get help from **Contact's Benefits Advisers (0808 808 3555)** or **Citizen's Advice Sheffield (03444 113 111)**.

Young people aged 16+ are also able to receive direct payments in their own right, rather than this being managed by parents or carers (if they are eligible to receive direct payments).

Appointeeship

A young person turning 16 is usually expected to take on responsibility for any benefits they claim. If they are unable to manage their affairs, you can become their 'appointee' for benefit claims.

Becoming an appointee means that you are responsible for making any claims, giving any information required, and disclosing any changes that may affect your child's entitlement to benefits. The benefits will be paid to you on their behalf. It is important that you open a separate bank account for your child's benefits. Becoming an appointee for benefit purposes doesn't mean you have any wider rights to deal with their affairs. For more information, see:

www.gov.uk/become-appointee-for-someone-claiming-benefits

If a young person doesn't have family who can act appropriately as an appointee and the young person lacks the capacity to manage their own finances, then the local authority can arrange to for an independent financial appointee to manage their money.

Universal Credit

Universal Credit is a benefit for people aged between 16 and 64 years who are on a low income, out of work or unable to work.

If a young person aged 16 or 17 is not in employment, education, or training, they may be entitled to Universal Credit if they satisfy at least one of the eligibility conditions. These include:

- having limited capability for work
- having medical evidence and waiting for a work capability assessment

If a young person aged 16 or 17 years is in full-time education or training, they may be entitled to Universal Credit if they meet at least one of the eligibility conditions. These include being entitled to PIP or DLA and having limited capability for work.

For a full list of eligibility conditions, go to: www.gov.uk/universal-credit/eligibility. If the young person declares a disability or health condition when they make a claim for Universal Credit, they may be asked to attend a work capability assessment. The outcome of this assessment determines whether they will be required to look for work or prepare for work as a condition for getting Universal Credit: www.gov.uk/health-conditions-disability-universal-credit.

The Department for Work and Pensions (DWP) provides a programme of support for all 16- to 24-year-olds making a new claim to Universal Credit who are required to prepare or look for work. This is called the DWP Youth Offer. You can find out more by going to the government website: www.gov.uk/guidance/help-to-find-work-for-universal-credit-claimants-aged-18-to-24

Please note: If a young person is aged 18 or over and getting residential or community care services from adult social care, getting Universal Credit could lead to them being asked to pay some charges towards those services. More information is available at: www.sheffield.gov.uk/home/social-care/cost-of-care

16 - 19 Bursary Fund

If your child is in further education (school or college) or training, they could apply for a 16 - 19 bursary. You should apply for this at your school or college. There are two types of bursaries:

1. Vulnerable student bursary:

Up to £1,200 per year for young people aged 16-19 years when at least one of the following applies:

- in or recently left local authority care
- is getting Income Support (IS) Universal Credit because they are financially supporting themselves
- getting Disability Living Allowance or Personal Independence Payment and either Employment and Support Allowance (ESA) or Universal Credit

2. Discretionary bursary

Your child can apply for this if they need financial help, but do not qualify for a vulnerable student bursary. The education or training provider decides how much your child will get based on individual circumstances (this usually includes your household income) and what it can be used for. This bursary is mainly for young people aged 16-19 years, but those aged 19+ may also qualify if they are continuing on a course that they started aged 16-18, or if they have an EHC plan. For more information, see www.gov.uk/1619-bursary-fund

Banking

It is a good idea to open a separate bank account for your child's benefits and other money when they reach 18. Having a separate bank account will make it easier to show what your child's income and savings are. This can be important if your child is claiming certain benefits or receiving support from adult social care. A separate bank account also means that your child would still be able access their money if their parent were to pass away.



Your bank should talk to you about different options. For example, it may be possible to open a joint account that you and your child both have access to, or a basic bank account which has some limits on what it can do. If your child doesn't have mental capacity to manage a bank account, you may be able to open an appointee account.

For more information about banking for people with a learning disability, please have a look on the DOSH website: www.dosh.org/banking

Wills and Trusts

If someone leaves a lump-sum inheritance to your child, they could lose their means-tested benefits and may have to pay for some or all of the support they receive from adult social care. You can avoid this by setting up a discretionary trust for them. For more information, please see www.mencap.org.uk/advice-and-support/wills-and-trusts-service

Child Benefit

Child benefit is paid until age 20 if your child is in:

- fulltime learning e.g. college, sixth form
- approved work-based learning that doesn't pay a wage e.g., study programme

Child benefit is not paid if your child is in:

- a job/apprenticeship
- higher Education

Child Benefit Extension

Child Benefit will stop when your child leaves approved education. If your child is 16 or 17 you can keep Child Benefit for up to 20 weeks longer. This is called the Child Benefit Extension Period. To get the Child Benefit Extension Period your child must not be working more than 23 hours a week

Find out more at: www.gov.uk/child-benefit-16-19

Phone: 0300 200 3100

Further Help and Support

Sheffield Carers Centre is a local charity offering a range of support, information, advice and assessment services to all unpaid adult carers living in the city. A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, age-related frailty, mental or physical health or addiction cannot cope without their support. This includes parents caring for disabled children.

You can call their free Carer Advice Line Monday to Friday 10am to 4pm.

Phone: 0114 272 8362

Website: www.sheffieldcarers.org.uk

Email: support@sheffieldcarers.org.uk

Sheffield Parent Carer Forum: An independent group of parents and carers of children and young people (0-25) with special educational needs and disabilities. They provide information, organise events, gather and represent parents' views, and run a peer support service.

Contact

Phone: 03003214721

Email: enquiries@sheffieldparentcarerforum.org.uk

Website: www.sheffieldparentcarerforum.org.uk

Glossary of key terms available here: www.learnsheffield.co.uk/Downloads/InclusionDocuments/19-20/SEND%20Glossary%202023.04.2020.docx

SSENDIAS (formerly Parent Partnership) stands for Sheffield SEND Information and Advice Service. It provides information, advice and support to children and young people with SEND and their families, in relation to education, health, social care, disability benefits and leisure.

Website: www.sheffieldsendias.org.uk

Phone: 0114 273 6009

Email: ssendias@sheffield.gov.uk

Citizens Advice Sheffield offers free confidential, impartial and independent advice and information on a wide range of subjects.

Website: www.citizensadvice.org.uk

Phone: 03444 113 111

Contact offers advice and information for families raising children with additional needs.

Website: www.contact.org.uk

Family Helpline: 0808 808 3555



IPSEA is a national charity that offers free and independent legally-based information, advice and support to help get the right education for children and young people with SEND. They have different helplines and services.

Website: www.ipsea.org.uk

Advocate support

An advocate is someone who can help you or your child express your views and wishes and stand up for your rights.

Sheffield Advocacy Hub is a partnership between Citizens Advice Sheffield, Cloverleaf Advocacy and Disability Sheffield.

It provides all statutory advocacy in Sheffield. This includes advocacy for social care, mental health, NHS complaints and learning disabilities.

Website: www.sheffieldadvocacyhub.org.uk/

Email: referrals@sheffieldadvocacyhub.org.uk

Phone: 0800 035 0396



This document can be supplied in alternative formats,
please contact localoffer@sheffield.gov.uk

Sheffield City Council
www.sheffield.gov.uk

