

If you have any doubts, worries or concerns about completing the Parental Advice Form, please don't hesitate to seek support or assistance.

Any decisions or recommendations can only benefit from being made in light of the most appropriate information available. It is therefore important and highly beneficial that your views are available to be considered alongside all other reports.

This leaflet is from a range of information produced by Children & Young People's Service and Wigan Parent Partnership Service. Topics include:-Statutory Assessment, Statementing, Disagreement Resolution Service, Tribunals: Annual Review & Transition etc.

If you would like to access more information, please contact the service:

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Further information may also be available from the Access & Inclusion Team - Tel: 01942 486132

If you need information in another format eg larger print, Braille, audio, or in a language other than English, please contact us on:
Tel: 01942 486131



Children and Young People's Service in conjunction with



Local Authorities are under a statutory duty to provide a Parent Partnership Service. Wigan PPS is funded by Wigan Metropolitan Borough Council and managed by Children & Young People's Services

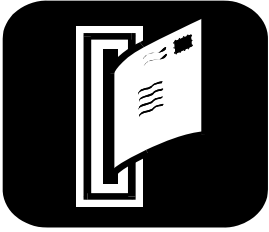
A Parents Guide to the Parental Advice Form



What is 'Parental Advice?'

As part of the statutory assessment of your child, you will be asked to fill in a form giving your views about your child, this may be called Parental Advice or Appendix A. This leaflet explains what the Parental Advice Form (Appendix A) is, e.g.- what it's used for, what it covers and why it's important!





How do I get a form? –

The Local Authority (LA) will send the Parental Advice form to you. You may decide not to use the form but to write your views and information on separate paper. That is perfectly all right but remember to attach the form with your child's details before returning your information to the Authority.

What questions will be asked? –

The form will have several headings, which ask you about your child as a baby, your child's health, behaviour, social skills etc.

There is a section, which asks your views about your child's needs, and how you think they can best be supported. You may find it helpful to use the headings as a guide.

The guidelines are to help you with your contribution. You do not have to use them if you do not want to, you may decide to leave bits out, change the order or add things you feel are important.

Don't worry about spelling or handwriting

IT IS YOUR VIEWS THAT ARE IMPORTANT – NOT THE WAY THEY ARE PRESENTED

REMEMBER – you know your child better than anyone else and the information provided by you is very important and valued.

Who else will be asked for advice?–

Advice will be gathered from others such as:- school, educational psychologist, health services and any other service which may have advice to contribute. A 10-week period is given for the collection of the advice.

What happens next? –

It is only when all the advice is received that the LEA would make a decision whether to issue a statement of your child's special educational needs or not.

The LA will send you their decision in writing. This will normally be within 12 weeks of beginning the assessment.

Copies of all the advice received will be sent to all those who have contributed to the statutory assessment, this will include your parental advice.



Please note:

Your child will also be asked to contribute to the assessment. Wherever possible children and young people should be given the opportunity and encouragement to contribute to their statutory assessment.



A form will be available for this purpose. Most children will need some help filling in the form. Decide who is best able to offer to help:- class teacher, support assistant, educational welfare office, educational psychologist, social worker, a close friend etc.

Some children might need to make their contribution orally and have it recorded for them. Please say how much help they had and who helped them on the bottom of the form.

This form should not be completed without the parent's knowledge and you should be given a copy of the completed form.

Tell your child or young person that you will do this and given them their own copy.



The LEA will inform you of the date when the form needs to be returned.
This is usually 29 days from you receiving the form.