

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 is given when the local authority decides that the special help your child needs cannot reasonably be provided within the resources available to the school.

A statement of special educational needs is set out in six parts:

- Part 1** gives your own and your child's name and address and other details such as your telephone number and your child's date of birth.
- Part 2** summarises your child's special educational needs, as identified during Statutory Assessment.
- Part 3** describes:
- all the additional help the local authority thinks your child should receive to meet the needs set out in part 2.
 - the long term objectives that your child will be helped to achieve.
 - the arrangements for setting short-term goals and monitoring and reviewing your child's progress .
- Part 4** gives the name and type of school that your child should attend. In most cases this is likely to be your child's current school.
- Part 5** describes any non-educational needs your child has (e.g. physiotherapy).
- Part 6** describes how your child will receive the help they require to meet the needs described in part 5.

The next section explains what happens once a statement has been prepared for your child and gives more detail about what is in each part of the statement.

Before the local authority's SEN Officer completes the final statement, they will write to you and send you a proposed statement. All the parts listed above will be filled in except for Part 4. They will ask for your comments about the proposed statement and will also ask you to name the school that you would prefer your child to attend.

What should I do when I receive the proposed statement?

The first step is to read the statement carefully. You will be sent copies of all the reports (advices) that were submitted by your child's school, the educational psychologist and other relevant professionals.

- Part 1** Make sure all the details are correct.
- Part 2** Part 2 of the statement is a summary of all the advices that were submitted. You should make sure that the nature and range of your child's difficulties and also their particular strengths are clearly described.
- Part 3** This has several sections starting with a set of long term objectives that relate to the needs set out in Part 2. Your child's progress will be monitored and reviewed in relation to these objectives over a period of time.

The next section (b,c,d,e) should specify all of the special educational provision that the local authority considers your child requires. This includes curriculum, (including any

modifications to the National Curriculum) staffing arrangements and teaching approaches. You should be able to identify details of the help required to meet each of the needs set out in Part 2 of the statement.

The final section should describe the arrangements for monitoring and reviewing your child's progress. .

Parts 5 and 6 Any non-educational needs and provision such as speech and language therapy, occupational therapy and physiotherapy will be included here. Any therapies referred to in Part 6 should be reflected in the programmes listed in Part 3.

Naming a school Part 4 of the statement will be left blank in the proposed statement because the local authority must ask you to tell them which school you would prefer to be named on the statement. They will send you a booklet that gives the details for all the local mainstream schools and other information about special schools and designated special provisions (DSPs). You can ask to visit any school you think might be suitable for your child.

How do I decide which school to ask the local authority to name?

It is important that you ask for all the advice and information that you need and that you talk over any concerns that you have. The parent partnership service, SN-IP, will be pleased to help and you can contact them on 01604 636111 or 01933 271673.

Further reading

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

SN-IP leaflets:

- Post-statement Planning and Review
- What is an Annual Review?
- Which School?

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
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Fairlawn Centre, Spring Gardens
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Tel: 01933 271673

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e-mail: contact@snipnorthants.org

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