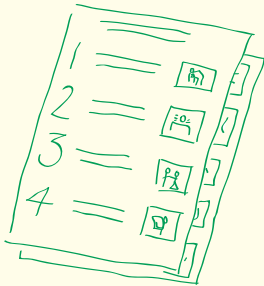


All About Statements

A Statement is a legal document that describes a pupil's needs and what support will be provided to meet those needs. Not every child with Special Educational Needs gets a Statement but you can ask your Local Education Authority to do an assessment.

It takes a minimum of 26 weeks from when you ask for your child's needs to be assessed to getting a Statement, if the LEA agrees they need one. There are specific criteria that your child's needs must meet for the LEA to issue a Statement.



The benefit of having a Statement may include :

- Additional money from the LEA for the school to meet your child's needs
- Access to a place in a Special School or unit
- Legal Rights

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Getting an assessment for your child

A Statement of Special Educational Needs is a legal document.

It sets out long term plans for your child's educational needs. Not every child with Special Educational Needs gets a Statement, but you can ask your Local Education Authority to do an assessment.

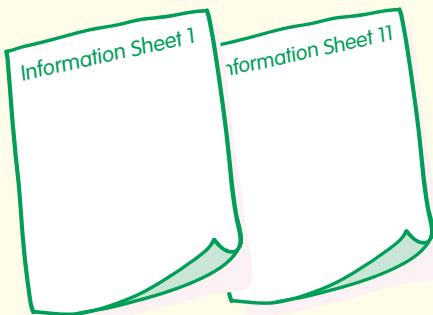
It is your right by law to ask the Local Education Authority to assess your child's Special Educational Needs. Schools can also ask the Local Education Authority to assess a pupil.

You may find it useful to speak to the school first as they have to provide the Local Education Authority with evidence of how they have helped your child already.

When you have made your request to the Local Education Authority they have 6 weeks to decide if your child needs a statutory assessment.

The Local Education Authority will write to you and your child's school telling you about their decision.
If they agree the assessment will go ahead.

For more information about Statements of Special Educational Needs, what they mean and how to appeal about any decisions made, ask us for Information Sheets 1 and 11.



**See page 18 of
this booklet**

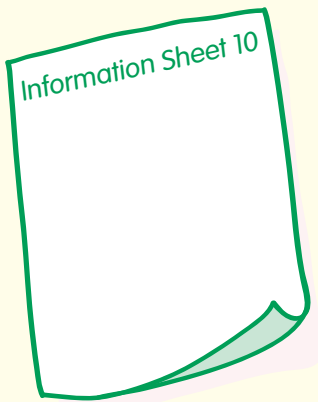
What to do if you've been refused an assessment

When you ask the Local Education Authority to make an assessment of your child's Special Educational Needs you have to write and explain your reasons for asking for an assessment. The Local Education Authority will request information from your child's school.

The Local Education Authority may write and tell you that your child does not meet Surrey's criteria for assessment. It does not mean that your child does not have Special Educational Needs. In many cases if an assessment is refused it is because the Local Education Authority believes the pupil's school can meet their needs.

The letter you receive from the Local Education Authority will tell you why your child does not meet the criteria. It will tell you that you can appeal against their decision if you choose to, and how to do this. It may also make recommendations on what else the school could do to help your child.

For more information about your child not meeting the criteria for assessment ask us for Information Sheet 10.



**See page 18 of
this booklet**

What a Statement of Special Educational Needs should contain

After doing an assessment the Local Education Authority (LEA) may agree that your child needs a Statement of Special Educational Needs.

If they do agree you will be sent a **Proposed Statement** first, which you need to check through carefully. You will also get copies of any professional reports that were given to the LEA as part of the assessment. You may wish to discuss this with your child's school and Partnership with Parents.

You have only 15 days in which to let the Local Education Authority know if you think anything is wrong or missing.

**For more information about a Proposed Statement
ask us for Information Sheet 11**

A Statement will have 6 parts to it.

Part 1 shows your child's name, address, date of birth, and who is responsible for looking after them.

Part 2 will describe your child's educational needs and the difficulties they have. This could be:

- communication needs
- social needs
- behavioural difficulties
- learning difficulties

Part 3 describes the help to be provided to meet your child's needs as described in Part 2.

Part 4 gives the type and name of school where your child will have their Special Educational Needs met. This will be left blank in the Proposed Statement.

Part 5 gives details of any non-educational needs that your child may have.

Part 6 describes how your child's non-educational needs, described in Part 5, will be met. For example if transport needs to be arranged to help your child get to school.

How to appeal against an assessment decision

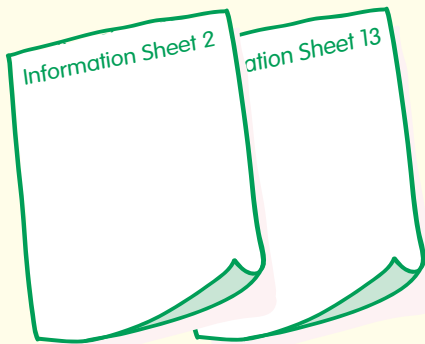
If you disagree with the decision the Local Education Authority has made you may be able to appeal to an independent tribunal.

The Local Education Authority will send you a letter about any decisions they make regarding your child's assessment for a Statement of Special Educational Needs. They will also tell you in this letter if you have the right to appeal.

You would need to appeal to the Special Educational Needs and Disability Tribunal (SENDIST).

You will only have two months from the date on the LEA's letter to appeal.

For more information about making an appeal ask us for Information Sheet 13. It also has details of organisations who can give you free support while you go through the process.



See page 18 of this booklet

Information Sheet 2 is about the need to keep talking to the school and the Local Education Authority to avoid serious disagreements

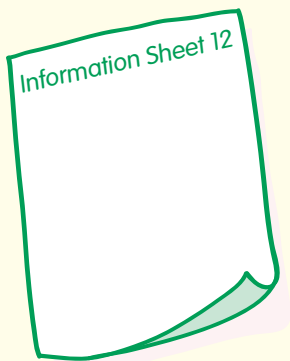
A Statement - what happens next?

After the Local Educational Authority has agreed to an assessment of your child's Special Educational Needs, and done the assessment, they will decide whether to issue a Statement of Special Educational Needs.

If your child has a Statement, it will clearly show any long term plans to meet your child's educational needs. Within eight weeks of the Statement being issued a planning meeting will be held at your child's school to discuss how the support is working. The Statement will be reviewed once a year at an Annual Review (twice a year for children under 5 years old).

Your child's school should work with you, your child and anyone else who supports your child, to make short term plans for your child's Special Educational Needs. These will be put into your child's Individual Education Plan.

For more information about what happens after a Statement of Special Educational Needs is issued ask us for Information Sheet 12.



See page 18 of this booklet

What to do if you think your Statement needs to be re-assessed

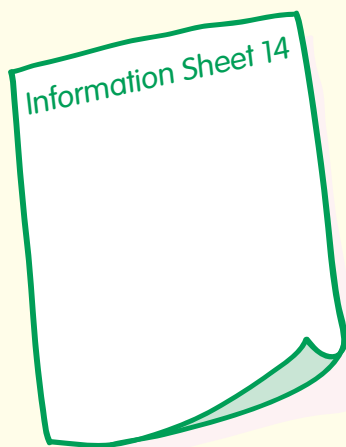
You can ask for a re-assessment of your child's needs if it is longer than six months since the last assessment or since the Statement was issued.

Your child's needs must have changed significantly for you to request a re-assessment.

Discuss your concerns with your child's school first. If you do this at the Annual Review a recommendation can be made to the Local Education Authority as part of the review process.

You can make a request for re-assessment in writing to the Local Education Authority. They have six weeks to make a decision.

For more information about asking for a re-assessment of your child's needs ask us for Information Sheet 14.



See page 18 of
this booklet

More information about Statements

It is always best to talk to your child's school first about any concerns you have about your child's educational needs.

You can also call **Partnership with Parents** for help and advice on **01737 737300**

You can also get information from your Local Education Authority

NW Area Local Education Office
55a - 61a Commercial Way
Woking
GU21 6HN

Tel: 01483 518100
Fax: 01483 747265

Runnymede,
Woking,
Surrey Heath

NE Area Local Education Office
55a - 61a Commercial Way
Woking
GU21 6HN

Tel: 01483 518100
Fax: 01483 518177

Epsom & Ewell,
Elmbridge,
Spelthorne

SW Area Local Education Office
Grosvenor House,
London Square,
Cross Lanes
Guildford GU1 1FA

Tel: 01483 517900 / 901
Fax: 01483 517808

Guildford,
Waverley

SE Area Local Education Office
Omnibus, Lesbourne Road,
Reigate RH2 7JA

Tel: 01737 737600
Fax: 01737 737911

Mole Valley,
Reigate & Banstead,
Tandridge