

Amending the Statement:

The annual review may result in the LA proposing changes to the Statement. The LA would always inform parents of any proposed changes and parents would have 15 days in which to let the LA know their views. Opportunities for discussion would be available, and parents would again be advised of the availability of Parent Partnership and dispute resolution services.

The views of parents are welcomed, so please contact the school, LA or Parent Partnership Service if you would like help in making your views known.

How long does a statement last?

The short answer is 'as long as it's needed'. The statement is subject to review, and this will be considered at least on an annual basis. The review is an opportunity to consider that the aims and provision of the statement are appropriate. You and your child will be encouraged to be involved in the reviews and make your views known.

If there is a recommendation to 'cease the statement', this may initially be a cause of concern or anxiety to parents, however, it should equally be a time to celebrate the progress made. Parents would be well advised to speak with their child's school as they are well placed to advise parents of the levels of ongoing support which would still be available.

The LA remains responsible for maintaining the statements of young people with SEN who stay on at school after the age of 16 until the end of the academic year in which their 19th birthday falls. However, the statement of a young person who leaves school between the ages of 16 and 19 may lapse.

Further advice on the duration of a statement can be given by contacting the SEN Access & Inclusion team or Parent Partnership Service on the numbers given below.

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:

Sheila M Robinson, Parent Partnership Service Manager,
Progress House, Westwood Park Drive, Wigan WN3 4HH
Tel: 01942 486131 e-mail sheila.robinson@wiganmbc.gov.uk

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

FOR PARENTS/CARERS OF CHILDREN WHO HAVE OR MAY HAVE SPECIAL EDUCATIONAL NEEDS

A Guide to Statements



If you have received or are about to receive a Statement of Special Educational Needs, then you may find the information in this leaflet helpful. It explains what should be included and what it all means.



If the Statutory Assessment process concludes that a Statement of Special Educational Needs is required, the Local Authority (LA) is then responsible for issuing a Statement. This is a legal document, which describes your child's special educational needs (SEN), and special help your child should receive. The Local Authority (LA) will usually make a statement if they decide that the special help your child needs cannot be provided from within the schools resources. Your child will continue to receive support provided by school at 'school action plus'. The additional support provided through the statement may include additional staff/time and/or equipment.

When you receive the proposed statement:-

Take a pencil and read the document right through. Mark anything you want to query. If there are any misspellings and incorrect dates – don't panic! These can easily be corrected

- Get a general idea of:
 - How your child is described –
 - *Do you recognise him / her?*

- How your child's needs have been set out as **objectives**
- How the provision to meet these needs has been written

Parents are not always totally happy with what is written, but many problems can usually be ironed out by talking to your case officer.

If the proposed statement does not meet with your expectations at all:

- Tell your case officer
- Were your expectations right or realistic ?
- Do you have different expectations of the amount and type of the provision that would be 'adequate' to meet your child's needs?

REMEMBER..... Wigan LA has a duty to meet your child's needs AND to make efficient use of resources for all children.

Proposed Statement

A 'proposed' statement is a draft document which is sent out to parents and can be changed following discussions with the LA. Parents have 15 days in which to make comment. This period of time allows for parents to:

- ❖ Read the reports and proposed statement and decide whether you agree with the information and whether you have any comments or queries.
 - ❖ Contact and/or meet to discuss matters with LA Officers and seek explanations or ask any questions
 - ❖ express a preference for the school you want your child to attend
 - ❖ Sign and return the enclosed form
- Wigan SEN Officers will be happy to discuss the draft statement and meet with parents, though its always helpful to make an appointment. The LA will inform you in writing if they decide against the parents' written preference of school, and advise you of the availability of Parent Partnership and Dispute Resolution Services and, regardless whether you use these services, the right of appeal to the SEN Tribunal.

The Final Statement - The final statement is a legal document.

The LA will make any amendments as agreed to the proposed statement and issue the 'Final Statement' normally within 8 weeks of making the proposed statement. It will now include the name of the school given by the parents, (unless the LA considers that the school is inappropriate to the child's age, ability, aptitude or SEN,

or other children's education is adversely affected, or the Local Authority's resources are not being used efficiently).

If parents have made acceptable alternative educational arrangements for their child, then the LA is not obliged to name any school in the statement.

A Statement is set out in 6 parts

- ❖ Part 1 gives the child's family details, and lists all the advice the LA received as part of the assessment
- ❖ Part 2 sets the LA's description of the child's special educational needs and how these may affect their learning. This will have been gathered from the advice received as part of the statutory assessment.
- ❖ Part 3 describes the provision to meet those needs and the targets to be achieved and the arrangements for reviewing and monitoring progress.
- ❖ Part 4 describes and names the type of school the LA considers appropriate (This part is left blank in the proposed statement to allow parents to state their preferred school)
- ❖ Part 5 describes any non-educational needs identified through the statutory assessment. These may involve input from other agencies, eg health, social services
- ❖ Part 6 describes how your child will get help to meet any needs described in part 5.

A statement is not a perfect prescription for a child, but it is a useful tool to obtain up to date information upon which to build a successful education. If the statement is accurate and well written, the receiving school will get the best possible information to set up an individual education plan for your child, and your child's progress can be checked at Annual Review against the targets set out in the statement.

So...if parents agree with the statement: then the LA and school begin to introduce the provision required by the statement.

And...if they disagree: then parents should discuss matters with the LA, and also make use of Parent Partnership and/or Dispute Resolution Services and/or decide to appeal to the SEN Tribunal.

Reviewing the Statement:

As your child's needs may not always stay the same, the LA must review the statement at least every 12 months – 'Annual Review' - to ensure that it continues to reflect your child's needs and identify the provision required to meet those needs. (The review following your child's 14th birthday differs from previous reviews and is often referred to as 'Transitional Review'-see separate leaflet 'Annual and Transitional Reviews') Written reports from the school will be normally available to parents prior to a meeting, (usually held at your child's school). Parents would always be invited to attend and/or submit their views.

There is no legal requirement for the child/young person to attend, however, it is important to remember to involve them as far as possible in the decision making processes during their education. This could be including them in the setting of their learning/behaviour targets, Individual education plans, etc. Other relevant parties who may be invited to attend could include, someone from the LA, either an Officer or Educational Psychologist, or perhaps representation from health or social care staff.

