**Guidance for Parents and Carers: Understanding Personal Budgets**

**What is a Personal Budget?**

A personal budget is an amount of money identified to deliver provision set out in an [Education, Health and Care plan (EHCP)](https://torbayfamilyhub.org.uk/topic/6241/) where the parent or young person is involved in securing that provision. Elements of the [‘top up’ funding](https://torbayfamilyhub.org.uk/topic/element-3-top-up-funding-high-needs-block/) that schools/education settings receive for a child or young person with [SEND](https://torbayfamilyhub.org.uk/topic/what-is-send/) may be able to be made available as a personal budget to allow parents to secure alternative support services.   
  
You can request a personal budget if:

* Your child has an EHCP and is in the annual review cycle or is being assessed for an EHCP.
* And you'd like more control over how support is arranged.

Personal budgets can be used for: To deliver provision as stated in section F of the EHCP.

* Therapies (e.g. speech and language, occupational therapy),
* Specialist equipment,
* Support at home or in the community,
* Other agreed services to meet EHCP outcomes.

You can:

* Receive money directly (called a Direct Payment),
* Use a third party to arrange services on your behalf,
* Or a mix of these options.

You are **not**able to use a personal education budget to pay for:

* anything that is not identified in the EHCP
* health and social care provision that will not achieve the educational outcomes in the EHCP
* any provision that an education setting would normally provide a student
* a school or post 16 placement.

Please note a PB cannot be used to fund a school or college place, but can be used as part of an EOTAS (Education Other Than At School) package

Torbay Local Authority currently only offers Direct Payments. This means:

* You will receive the agreed amount into a dedicated bank account.

Or

* A third party provider directly process payment for the agreed services.

[Personal-budget-quick-guide-25.pdf](https://torbayfamilyhub.org.uk/wp-content/uploads/2025/02/Personal-budget-quick-guide-25.pdf) [Personal Budgets & Direct Payments | Topic Categroies | Family Hub](https://torbayfamilyhub.org.uk/topic-category/personal-budgets-and-direct-payments/) – please use this link for Health or Social care requests and information

**Personal Budget Request Form - Education**

For use by parent carers or young person (over 16) requesting a Personal Budget in connection with an EHCP

## Section 1: About You

|  |  |
| --- | --- |
| Your Name: |  |
| Your Relationship to the Child/Young Person: |  |
| **Contact Details** | |
| Phone: |  |
| Email: |  |
| Address: |  |

## Section 2: About the Child or Young Person

|  |  |
| --- | --- |
| Name of Child/Young Person |  |
| Date of Birth: |  |
| **EHCP Status (✓)** | |
| EHCP in place |  |
| Being assessed for an EHCP |  |

## Section 3: What You’re Requesting

|  |  |
| --- | --- |
| **Are you asking for (✓)** | |
| A personal budget for the first time |  |
| A change to an existing personal budget |  |
| **Please tick as appropriate (✓)** | |
| I am requesting a personal budget as part of the EHC assessment. |  |
| I am requesting a personal budget as part of an EHC Plan Annual Review. |  |
| Cost (£) (please provide any breakdown |  |
| TOTAL Cost (£) |  |
| **What support or services are you hoping to use the budget for?** | |
|  | |
| **How will this help your child meet their EHCP outcomes?** | |
|  | |

## Section 4: Managing the Budget

|  |  |
| --- | --- |
| **How would you like the personal budget to be managed? (✓)** | |
| Direct payment to you (you’ll arrange and pay for services) |  |
| Through a third-party organisation |  |
| A combination of the above |  |

## Section 5: Agreement and Declaration

I confirm that I am the parent or carer of the young person named in this form.  
I understand that this request does not guarantee approval but will be considered as part of the EHCP process.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

## ✅ What Happens Next?

Once we receive your request:

* We’ll talk to you during the EHCP process or at the next Annual Review.
* The local authority will look at what funding is available and how it can be used.
* We’ll work with you to decide what’s possible and make sure any agreed support links to EHCP outcomes.
* If approved the Local Authority’s Direct Payments Officer will be in contact to advise next steps.

**Further information/support**

SEND Team | [ehcp@torbay.gov.uk](mailto:ehcp@torbay.gov.uk) | Tel. 01803 208274

Sendiass Torbay | [sendiass@torbay.gov.uk](mailto:sendiass@torbay.gov.uk) | Tel. 01803 207884