

Parents can only appeal against parts 2, 3 and 4 of the statement. You can appeal to **SENDIST** or you can ask the **SEN Mediation Service to mediate**. The Parent Partnership Service will give you more details.

Parents receive a copy of the **proposed statement** with all parts completed except part 4. You will have 15 days to make any comments and express a preference for a school.

Check the statement carefully. A Parent Partnership Officer or IPS can help you. We can also help make arrangements to visit schools, and go with you if you wish.

If you wish, you can ask to discuss matters with the SEN Officer. An IPS or Parent Partnership Officer can come with you.

The LEA should send you a copy of the **final statement within 8 weeks** of issuing the proposed statement. It takes effect immediately.

## SEN Code of Practice 2001

These guidelines are based on the legal framework of the 1996 Education Act. Local authorities and schools must have regard to it. You can order a free copy from the DFES on 0845 60 222 60.

## For more information

This leaflet is one of several produced by the Parent Partnership Service.

اگر آپ کو یہ معلومات کسی دوسری زبان میں چاہیے  
یا آپ کو کسی ترجمان کی ضرورت ہو تو براہ مہربانی  
ہم سے مندرجہ ذیل نمبروں پر رابطہ کریں:

Tel: 01422 392695  
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Calderdale



**A service for parents and carers  
of children in Calderdale with  
special educational needs**

**Assessment, statements  
of special needs and  
code of practice**



Northgate House • Northgate  
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## Formal Statutory Assessment

Children with long term severe or complex needs may require a statutory assessment before they start school. For many children however, a formal or statutory assessment will only follow School/Early Years Action and School/Early Years Action Plus.

The request for formal assessment is usually made from the school or a specialist who has been working with your child. The LEA then write to the parent to inform them about the request. You will be asked to give your views within 29 days. The LEA also writes to other agencies about the request for assessment. The LEA has to decide within 6 weeks of writing to you, whether or not to make an assessment.

## Parental Request

Parents/carers can make a request for statutory assessment of their child.

The request must be made in writing to:

Mr. R. Hayfield  
Special Needs Manager  
Children and Young People's Services  
Northgate House  
Northgate  
Halifax HX1 1UN

The LEA will then ask for information about the child's progress. They will talk to:

- the school or setting
- the educational psychologist
- social services
- the health service
- the child and parents
- anyone else that parents wish to be consulted

When all the information has been collected, the LEA will consider whether:

- all possible steps have been taken to help your child at School/Early Years Action and School/Early Years Action Plus
- your child's needs appear to meet the LEA criteria for assessment

You will be informed of the LEA's decision within 6 weeks of their initial response to the request.

If the request is agreed, a multi disciplinary assessment will be undertaken.

If the request is refused, you will be told why. You will also be told how to appeal against the decision, to the Special Educational Needs Tribunal (**SENDIST**). If you decide to appeal, it is a good idea to talk first to the SEN Officer and to the Parent Partnership Service.

## Statements of Special Needs

If a child's needs are assessed and he is found to require additional help at school, he will be given a **Statement of Special Educational Needs**. This is a legal document, with six parts.

### Part 1- Introduction

This gives basic details about the child, such as date of birth, address and name.

### Part 2 – Special Educational Needs

This gives clear details about the child's needs, as identified during the assessment.

### Part 3 – Special Educational Provision

This part describes long term objectives for the child and the progress he is expected to make. It also sets out all the provision that the LEA think the child will need to reach these objectives. Arrangements for regular reviews are also set out in this part.

### Part 4 – Placement

This states the type of school appropriate for your child's needs. Usually the name of the school is included.

### Part 5 – Non Educational Needs

These might be medical or social needs.

### Part 6 - Non Educational Provision

This describes how the needs in part 5 will be met.