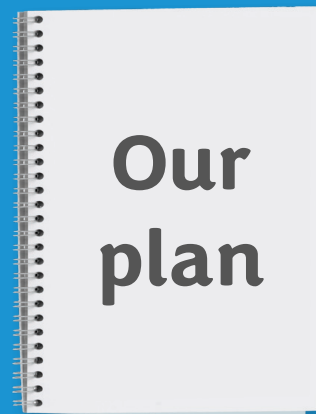
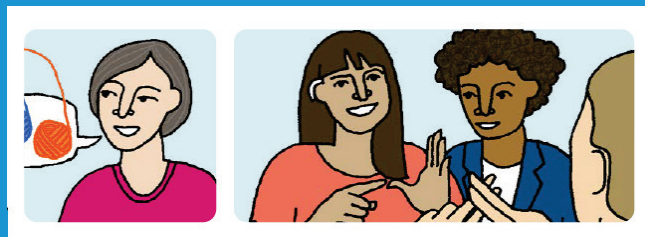
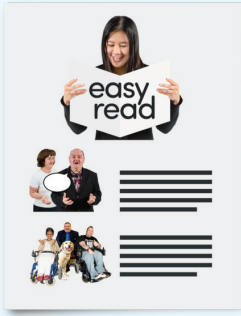


# Our plan to support children with SEND



Easy read booklet



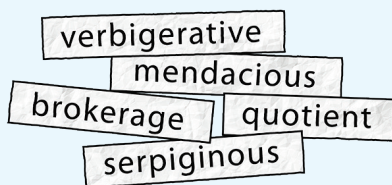
This is an Easy Read version of some information. It has words and pictures.



You might want help to read this booklet. You can ask someone to help you.

## words

Some words are **black and bold**. This means we think they are difficult words.



**Black and bold** words are thicker and darker. We explain what they mean in a box like this.



Some words are **bright blue**. These are links to websites or email addresses. You can click on these links on a computer.

# Who we are



We are **Bristol City Council**.

We work closely with

- local services like the NHS, schools and **social care**.
- families in Bristol.



**Social care** give people help to do everyday tasks.



We want children with **SEND** to get the help they need to be healthy and to learn.



**SEND** stands for special educational needs and disabilities. Children with SEND need extra help to learn and do day to day activities.

# What this booklet is about



This booklet is about **Education, Health and Care Needs Assessments**. We call these **EHCNAs** for short.



**EHCNAs** are questions we ask you to decide if you need a **care plan**.



A **care plan** says what help you need to learn or to look after your health. Other people read your care plan to know how they can help you.



This booklet tells you

- why it has been difficult for children to have an EHCNA
- how we will make it easier.

# Why we want to make changes



Many children with SEND in Bristol do not have an EHCNA or they wait a long time for one.



This is because

- lots of children need help
- there are not enough staff to complete in EHCNAs with them
- schools do not have enough money.



If they do not have an EHCNA they do not get a care plan.



Many children need an EHCNA when they go from nursery to reception, and from primary school to secondary school.

# Our plan



We listened to what families in Bristol need, and made our **SEND Inclusion Plan**.



Our **SEND Inclusion Plan** is what we will do from 2024 to 2028 to help children with SEND.

**Inclusion** means everyone is included and nobody is left out.



The plan will help us

- understand what help children and families need
- give children the right help at the right time
- help children feel safe
- help children have an EHCNA and get a care plan.



# What we have done so far



This year we have worked with services in Bristol to make lots of good changes.



- ▶ There are now lots more staff who can complete EHCNAs.



- ▶ 1 million pounds has been given to **educational psychology services**. This money will help complete EHCNAs quicker.



**Educational psychology services** say what help a child needs and what should be in their care plan.



▶ We helped services work better together so children wait less time for an EHCNA.



▶ Schools have extra money to help children while they wait for their EHCNA.



▶ If a child has to wait a long time for their care plan, their school gets money to pay for their support from the date the plan should have been ready.



▶ We made a plan for a 1 million pound learning service. This will help schools give children with SEND quicker and better help.



Our changes will

- lower the number of people who wait for an EHCNA
- give 170 children a care plan each month.

# Vulnerable children



We do our best to help **vulnerable** children have their EHCNAs quickly.

**Vulnerable** means you might need extra help and support to stay safe and well.



Children are more likely to be vulnerable when they

- have lots of health problems
- do not go to school
- change from nursery to reception, and from primary school to secondary school
- live in the **care system**.



The **care system** is a set of services who look after children who cannot live safely with their parents.

# How we share information



We help services and families talk to each other to share information.



Families are now told

- information about their EHCNA
- the wait time for an EHCNA
- if their EHCNA will take longer than planned.



We help schools use newsletters, meetings and **forums** to share important information.

**Forums** are where people talk to share ideas or information.



We will make sure the letters that services send to families are easy to understand.

# How we make good decisions



To make good decisions we have **governance arrangements**.



**Governance arrangements** are rules an organisation follows to make sure it is run properly.

We have a **board** of people from lots of different services.



A **board** is a group of people who make sure an organisation is managed well.



The board

- make sure everyone works well together
- think about what might go wrong and how to stop it.

# How we check our work



We have goals for how many EHCNAs and care plans we complete each month.



We talk to our board and the people in charge of our plan about these goals.



We have also written another plan called our **quality assurance plan**.

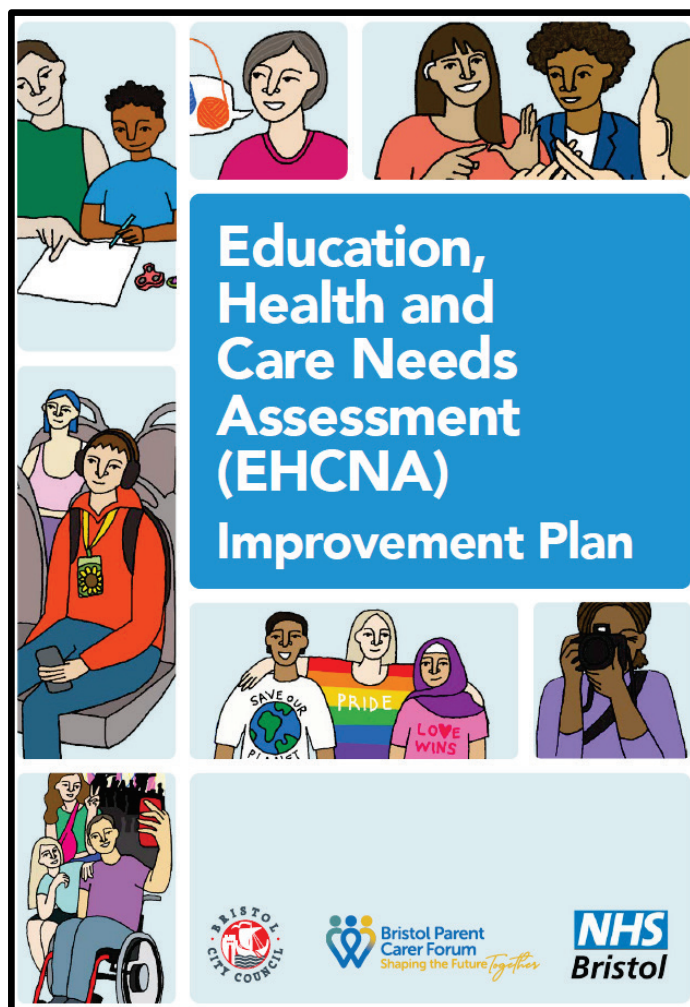
Our **quality assurance plan** helps us

- think about the work we do
- learn how we can do our work better.



You can read our **quality assurance plan**. It is in Easy Read.

# Thank you for reading this booklet



Thank you to A2i for the words  
[www.a2i.co.uk](http://www.a2i.co.uk) (reference 43019)

The full version of this document is called  
**“Bristol EHCNA Improvement Plan.”**