

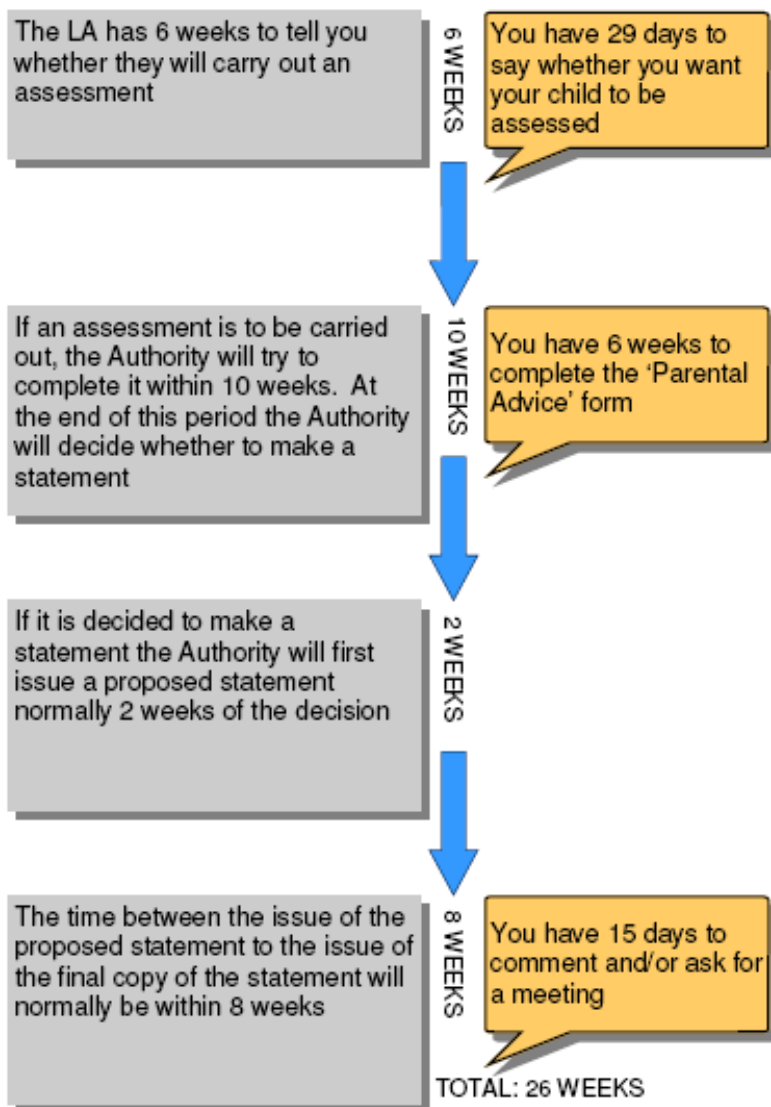


**STOKE-ON-TRENT
PARENT PARTNERSHIP**

Proposed Statements

This leaflet explains what a proposed statement is, how it is structured and how parents can give their feedback to the Local Authority.

If the Local Authority has decided to carry out a statutory assessment of your child there is a set process that they will follow. The diagram below breaks the statutory assessment process into different stages, showing the time limits for each stage.



Once the LA has gathered information and advice regarding your child from various sources it will make a decision on whether to write a statement of special educational needs.

If the decision is to make a statement then the Local Authority will write a draft or 'proposed statement'. You will be sent a copy of this proposed statement, along with a copy of all of the reports gathered during the statutory assessment. You will also receive a parents/carers response form for you to fill in and return to the Local Authority.

This is your chance to give your views on the statement and request any amendments that you feel are necessary.

You have **15 days** to reply to the LA. You can:

- Say whether or not you agree with the proposed statement
- State which school you would like your child to attend
- Ask for a meeting with your Named Officer to discuss your views

If you will not be able to give your feedback within the 15 days time limit you should contact your LA Named Officer and ask for an extension.

The Stoke-on-Trent Parent Partnership Service can support you in understanding and responding to the proposed statement as well as attending meetings with the LA Named Officer. Please contact 01782 234701 for more information.

Looking at the Proposed Statement

A statement of special educational needs is a legal document which describes your child's needs and the educational provision and any other arrangements needed to meet those needs.

A statement has 6 parts:

- Part 1:** An introduction with the name of your child, your address, and other relevant details
- Part 2:** A list of special educational needs, which describes all of your child's difficulties
- Part 3:** The special education support that will meet the needs as set out in part 2. The long-term objectives to meet your child's needs and the arrangements for meeting targets and for reviewing your child's progress.
- Part 4:** The type of placement, school or alternative provision
- Part 5:** The non-educational needs of the child: those needs agreed with health services, social services or other agencies
- Part 6:** The non-educational support to meet any non-educational needs

You should read through each part of the proposed statement carefully, checking that all details are correct and that you agree with what is written.

Checking the Proposed Statement

Part 1

Check that all of your child's details are accurate. Is their name spelt correctly? Is the address correct? Is your child's date of birth correct? If applicable, is your child's home language and country of birth correct?

Part 2

Check that you are happy with the list of your child's Special Education Needs. Are all his/her areas of difficulty covered? Is your child's current level of functioning included?

Part 3

Check that you all of the needs specified in Part 2 are addressed. Are the objectives realistic? Has any special equipment or resources that your child will need been identified? Is it clear what your child will need individual support for? If appropriate, is residential accommodation listed? Does your child need any modifications to the delivery of the National Curriculum? Should your child be disapplied from any area of the National Curriculum? Are you happy with the arrangements for reviewing your child's targets and his/her statement?

Part 4

This section on the proposed statement will be left blank so that you can state your preferred choice of school. Although the law says that children with special educational needs should attend their local mainstream school wherever possible, you can ask for other types of schools to be considered.

The LA will agree to your preferred mainstream school so long as:

- it is suitable for your child's needs
- your child's attendance would not disrupt the education of the other children
- it is an efficient use of resources

It is advisable to visit schools that you are considering for your child so that you can see first-hand what facilities each school offers.

If you would like more information or advice on choosing schools, it may be beneficial to contact the Stoke-on-Trent Choice Adviser on 01782 234867 or visit the Choice Advisory website

www.choice-adviser-stoke.co.uk



Part 5

Check that all the non-educational needs of your child are covered. Does your child require arranged transport to travel to and from school? Are your child's health needs listed and correct? Are any therapies that your child requires listed? Are any other particular specialist medical interventions that your child needs listed? If your child requires mobility training is it listed? If applicable, is any respite care identified?

Part 6

Check that all of your child's non-educational needs, as listed in Part 5, are addressed. Are transport arrangements to and from school included? Are health needs addressed and whose responsibility will these be?

It is important to remember that this is the time to ask for any changes to your child's statement.

You have **15 days** from when the Local Authority issue the proposed statement to respond.

If you arrange to meet with the LA Named Officer to discuss the proposed statement, you will have 15 days from the date of the last meeting to provide feedback on the proposed statement.

When the LA has received and considered your feedback, it will issue a final statement. This will usually be within 8 weeks of issuing the proposed statement.

Once a final statement has been issued it can only be amended by appealing to the SEN & Disability Tribunal or through the annual/interim review process.

It is vital that any changes you wish to be made to the statement are addressed when you receive the proposed statement.

If you feel you need support please contact the Stoke-on-Trent Parent Partnership Service on

01782 234701

Useful weblinks

The Special Needs Code of Practice

www.education.gov.uk/publications/standard/publicationdetail/page1/dfes%200581%202001

Section 7 (Writing a Statement of Special Educational Needs) of the SEN Toolkit

www.education.gov.uk/childrenandyoungpeople/sen/sen/guidance/a0013144/sen-toolkit

The Stoke-on-Trent Parent Partnership Service

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