

## Break Time Short Break Activities

Registration form for April 2022 – March 2023

Before you complete this form, please check that your child meets the eligibility criteria to attend Break Time Short Break Activities. The full criteria and more information about the registration process can be found at [www.lancashire.gov.uk/SEND](http://www.lancashire.gov.uk/SEND)

We may contact you if we need additional information to confirm your child's eligibility.

If you have more than one child to register, please complete a separate form for each child.

If you have any queries, or if you require another copy of the registration form, please contact us by email at [cyp-shortbreaks@lancashire.gov.uk](mailto:cyp-shortbreaks@lancashire.gov.uk) or by telephone on 01772 538077.

Completed registration forms must be received by the Short Breaks Team by **11:59pm on Friday 21<sup>st</sup> January 2022.**

Registration forms will be considered in the order they are received by the Short Break Team.

### Child/Young Person's Details

Full name	
Known as	Ethnicity: <input type="checkbox"/> White <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Black or Black British <input type="checkbox"/> Mixed <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
Date of birth	
Gender	
Home address	
Postcode	

**Parent/Carer Details**

Full name
Telephone number
Email address

**The information below will help us to arrange suitable activities and groups that can meet the range of special educational needs and disabilities of children and young people in your area.**

**Details of the child or young person's needs**

Please give a **brief** description of your child's special educational needs, disability related needs or health needs.

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Does your child need help with personal care or feeding? Do they have any moving or handling support needs, or any specific communication needs? Please give details.

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Below are examples of the types of activity that may be arranged as part of Break Time groups and activities during 2022/23. Please tick all those that your child would be interested in, should they be available:

Sports	
Media/computer games	
Arts and Crafts	
Cookery	
Outdoor Activities	
Outdoor Play	
Youth Activities	
Various	
Other	

Some or all of the details you have provided above may be shared with Break Time providers in order to arrange suitable activities for children and young people.

In providing your personal data, Lancashire County Council will have a requirement to process your data in order to facilitate the SEND short breaks services to you.

We will only process your personal data where we have a clear lawful basis for doing so and will ensure the security and confidentiality of your personal data at all times.

For further details of how Lancashire County Council processes your personal data, please consult our privacy notice here:

<https://www.lancashire.gov.uk/council/transparency/access-to-information/service-and-project-specific-privacy-notice/lancashire-inclusion-service-send>

Please sign below to confirm your consent.

Please return by email to [cyp-shortbreaks@lancashire.gov.uk](mailto:cyp-shortbreaks@lancashire.gov.uk)

Or by post to: Policy, Commissioning and Children's Health, 2<sup>nd</sup> floor, CCP, County Hall, PR1 0LD

**The registration period for Break Time closes at 11:59pm on Friday 21<sup>st</sup> January 2022**

Thank you for completing this form.