

## Who can I contact if I need further help or support?

- The SENCO or the Head Teacher at your child's school/ setting
- The Caseworker or Local Inclusion Officer at Derbyshire LEA / The Assistant Admin Officer or Inclusion & Assessment Officer at Derby City LEA
- Derby & Derbyshire Parent Partnership Service (contact details overleaf)

**A fact sheet containing more detailed information about Annual Reviews is available from the address overleaf.**

**Parent Partnership produces other leaflets and fact sheets related to this topic that you may find useful -**

- School Action / School Action Plus
- Annual Reviews
- Statement/Note in Lieu
- Analysing a proposed statement

## If you want more information about anything included in this leaflet please contact -

If you live in Derbyshire:

Parent Partnership  
The Community Centre  
School Board Lane  
Brampton  
CHESTERFIELD S40 1DD  
Tel: 01246 273154 / 5

If you live in Derby City:

Parent Partnership  
90 / 92 Marlborough Road  
DERBY DE24 8DS  
Tel: 01332 716930

Website:

[www.derbyshireparentpartnership.co.uk](http://www.derbyshireparentpartnership.co.uk)



# Statutory Assessment

**Free, confidential, impartial help, advice and support for Parents and Carers of children and young people with Special Educational Needs.**

**All leaflets available in large print and other languages.**

## **What is a Statutory Assessment?**

Statutory Assessment is a thorough and careful process, where all the people who are involved with your child will be asked to write a detailed report about your child's special educational needs and the help that they may need.

## **Who might need a Statutory Assessment?**

For most children with Special Educational Needs, extra help is available in school. However, for a few children with the most severe, complex and long term needs, who are not making adequate progress, a request may be made to the Local Education Authority (LEA) for a Statutory Assessment.

## **Who can ask for a Statutory Assessment?**

A request for a Statutory Assessment can be made to the LEA in writing by: Parents/Carers, School or Early Years Setting, other professionals.

Schools/settings and parents should work closely together when putting forward a request.

## **What happens when a request is made?**

The LEA will ask the school/setting for information about your child's needs and the extra help they are providing. You will also be consulted and can provide information.

You will be given the name of a Caseworker at the LEA, who can give you information.

A Panel at the LEA will decide, within 6 weeks of receiving the request, whether a Statutory Assessment is appropriate. They will inform you promptly of their decision.

## **The Decision**

The LEA may decide:

### **EITHER**

Your child's needs can be met by the school/setting, with their existing budget, so the request will be refused. You have the right to appeal against this decision.

### **OR**

A Statutory Assessment is needed and the LEA will go ahead with collecting information and reports.

## **Who will be asked for a report?**

- Parents/Carers
- School or Setting
- Educational Psychologist
- School Doctor
- Social Services
- Anyone else who is working with your child

## **What should go in my report?**

The LEA will send you a long form to fill in – you know your child better than anyone else and it is very important that you pass on the information you have.

You can ask Parent Partnership to help you with this.

You can include reports from anyone you feel has relevant information.

## **How long will the Assessment take?**

The LEA have 10 weeks to gather information and decide whether or not to issue a Statement.

## **What happens next?**

The LEA will either issue a Proposed Statement or a Note in Lieu. You will be told about their decision and what this means for your child. (Leaflets explaining this in detail available from Parent Partnership).