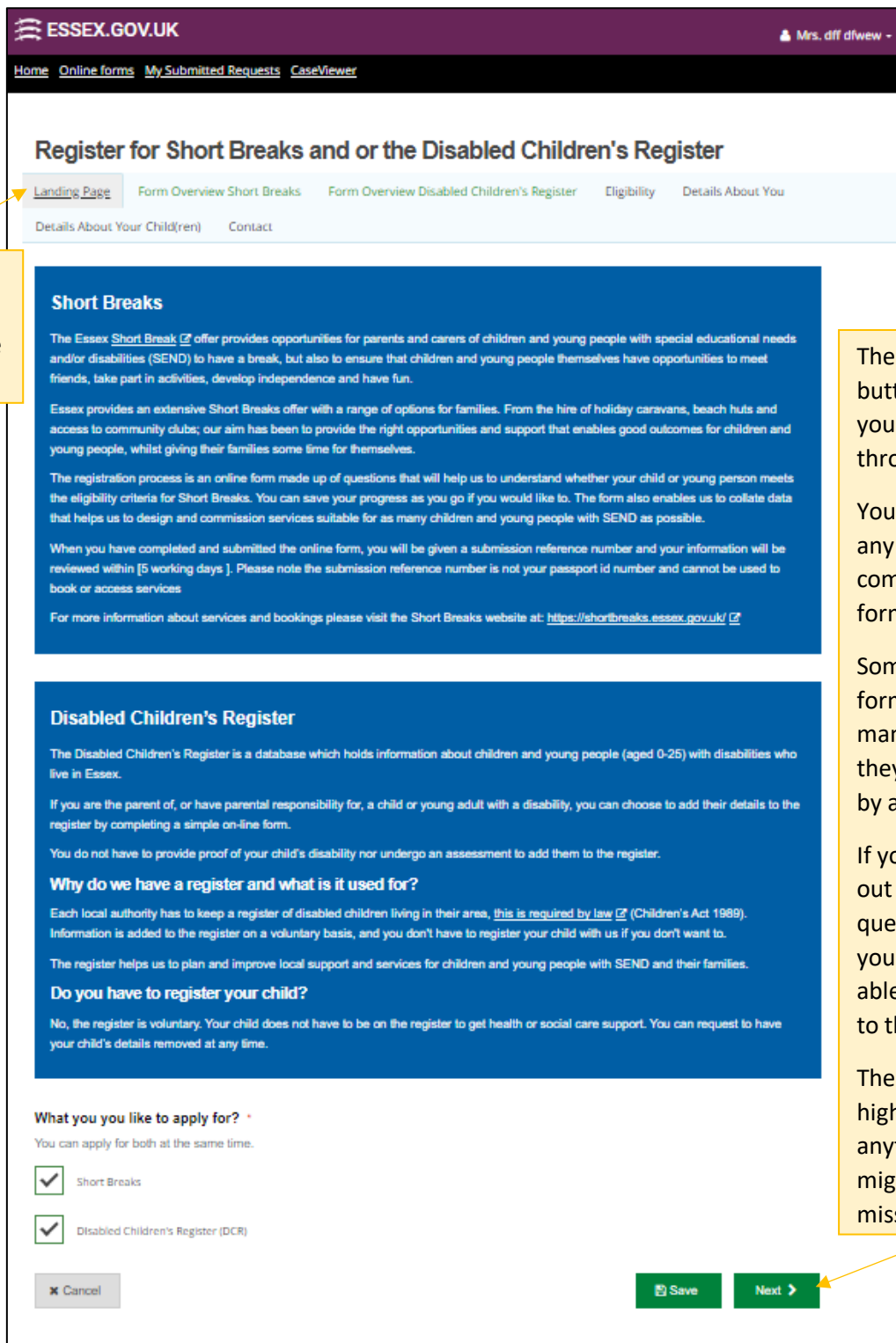


# Registering for Short Breaks for the first time

Once you have created an account you can choose to register for:

- Short Breaks
- Disabled Children’s Register
- Both

You will be taken to landing page that sets out your options:



These tabs show you what part of the form you are looking at.

These green buttons enable you to move through the form. You can save at any point and come back to the form. Some parts of the form are mandatory, and they are marked by a red asterisk \*. If you don't fill out a mandatory question, then you will not be able to progress to the next step. The form will highlight for you anything you might have missed.

## Form Overview

The next page gives you information that explains how ECC use the information you provide. It asks if you are already registered for short breaks. As you are not already registered do not tick this box – leave it blank. Click “Next.”

### Register for Short Breaks and or the Disabled Children's Register

[Landing Page](#) [Form Overview Short Breaks](#) [Eligibility](#) [Details About You](#) [Details About Your Child\(ren\)](#) [Contact](#)

#### Short Breaks

By completing this enrolment form you are agreeing:

- We may share your and your child's/children's information with other agencies or organisations who provide activities to ensure they can meet the needs of your family.
- Your enrolment information will be held on an Essex County Council database, and this will enable us to plan Short Break services and to assess future demand to meet the needs of disabled children and young people and their families.
- That we may contact other Essex County Council departments if we feel it is appropriate.

You understand that this form is in relation to the child being registered by you as the primary carer, If your child's assessed needs as indicated on the online form suggest that they may need extra support to access activities, you may be eligible other sources of help from our partner agencies, in which case we will contact you shortly.

Please note, as part of your registration you will need to provide documentation that evidences the diagnosis you are registering against or that your child has an identified Special Educational Need and/or Disability (a picture of a letter or receipt is acceptable; it need not be a scanned or electronic copy). The documentation would need to state the diagnosis you are registering against. If you are unable to upload as part of completing this application form you can provide by email at [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk), quoting the reference number you are given when you submit this application. Please note your registration cannot be completed until you have provided these documents. Please note as DLA does not state the actual diagnosis this is not an acceptable form of documentation.

#### Already Registered for Short Breaks

I am already registered for short breaks

[← Previous](#) [✖ Cancel](#) [Save](#) [Next >](#)

## Eligibility

The next page will show if your child or young person is eligible for short breaks. Answer the question and click "Next"

### Register for Short Breaks and/or the Disabled Children's Register

Landing Page Form Overview Short Breaks Form Overview Disabled Children's Register Eligibility

**Eligibility for Short Breaks / the Disabled Children's Register. It should only take you 5 - 10 minutes to complete and will tell us if your child or young person is eligible for short breaks and to add your child to the Disabled Children's Register.**

**Is the child or young person aged between 0-25?**

Please note some services (Clubs and Activities) post 19 will require a personal budget or be self-funding.

Yes

No

Thank you for your interest in Short Breaks / the Disabled Children's Register. As you have answered that your child or young person is not aged between 0-25, they are not eligible for Short Breaks or to be added to the Disabled Children's Register.

**Does the child or young person have an identified Special Educational Need and/or a Disability?**

Yes

No

**How has the Special Educational Need and/or a Disability been identified?**

Please be aware that receiving DLA or PIP or having an Education Health and Care Plan (EHCP) has no bearing on whether your child is eligible for Short Breaks. Not all children eligible for Short Breaks are in receipt of DLA or PIP or have an EHCP in place. However, if a child is in receipt of DLA or PIP or has an EHCP then it demonstrates a Special Educational Need and/or a Disability has been identified already and helps clarify that your child may also be eligible for Short Breaks activities.

Formal Diagnosis from a Health Professional

Your child is in receipt of disability living allowance (DLA)

Your child is in receipt of Personal Independence Payment (PIP)

Your child has an Education, Health and Care Plan (EHCP)

Written confirmation from a GP or medical professional that the child's condition has a long term substantial adverse effect on their ability to carry out normal day to day activities or may have in the future. This includes medical evidence that either there is a substantial effect or a prognosis that there will be a substantial effect in the future meaning they are likely to require lifelong support from statutory services.

None of the above

**Does your child live within Essex County Council borders (excluding Southend of Thurrock)?**

Yes

No

To add a child or young person to Essex County Council's Disabled Children's Register they must live within the borders of Essex County Council (excluding Southend and Thurrock as they have their own register). Please enter the child or young person's postcode to confirm this.

COUNTY HALL MARKET ROAD  
CHELMSTFORD  
ESSEX  
CM1 1QH

Select different address

**Is the child or young person fostered in Essex but still looked after by another Local Authority?**

Yes

No

[Previous](#) [Cancel](#) [Save](#)

The form is designed to recognise if your child or young person is eligible for Short Breaks. If your child or young person is not eligible, then a blue box will appear and explain the reason why.

## Details About You

The next page will ask you for information about you; the person filling out the form. You should find that some or all details are already populated, and you need to review them. This enables you to change your address for example. If you are assisting in filling out the form, this section should hold details of the parent carer/guardian of the young person being registered.

**Register for Short Breaks and or the Disabled Children's Register**

Landing Page Form Overview Short Breaks Form Overview Disabled Children's Register Eligibility **Details About You**

Details About Your Child(ren) Contact

### Details About You (Primary Parent / Carer)

**Title of parent / carer \***  
Mrs

**First Name of parent / carer \***  
Jane

**Surname of parent / carer \***  
Blogs

**Organisation**  
If applicable

**Date of birth of parent / carer**  
30/05/2000

**Address**  
COUNTY HALL MARKET ROAD  
CHELMSFORD  
ESSEX  
CM1 1QH

Select different address

**Contact Phone Number \***  
01708456897

**Email Address \***  
hazelniezah@gmail.com

**First Language**

**As the primary carer, would you consider yourself to have a disability? \***  
Select...

Previous Cancel Save Next

**“Organisation” only needs to be filled in if you are an organisation responsible for the child (such as a children’s home where a child is placed)**

**The form will ask non-mandatory questions to help commissioning teams design services. Occasionally you may be offered a link to something you might find helpful. For example, if you selected yes to the highlighted question, it would offer you a link to adult social care, which opens in a new internet tab/page.**

When you have completed this page, you can save to come back to it, or click “Next” to continue.

## Details About your Child

The next page will ask you for information about the child or young person. If you have more than one child or young person eligible for Short Breaks you will be able to add additional children at a later point.

Home Online forms My Submitted Requests CaseViewer

### Register for Short Breaks and or the Disabled Children's Register

Landing Page Form Overview Short Breaks Eligibility Details About You Details About Your Child(ren) Contact

Click here to add a child's or young person's details

Previous Cancel Save Next

Click here to add the child's details and it will open questions specific to your child.

Fill out your child or young persons details as it requires. Remember that a red \* means the question is mandatory.

### Register

Landing Page Details About You

Click here to... Previous

Details about your child What Short Breaks are right for my Child or Young Person?

What activities would my child/young person enjoy?

#### Details about your child.

Child's First Name \*

Child's Surname \*

Date of birth \*  
Please note the maximum age a child can register at is 25 years old

Childs NHS Number

Relationship to Child \*  
Select...

What Local Authority holds the child or young person's care plan? \*  
If you are registering a looked after child, you will need to show which local authority is responsible for their care plan.

Child's Gender \*  
Select...

Child's Ethnicity \*  
Select...

Please select any conditions for which the child or young person has received formal diagnosis \*

Please note, there will be opportunity to provide any further comments or noting of any conditions or difficulties for which assessments may be underway later in the application

Achondroplasia (dwarfism)

- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism
- Cerebral Palsy
- Chromosome Disorders
- Complex Medical Issues
- Cystic Fibrosis
- Developmental Delay
- Downs Syndrome
- Duchenne Muscular Dystrophy
- Dyspraxia
- Epilepsy
- Genetic Disorders
- Hearing Impairment
- Hypermobility
- Muscular Dystrophy
- Oppositional Defiant Disorder
- Other Diagnosis / Disability (not listed)
- Physical Disabilities
- Sensory Processing Disorder
- Sight Impairments
- Spina Bifida

The form asks for any conditions for which your child or young person has a formal diagnosis for. Please do not tick the box if they have not yet received a diagnosis. There is room later to add any assessments they are undergoing.

**Is the child or young person undergoing any assessments at the moment? \***

**Education Type \***

**Does your child receive 1:1 additional support at school, college, or nursery? \***

**Education Type \***

**Does your child receive 1:1 additional support at school, college, or nursery? \***

**Are you in receipt of any funded services for your child from Essex County Council? For example, direct payments \***

**Do you currently have a named social worker/team or other professional working with you? \***

Tick all that apply

- No
- Yes - Learning Disability Nurse
- Yes - Speech and Language Therapist
- Yes - Child Mental Health Worker
- Yes - Team around the Family
- Yes - Social Worker
- Yes - Occupational Therapist
- Yes - Physiotherapist
- Yes - Family Solutions
- Yes - Other

**Do you believe your child may need support from Adults Services past the age of 18? \***

**Does the child you are registering have siblings (under 18) who regularly care for their disabled brother/sister? \***

**Please provide any further information you would like us to be aware of**

Please upload your document(s) that evidences your child has an identified Special Educational Need and/or Disability (a picture of a letter or receipt is acceptable; it need not be a scanned or electronic copy). Please note the documentation needs to state the diagnosis you are registering against. If you are unable to upload the documentation as part of this application, please email to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk), quoting the reference number you receive when you submit this form. Please note your application cannot be completed until you have provided us with necessary documents.

**At this time are you able to provide supporting documentation. \***

- Yes, I can provide supporting documentation
- No, I will email my supporting documentation to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk)

**At this time are you able to provide supporting documentation. \***

Yes, I can provide supporting documentation

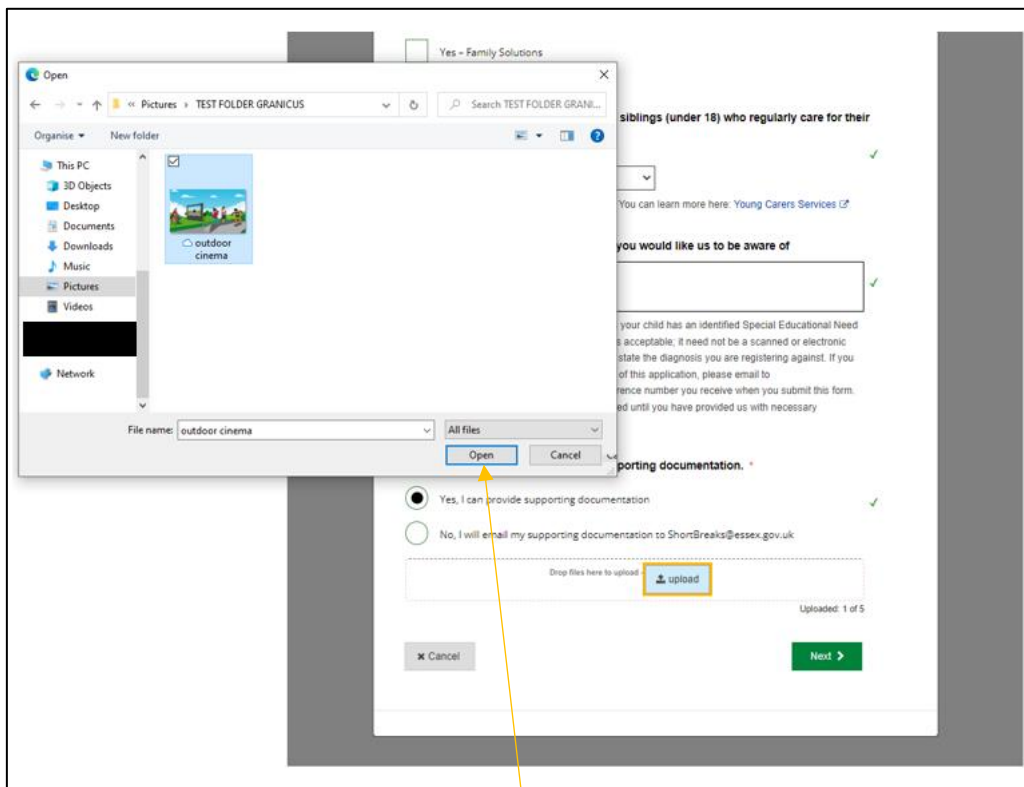
No, I will email my supporting documentation to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk)

Drop files here to upload -

Uploaded: 1

Click yes to upload your supporting documentation. Then click upload.

If you are unable to upload then you can email documents to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk)



When you click “upload” it will open a window showing you your folders. Navigate to where you have saved your supporting documentation and click on it. Click open and your file will be uploaded.

Please note that DLA does not record diagnosis and therefore cannot be used as supporting documentation. Documentation must confirm diagnosis as you have

Once your file is uploaded click “save” to return to the form later, or “Next” to continue.



The next questions set out the type of needs your child or young person has.

Details about your child | What short breaks are right for my Child or Young Person? |

What activities would my child/young person enjoy?

### What Short Breaks are right for my Child or Young Person?

A better understanding of your child or young persons can help us to design and commission services that meet their needs. It also means that we can identify when and where improvements need to be made across the Short Breaks programme.

**Please select the description that best fits your child. \***

- Fairly independent – requires an appropriate level of supervision for their age ✓
- Has moderate needs: and can usually be managed well in a supervised small group.
- Requires individual support to ensure his/her own safety, and/or appropriate behaviour in the community.
- Has high, frequent care/ dependency or medical needs requiring a trained carer to be present at all times.

#### Child / Young Persons Needs \*

- Hearing and/or sight impairment ✓
- Mobility Needs (due to physical health needs)
- Epilepsy
- Severe Allergy
- Assistance with personal care needs
- Assistance with eating and drinking
- Medical needs and/or Technological dependency
- Speech and Communication Needs
- Behaviours that require higher levels of support
- Other

#### Hearing / Sight Impairment:

**What type of impairment does your child have? \***

- Sight Impairment ✓
- Hearing Impairment

**Please choose a sentence that most closely reflects your child's needs: \***

- Wears high prescription or specialist spectacles or hearing aids but copes reasonably well ✓
- Has some sight, some hearing with hearing aids, and can access activities independently with training and preparation
- Needs skilled support and communication aids to access group activities and /or mobility training to access a new environment.
- Has profound or complex impairments and needs full time signing support (specialist interpretation) /sighted guide on a 1:1 basis.

[← Previous](#) [✕ Cancel](#) [Next →](#)

When you click on a type of need the form will add additional questions to help us better understand how the child or young person is impacted. The example shown is for “Hearing and/or Sight impairments”

This helps us to plan appropriate services to meet the needs of children and young people in Essex.

When you have completed this page, you can save to come back to it, or click “Next” to continue.

The next section sets out what activities your child or young person enjoys.

The screenshot shows a registration form with the following sections:

- Navigation:** "Landing Page", "Click here to...", and "Previous" buttons.
- Section Header:** "What Short Breaks are right for my Child or Young Person?" with sub-tabs for "Physical Activities" and "Creative Activities".
- Question 1:** "What activities would my child/young person enjoy?" with a text input field.
- Question 2:** "Please list any current activities or hobbies that your child has expressed interest in" with a text input field.
- Question 3:** "Please tell us if there is anything else you think we should know about your child" with a text input field and example text: "e.g. strong fears, dislikes, likes, transport issues etc."
- Question 4:** "Please tell us what your child or young person would want to gain from Short Breaks?" with a text input field and example text: "My child or young person told me..."
- Question 5:** "Please tell us what you would want to gain from Short Breaks?" with a text input field and example text: "I want to gain time that we can spend as a family together."
- Question 6:** "What are your child's interests and what activities do they like doing?" with a list of checkboxes:
  - Physical Activities
  - Creative Activities
  - Sensory
  - Social skills development
  - Family based events and activities
- Buttons:** "Previous", "Cancel", and "Next".

A yellow callout box on the right contains the text: "When you click on interests and activities the form will add additional questions. The example shown is for 'Physical Activities' and 'Creative Activities'". Arrows point from this box to the "Physical Activities" and "Creative Activities" tabs and the corresponding checked checkboxes in the list.

When you have completed this page click "Next" to continue and the form will ask you about the types of activities you have chosen.

1

Register

Landing Page

Click here to

< Previous

Details about your child    What Short Breaks are right for my Child or Young Person?

What activities would my child/young person enjoy?    Physical Activities 1    Creative Activities

**Physical Activities \***

- Sport - Team (example: football/gymnastics) ✓
- Sport - individual (example: swimming/yoga)
- Hall/Hub based Clubs - Indoor
- Hall/Hub based Clubs - Outdoor
- Trips and visits- Indoor
- Trips and visits- Outdoor
- Nature-based Activities
- Coastal Activities
- Adventurous Activities (High ropes, climbing)
- Horse Riding
- Trampolining
- Biking
- Wheelchair Sports

< Previous    ✕ Cancel    Next >

2

Register

Landing Page

Click here to

< Previous

Details about your child    What Short Breaks are right for my Child or Young Person?

What activities would my child/young person enjoy?    Physical Activities    Creative Activities 1

**Creative Activities \***

- Theatre - Amateur Dramatics ✓
- Theatre - backstage (makeup, technical support etc)
- Dance
- Art
- Crafts (Mixed media, fabric crafts, building and making)
- Game design/coding
- Music


< Previous    ✕ Cancel    ✓ Click here to add a child's or young person's details

When you have completed this section click on "Click here to add a child or young person's details" This will save your answers

The next screen will show you that the child has been added.

**Register for Short Breaks and or the Disabled Children's Register**

[Landing Page](#) [Form Overview Short Breaks](#) [Details About You](#) [Details About Your Child\(ren\) 1](#) [Contact](#)

Child's First Name	Child's Surname	Date of birth	Relationship to Child
✖  Joe	Bloggs	03/06/2014	Mother

[Click here to add a child's or young person's details](#)

[Previous](#) [Cancel](#) [Save](#) [Next](#)

This button enables you to re-open the details for the child or young person so you can edit your answers

This button enables you to add another child or young person who is eligible for Short Breaks

You can now save the form to come back to it, or click "Next" to continue

## Contact

This is the last section of the form and it asks you to tell us how you would like to be contacted.

The screenshot shows a web form titled "Register for Short Breaks and or the Disabled Children's Register". At the top, there is a navigation bar with links: Home, Online forms, My Submitted Requests, and CaseViewer. Below this is a breadcrumb trail: Landing Page, Form Overview Short Breaks, Eligibility, Details About You, Details About Your Child(ren), and Contact (with a notification icon). The main content area contains two sections of questions, each with a red asterisk indicating a required field.

**How would you like to receive communication from us? \***

- Post
- Email
- Telephone
- Facebook

**How often are you happy to receive communication from us? \***

- To confirm your Short Breaks registration only
- To hear about new activities across Essex
- To receive a regular newsletter
- To receive information regarding caravan cancellations and updates
- To take part in engagement and feedback on the Short Breaks service

At the bottom of the form, there are four buttons: a green "Previous" button with a left arrow, a grey "Cancel" button with an 'x' icon, a green "Save" button with a floppy disk icon, and a green "Submit" button with a checkmark icon. The "Submit" button is highlighted with a yellow border.

When you have completed this page, you can save to come back to it, or click "Submit" to submit your form.

## Final Overview

You will receive an email to confirm you have submitted a form and will be shown an overview of the details you submitted.

This will include a reference number.

### PLEASE NOTE:

The Short Breaks Commissioning Team aim to process your registration within 5 working days. They may come back to you directly with any queries about the information you have provided.

Please note: no registrations can be processed without supporting documents. If you have not uploaded your documents, then you will need to send them to [ShortBreaks@essex.gov.uk](mailto:ShortBreaks@essex.gov.uk) and refer to the reference number as shown below and in the email you receive.

This number is not the same as a passport ID which will be provided when the child's registration has been reviewed and completed.

Home Online forms My Submitted Requests CaseViewer

Your reference number is FS-Case-480457240.

Thank you for submitting Register for Short Breaks and on the Disabled Children's Register

What you you like to apply for?: Short Breaks

Already Registered for Short Breaks:

Is the child or young person aged between 0-25?: Yes

Does the child or young person have an identified Special Educational Need and/or a Disability?: Yes

How has the Special Educational Need and/or a Disability been identified? : Your child is in receipt of Personal Independence Payment (PIP)

Does your child live within Essex County Council borders (excluding Southend of Thurrock): Yes

Is the child or young person fostered in Essex but still looked after by another Local Authority?: No

Title of parent / carer: Mr

First Name of parent / carer: dff

Surname of parent / carer: dfwew

Date of birth of parent / carer: 30/05/2000

Address:

Address
COUNTY HALL MARKET ROAD CHELMSFORD ESSEX CM1 1QH

Contact Phone Number: 00000000000

Email Address: hazelnlezh@gmail.com

First Language: asda

As the primary carer, would you consider yourself to have a disability?: Yes

Child Details:

Child's First Name	Child's Surname	Date of birth	Relationship to Child
sdf	dfds	04/01/2023	Father

How would you like to receive communication from us?: Facebook

How often are you happy to receive communication from us?: To receive a regular newsletter


[Download PDF](#) [Continue >](#)

Your reference number is here and you will receive a copy via email.

The last screen you will see will ask for feedback on your experience of using the form, and you can return to “Home”

[Home](#) [Online forms](#) [My Submitted Requests](#) [CaseViewer](#)

**How would you rate your experience today?**



**Comment**