

The Parent Partnership Service exists to provide parents of children with Special Educational Needs impartial advice and support.

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 **The Parent Partnership Service**
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Other information available from Parent Partnership:

The SEN Code of Practice
Sources of Information
Dictionary of Terms
Choosing a Primary School
Choosing a Secondary School
Helping Your Child to Learn
School Action & School Action +
Annual Reviews and Other Meetings
Exams and Tests
Your Child's Contribution
Your Right of Appeal

This information is available in large print and in other languages, upon request.



Statutory Assessment & Statements of SEN

I have concerns about my child; what do I do?

If you are concerned that your child might need more support at school, the first thing to do is speak to the class teacher or **the Special Education Needs Coordinator (SENCO)**.

You can ask to see a copy of the school's 'SEN Policy', which should explain how the school provides education for children with Special Needs.

The school should listen to your concerns and discuss with you what they are doing to help support your child.

You can talk to the teacher at a parents' evening or you can make a separate appointment to see them.

The school might tell you that they have decided to put your child on **School Action** or **School Action Plus**, or they might tell you they would like your child to be seen by an Educational Psychologist.

Your Right of Appeal

There are a few different scenarios in which you have the right to appeal through **SENDIST**.

However, it is always better to resolve your disagreements without going to Tribunal.

The Parent Partnership Service can provide you with information about **a mediation service** and the Special Educational Needs & Disability Tribunal.

The Parent Partnership Service can also assist you in talking to the school and the LA about your concerns and why you disagree with their decisions.

What happens if the LA decides *not* to write a Statement?

If the LA decides not to make a Statement of Special Educational Needs, they will send you a **Note in Lieu**.

They will do this if they do not feel your child's needs are severe or complex enough to require this level of support.

This does not mean your child won't receive any support in school. They will remain on School Action or School Action Plus.

A Note in Lieu is an advisory document, not a legal document like a Statement. A Note in Lieu includes:

- ◇ A description of your child's needs.
- ◇ Guidance of what support would be helpful to your child at school
- ◇ A description of the non-educational needs your child has and the support that might be useful.

You will also receive copies of the reports that were collected for the Statutory Assessment and an explanation of why a Statement was not issued.

You have the right to appeal the decision not to make a Statement of Educational Needs.

School Action

The class teacher, the SENCO and you will draw up short term targets for your child. This action plan will set out:

- ◇ The child's difficulties
- ◇ Short term targets
- ◇ Details of who will work with your child and materials that might be needed
- ◇ The date the Individual Education Plan (IEP) will be reviewed.

School Action Plus

This is for children who need a bit more support than School Action. Other professionals will be asked to come and advise the school. They will help set new targets.

The money for School Action and School Action Plus is already in the school's budget.

There is no minimum or maximum time a child can be on School Action Plus. The child's progress will be reviewed regularly.

For a very small number of children they will need more support. This is when a request for **Statutory Assessment** can be made.

Statutory Assessments

A Statutory Assessment can be requested by either your child's school or by you. Your right to do this is protected in law (Education Act 1996).

Once the **Local Authority (LA)** has received the request they have six weeks to decide whether your child meets the criteria. They will write to you to explain their decision. If you disagree with their decision, you have the right to appeal.

Your request to the LA should be made in writing to the 'Assessment & Support For Learning' department, Below is an example of how your letter might look.

Assessment & Support for Learning
Guildhall 2
Kingston-upon-Thames
KT1 1EU

Your address
Date

Dear Mrs Blogs,

RE: Child's name and Date of Birth

I am writing to ask you to assess the educational needs of my son/daughter under the terms of the Education Act 1996. I make this request under Section 329 of the Act because...

(give details for your reasons)

Yours sincerely

A Statement has six parts:

- Part 1 Factual information such as the child's name, address and date of birth.
- Part 2 The child's educational needs are described here.
- Part 3 The help considered necessary to meet the child's needs is described here.
- Part 4 Gives the type and name of the school or other setting.
- Part 5 Any non-educational needs are described here.
- Part 6 The help considered to meet the child's non-educational needs is described here.

Parts 2, 3 and 4 become **statutory**.

Parts 5 and 6 are **guidance**.

The Statement of SEN

A **Statement of Special Educational Needs** is a legal document. It should describe a child's needs and all of the special help they should receive. It should be written in clear, unambiguous language.

Once the LA has signed the Statement they are then legally responsible for ensuring that all the support described in the Statement is provided.

A **Proposed Statement** will be sent to parents along with the reports that were submitted during the Assessment.

Parents only have **15 days** to respond to the Proposed Statement, so it is important to consider its contents carefully. If you feel you need more time or need to discuss the Proposed Statement with the LA, contact your caseworker.

You will also find a **funding matrix** attached to the Proposed Statement, which illustrates how much additional money will be delegated to the school by the **LA** to provide the additional support your child needs.

There is a set period of time allocated for each stage of the Statutory Assessment. Kingston LA tries to complete all Assessments within the timescales and in the majority of cases is successful.

Week 0 - 6 (six weeks)	The LA considers the request and decides whether or not to proceed with a Statutory Assessment
Week 6 - 16 (ten weeks)	The LA undertakes a Statutory Assessment and decides whether or not to make a Statement
Week 16 - 18 (two weeks)	The LA <i>either:</i> Issues a pro- posed Statement <i>or</i> explains the decision <i>not</i> to make a Statement
Week 18 - 26 (eight weeks)	The LA issues the Final Statement
Total	26 Weeks

Writing Your Report

You will be asked to write a report so that your opinions can be a part of the Statutory Assessment. **Your views are important.**

Your report can be as long or as short as you like.

This section might help give you some ideas of the sorts of things you might like to write about.

The Parent Partnership Service can offer you help and support with writing your report, if you wish.

Part A The Early Years

What was your child like as a baby? Were you happy with their progress? When did you first feel things weren't right? What happened? What advice did you receive and from whom?

Part B What is Your Child Like Now?

General health (eating, sleeping, illness, special medicine or diet);
physical skills (walking, running, riding a bike, drawing, writing, doing jigsaws);
self help (dressing, keeping room tidy, budgeting pocket money);
communication (explaining, describing events, conveying messages from school, use of telephone);
playing and learning at home (how does your child spend their time?);

activities (clubs, sports, going out with friends);
behaviour at home (cooperation, sharing, listening, helping, follows rules, moods, temper tantrums);
at school (relationships with teachers & pupils, reading, writing and numbers, how school has helped, what they enjoy, what they find easy or difficult)

Part C Your General Views

What do you think their needs are? How do you think these can be met? How do you compare your child with others of the same age? Is your child aware of their difficulties? What are you worried or concerned about? Is there any other information you would like to give about the family?

Part D Additional Information

Attach any other reports you would like the LA to consider. Please provide the names and addresses of any other professional you would like the LA to write to for advice.

Part E Child's Views

Does your child realise that they have difficulties? What is their opinion on how they would like to be helped in school?

The Parent Partnership has a questionnaire that might help your child express what they think and feel about the Assessment. It is very important that their opinions are taken into consideration.

Send your report to your case worker at the Assessment & Support for Learning Department at RBK in time for the deadline you've been given.