

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(s)]* 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 (LEA) 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.

Status: This is the original version (as it was originally made).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 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 National Assembly for Wales or the Secretary of State is attached to help you.

[Such lists of independent and non-maintained special schools as the National Assembly for Wales or the Secretary of State 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 name. 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.

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].

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They can also put you in touch with the informal arrangements 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 SEN 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]

Regulation 15

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PART B

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.

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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 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 -

1. the school is unsuitable to [child's name] age, ability or aptitude or to his/her special educational needs, or
2. 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 National Assembly for Wales or the Secretary of State is attached to help you.

[Such lists of independent and non-maintained special schools as the National Assembly for Wales or the Secretary of State 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

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with us to discuss the suggested changes to this statement after getting this letter you will have another 15 days from that meeting to tell us. 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 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 SEN 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]