

SHEFFIELD PARENT PARTNERSHIP SERVICE

Information Sheet: **STATUTORY ASSESSMENT** (The Statementing Process)



Points to Note

- A statutory assessment will only be necessary for a small minority of children with severe and or complex special educational needs.
- Once a statutory assessment is requested there are timescales that the Children and Young People's Directorate (CYPD) are advised by the DfES to stick to. If at any stage you feel that CYPD is outside of the time limit you should contact the Special Needs Section and ask them to explain the delay. Tel 0114 273 6394

The following table shows the timescales for each stage of the process.

6 weeks	The CYPD considers the request whether or not agree to Statutory Assessment
10 weeks	The CYPD makes an assessment and decides whether to: Make a statement or Not make a statement
2 weeks	The CYPD either issues a draft/proposed statement or explains their decision not to issue a statement and send a Note in Lieu
8 weeks	The CYPD sends out the final statement
Total	26 weeks

Who can request a Statutory Assessment?

- The child's school or Early Years setting
- The child's parent or carer

Schools should consult with parents/carers before requesting an assessment. Whilst it is not strictly necessary, it is advisable that parents/carers requesting an assessment should put their request in writing to the CYPD. (SEN Section, Floor 3 Howden House, Union St, Sheffield, S1 2SH.)

What happens next?

- If the CYPD agree to proceed with the assessment, you will receive a letter telling you that the CYPD feels it is necessary to carry out a statutory assessment and inviting you to contribute to the assessment by putting forward your views/evidence within 29 days
- If you agree/disagree with this proposal to assess, you should write to the CYPD and inform them of your decision. If you do not reply within 29 days then the assessment will go ahead.

Who else will be involved?

The CYPD will ask for advice/reports from the following:

School or Early Education Setting

The educational advice must be provided by the school or setting that the child is currently attending. Although, if a child has recently moved, it may be helpful to also request advice from a previous school or setting.

The educational advice must set out how a child's strengths and difficulties could affect his/her educational needs and the provision that is considered appropriate.

Educational Psychologist

The educational psychologist will write a report on the child's strengths and difficulties that they have observed or assessed whilst working with a child. In their advice they will also include details of any assessments they have carried out and the results.

A Medical Officer

If your child's special educational needs are not of a medical nature then you will receive an appointment to attend for a basic medical, probably at a local clinic. When you receive this appointment it is extremely important that you keep the appointment. If you are unable to, then make contact as soon as possible and rearrange it. If you fail to keep three appointments you will not be sent any more. This will hold up the assessment process.

Social Care Services

This request is standard practice and sometimes causes parents who are not already involved with Social Care Services some concern. If you do not have a social worker allocated, Social Care Services will respond to say that they have no knowledge of the family. They will **not** make contact with the family.

Parents/Carers

You know your child best and therefore your contribution is invaluable about what you think your child's difficulties are and how best they can be met. Also, your child will behave differently at home compared with in school or with another professional. It is important that the CYPD have a full picture of your child. If you, as a parent, have any information or other reports that you wish the CYPD to take into account, then you could send them in.

NB If your child has attended or is attending Ryegate Children's Hospital, you need to remember that the CYPD will not automatically get a copy of any report written by Ryegate. These reports usually are very detailed and provide useful information. If you wish the CYPD to consider this information as part of your child's statutory assessment then you should send a copy of the report to the SEN Section.

You should receive a written copy of everyone's advice that is sent to SEN section as part of your child's assessment.

What happens when all the reports are in?

The CYPD will look at all the reports submitted and decide whether or not they will issue a **Statement**.

If the CYPD feels that your child has special educational needs but that they can be met by the school, they will send you a **Note-in-Lieu**. A Note-in-Lieu still acknowledges that your child has special educational needs and how best their needs can be met, what it doesn't provide is any resources additional to the school's input.

If you are not happy then you should contact the SEN Section and ask for a meeting to discuss your concerns. You also have a right to appeal to an independent Special Needs Tribunal. For a booklet detailing how to do this, call:

SEN Tribunal:	Tel: 01325 392 555
SEN Section:	Tel: 0114 273 6394
Parent Partnership Service:	Tel: 0114 261 9191

If the CYPD decide to issue a statement of special educational needs they will send you the document in a draft form called a **Proposed Statement**. The proposed statement will not name a school in it. This is because as a parent, you have the right to express a preference for which school you wish your child to attend.

You have **15 days** to make any comments and express a preference. If you disagree with any of the proposed statement you should contact the SEN section

