

LEWISHAM PARENT PARTNERSHIP SERVICE

NOTE IN LIEU

Sometimes after a statutory assessment, the Local Authority (LA) may decide to issue a Note in Lieu. The LA may decide that your child's school can provide special help without issuing a Statement of Special Educational Needs. The LA will usually tell you this within 12 weeks of beginning the assessment.

A great deal will have been learned about your child from the statutory assessment. Even if it decides not to issue a statement, the LA should share what they have learned with you and the school.

The SEN Casework Officer may then draw up what is called a Note in Lieu of a Statement of SEN.

What is a Note in Lieu?

- A Note in Lieu describes the child's needs and makes recommendations about the way he or she can best be helped in school.
- It uses the information gathered during the assessment to suggest a package of help and support for your child and his or her school.
- Occasionally a Note in Lieu may be used because a child attends an independent school.
- In terms of the code of practice of SEN, your child is at School Action Plus if they have a Note in lieu.

What happens if I disagree with the decision?

- You should raise your concerns with the SEN Casework Officer who is dealing with your child's case. She/He will be happy to discuss your concerns.
- It is useful to put your concerns in an email or letter and include any new information you may have.
- In most cases the problem can be resolved quickly.
- The Parent Partnership Service can give you advice about the LA's response. We operate independently of the LA and provide accurate, objective information on the range of options available to parents.

- An additional service parents can use is the Disagreement Resolution Service: an informal way of preventing and resolving disagreements between parents and the LA or school. The service can be accessed through the Parent Partnership Service or the LA.
- If the LA decides not to issue a statement, following a statutory assessment you have the right of appeal to the SEN and Disability Tribunal (SEND). This is an independent body that hears appeals against LA decisions on statutory assessment and the statements or claims of disability discrimination.

How do I accept the Note in Lieu?

- You don't need to do anything. If the LA does not hear from you it will assume that you want your child to receive the help outlined in the note in lieu.
- It will then send copies of the note in lieu to your child's school and the support services after a two week period.
- You can contact the LA straight away if you want it to send copies of the note in lieu to your child's school and the support services immediately.
- If your child does not receive the help detailed within the note in lieu, you should contact your child's school immediately, to see where the problem lies.

What happens if my child changes school?

- If you stay within the Lewisham boundary the note in lieu and the help it offers follows your child. You just need to let the new school know that your child has a note in lieu.
- If you move outside Lewisham you will need to contact the new LA because it will have its own arrangements for offering help to pupils with special educational needs.

Further information

Special Education Needs Code of Practice 2001

To obtain a copy telephone: 0845 60 222 60 Ref: DfES 581/2001

Parent Partnership Service: Independent information, advice and support for parents of children with Special Educational Needs. Contact details below

Lewisham Parent Partnership Service
 The Kabin, Forster Park School, Boundfield Road, SE6 1PQ
 Tel: 020 8695 5955 Email: lewishampps@pre-school.org.uk
 Website: www.lewishamparentpartnership.org.uk