



WHAT IS A STATEMENT? - FACTSHEET

After an Assessment of Special Educational Needs, the Local Authority (LA) 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 is usually made if it is decided that not all the special help your child needs can be given by school, or where a different type of school or provision is needed. Any decisions will be discussed with you and you will receive all the reports that were part of the assessment. You have the right to say which school you prefer. You also have the right of appeal if the Local Authority does not agree with your choice of school.

The Statement will describe in detail your child's needs and the provision. (That is the special help that is necessary to meet the needs.) This could be within the same school or in another educational place that may best meet your child's needs.

Once a Statement has been issued, there will be regular reviews of your child's progress to make sure that any special help given is still right for your child.

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 LA considers necessary to meet your child's special educational needs (SEN):-
 - The long term objectives that the provision should aim to meet.
 - The provision which the LA thinks will meet both the needs of your child and the objectives.



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- 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.

What is the Local Authority (LA) 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 LA 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 this.
- The LA **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 LA's resources.
- The LA will consider your wishes carefully before making a final decision.
- The LA must consult with the school before naming it on the Final Statement.

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- The LA 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 LA 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.
- 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 LA sends you the Proposed Statement you have **15 days** to comment on all parts of the Statement and to say 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 LA agrees with your concerns, changes will be made to the Final Statement.
- If you disagree with the Final Statement let the LA 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.



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- 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 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 the review report to the LA within 10 working days of the review meeting, recommending any changes that the people at the review feel should be made. The school will also send you a copy of this.

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

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