

# LEWISHAM PARENT PARTNERSHIP SERVICE

## STATUTORY ASSESSMENT AND STATEMENTS

### Who can request a Statutory Assessment?

- Your child's pre-school/school
- You
- Other agencies e.g. health or social care, can bring the child's needs to the attention of the LA

If the school or pre-school request statutory assessment, the LA will write and ask whether you agree. They will also ask whether you would like to send in any supporting information. You will be given at least 29 days to provide this information.

As a parent you have a right to request a statutory assessment if you feel that your child's needs are not being met through Early Years Action/School Action or Early Years Action Plus/School Action Plus. It is a good idea to discuss this with your child's school first. You may also wish to talk it through with the Parent Partnership Service on 020 8695 5955.

To request a statutory assessment yourself, you should write to:-

The Director of Education  
Laurence House  
Catford Road  
Catford  
SE6 4RU

It is useful to include details about your child such as:

- Date of birth
- Pre-school/school she/he attends
- If you have already spoken to anyone about your child
- Copies of any reports
- An example of your child's work
- Yours child's views
- Why you feel your child should be assessed.

If the request for statutory assessment is made by you, the LA will write to:

- Your child's school/pre-school and ask them to send in any information about your child's needs.
- You, to ask if you have any further information. This may include reports from other agencies such as health or social care.
- Other agencies, to notify them that they may be asked for advice about your child.

### **Parent's contribution to Statutory Assessment.**

It is very important that the LA has full information about your child's special educational needs. Here is a guide to the sort of information you might want to include:

Your child's early years:

Say when you first noticed any difficulties – big or small. Did you tell anyone? What help or advice did you get?

Your child now:

Health – eating, sleeping, illnesses, tiredness, depression, panic attacks.

Physical skills – walking, hopping, climbing, drawing, using scissors.

Communication – hearing, gestures, eye contact, speech: describing things, talking to people, using the telephone, taking messages.

When your child has an assessment, anyone assessing your child will inform you in advance. During the Statutory Assessment, the LA will ask for information from:

- I you;
- I your child;
- I your child's school;
- I an educational psychologist;
- I health professionals such as doctor, occupational therapist, speech therapist, physiotherapist or health visitor;
- social care;
- other agencies as appropriate.

Your child's views are an important part of the information. If your child needs support to give their views to the LA, you, a teacher or another professional can help. It is very helpful if you include your child's views in your own contribution. The LA will send you copies of all the reports when the Statutory Assessment is completed.

When the LA has received and considered all the information, they will either:

1. Write to you explaining their reasons for not issuing a Statement of Special Educational Needs and issue a Note in Lieu; or
2. Issue a proposed Statement.

A **Note in Lieu** is a note which outlines your child's special educational needs and makes recommendations about provision, so that you and the school can be sure that your child's needs are met. The LA will explain why it has decided not to issue a Statement. Parents have the right to appeal against the LA's decision not to issue a Statement through the SEN and Disability Tribunal and/or request a mediation meeting through the Disagreement Resolution Service to see if an agreement can be reached.

The **Statement** is a legal document that identifies your child's needs and the provisions, which will be made in school for them. A Statement is only issued if the school or Early Years setting cannot reasonably provide for your child's needs.

### **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

## ***TIME LIMITS FOR STATUTORY ASSESSMENT***

