



## **Guidance for Completing Compass West Sussex Registration Forms**

### **What is Compass West Sussex?**

Compass West Sussex is the children and young people's disability register for West Sussex. It is held by the charity Amaze on behalf of West Sussex County Council. Registering on Compass West Sussex is voluntary – if you do register your child, the information you give is used anonymously to help plan local services for children and young people with special educational needs and disabilities (SEND).

### **Is your child or young person eligible for Compass West Sussex?**

Children and young people on Compass West Sussex are usually eligible for Disability Living Allowance (DLA) or Personal Independence Payment (PIP) or have an Education, Health and Care Plan (EHC Plan) or a statement of special educational needs – these tell us that their special educational need or disability has a big effect on their daily life.

If your child or young person doesn't receive DLA/PIP or have an EHC Plan or statement, that doesn't automatically mean that they wouldn't be eligible for Compass West Sussex. The Compass Team at Amaze will look at all of the information you supply on the registration form and might contact you for more details if necessary.

If you're not sure about whether you can register your child or young person on Compass West Sussex, or would like help filling out the form, call Amaze on **0300 123 9186** or email [compass@amazesussex.org.uk](mailto:compass@amazesussex.org.uk).

### **Who can register children and young people on Compass West Sussex?**

A parent, or carer with 'Parental Responsibility', should complete the Compass West Sussex registration form for children under 16. Young people aged 16 or over are welcome to complete their own registration form.

By 'Parental Responsibility' we mean the following:

1. The child's mother or father (including adoptive mother or father)
2. The child's appointed legal guardian
3. A person with a Residence Order or Special Guardianship Order concerning the child or a named person under a Child Arrangement Order
4. A local authority, e.g. West Sussex County Council, that is designated to care for the child (this would mean the child was 'Looked After' by social services)

Other individuals, e.g. other family members or support workers, are very welcome to help parent carers or young people aged 16 or over to complete the form but the form should be signed by the parent carer, another person with 'Parental Responsibility', or the young person themselves.

## How will the information on the registration form be used?

Amaze is registered under the Data Protection Act 2018 and this means that we have to meet rigorous standards in keeping the information that you provide confidential. Personal information is held securely by Amaze and not passed on to any third parties.

Amaze turns information from Compass West Sussex into anonymous data that local service providers can then use to help plan services for children and young people with special educational needs and disabilities. No children or young people can be identified from this anonymous data.

## Tips for Completing the Registration Form

1. The registration form is 6 pages, and we know that could be off-putting. However, every question on the form is useful – either to the local authority for planning services; for Amaze to assess whether your child is eligible for registration; or a combination of both. The more information that you provide the better, but if there are any questions that you feel don't apply to your child, leave them blank. Amaze will get back to you if we don't have enough information to register your child.
2. If you would like to register more than one child on Compass West Sussex, you will need to complete a separate form for each child.
3. Please print the child or young person's name clearly, and don't forget to add their date of birth and gender.
4. If a question has a list of possible answers and the form doesn't say to choose as many options as apply to your child, please only choose one answer. For example, if you were to tick both 'moderate' and 'severe' when describing your child's mobility problems, we would only be able to record one answer and would assume that the correct answer in this case was 'severe', as sometimes that must be the case for it to have been selected. In this way we ensure that all registration forms are entered onto our database in the same way.
5. Please specify whether you want your child's Compass Card West Sussex to also be their West Sussex library card (on the last page of the form). West Sussex libraries can provide free access to a range of books and online resources, plus access to fun activities and events. If you would like your child to join the library we can arrange this as part of their Compass West Sussex registration but we need to know your preference before we can go ahead.
6. Remember to sign the form and print your name clearly. Don't forget that the signature should either be that of a parent carer, another person with 'Parental Responsibility', or the young person themselves if they are 16 or over.
7. If you are a professional completing a form for a 'Looked After' child, please make sure that you add the name and contact details of the child's social worker to the form, as Amaze will need to contact them to obtain permission to add the child to the register.

*This guidance was written by the Compass Team at Amaze with input from the West Sussex Parent Carer Forum.  
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