



WHAT IS A STATEMENT? - FACTSHEET

After the Assessment of Special Educational Needs, the Local Authority may decide it is necessary to write down all the information they have collected in a document called a **Statement of Special Educational Needs** (usually called a Statement).

A Statement will describe all your child's special educational needs and the special help your child should receive. The Authority will usually make a Statement if they decide that not all the special help your child needs can be provided from within the school's own resources.

A Statement is set out in six parts:

1. Your child's name, address and date of birth. Your child's home language and religion, and your name and address.
2. Details of each and every one of your child's special educational needs identified during statutory assessment.
3. The special educational provision that the Authority considers necessary to meet your child's special educational needs (SEN):-
 - The objectives that the provision should aim to meet.
 - The provision which the Authority thinks will meet both the needs of your child and the objectives.
 - The arrangements for checking your child's progress in meeting the objectives.
4. The type and the name of the school where the special educational provision is to be made.
5. Any non-educational needs of your child.
6. Details of relevant non-educational provision required to meet the non-educational needs of your child including the arrangements for its provision.



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What is the Authority Responsible for?

- SEN Officers will send you a Proposed Statement. All the parts listed above will be filled in, except part 4. This will be left blank.
- They will also send you a letter about how you can give your views.
- You can ask the Authority to send you information about schools if you are not sure about which school you would like your child to attend. Ring 01709 822660 to request a copy.
- The Authority **must** agree with your choice of school as long as:
 1. The school you choose is suitable for your child's age, ability, skills and SEN.
 2. Your child's presence will not damage the education of other children already attending the school.
 3. Placing your child in the school will be an efficient use of the Authority's resources.
- The Authority will consider your wishes carefully before making a final decision.
- The Authority must consult with the school before naming it on the Final Statement.
- The Authority should send you a copy of the Final Statement eight weeks after the Proposed Statement. The Final Statement will have part four filled in with the name of the school. From this time the Authority must provide your child's school with any extra resources he/she needs.

What can I do?

- You have a right to say which state school you want your child to go to, either mainstream or special. This can be the school your child already attends.



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- You can ask to see the schools' policies on SEN to ensure you know what they can offer. You can also arrange visits to the schools you are considering. This can be done with the help of a friend or relative or Independent Parental Supporter (IPS). An information sheet 'What is an IPS?' is available from the Parent Partnership Service.
- When the Authority sends you the Proposed Statement you have **15 days** to comment on all parts of the Statement and to state which school you want your child to go to.
- If you are concerned about the Proposed Statement you can ask for a meeting with the 'Named Officer' ring 01709 822660 to arrange this. To ask if someone from the Parent Partnership Service could go to the meeting with you ring 01709 823627. You may be reassured by what is said at the meeting or, if the Authority agrees with your concerns, changes will be made to the Final Statement.
- If you disagree with Final Statement let the Authority know what you disagree with, the Parent Partnership Service can help you with this. You may wish to meet again with the 'Named Officer' at the Authority, contact the SEN Mediation Service or make an appeal to the Special Educational Needs and Disabilities Tribunal.
- You have the right to appeal to the Special Educational Needs and Disabilities Tribunal if you disagree with the contents of:-
 1. Part 2, the description of your child's SEN.
 2. Part 3, the help to be given.
 3. Part 4, the type and name of the school your child should go to.

What will my child's school do?

- The school's governors must do their best to ensure that your child gets the special educational help written in the Statement.
- Your child's Statement must be reviewed at least once a year; this meeting is called the Annual Review. Staff at school will write inviting



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you to the meeting. Before the meeting you will be asked to send your views on your child's progress over the year.

- The school will also request the views of any professionals who have worked with your child. Before the review meeting your school will send you copies of all the views they have received.
- Your child's teachers will have set targets for your child following the initial Statement being made. During the review targets for the following year will be agreed.
- The Head Teacher will send a report signed by you, to the Authority within 10 working days of the review, recommending any changes that the people at the review feel should be made. They will also send you a copy of this.

Ring 01709 823627 or go to our website for information sheets on Annual Reviews.