

42 York Street  
Twickenham  
TW1 3BW

March 2021

Dear children, young people, parents and carers,

**A letter to children and young people with special educational needs and disabilities (SEND) in Richmond and their parents and carers**

We hope that you are well.

We are writing to tell you about **Richmond's new Special Educational Needs and Disability Register**. We believe this may be of interest to you because a child or young person in your family is either registered as receiving additional support at school, or they have an education, health and care plan.

The register is a list of children and young people (under 25 years) who have special educational needs or a disability. The law says every local authority must have a register like this, but it is your choice whether you add your name to it.

The register will help us to understand who lives in the area and plan the support they need.

Here are some reasons you might want to add your name to the register:

- You will receive information about different topics, for example:
  - how you can be supported at school and college
  - the support available for parents or carers
  - activities and clubs for children and young people
- You will be invited to give your views about local services, including:
  - what is working well, and what you would like to continue
  - what is not working well, and what needs to be improved
  - your ideas for how to make services and support better
- You can choose to receive a **Disability Awareness Card**, which you can show as evidence of your additional needs or disability

To find out more or to join **Richmond's Register** please visit [www.kr.afcinfo.org.uk/SENDRegister](http://www.kr.afcinfo.org.uk/SENDRegister)

We also want to remind you about some of the places and people that you can go to for information and support.

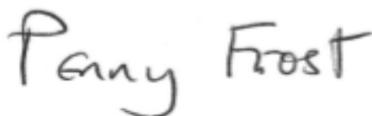
- **The SEND Local Offer website.** The website has information about local SEND services. [https://kr.afcinfo.org.uk/local\\_offer](https://kr.afcinfo.org.uk/local_offer)
- **SEND Advisory Support helpline.** A helpline run by professionals from SEND Services. Call 020 8770 6747 or visit [www.kr.afcinfo.org.uk/SENDAdvisorySupport](http://www.kr.afcinfo.org.uk/SENDAdvisorySupport)
- **SEND Information, Advice and Support Service (SENDIASS).** Free, independent advice for parents, carers and young people. Call 020 3793 9596 or visit [www.kids.org.uk/richmond-and-kingston-sendiass](http://www.kids.org.uk/richmond-and-kingston-sendiass)
- **Richmond Parent Carer Forum (Richmond PCF)** is an independent group of parents who have come together to ensure that SEND services meet the needs of local families. For more information please see the enclosed leaflet or visit our website at [www.richmondpcf.org.uk](http://www.richmondpcf.org.uk)
- **AfC's SEND Participation Team.** The team supports children and young people with SEND to have a say and be involved in decision-making. Email them at: [participationiscd@achievingforchildren.org.uk](mailto:participationiscd@achievingforchildren.org.uk)

Please also contact the Participation Team if you would like a copy of this letter, or to sign up to Richmond's SEND Register, in an alternative format (e.g. in larger font, with symbols added or a paper copy)

With very best wishes



Ian Dodds  
Director of  
Children's  
Services



Councillor  
Penny Frost, Chair of  
Education and Children's  
Services Committee



Tonia Michaelides  
Executive Locality Director  
Clinical Commissioning  
Group