

Translations of this **Statements of SEN** leaflet are available in Polish, Farsi, Kurdish, Urdu, French and Tigrinya. If you need this booklet translated into another language, please complete and return the form below. *Tick box for language required.*

- Polish**
Jeśli potrzebujesz polskiego tłumaczenia tej broszury, wypełnij i odeślij poniższy formularz.
- Farsi**
اگر این اطلاعات را به زبانی دیگر و یا در فرمتی دیگر میخواهید لطفاً از ما درخواست کنید
- Kurdish**
ئەگەر دەتەوێت ئەم نامەڵکە بە زۆرێ کوردی تەرجومە بکەیت، ئەوا تکایە ئەم فۆرمە خوارمە پرێبکەرە و بێنێرە.
- French**
S'il faut vous traduire ce livret en français, veuillez remplir le formulaire cidessous et nous le renvoyer.
- Urdu**
اگر آپ کو اس کتابچے کا ترجمہ اردو زبان میں چاہیے تو ہرمانی کر کے نیچے دئے گئے فارم کو پُر کر کے بھیج دیں
- Tigrinya**
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Please indicate if you would like a copy of this in another language (not listed above) or any of the following formats and send to the freepost address below or telephone 01924 306225:

- Large print On audio tape In Braille

Another language, Please state:

Name

Address

.....

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Please return this form to:
FREEPOST WF458, Communication & Information Team
Room 217, County Hall, Wakefield WF1 2QL



Final Statement

When you agree with the statement, you should sign and return the form. A copy of the final statement should be sent to you within eight weeks. The statement lasts as long as your child needs it or until he or she has left school. The advice on the statement will be followed and reviewed each year.

This is called the Annual Review. A separate leaflet about Annual Reviews is available.

For further information, or to ask about anything you have read in this leaflet, please contact:

Wakefield District Parent Partnership Service, County Hall, Wakefield WF1 2QW

Tel: 0800 587 8042

Email: parentpartnership@wakefield.gov.uk

Visit: www.wakefieldparentpartnership.org.uk

Text: 07624 809247

Statements of Special Educational Needs

Wakefield District Parent Partnership Service





Statements of Special Educational Needs

The Statement of Special Educational Needs (SEN) is a legal document that Council and your child's school must follow. It identifies the help and support that your child is to be given to meet his or her special educational needs. The statement will be set out in six parts.

- Part 1:** This is the introduction. It provides all the important details about your child, such as date of birth, parents' or carers' names, address and phone number.
- Part 2:** This section is based on the information gathered from the professionals involved with you and your child, and should clearly describe all your child's learning difficulties and how these affect your child's learning needs.
- Part 3:** Part three records details of the help which the Council thinks your child will need, how targets will be set and how your child's progress will be reviewed.

- Part 4:** This states where your child will go to school. When you receive the proposed statement, this section will be left blank. The school will be named in the final statement.
- Part 5:** If your child has non-educational difficulties, such as other medical problems, these will be recorded here.
- Part 6:** This final section will show the help or support your child will need to support the non-educational needs shown in Part 5.

Proposed Statement

You will be sent a proposed statement along with all the reports. You will have 15 days in which to make any comments and also to state which school you would like your child to attend.

You may wish to visit schools before deciding on your preference.

If you have concerns or questions about what is written in the statement, you should discuss them with your SEN Officer.

If necessary, ask for a meeting to be arranged with an SEN Officer so that your concerns can be fully discussed.

If you are still not happy with the statement following a meeting, you can ask for access to the Disagreement Resolution service, which will try to resolve the difficulties you may have.

You should also consider appealing to the SEN Tribunal. Details about appealing can be obtained from the SEN Officer or Parent Partnership Service.

Parent Partnership Officers are available to advise and support you at any time.