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STATUTORY INSTRUMENTS

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**2001 No. 3455**

**The Education (Special Educational Needs)  
(England) (Consolidation) Regulations 2001**

**PART I**

*GENERAL*

**Service of documents**

5.—(1) Where any provision in Part IV of the Act or in these Regulations authorises or requires any document to be served or sent to a person or any notice to be given to a person the document may be served or sent or the notice may be given by properly addressing, pre-paying and posting a letter containing the document or notice.

(2) For the purposes of this regulation, the proper address of a person is—

- (a) in the case of the child's parent, his last known address;
- (b) in the case of a head teacher or other member of the staff of a school, the school's address, or
- (c) in the case of any other person, the last known address of the place where he carries on his business, profession or other employment.

(3) Where first class post is used, the document or notice shall be treated as served, sent or given on the second working day after the date of posting, unless the contrary is shown.

(4) Where second class post is used, the document or notice shall be treated as served, sent or given on the fourth working day after the date of posting, unless the contrary is shown.

(5) The date of posting shall be presumed, unless the contrary is shown, to be the date shown in the post-mark on the envelope in which the document is contained.