

7. WHAT IS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?

At the end of the Statutory Assessment Process the LA may decide that it is necessary to write a Statement of Special Educational Needs. A Statement of Special Educational Needs is a legal document, which sets out your child's needs, and all the special help he or she should have. It is set out in six parts.

Part 1

Basic information, e.g. your name and address, your child's name, date of birth and address.

Part 2

A description of your child's Special Educational Needs as identified during the assessment.

Part 3

Describes:

- The progress to be achieved as a result of that special help.
- The particular areas that require special help (objectives) e.g. to improve the level of co-operation with adults.
- The special help that the assessment has shown your child needs to meet the objectives.
- The arrangements for the school and LA to review your child's progress.

Part 4

Names the school or nursery where the LA considers your child's special needs can be met.

Part 5

Describes any non-educational needs your child has, such as medical needs.

Part 6

Describes what non-educational help your child needs and who will provide it.

The Case Officer will send you all the reports that the LA has used to help to write the Statement. Copies of Statements of Special Educational Needs are provided to the professionals who gave advice. If it is in the interests of your child copies will also be sent to other professionals. e.g. your preferred school.

WHAT IS A PROPOSED STATEMENT?

The LA will first send you a Proposed Statement. This will normally be within 18 weeks of the LA's proposal to carry out a Statutory Assessment of your child's Special Educational Needs. At this stage the Statement will include all the parts but cannot name a school. You will have 15 days to comment on the Proposed Statement and you will be asked where you would prefer your child to be educated. For most school-age children this will be the school they are already attending.

The LA has a duty to offer a place at your preferred school as long as the following apply:

- The school is appropriate to the child's age, ability or aptitude or on account of his/her particular Special Educational Needs.
- The placement is compatible with the interests of other children already at the school and whether reasonable steps can be taken to address any incompatibility
- It is an efficient use of the LA's resources.

The LA must consult with any school that it proposes to name. South Gloucestershire LA normally expects children with Special Educational Needs to attend a local school so long as it can meet the needs specified in the Statement. The Proposed Statement is based on the information gathered during the Statutory Assessment. The LA is anxious that it gives an accurate picture of your child's needs.

If you have concerns about the wording of the Proposed Statement please contact your LA Case Officer to discuss these. Meetings can also be arranged to talk through any proposals you may have to improve the Statement. You can also discuss the preferred school for your child. Supportive Parents can also support you in any meeting with the LA about the wording of the Proposed Statement.

WHAT IS A FINAL STATEMENT?

Usually a Final Statement is produced within two months of the Proposed Statement being sent to you. The additional funding to support your child in mainstream school will then be provided. If the Statement names a Special School or Resource Base your Case Officer will make arrangements for your child's admission. School governors must make sure that your child gets the special educational help set out in the Statement.

If you disagree with the arrangements set out in Parts (2) (3) or (4) of the Final Statement, you have the right of appeal to the Special Educational Needs and Disability Tribunal (see "**Special Educational Needs and Disability Tribunal**"). You can also ask for a meeting with an LA Officer, to discuss any concerns. Alternatively you may wish to seek independent advice (see "**Local Voluntary or The Yellow Book for National Organisations**"). You may also ask your Case Officer for details of the Disagreement Resolution service.