

# Digital ASAP Form

Simplified and online



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Newcastle



SEN Advice and Support Allocation Panel - What are you requesting? - Newcastle City Council ([achieveservice.com](http://achieveservice.com))

# Making a start

Newcastle City Council



## SEN Advice and Support Allocation Panel

What are you requesting?

Appendix 1

Allocation of Resources

Contact Details

Section 1



### Request for Involvement/Applications for Individual Pupil Support Funding or Early Years Inclusion Fund

**Note:** Please read the information provided in the Appendices before completing this form.

#### What are you requesting?

- Involvement of SEN Specialist Staff for Advice and Support only (complete Section 1 of Form)
- Individual Pupil Support Funding - schools (complete Sections 1 and 2)
- Early Years Inclusion Funding (complete Sections 1 and 3)

✕ Cancel

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# SEN Advice and Support Allocation Panel

What are you requesting?

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Section 3



## Request for Involvement/Applications for Individual Pupil Support Funding or Early Years Inclusion Fund

**Note:** Please read the information provided in the Appendices before completing this form.

### What are you requesting?

- Involvement of SEN Specialist Staff for Advice and Support only (complete Section 1 of Form)
- Individual Pupil Support Funding - schools (complete Sections 1 and 2)
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## Guidance for Making a Request for Involvement

The Newcastle Graduated Response to meeting special educational needs includes the SEN Advice and Support Allocation Panel (ASAP). The intention of services available through SEN ASAP is to provide free specialist advice and guidance to support mainstream inclusion.

Schools will need to provide details about how the Newcastle SEND Mainstream Guidance has been followed, but impact on individual progress / outcomes has been limited. There should be evidence of Assess, Plan, Do and Review as outlined in the SEND Code of Practice. From September 2021, schools will be expected to provide an SEN Support Plan. Support will usually be for children or young people who are at SEN Support level of need.

Early Years settings will need to provide details about how the Newcastle Universally Available Guidance has been followed and are expected to provide an Early Years SEN Support Plan.

If individual children or young people have an EHCP issued within the last year, it is anticipated that, in most instances, a school/setting will refer to the appropriate and relevant advice outlined as part of the Plan rather than making a Request for Involvement from the SEN ASAP.

If the child or young person currently has involvement from a Local Authority SEN service (eg EPS, SEND Outreach Service), the school/setting should seek the professional's views before making a Request for Involvement from the SEN ASAP.

Staff allocated through the ASAP are listed below:

- For Early Years: SEND Outreach specialist teachers for all four areas of need SEND Outreach Service Nursery Nurses for SEMH needs,
- For Children and young people aged 5 -18 years:
  - SEND Outreach Service specialist teachers for Communication and Interaction and Cognition and Learning needs,
  - Specialist staff from Hadrian School and Sir Charles Parsons Special School for Cognition and Learning needs,
  - Specialist staff from Trinity for children of primary age with SEMH needs,
  - Time from the EPS service for children and young people with SEMH needs.

SEN ASAP support may involve some or, occasionally, all of the following:

- solution focused consultation
- facilitation with key staff
- guidance and specialist advice to key staff and senior leaders in school
- observation
- 1:1 assessment
- modelling
- monitoring outcomes

All of the above will involve members of the SEN ASAP team supporting and working alongside staff to promote the inclusion of children and young people with SEN within a mainstream setting. The type and level of involvement will be decided on a case by case basis through the SEN ASAP.

I have read and understood the information provided in Appendix 1.

✓

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When making your first application to SEN ASAP, please ring the ASAP telephone number to set up an agreed password.

This password will remain the same for all future requests.

Email [SENASAP@newcastle.gov.uk](mailto:SENASAP@newcastle.gov.uk)

SEN ASAP telephone number (general enquiries) 0191 277 8829

Postal address:

SEN ASAP admin

Library Block

Westgate Community College

West Road

NE4 9LU

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# SEN Advice and Support Allocation Panel

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Section 1 **1**

## All Requests for Involvement, IPS Funding and EY Inclusion Fund Applications

Name of pupil/student

Test pupil



Date of Birth

Day

Month

Year

01

01

2006



Year Group

11



Address

Does this need to be broken down to address elements

Test Address  
Newcastle



Postcode

NE2 8BB



Parent/carer Contact details

Should this be broken down into name, number, email

Mrs Test  
07777 777 777  
mrs.test@test.tes



School / Setting

Test school



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Name and designation of person making request

Does this need to be broken down

Test SENCO, SENCO ✓

Date of request

16/05/2022 ✓

Contact number/email

Is this email address to be used in correspondence, eg an email sent from this form on completion

senco@testschool.org.uk ✓

Area of CoP considered to be primary area of need: (tick below)

- Communication and Interaction (0 -18y) ✓
- Cognition and Learning (0 – 18y)
- SEMH (0 – 18y)
- Physical/Sensory (0 – 4y)

If there is a secondary area of need, please specify

Secondary area of need ✓

Is this request for a Looked After Child?

Yes No ✓

Please specify which LA if not Newcastle

If there is an Early Help Plan, please provide name of Lead Professional

No ✓

Does the pupil have English as an Additional Language?

Yes No ✓

Does the pupil receive Pupil Premium?

Yes No ✓





Current attendance (this academic year)

75% to date



Attendance for previous academic year

95% at same point



Brief description of concerns and needs of child/young person

Test concerns and needs



Other involvement from Education/ Health/Social Care (e.g. EPS, SEND Outreach Service, HI, VI, NHS Speech Therapy, NHS OT, CYPS).

Please provide date of involvement ,brief summary of outcomes and attach any relevant report)

NHS Speech Therapy, NHS OT



Summary of Progress and Attainment


Test progress and KS test attainment



## Details of Interventions/support

Click on the **Add Details of Interventions / Support** button below to add multiple entries for intervention and support details.

Add Details of Interventions / Support

	Details of intervention	Support provided by school/setting Include frequency, length of time	Staffing Requirement	Outcomes Achieved
 	Test	Test every morning for 30mins	1	Test

Please specify what you are hoping to achieve through the SEN ASAP process.

Test



Any other information (relevant documents such as SEN support plans individualised target setting should also be attached).

Test



### Relevant Documents

Maximum of 3 files can be uploaded (please make sure each file does not exceed 2mb in size)

Drop files here to upload -  upload



Uploaded: 1 of 3

 [ASAP Form demonstration.pptx \(1.05...](#)



For children and young people attending pre-school settings or post 16 settings please provide the following information:

Key worker/SENCO

SENCO Test



Contact number

0111 111 1111



Email address \*

paul.foote@newcastle.gov.uk



Confirm email address \*

paul.foote@newcastle.gov.uk



Attendance (please indicate below)

Morning

Monday

Tuesday

Wednesday

Thursday

Friday



Afternoon

Monday

Tuesday

Wednesday

Thursday

Friday



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## Parent's/Carer's Views

Please download and share this fillable form with the Parent's/ Carer's ([SEN ASAP Parents Carers Form](#)),

Please upload a completed SEN ASAP Parents Carers form with the Parent's/ Carer's views

Drop files here to upload -

Uploaded: 1 of 1

 [SEN ASAP Parents-carers\\_form.pdf...](#) 

For information on how to find out about the data we hold and other rights you have under General Data Protection Regulation, visit our website: Newcastle City Council - <https://www.newcastle.gov.uk/local-government/access-information-and-data/open-data/privacy-notice>

## Child/Young Person's Views

Child/Young Person's Views

Test



Name

Test pupil



Signature

T. pupil



---

Section 1 completed by

SENCO Test



Signature

S. Test



On Behalf Of

Test pupil



Date Signed

20/06/2022

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✕ Cancel


✓ Submit


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# What SEN ASAP and the SENCO receive

SEN Advice and Support Allocation Panel - SENASAP430830153

 noreply <noreply@newcastle.gov.uk>  
To ● SEN ASAP  
Cc ● Foote, Paul

 SEN Advice and Support Allocation Panel SENASAP430830153.pdf  
19 KB

 ASAP Form demonstration.pptx  
1 MB

 SEN\_ASAP\_Parents-carers\_form.pdf  
177 KB

A new application has been submitted - **SENASAP430830153**.

**The request is for:**

Involvement of SEN Specialist Staff for Advice and Support only (complete Section 1 of Form)

**Area of CoP considered to be primary area of need:**

Communication and Interaction (0 -18y), Cognition and Learning (0 – 18y)

**Secondary area of need (if applicable):**

Secondary area of need

