

This leaflet explains what your child's school should do after a statement has been issued.

A statement of Special Educational Needs is the document that sets out your child's needs and the help that he or she should have. It places a responsibility on your child's school to make the provision set out in the statement and to carry out a review every year. This information describes the steps that your child's school should now take to put the statement into practice.

It is usual for the special educational needs co-ordinator (SENCo) to oversee the arrangements set out in the statement, although the head teacher is given overall responsibility for the management of the statement.

The role of the Special Educational Needs Co-ordinator (SENCo)

- Organising a post –statement planning meeting
- Writing an individual education plan (IEP)
- Drawing up the programmes specified in the statement
- Making sure that all the adults working with your child know what they are required to do and the approaches they should be using .
- Co-ordinating the review process.

Post statement planning meeting

If your child is continuing at the same school, the school should arrange a meeting as soon as the final statement is issued. If your child is moving to a different school, the new school should arrange a meeting within eight weeks. The school will not receive any additional funding until the post statement planning process is completed.

The aim of the meeting is to plan how the extra resources will be used to make sure that your child receives the sort of help that is described in the statement.

An Individual Education Plan should be drawn up with targets set for your child to work towards over the next 12 months.

How will I know how much extra help my child should have?

The local authority will write into the statement the number of additional hours they will fund. This is not the total amount of support that your child should receive because the school is expected to continue the level of School Action Plus support that your child received before the statement was issued.

Individual Education Plans (IEP)

Part 3 of the statement starts with a set of long term objectives. The SENCO should write short term targets that help your child to make steps towards achieving these targets. These should be written into an IEP.

The IEP should also include details of:

- the additional help that is being given
- who is providing that help
- how often your child will receive this help
- how you can help

- how and when your child's progress will be checked.

Everyone who works with your child should be familiar with both the statement and the IEP. The IEP should be reviewed at least twice a year.

Drawing up programmes specified in the statement.

The SENCo should draw up programmes of support from the provision described in Part 3 of the statement. There may also be details of non-educational needs and provision set out in Parts 5 and 6.

The SENCo should provide guidance for all the adults working with your child.

This guidance may vary according to the nature of the support, depending on whether the support is provided mostly by a learning support assistant or whether teaching time is involved.

Co-ordinating the Review Process

The final section of Part 3 of the statement is about the monitoring arrangements that the local authority requires the school to make. This reminds the school that they should hold IEP review meetings throughout the year and that there must be an annual review of the statement.

This leaflet has been produced by Special Needs – Informed Parents.

SN-IP is a parent partnership service that provides support and impartial advice to parents whose children have special educational needs. They help parents to make informed choices about their children's education but do not take sides.

If you would like help, please contact:

 **SN-IP** www.snipnorthants.org

Special Needs - Informed Parents

Springfield, Cliftonville,
Northampton, NN1 5BE
Tel: 01604 636111

or

Fairlawn Centre, Spring Gardens
Wellingborough, NN8 2AA
Tel: 01933 271673

Fax: 01604 630283

e-mail: contact@snipnorthants.org

This information can be made available in other languages and formats upon request.

Further reading

Special Educational Needs (SEN) A guide for parents and carers
Department for Children, Schools and Families

SN-IP leaflets

- What is a Statutory Assessment?
- What is a Statement?
- What is an Annual Review?