

Dear Parent/Carer,

TH Short Breaks Specialist Holiday Scheme 2022

We are writing to you as your child may be eligible to access the short breaks specialist holiday scheme. The specialist holiday scheme can be accessed by children and young people, who fall under the following eligibility criteria, they must:

- **Live in London borough of Tower Hamlets**
- **Be aged between 5 years old and 18 years old**
- **Have a diagnosis which falls under either categories A or B**

Category A: Children and young people with Autistic Spectrum Disorder (ASD) and have severe learning difficulties.

Category B: Children and young people with complex health needs including those with physical and/or learning disabilities, those with associated sensory impairments.

If you are new to the short breaks service, you need to complete a self-referral form which can be requested from the short breaks co-ordinator via the email address at the bottom of this application or via the link below:

<https://www.towerhamlets.gov.uk/Documents/Children-and-families-services/Supporting-disabilities/Short-Breaks-self-referral-final-2012-13.pdf>

Please note: Places and weeks are allocated on the holiday schemes subject to availability, your child's eligibility and whether your child is accessing other short breaks.

Parents and carers **MUST** apply for a place on the holiday scheme every year, by the date specified on the application form and all places are allocated on an **assessed need/ received date of application**.

When your application is submitted?

Please send all completed holiday scheme application forms to the Short Breaks Coordinator via post or email using the information at the bottom of the application form. You will be contacted to confirm if your child has been offered a place on the scheme or placed on a waiting list. If you have not heard from the Short Breaks Co-Ordinator within 4 weeks please make contact as soon as possible. If applying via email please send as a PDF/word doc, we do not accept applications in any other format.

Before the holiday scheme begins

The **Holiday Scheme Provider** will contact you before the scheme to discuss your child's needs and preferences and they will provide further details of the scheme. It is **vital** that you undertake this registration process with the Provider, in order for your child to attend the holiday. If the Provider is not able to contact you within 48 hrs of the start of the scheme the placement will be re-allocated to another child on the waiting list.

Change of circumstances

If you wish to change your requested holiday scheme dates, you change address or your contact telephone number, you must contact the short breaks co-ordinator immediately. Failure to do so will mean that your child may not be offered a place on the holiday scheme.

Cancellations

If your child cannot attend the holiday scheme or if you would like to cancel your child's place. You **MUST** contact the local authority on **0207 364 1450** or via email short.breaks@towerhamlets.gov.uk as soon as possible. Failure to do so could affect future applications.

TH Short Breaks Specialist Holiday Scheme Application Form 2022

Child's full name	
Child's date of birth	
Child's ethnicity	
Child's gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's full address (including postcode)	
School/college that child attends	
Parent/carer full name	
Parent/carer contact number	
Email Address	

Holiday scheme dates	Please select the holiday dates below. You can select up to 3 weeks if this is your child's <u>only</u> short break.
February half term	
Easter holiday	
Summer holiday Week 1	
Summer holiday Week 2	
Summer holiday Week 3	
October half term	

* Please note the local authority can only offer 2 weeks maximum during the school summer holidays due to high levels of demand

Please list below if you are currently accessing any other short breaks (Befriending services, Discovery Home, Centre 404, Tower Project Saturday Club /After School Club):

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Sign.....date.....

Please complete and send form via email OR post to:

short.breaks@towerhamlets.gov.uk

**Short Breaks Service
5th floor
Mulberry Place
5 Clove Crescent
London, E14 2BG**

Applications must be returned by **14th January 2022**

Transport Request Form

There is no statutory duty for the Council to provide travel support for short breaks. In most cases, we expect parent/carers to take responsibility for travel arrangements to and from the chosen short break activity.

Tower Hamlets positively promotes and encourages independence and can provide independent travel training where appropriate.

Exceptional needs and circumstances

There will be circumstances in which travel assistance is required for short breaks because of exceptional need, where it is believed that exceptional circumstances apply, parents/carers or young people will be asked to complete a Short Breaks Transport – Exceptional Needs form available from the short breaks co-ordinator.

Exceptional needs might include, but are not limited to:

Exceptional social or medical circumstances affecting the child/young person or their parent/carer;

Health needs/disability/circumstances affecting the child's or young person's sibling(s) or other close family members who are dependent upon the parents/carers;

Exceptional financial difficulties; or

Other factors that are likely to significantly impact on the parents'/carers' ability to meet their responsibilities in getting their child or young person to their short break provider.

Evidence will be required and may be gathered from a range of professionals, and appropriate verification of any information that is relevant to the application will be required as part of this process.

All requests made for transport assistance will be considered based on individual needs and circumstances.

Please let us know below how your child will be getting to and from the holiday scheme.

I or another responsible adult will take my child to their short break and collect them at the end of the day. *Please note that if a responsible adult will be dropping off/collecting your child the holiday provider will ask you for more details of this arrangement as part of their assessment process.*

My child will be making their own to and from the holiday scheme

I think my child could travel to the short break on their own, if they received travel training and via the buddy system

I would like to request travel assistance as I believe there are exceptional needs /circumstances for consideration.

If you have answered ‘exceptional need or circumstance’, please complete the transport screening questions below in full.

Transport Application Questions

1. In your own words using the examples, set out above, please outline what your exceptional need/ circumstance is:

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2. Are you in receipt of mobility allowance?
Yes No

3. Does your family have a mobility vehicle for your child?
Yes No

4. Does your family have use of a car?
Yes No

5. Are you a single parent/carer household?
Yes No

6. Do you or your partner work?
Yes No

(If yes, do you or your partner work full-time or part-time?)

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7. Do you or your partner have any disabilities?

Yes No

If you have answered yes, please provided details of you or your partners disability)

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8. How many children are living in the household and how old is each child?

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9. Do any of other children have with special educational neds or disabilities?

Yes No

(If yes, please detail below the needs of your other children)

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10. Do you have family living close by who can support with transport arrangements for your child?

Yes No

11. Is your child in a wheelchair?

Yes No

(If yes, is the wheelchair manual or electronic?)

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12. Does your child need any specialist equipment/ requirement to travel? Yes No

(If yes, please tell us the type of specialist equipment required by your child)

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13. Does your child attend any after school/ weekend activities? Yes No

(If so, how do they travel?)

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14. How does your child currently travel to school?

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