What is the SENSAP Team?
The SENSAP team is the local authority’s Special Educational Needs Statutory Assessment and Provision team.

Working towards becoming a child-friendly city (guide), SENSAP’s aim is to enable children and young people with complex Special Educational Needs and Disabilities (SEND) to access the right educational support and provision and to achieve their life aspirations.

What does the SENSAP Team do?
The SENSAP team has a number of functions including:

Creating Education Health and Care Plans (EHCP) in partnership with others working with the child or young person across education, health and care. SEN Casework Officers use information and advice from the child or young person, their parents and the practitioners and agencies working with them to undertake an EHC assessment and, in most cases, to write an EHC plan. They work towards creating SMART outcomes that enable the child or young person to make progress and, later on, to become well prepared for adulthood.

The team also oversee school and setting places and admissions for children and young people who have an EHCP, in both mainstream and specialist settings.

SEN Casework Officers are working towards converting all the existing Statements of Special Educational Need into new EHCPs as a result of the implementation of the Children and Families Act 2014 (guide).

Monitoring and quality assuring special educational provision within educational settings - Monitoring and Quality Assurance Officers provide schools and settings with support and challenge around SEND. They provide training, conduct SEN audits, monitor students’ progress and help to ensure that schools and settings are working in ways which are consistent both with their statutory duties and continuing to develop best practice in SEN.

Managing the delegation of funds to educational settings —The team also have Funding for Inclusion (FFI) (guide) coordinators who oversee the delegation of FFI to educational settings. This includes EYFFI (guide) to Early Years settings and Additional Learning Support (ALS) to post-16 settings.

Supporting accessibility in educational settings for students with disabilities - The team’s Access Officer provides support and challenge to schools, early years and post-16 settings about their responsibilities for disabled access and help and advice with regard to the provision of suitable equipment, resources and adaptations to promote inclusion and accessibility (guide).
**More about the team**
The SENSAP team is a forward-thinking, creative and passionate team who has received national acclaim for its innovative ways of delegating funding and for the implementation of the EHC processes.

The team’s focus whilst meeting its statutory functions is on engaging children, young people and families in key decision making regarding their SEND provision; and enabling children and young people to reach positive and aspirational life outcomes.

In addition the team offer a range of bespoke training packages and briefings aimed at supporting practitioners, senior leaders and school governors in schools and settings with this often complex and developing area of work including support to understand the EHCP process.

They also provide schools and settings with a range of ‘audits’ which represent a rigorous review of the quality and effectiveness of provision for students with SEND.

**What should practitioners do?**
All children and young people who have EHCPs will have already been allocated an SEN casework officer and schools will already have an FFI Co-ordinator who oversees their funding arrangements. There are also SEN monitoring and Quality Assurance Officers in the team.

Where practitioners have a general query or want to discuss a specific child or young person, they should contact these workers in the team for further information. The contact details are below.

**Key contacts and for more information?**
For general enquiries and more information about EHCPs, monitoring and quality assurance, you can contact sensap@leeds.gov.uk

For general and specific enquiries regarding Funding for Inclusion, Additional Learning Support and any other matters relating to SEND funding, you can contact: ffi@leeds.gov.uk

For any general and specific enquiries regarding disabled access arrangements within educational settings, you can contact: Julie.lewis@leeds.gov.uk

You can read more on the Leeds City Council webpage about SENSAP and on the page for the Complex Needs Service.