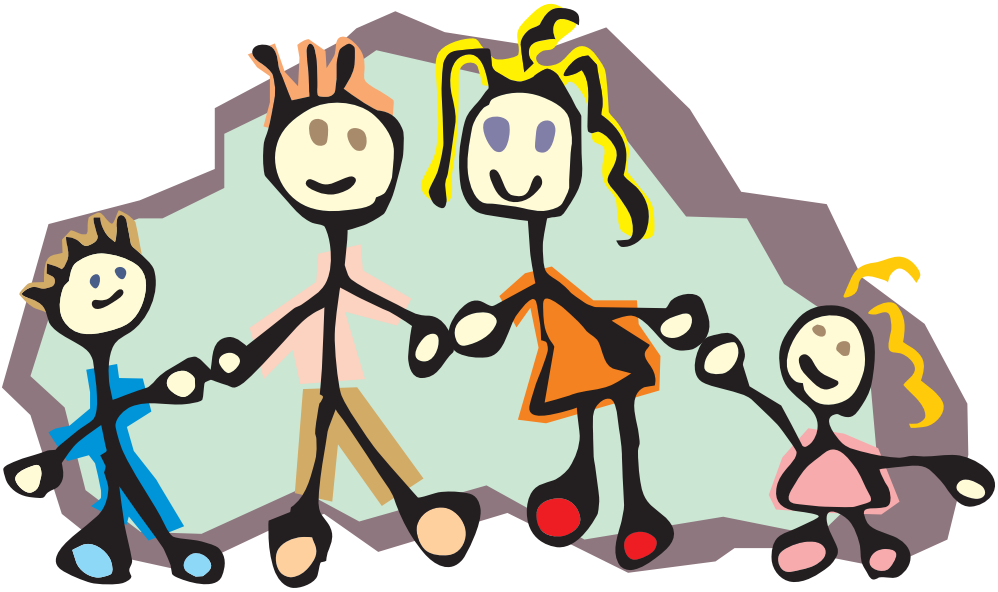

Parent Partnership Service

Parental Request for Statutory Assessment of Special Educational Needs (SEN)

You can contact us at:
Parent Partnership Service, PO Box 73, Worcester, WR5 2YA
Tel: 01905 727940 • Fax: 01905 727949 • Email: ppservice@worcestershire.gov.uk

Find out more online:
www.ppsworcs.co.uk

worcestershire county council

Can I request a statutory assessment?

It is usually the school/early years setting that makes the request for statutory assessment after having discussed your child's needs with you. However, if you believe that your child's needs are not being met, you have the right to request a statutory assessment of your child's special educational needs (SEN) under section 328 or 329 of the Education Act 1996.

Does the Local Authority (LA) have to consider my request for statutory assessment?

The LA **must** comply with your request unless**:**

- a statutory assessment of your child's special educational needs has been made within the six months prior to your request, or
- on examination of the evidence provided to them, they conclude that a statutory assessment is not necessary

How do I request statutory assessment?

You should make your request in writing and send it to:
The SEN Services, Administration Officer,
SEN Services, PO Box 73, Worcester, WR5 2YA

What do I need to include in my request?

When requesting statutory assessment it is helpful to:

- provide full personal details including your full name, address, your child's full name and date of birth
- set out clearly the reasons for your request
- include a sentence requesting that your child's SEN be assessed
- provide as much information as you can on the provision that your child has already received. If professionals have already been involved in meeting your child's Special Educational Needs (SEN) you can ask them to assist by providing you with information that you can send to the LA.

Will my child's school/early years setting be asked to provide supporting evidence?

SEN Services will ask the school/early years setting to provide a range of information including:

- views that you have expressed and that were recorded during meetings or reviews about your child
- your child's views
- copies of your child's Individual Education Plans (IEP), or alternative
- evidence of your child's progress over time
- copies of advice, where provided, from health and social services
- evidence of the involvement and views of the professionals that have

been involved in meeting your child's SEN
- evidence of the extent to which professional advice has been followed in school/early years setting.

What will happen after I have made my request?

On receiving your request the LA:

- will provide you with full details about the assessment process
- may ask you for more information about your concern
- may ask you for more information about the provision that has already been made for your child at school/early years setting.

Who else will the LA contact?

The LA must inform the Headteacher/supervisor of your child's school/early years setting that you have requested an assessment.

The LA must also notify the agencies that might later be involved so that if the decision is made to carry out an assessment they will be ready to provide advice - see PPS **'Provision for Special Educational Needs (SEN)'** leaflet. These agencies may include specialist educational support teams from Children's Services e.g. Educational Psychology, Learning Support, Social Care (who will only give advice if they know of your child) as well as the Health Authority.

Will the LA ask the school/early years setting for more information?

If you have not already provided it, they may ask for written evidence about your child, the school's/early years setting's assessment of your child's learning difficulties and information on any special educational provision that has been made.

How long will it take the LA to decide whether to carry out an assessment?

The LA must reach their decision within six weeks of receiving your request.

What do I do if the request is turned down?

If the LA refuses to agree with your request for assessment they will provide you with information about the local arrangements for resolving disagreements and about your right of appeal to the SEN & Disability Tribunal (SENDIST). The LA must inform you of your rights of appeal and the time limits for lodging an appeal even if you are using the disagreement resolution service.

Will seeking disagreement resolution affect my right to appeal?

No, you will keep your right of appeal.
For further information see PPS **'Disagreement Resolution'** leaflet.

Timetable for Assessment

6 Weeks	The Local Authority (LA) receives the request for statutory assessment & seeks further information from the parents/ carers. County Assessment Panel or Pre-School Assessment Panel for children in early years settings, decide whether a statutory assessment will be made.	6 Weeks
6 Weeks	The LA seeks advice from parents/carers, schools and other relevant agencies within Children's Services (eg Educational Psychology, Social Care) and Health.	12 Weeks
4 Weeks	The relevant Statement Caseworker makes a decision as to whether a statement is required.	16 Weeks
2 Weeks	The LA informs the parent of the decision either to: • Issue a proposed statement, **or** • Issue a 'note in lieu' of a statement that contains the information that has been gathered about the child during the assessment process and the reasons why the LA has decided not to write a statement.	18 Weeks
8 Weeks	Parents have 15 days to comment on the proposed statement and inform the LA of their preferred school/early years setting. The LA contacts the school/early years setting to be named and the school/early years setting has 15 working days to respond. The final statement is issued.	TOTAL 26 Weeks

This publication can be made available in other languages (including British Sign Language) and alternative formats (including large print, audio tape, computer disc and Braille) on request from Parent Partnership Service on telephone number 01905 727940 or by emailing ppservice@worcestershire.gov.uk

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To the best of our knowledge all information is correct at time of printing. February 2011

Find out more online:
www.ppsworcs.co.uk

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