



Easy Read: A Guide for Children and Young People

# Exceptional Teaching Arrangements Service

Supporting children and young people who are temporarily too unwell for school attendance.



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In this Easy Read document, difficult words are in **bold**.

We explain what these words mean in the sentence after they have been used.



Some words are blue and underlined. These are links that will go to a website or page which has more information.



# Introduction

This document is about the Education Authority's Exceptional Teaching Arrangements Service (ETA).

The ETA Service focuses on helping children and young people referred by their school for support with:

- Learning in core areas, while you are sick.
- Reintegration back to school when you are feeling better and ready to go back.

ETA teachers will try to help you keep up with your learning, feel more connected to your school and less isolated when you are off sick.



# What does the ETA Service do?



When a child or young person is too unwell to attend school the ETA service works with the school and the medical professionals.



Together, they will try to support your learning and help you keep up with your friends in school.

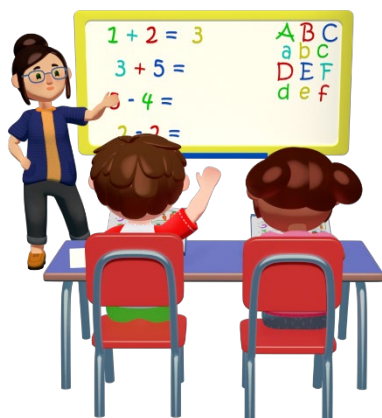
# What support does ETA offer?



The kind of support you will get is based upon the medical evidence and your needs.

ETA will always support you to get back to school as soon as possible when you are feeling better.

## Community-based ETA



- Most of the children referred to ETA will usually receive **Community ETA support**.
- This will take place either in your home, an EA or community setting, or in your school.
- ETA in the community offers teaching for up to 4.5 hours per week with a focus on English and Maths, personal and social development, and reintegration back to school.
- ETA can sometimes offer cluster groups of 2 or 3 pupils to help you with social and emotional barriers.



# What support does ETA offer?



## Specialist Group Provision

- This is for children with severe and profound mental health illnesses.
- Referrals can only be made by **CAMHS**.
- **CAMHS** is the Child and Adolescent Mental Health Service.
- Places are limited and the focus is on educational achievements alongside a strong programme of welfare support.



# What support does ETA offer?



## Hospital Based Support

This includes support if you are:



- Under 18 and attend a Step 5 CAMHS unit.



- Aged 12 to 17 and need a specialist service because of a complex learning disability, mental health difficulties and behaviour difficulties.



- Aged between 4-18 and are admitted to hospital because you are sick for periods of 20 days or more.



# Where can advice be found?



We can give parents, carers and school staff information and advice on their queries in the following ways:

- [Information for parents or carers](#)
- [Information for school staff](#)



- [Advice](#): Parents and carers should contact school first if they think ETA could be helpful for a child or young person.
- Or they can [contact](#) us by phone or email for advice.

# How to get support

## ETA [Community Referral Process](#)

This referral should be made by your school.



Staff in school will know what support they can offer you and which EA service they can get help from.



If there are medical reasons for not going to school and a referral for ETA is needed, then you or your parents and carers can give school any information you think might help.

Schools should send in a completed referral form and:

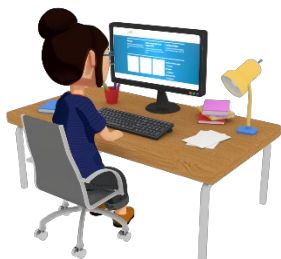


- medical reports showing you need ETA,
- attendance details,
- a plan for going back to school,
- **Statement of Special Educational Needs** if you have one,
- any other helpful information.



A Statement of Special Educational needs is a document that describes a child's needs and the special help they should receive.

# What happens with an ETA referral?



When your school has submitted the online referral form with all the information needed it will be reviewed at the monthly **ETA panel**.

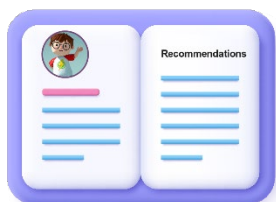


The ETA panel is a group of adults from the Education Authority including:

- Educational Psychologists,
- ETA Managers,
- Senior Education Welfare Officers,
- Special Educational Needs Lead Officers.



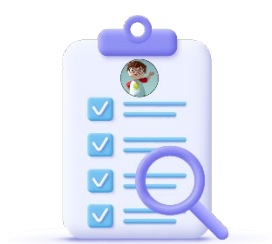
All referrals go to the ETA Panel because it makes it a fair process for every child being referred for ETA help.



The panel will look closely at the information to make sure ETA is the right service to help you.

Then they will discuss and agree the best way to support you.

# What happens with an ETA referral?



If a child is approved for support the school will be sent an email with the details and a document called a **Partnership Agreement** for them to complete.

This agreement must be completed by your school to show they are happy to work together with ETA.

If you are turned down for support at the ETA panel it may be for any one of several reasons:



- ETA needs further information from your school.
- The referral form was incomplete.
- The medical information was not up to date.
- A different education plan may be more suitable to support you.

Your school will be sent an email with the reasons why this has happened.



There is no appeal to the result. Schools can submit further applications if more evidence becomes available that may help to support the referral.

# What happens when ETA support starts?



Your school will let your parents or carers know.

An ETA teacher will be appointed to work with you.



They will contact your parents or carers to arrange a first meeting to find out more about you, and to set up a teaching timetable, start date and location.

Your parents or carers should complete a Parent/Carer Agreement form to show they are happy with the plan and to work together.



The ETA teacher will gather teaching materials from your school to make sure you are following the same lessons as your class.

# What happens when ETA support starts?

ETA support involves the following:



- Teaching support for four and a half hours per week.
- This time is normally split into three sessions of one and a half hours, but it can be different in some situations.
- The subjects covered will be English and Mathematics.



- Reviews will usually take place every 8 weeks to make sure your needs are still being met.



- Your parents or carers, school, ETA and medical professionals will work together on a plan to help reintegrate you back to school as soon as you are well enough to do so.
- After a few reviews, your parents may be asked for updated medical information to make sure ETA is still appropriate to meet your needs.



# For more information

You can look at our website here:



[Exceptional Teaching Arrangements Service](#)

**OR**

If you or your parents need more information, please contact us by:



Email: [etaenquiries@eani.org.uk](mailto:etaenquiries@eani.org.uk)

**OR**



Telephone the ETA Regional Office to be directed to your local ETA office on

028 7186 3525