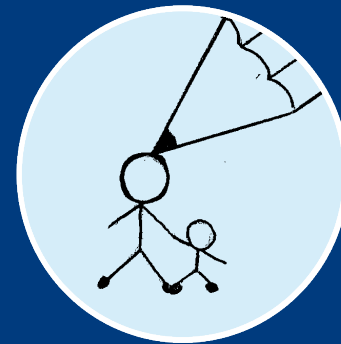


Parent
Partnership
Service

Statutory Assessment



Putting **you** in the picture





This booklet will help you understand what statutory assessment means for you and your child.

Introduction

Most children with special educational needs will get all the help that they need through School Action and School Action Plus, as schools have an allowance in their budgets to meet their needs. However, for a very small number of children, a statutory assessment may be necessary.

A statutory assessment is when the Local Authority looks carefully at your child's learning difficulties. They ask you, teachers and other professionals to write reports about your child.

Once the Local Authority has received this information and looked at it, a Referrals Panel will decide whether to assess your child to see if she or he needs a statement. You will find a timescale for the assessment process at the back of this booklet.

Children from Westfield Middle School, Bedford drew the illustrations in this series of leaflets.

Asking for a statutory assessment

In some cases the Local Authority may decide that an assessment of your child's needs is not necessary. This may be because:

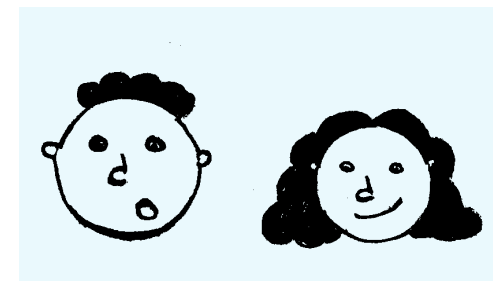
- School Action Plus is already providing what your child needs; or
- there is not enough evidence to show the level of your child's difficulties.

For most children, the right time to ask for a statutory assessment is when the school has already supported the child through School Action and School Action Plus and it has become clear that the child will need even more help.

For a very small number of children with severe, complex and long term needs, the school may ask for a statutory assessment at an early stage because it is obvious that extra help will become necessary.

School Request

The school will consult you before they ask the Local Authority for a statutory assessment. A school can ask for a statutory assessment if they are concerned about the progress your child is making with the support at School Action Plus. If the school requests a statutory assessment, the Local Authority will write and ask whether you agree, and whether you would like to send in any information about your child.



Parental Request

As a parent or carer, you can also ask the Local Authority for a statutory assessment of your child. It is a good idea to meet with your child's school first if you feel that your child's needs are not being met through School Action Plus. You can also talk to a Parent Partnership Officer (tel: 01234 316353) who can give you advice about statutory assessment.

When the Local Authority receives a request for a statutory assessment, they will ask for information both from the school and from you. You can send in any information you think will help your request, including reports from agencies such as health or social services.

They will set up a **referral panel** to decide whether a statutory assessment is necessary.

The referral panel may also ask other professionals to provide information about your child (for example, doctors or specialist teachers).

The referral panel will base their decision on the information they receive.

Before deciding that a statutory assessment is necessary, the referral panel looks for firm evidence that:

- the school has sought and acted on advice from a range of external agencies, such as the Health Authority and an Educational Psychologist;
- the school and agencies are working effectively to meet the child's special educational needs at School Action Plus;
- Individual Education Plans for the child have followed up the advice the school has received, the school has

used these plans over a period of time, and reviewed them;

- the school has involved parents;
- the school is making good use of its own budget for special educational needs to support your child; and
- despite all the efforts of the school and outside agencies, your child continues to have significant and/or complex special educational needs that are a cause of concern.

When the referral panel has looked into all this and made its decision, the Local Authority will write to tell you whether they will carry out a statutory assessment of your child's needs or not. They may decide:

- that the support available at School Action Plus will continue to meet your child's special educational needs. In this case the decision will be that they will not go ahead with statutory assessment; or
- that they need more detailed information about your child's special educational needs. In this case the Local Authority will go ahead with statutory assessment.

Remember

If the Local Authority turns down your request for a statutory assessment, you can try again at a later date.

Right to appeal

If you are not happy with the Local Authority's decision, we encourage you to talk to the Local Authority and/or to us at the Parent Partnership Service.

If the Local Authority still refuses to carry out a statutory assessment after you have discussed it with them, you have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST). You can also go to mediation to settle any disagreements or conflicts, as an alternative to SENDIST. You may consider appealing and also going to mediation.

The Local Authority will let you know whether your child will need extra provision to meet his or her special educational needs.

The Parent Partnership Service will also write to you and invite you to an information session where someone will explain the statutory assessment process, and you can ask any questions that you may have.

You can get details about SENDIST and mediation either from the Local Authority or from us at the Parent Partnership Service. Please see the booklet "If you are not happy with the provision for your child's special educational needs".

Statutory assessment

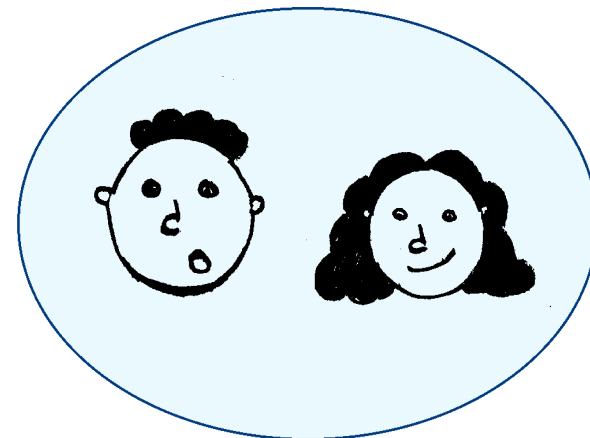
If the Local Authority decides that the statutory assessment will go ahead they will assign to you a Named Officer, who will be happy to discuss any part of the statutory assessment process with you and help you with it. The Local Authority will tell you who your Named Officer will be when they write to tell you their decision.

They will again ask you whether you want to give any more information.

During the assessment, the Local Authority will collect information from:

- you and your child;
- your child's school;
- an educational psychologist;
- health professionals, including a community paediatrician and other professionals as appropriate, such as an occupational therapist or health visitor;
- Social Services;
- any other professionals involved with your child.

The Parent Partnership Service will also write to you and invite you to an information session where someone will explain the statutory assessment process, and you can ask any questions that you may have.



The Statement

If the Local Authority thinks that your child's needs can be met within the school's resources, they will not issue a Statement. Instead, they will send you a "Note in Lieu".

If your child will need extra provision to meet his or her special educational needs, the Local Authority will let you know. They will also let you know whether you have the right to appeal at this stage. The Local Authority will send you details about this.

If the Local Authority thinks that your child needs extra provision, they will send you a Proposed Statement. This should outline your child's special educational needs and ways in which the school should meet each of those needs. It will also include all the reports collected for the assessment.

You will have 15 days to give the Local Authority your opinions about the Proposed Statement, or you can ask for a meeting to discuss it with your Named Officer. You could discuss the Proposed Statement with your school or the Parent Partnership Service.

Please see the booklet 'Note in Lieu and Statement of SEN' for details about a Note in Lieu and Statement.

Remember

If you are unhappy with any of the Proposed Statement, it is very important that you talk with the Local Authority about your concerns.

The Statement

If you agree with the proposed statement, you should receive the final statement within eight weeks of the proposed one.

If you have not been able to reach an agreement, the Local Authority will finalise the statement. You will be able to appeal to SENDIST (Special Educational Needs and Disability Tribunal) and/or go to mediation.

With the final statement, the Local Authority will send you details of the right to appeal.

Please see the booklet "Note in Lieu and Statement of Special Educational Needs" for details of what is in a Note in lieu or a Statement.

Annual Review

If your child has a statement of special educational needs, the Local Authority must look at the statement at least every 12 months. This is called an Annual Review.

This Review is to monitor your child's progress and to make sure that the statement continues to meet her or his needs.

Please see the the "Annual Review and Transition Plan" booklet for more information.



6 weeks

The Local Authority considers the request and decides:

yes OR no

to Statutory Assessment

(If no, you have the right of mediation or appeal)

10 weeks

The Local Authority makes an assessment and decides whether to:

make a Statement OR not make a Statement.

(If not, you have the right of mediation or appeal)

2 weeks

The Local Authority either:
issues the proposed Statement OR explains their decision not to make a Statement and send a Note in Lieu.

(You have the right of mediation or appeal about some parts of the Statement or the Note in Lieu)

8 weeks

The Local Authority sends out the final statement.

TOTAL = 26 WEEKS

If you need the information in this leaflet in another language or in a special format, such as braille, large print or audio-cassette, please contact us at the address below.

Ky botim jep të dhëna për prindërit që kanë fëmijë me nevoja të veçanta mësimore. Është përgatitur nga Shërbimi i Partneritetit të Prindërve (Parent Partnership Service). Ky shërbim i ofron prindërve përkrahje të besueshme dhe të paanëshme. Nëse këto të dhëna ose këshilla ju nevojiten në gjuhën amtare, ju lutemi të na kontaktoni në adresën e mëposhtme.

এই প্রকাশন বর্ণিত শিশুর আকস্মিক হওয়া শিশুদের পিতা মাতাদেরকে তথ্য প্রদান করে। পিতা-মাতা অক্ষীদার সবার এইটি প্রকাশ করে। এই সবার পিতা-মাতাদেরকে গণোপন এবং পক্ষপাতশূন্য সমর্থন প্রদান করে। যদি আপনাকে নিজের ভাষায় এই তথ্য অথবা উপদেশের আকস্মিক, অনুগ্রহ করে নচিরে ঠিকানায় আমাদেরকে যোগাযোগ করুন।

Cette publication offre des informations aux parents d'enfants qui ont des besoins particuliers en matière d'éducation. Elle est publiée par le Parent Partnership Service. Ce service offre un soutien confidentiel et impartial aux parents. Si vous souhaitez recevoir ces informations ou des conseils dans votre propre langue, veuillez nous contacter à l'adresse reprise ci-après.

આ પ્રકાશન વિશેષ શૈક્ષણિક જરૂરિયાતો ધરાવતા બાળકોના વાલીઓને માહિતી આપે છે. એ પેરેન્ટ પાર્ટનરશિપ સર્વિસ દ્વારા બનાવવામાં આવ્યું છે. આ સેવા વાલીઓને ખાનગી અને તટસ્થ ટેકો આપે છે. જો તમને આ માહિતી કે સલાહ તમારી ભાષામાં જોઈતી હોય, તો કૃપા કરીને નીચે આપેલા સરનામા પર અમને સંપર્ક કરો.

Questa pubblicazione informativa è rivolta ai genitori di bambini con necessità educative speciali. Essa è prodotta dal Parent Partnership Service, ente che offre sostegno ai genitori ispirandosi a criteri di riservatezza e imparzialità. Se desiderate ricevere informazioni o consigli nella vostra lingua, potete contattarci all'indirizzo sottostante.

ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਵਿਸ਼ੇਸ਼ ਵਿਦਿਅਕ ਜਰੂਰਤਾਂ ਵਾਲੇ ਬੱਚਿਆਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਹੈ। ਇਹ ਮਾਪੇ ਸਾਂਝੀਚਾਰੀ ਸੇਵਾ ਵਲੋਂ ਪ੍ਰਸਤੁਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਮਾਪਿਆਂ ਨੂੰ ਗੁਪਤ ਅਤੇ ਨਿਰਪੱਖ ਸਹਾਇਤਾ ਮੁਹੱਈਆ ਕਰਦੀ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਜਾਂ ਸਲਾਹ ਦੀ ਚੁਗੜੀ ਮਾਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੱਭ ਹੈ, ਤਾਂ ਸਾਡੇ ਨਾਲ ਹੇਠ ਦਿੱਤੇ ਪਤੇ 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Niniejsza publikacja zawiera informacje kierowane do rodziców dzieci o specjalnych potrzebach edukacyjnych. Została przygotowana przez serwis partnerstwa rodziców. Oferuje on poufną oraz bezstronną pomoc dla rodziców. Jeżeli potrzebujesz informacji lub porady we własnym języku, prosimy o skontaktowanie się z nami pod adresem podanym poniżej.

یہ اشاعت خصوصی تعلیمی ضرورت والے بچوں کے والدین کو معلومات فراہم کرتا ہے۔ اسے پیرنٹ پارٹنرشپ سروس نے تیار کیا ہے۔ یہ خدمت والدین کو روزانہ اور غیر جانبدارانہ تعاون فراہم کرتا ہے۔ اگر آپ کو یہ معلومات یا مشورے آپ کی اپنی زبان میں درکار ہوں تو، براہ مہربانی ہم سے ذیل کے پتے پر رابطہ کریں۔

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