

Translations of this **Statutory Assessment** 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 نامەڵێکە بە کوردی تەرجومە بکەیت، ئەوا تکایە ئەم فۆرمەیی خوارەوە پرێکەرە 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

.....

.....

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



Read through the Proposed Statement as soon as possible. If there is anything you do not understand, or think that is not correct, contact your Named Officer within 15 days, or contact Parent Partnership Service.

Again, if you are not satisfied with the decision, you may wish to speak to an SEN Officer or the Parent Partnership Service about Disagreement Resolution or SEN Tribunal.

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

Statutory Assessment

Wakefield District Parent Partnership Service





Statutory Assessment

If a child is not making the progress that should be made at School Action Plus, a statutory assessment can be carried out to see if they require a Statement of Special Educational Needs.

A request for the Council to make a statutory assessment can be made by:

- school or setting
- parents

A referral can be made by another agency, such as Health or Social Services. (This is most likely to be when a child is very young).

If your child's school believes that a statutory assessment is needed for your child, they should discuss it with you before making the request for assessment.

If you decide that you would like to request an assessment of your child, you should discuss this with the school before doing so. You could also contact Parent Partnership Service to discuss your decision.

To help them make their decision, the Council will look at all the evidence about your child's learning difficulty. They will:

- ask you to provide information about your child **(You have 29 days to return the form)**
- ask the school or setting to provide information about how they have tried to help your child and how they have involved other services such as the Education Psychology Service or the Special Educational Needs Support Service.

The Council must make a decision about whether to assess your child within **six weeks**.

If, after looking at all the evidence, the Council decide **not** to assess your child, they will write to tell you and explain the reasons for their decision.

You can also ask to discuss the reasons why the Council have made their decision with an SEN Officer. You could also contact the Parent Partnership Service who can advise and support you.

SEN Officers and Parent Partnership Service staff can inform you about the Disagreement Resolution service or about how to appeal to the SEN Tribunal if you are still not satisfied with the decision.

Once the decision to make a statutory assessment has been made, the Council will ask everyone involved with your child to write a report, giving their advice. You will receive a Parental Advice Form on which to give your views about your child.

The Council will also ask for:

- educational advice (from the school)
- educational psychology advice
- medical advice
- social services advice
- any other advice, which the Council believes to be necessary.

The reports should all be received by the Council within **six weeks**. They then have a further **four weeks** to decide if they are to issue a statement of SEN.

If the Council decides not to make a statement, they will write to you within **two weeks** of completing the assessment. They may issue a **Note In Lieu**.

This explains your child's special educational needs, explains why the Council has made the decision not to issue the statement, and makes recommendations about how your child's needs can be met by school.

If the Council decides to issue a statement, they will send a Proposed Statement within **two weeks** of making the decision