

# Kirklees Additional Needs Register

For children and young people aged 0- 25 with special educational needs and disabilities  
**INFORMATION SHEET**

## To register you must:

- Be aged between 0-25 years of age
- Live in Kirklees or be the responsibility of Kirklees Council
- Have a special educational need and / or disability

## What is the Additional Needs Register and why should I register?

Under the Children Act 1989 all local authorities are required to maintain a register of children and young people with special educational needs and or disabilities in their area. Registration is voluntary and can only be completed with consent.

The information you provide will give us a clearer picture of special educational needs and disability in Kirklees and helps us to plan services.

**By registering, you will be entitled to a free 'Flexi Card' with Kirklees Active Leisure giving a 20% discount on a wide range of activities.**

## Who can register?

- Parent, carer or guardian of a child or young person with special educational need and / or disability
- A young person can complete the register themselves if they are over 16

## What happens to my information?

The information you give us is confidential. We may share this information with other agencies such as Education, Health and Social Care to help us work together to plan your support. This will be for statistical purposes and will be anonymised.

The register of children and young people with special educational needs and disabilities will:

- Help with the planning of services
- Keep you informed about services, events and opportunities which may be of interest if you are happy to be contacted

The information you provide will **not** be used in connection with any assessments of needs or benefit assessments.

## Keeping your information up to date

To make sure the information on the register remains accurate please update your details if there is a change in needs. We will contact you every two years in order to review the information we hold and to see if you wish to remain on the register.

## Assistance completing the registration form

We want to make sure everybody has an opportunity to register. If you require the information in a different format or need any support to complete the registration form please get in touch.

## Registering additional children / young people

The form allows for registration of up to two children or young people. If you have additional registrations please request another form.

## THANK YOU FOR TAKING THE TIME TO COMPLETE THE FORM

For further information please email [additionalneedsregister@kirklees.gov.uk](mailto:additionalneedsregister@kirklees.gov.uk) or call 01484 221000 and request 'Additional Needs Register' when prompted.