

# LEWISHAM PARENT PARTNERSHIP SERVICE

## PROPOSED STATEMENT

### Introduction

After a Statutory Assessment, the local Authority (LA) will decide if your child needs a Statement of Special Educational Needs. If a statement is needed, the LA will send you a '**Proposed Statement**'.

The LA will also send you reports known as '**advices**', which have been gathered from professionals involved with your child, as well as your own advice. The Proposed Statement sets out the Special Educational needs and the Provision, which is seen as necessary by the LA.

It is vital that the Proposed Statement covers all of your child's needs and offers appropriate provision to meet those needs.

You have 15 days to respond to the LA, but you can also ask for an extension.

### LOOKING AT THE STATEMENT

#### PART 1

This will have the details of your child's name, date of birth, address and details of the parent or person responsible for the child. Check all the details are correct.

#### PART 2

This section must describe in detail your child's special needs. It is important that all your child's difficulties are described clearly and thoroughly.

Does this part clearly list all of your child's needs? Remember that Part 3 of the statement which sets out the provision for your child is directly related to the needs listed in part 2. If the need is not described in Part 2, no provision can be given for it in Part 3.

### LOOKING AT THE REPORTS AND DEFINING YOUR CHILD'S DIFFICULTIES

Hopefully the reports will state clearly what your child's difficulties are, how severe they are and what impact of those difficulties will be for your child in the context of their education and lifetime learning.

You will need to go through the reports (advices) carefully. It can be useful to photocopy the papers to have a spare copy. Then you can use a highlighter pen to highlight anything that is a description of your child's difficulties. Highlight sentences rather than whole paragraphs.

There should be a clear description of your child's difficulties (needs). It is important that the description is clear to anyone who might read the statement. Make a note of everything you disagree with.

Many people dealing with your child may not have time to read all the advice attached to the statement.

All difficulties and strengths should be included.

### **PART 3**

Part 3 of the statement specifies the provision which should be made by the LA to meet your child's Special Educational Needs.

Part 3 is split into three sections:

#### **OBJECTIVES PROVISION MONITORING**

##### **OBJECTIVES:**

These should comprise of a number of bullet points which identify the long term objectives of the provision ie:

To develop your child's writing skills so that others can read his/her work.

##### **PROVISION:**

This section should list all the educational provision that is necessary to meet your child's needs.

You will need to ensure that there is a specific and detailed description of the amount and frequency of support, e.g. in terms of hours of ancillary or teaching support.

##### **MONITORING:**

This section should detail the arrangements made for setting short term educational targets. This should also describe any special arrangements for the Annual Review and should recognise the need for regular monitoring and evaluation of the child's progress before then.

## **Checklist:**

- ✓ Does the proposed provision appear to meet all the needs you have highlighted in Part 2?
- ✓ Has everything contained in the advices (reports) been considered?
- ✓ Is it easy to understand?

Make a list of any changes you think are needed to meet your child's special educational needs.

### **PART 4**

#### **Placement.**

This should be left blank until you have expressed your preference.

### **PART 5**

#### **Non education needs**

This section should specify any non educational needs which the LA either proposes to meet or is satisfied will be met by some other service.

### **PART 6**

#### **Non educational provision**

This section should specify the provision that will be made to meet the needs identified in part 5.

### **After the proposed statement**

If you agree with the proposed statement then you can simply tell the LA and inform them of your preferred school.

If you do not agree with the proposed statement, you should now start to consider the best way to negotiate with them.

You should put your views in writing outlining your concerns and what you would like to be changed. Try to support your request by highlighting professional advice which corresponds with what you are saying.

If you would like a meeting, you should write or phone within 15 days asking for this with the SEN Casework Officer who wrote the proposed statement.

When you meet the SEN Casework Officer to discuss the proposed statement, you can take a friend or relative. You can also request support from Parent Partnership Service.

The Parent Partnership Service can offer more information on what could happen at a meeting with the SEN Officer.

## **Further information**

### **Special Education Needs Code of Practice 2001**

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

### **Advisory Centre for Education (ACE):** [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

Advice line: 0808 800 5793.

**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](mailto:lewishampps@pre-school.org.uk)  
Website: [www.lewishamparentpartnership.org.uk](http://www.lewishamparentpartnership.org.uk)