

SCHEDULE 1

Regulation 14

PART A

Notice to parent

Name and address of authority

Date

Address of Parents

Dear *[here insert name of parents]*

I am pleased to enclose a copy of *[child's name(s)] [proposed statement of special educational needs/ proposed amended statement of special educational needs]*. We have attached to it copies of all the advice we were given during *[child's name]* assessment for the statement.

If you want to meet us to talk about the statement you need to tell us within 15 days of receiving this letter. This is not the final statement. You can ask for changes to be made to it. The rest of this letter tells you how you can do this.

As you will see the statement is in six parts:

- Part 1 Introduction
- Part 2 Special Educational Needs
- Part 3 Special Educational Provision, including objectives and monitoring arrangements
- Part 4 Placement
- Part 5 Non-educational Needs
- Part 6 Non-educational Provision

We have left part 4 blank so that you can tell us where you think *[child's name]* should be educated. You can tell us which maintained (Local Education Authority) school, including an LEA-maintained special school, you would like *[child's name]* to go to and tell us the reasons. To help you decide, a list of all the maintained *[primary/secondary]* schools in the area is attached.

[A list of all primary or secondary schools, depending on whether the child requires primary or secondary education must be attached to this letter].

If you suggest the name of a maintained school, including a maintained special school, we must name the school in part 4 of the statement unless—

- (a) the school is unsuitable to *[child's name]* age, ability or aptitude or to *[his/her]* special educational needs, or
- (b) the attendance of *[child's name]* at the school would be incompatible with the provision of efficient education for the children with whom *[he/she]* would be educated or the efficient use of resources.

If you think that *[child's name]* should attend a non-maintained special school or an independent school you can suggest the name of a school and tell us why you think that school should be named in *[child's name]* statement. A list of non-maintained special schools and independent schools approved by the Secretary of State *[and if such a list is produced by the National Assembly for Wales]* and the National Assembly for Wales is attached to help you.

[Such lists of independent and non-maintained special schools as the Secretary of State and the National Assembly for Wales may issue from time to time must be attached to this letter]

If you want to tell us the name of a school you want *[child's name]* to go to you must do so within 15 days of getting this letter. However, if you attend a meeting with us to discuss this statement after getting this letter you will have another 15 days from that meeting to suggest a school. You can also tell us if you disagree with what the statement says. If you do disagree with the statement you must also tell us within 15 days of getting this letter, or 15 days from when you meet us to talk about the statement. If you still disagree with the statement, or any of the advice given during the assessment after you meet us, you can ask us for another meeting to discuss the advice you disagree with but you must ask us within 15 days of the first meeting. We will arrange for the person who gave the advice, or someone else they suggest, to attend this new meeting. We can arrange more than one meeting if necessary, if you disagree with more than one part of the advice.

Once all these stages are finished we will send you a final statement that will have part 4 completed.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

If you have any concerns or questions about this process, or disagree with any part of the statement you may wish to get advice or support from the local parent partnership service. They can be contacted at [contact address and telephone number].

They can also put you in touch with the informal arrangements set up to help resolve or prevent any disagreements between you and the authority. Using either of these services does not prevent you from appealing to the Special Educational Needs Tribunal about Parts 2, 3 or 4 of the Statement at the same time; your rights are not affected and an appeal to the Tribunal can run at the same time as any disagreement resolution.

When you receive the final statement, if you disagree with parts 2, 3 or 4 you can appeal to the Special Educational Needs Tribunal. The Tribunal can hold a hearing to decide what should be in these parts of [child's name] statement. You have to appeal to the Tribunal within two months of getting the final statement. The address of the Tribunal is 50 Victoria Street, London, SW1H 0HW.

If you have any questions, now or at any time, about this process or about the statement itself, our case officer [name] can be contacted at [address and telephone number].

Please do not hesitate to get in touch.

Yours sincerely

[Signature of officer responsible]

PART B

Regulation 15

Name and address of authority

Date

Address of Parents

Dear [here insert name of parents]

As you know [child's name] has a statement of special educational needs dated [here insert date of statement]

We propose amending [child's name] statement [insert reasons e.g. following an annual review]. Details of the amendments are in the amendment notice attached.

If you disagree with the suggested changes and want to meet us to talk please tell us within 15 days.

(when amendment to part 4 is recommended)

We [also] want to amend part 4 of the statement [explain reasons why e.g. so that a child can go to secondary school]

You can tell us which maintained (LEA) school, including an LEA-maintained special school you would like [child's name] to get to and tell us the reasons. To help you decide, a list of all the maintained [primary/secondary] schools in the area is attached.

[A list of all primary or secondary schools, depending on whether the child requires primary or secondary education must be attached to this letter]

If you suggest the name of a maintained school, including a maintained special school, we must name the school in part 4 of the statement unless—

- (a) the school is unsuitable to [child's name] age, ability or aptitude or to [his/her] special educational needs, or
- (b) the attendance of [insert child's name] at the school would be incompatible with the provision of efficient education for the children with whom [he/she] would be educated or the efficient use of resources.

If you think that [child's name] should attend a non-maintained special school or an independent school you can suggest the name of a school and tell us why you think that school should be named in [child's name] statement. A list of non-maintained special schools and independent schools approved by the Secretary of State [and if such a list is produced by the National Assembly for Wales] and the National Assembly for Wales is attached to help you.

[Such lists of independent and non-maintained special schools as the Secretary of State and the National Assembly for Wales may issue from time to time must be attached to this letter]

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

If you want to tell us the name of a school you want *[child's name]* to go to you must do so within 15 days of getting this letter. However, if you attend a meeting with us to discuss the suggested changes to this statement after getting this letter you will have another 15 days from that meeting to name a school. You can also tell us if you disagree with the changes to the statement that we are suggesting. If you do disagree with the suggested changes you must also tell us within 15 days of getting this letter.

Once all these stages are finished we will send you an amended final statement. If you have any concerns or disagree with any part of the amended final statement you may wish to get advice or support from the local parent partnership service. They can be contacted *[here insert contact address and telephone number]*. They can also put you in touch with the informal arrangements set up to help resolve or prevent any disagreements between you and the authority. Using either of these services does not prevent you from appealing to the Special Educational Needs Tribunal about Parts 2, 3 or 4 of the Statement at the same time; your rights are not affected and an appeal to the Tribunal can run at the same time as any disagreement resolution.

When you receive the amended final statement, if you disagree with parts 2, 3 or 4 of the statement you can appeal to the Special Educational Needs Tribunal. The Tribunal can hold a hearing to decide what should be in these parts of *[child's name]* statement. You have to appeal to the Tribunal within two months of getting the final statement. The address of the Tribunal is 50 Victoria Street, London, SW1H 0HW.

If you have any questions, now or at any time, about this process or about the statement itself, our case officer *[name]* can be contacted at *[address and telephone number]*. Please do not hesitate to get in touch.

Yours sincerely

[Signature of officer responsible]

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 2

Regulation 16

Set out name of Authority
STATEMENT OF SPECIAL EDUCATIONAL NEEDS

PART 1: INTRODUCTION

1. In accordance with Section 324 of the Educational Act 1996 ('the Act'), and the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001, the following statement is made on [here set out date] by [here set out name of authority] ('the education authority') in respect of [here set out name of child] whose particulars are set out below.

Child	
Surname:	Other Names:
Home Address:	
Sex:	
Date of Birth:	Religion:
Home Language:	
Child's Parent or person responsible	
Surname:	Other Names:
Home Address:	Relationship to Child:
Telephone Number:	

2. When assessing the child's educational needs under Section 323 of the Act the authority took into consideration, in accordance with Regulation 11 of the Regulations, the evidence and advice set out in the Appendices A to F to this statement.

<i>Name of parent:</i>	Parental Advice	Dated:
<i>Name of head teacher/head of SEN or other person responsible:</i>	Educational Advice	Dated:
<i>Name of Doctor:</i>	Medical Advice	Dated:
<i>Name of Educational Psychologist:</i>	Psychological Advice	Dated:
<i>Name of Social Worker:</i>	Advice for Social Services Authority	Dated:
<i>Name of persons providing other advice:</i>	Advice from others	Dated:

(In making this statement the authority have taken into account the additional representations, evidence and advice set out in Appendix G to this statement).

PART 2: SPECIAL EDUCATIONAL NEEDS

[Here set out child's special educational needs, in terms of the child's learning difficulties which call for special educational provision, as assessed by the authority.]

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

PART 3: SPECIAL EDUCATIONAL PROVISION

Objectives

[Here specify the objectives which the special educational provision for the child should aim to meet.]

Educational provision to meet needs and objectives

[Here specify the special educational provision which the authority consider appropriate to meet the needs specified in Part 2 and to meet the objectives specified in this Part, and in particular specify—

- (a) any appropriate facilities and equipment, staffing arrangements and curriculum,
- (b) any appropriate modifications to the application of the National Curriculum,
- (c) any appropriate exclusions from the application of the National Curriculum, in detail, and the provision which it is proposed to substitute for any such exclusions in order to maintain a balanced and broadly based curriculum; and
- (d) where residential accommodation is appropriate, that fact].

Monitoring

[Here specify the arrangements to be made for—

- (a) regularly monitoring progress in meeting objectives specified in this Part,
- (b) establishing targets in furtherance of those objectives,
- (c) regularly monitoring the targets referred to in (b),
- (d) regularly monitoring the appropriateness of any modifications to the application of the National Curriculum; and
- (e) regularly monitoring the appropriateness of any provision substituted for exclusions from the application of the National Curriculum.

[Here also specify any special arrangements for reviewing this statement.]

PART 4: PLACEMENT

[Here specify]

- (a) the type of school which the authority consider appropriate for the child and if the authority are required to specify the name of a school for which the parent has expressed a preference, the name of that school, or, where the authority are otherwise required to specify the name of a school or institution, the name of the school/or institution which they consider would be appropriate for the child and should be specified; or
- (b) any provision for his education otherwise than at a school which the authority make under section 319 of the Act and consider it appropriate to specify.]

PART 5: NON-EDUCATIONAL NEEDS

[Here specify the non-educational needs of the child for which the authority consider provision is appropriate if the child is to properly benefit from the special educational provision specified in Part 3.]

PART 6: NON-EDUCATIONAL PROVISION

[Here specify any non-educational provision which the authority propose to make available or which they are satisfied will be made available by a health authority, a social services authority or some other body, including the arrangements for its provision. Also specify the objectives of the provision, and the arrangements for monitoring progress in meeting those objectives.]

Date

A duly authorised officer of the authority

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Appendix A: Parental Advice

[Here set out

- (1) any written representations made by the child's parent under section 323(1)(d) or 329A(3)(d) of or paragraph 4(1) of Schedule 27 to the Act and a summary which the parent has accepted as accurate of any oral representations so made or record that no such representations were made,
- (2) any written evidence either submitted by the parent of the child under section 323(1)(d) or 329A(3)(d) of the Act or record that no such evidence was submitted; and
- (3) the advice obtained under regulation 7(1)(a).]

Appendix B: Educational Advice

[Here set out the advice obtained under regulation 7(1)(b).]

Appendix C: Medical Advice

[Here set out the advice obtained under regulation 7(1)(c).]

Appendix D: Psychological Advice

[Here set out the advice obtained under regulation 7(1)(d).]

Appendix E: Advice from the Social Services Authority

[Here set out the advice obtained under regulation 7(1)(e).]

Appendix F: Other Advice Obtained by the Authority

[Here set out the advice obtained under regulation 7(1)(f).]

Appendix G: Advice Obtained by the Authority since the last assessment of the child under section 323 of the Act was made

[Here set out the advice about the child obtained by the authority since the last assessment of the child under section 323 of the Act was made]