



Partnership with Parents
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Information Sheet: 10

MY CHILD DOES NOT MEET SURREY LOCAL AUTHORITY'S CRITERIA FOR ASSESSMENT WHAT DOES THIS MEAN?

Your child's papers have been considered by the area decision making process and you have just been told that she/he does not meet Surrey's criteria for assessment.

This does not mean that your child does not have special educational needs (SEN) but rather that those needs are not severe or complex enough to meet Surrey's assessment criteria.

All Surrey County Council maintained schools (including aided and foundation ones) have an amount of money within their own budgets to enable them to identify, assess and provide for children in their school who have SEN. This money comes into school in a variety of ways and should be sufficient to meet the educational needs of children on School Action and School Action Plus (see table below). The Government estimates that about 5% of a school's total budget should be available to support SEN.

The Graduated Response

What happens?	How is it funded?
The school's SEN Co-ordinator takes lead responsibility for gathering information and for co-ordinating the SEN provision, working with the child's teachers. An individual education plan (IEP) should be drawn up and clear records kept.	School-based, i.e., funded through the school's own resources.
Teachers and the SEN Co-ordinator are supported by specialists from outside the school. The IEP should also specify the outside help. Surrey County	School-based, i.e., funded through the school's own resources.

Council carries out a termly audit of pupils on School Action Plus against set criteria.	
Surrey County Council considers the need for a statutory assessment, if appropriate, makes that assessment, and considers the need for a statement. If appropriate, a statement is made and the special educational provision is arranged, monitored and reviewed.	Surrey County Council led and funded, if required. All of the money generated by the Statement is delegated to schools (i.e., added to the school's budget).

Surrey County Council will have told you in their letter why your child does not meet the ¹criteria. This may be because:

- their needs are not severe or complex enough and the panel feels that those needs could be met by the school through School Action and School Action Plus
- there is insufficient evidence from the school about how they have been helping your daughter or son
- certain outside professionals have not been asked by the School for their advice on how to help your child (this might be the school's educational psychologist or a specialist advisory teacher)
- the panel may have suggested strategies that the school has not yet tried

What will happen next?

It is important that you liaise closely with your child's school. The special educational needs co-ordinator (SENCO) should follow any advice given by the Surrey County Council and if it is not successful or if they have additional evidence to provide, they can make a further request for statutory assessment.

What can I do?

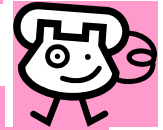
If, after discussion with your child's school, you still disagree with the LEA's decision, you could:

- Lodge the appeal, with the Special Educational Needs and disability Tribunal (SENDIST).
- Consider mediation².

¹ The criteria can be obtained from your local education office. See our information sheet 8 on IEPs

² See attached Global Mediation leaflet and our information sheet 2 "Keep Talking"

N.B. Our Helpline can advise you about your right of appeal and discuss mediation with you.



N.B. You only have two months to get the papers in to the SEN Tribunal from the date of the letter from Local Authority informing you of your right of appeal (i.e. if the letter from the Local Authority is dated 12 April you have until 12 June of the same year). If you miss that date you will lose the right of appeal, unless there is exceptional circumstances and you should speak to SENDIST urgently on 01372 392555.

It is important to remember that:

- it can take several months for an appeal to be heard by the Tribunal
- you can withdraw the appeal if you feel you no longer need to go ahead
- if your appeal is about the Local Authority's refusal to assess, the only decision that the SEN & Disability Tribunal can make is to assess or not to assess
 - if the decision is to assess, the Local Authority will have to carry out the statutory assessment, which can take up to six months
 - if the decision is not to assess, then your child will remain on School Action or School Action Plus.
- while you are waiting for the appeal to be heard your child should continue to receive support from the school on school action or school action plus.
- if you have some new information about your child's SEN or you feel that her/his needs have changed, you can ask the LA again to consider whether a statutory assessment should be carried out
- entering into mediation does not affect your right to appeal to the SEN Tribunal

Useful Contacts

EAST LOCAL OFFICE	WEST LOCAL OFFICE
South West Area	South East Area
Local Education Office	East Surrey Area Office
Grosvenor House	Omnibus
London Square, Cross Lanes	Lesbourne Road
Guildford GU1 1FA	Reigate RH2 7JA
Tel: 01483 517900/901	Tel: 01737 737600
Fax: 01483 517808	Fax:01737 737912

East Local Education Office	West Local Education Office
<p>North East Area NE-Epsom & Ewell Elmbridge, Spelthorne Area Special Needs Manager Amanda Hitchcock</p>	<p>North West Area Runnymede, Woking Surrey Heath Area Special Needs Manager Carole Gill</p>
South East Local Education Office	South West Local Education Office
<p>South East Area Mole Valley, Tandridge Reigate and Banstead Area Special Needs Manager Shelagh Green</p>	<p>South West Area Guildford, Waverley Area Special Needs Manager David Griffiths</p>
Global Mediation	SEND
<p>Global Mediation Ltd Elwood House, 42 Lytton Road Barnet, EN5 5BY Tel:0208 441 1355 Email: send@globalmediation.co.uk</p>	<p>SEND 2nd Floor, Old Hall Mowden Hall, Staindrop Road Darlington DL3 9BG Tel:01325 392760</p>

