

A powerful say for parents, carers  
and their children with special  
educational needs and disabilities

hackney  
parent  
partnership  
service

# what is a statutory assessment?

A closer look at your child's  
special education needs



[www.learningtrust.co.uk](http://www.learningtrust.co.uk)

A **statutory assessment** is a detailed investigation to find out exactly what your child's special educational needs (SEN) are and what specialist help your child needs. Very few children need a statutory assessment.

**It is only necessary when the school or early education setting cannot provide all the help that your child needs:**

- Your child's school or early education setting can ask The Learning Trust to carry out a statutory assessment of your child's SEN. (They should always talk to you before asking The Learning Trust).

**Or**

- If **you** feel that your child's school or early education setting cannot provide all the extra help that your child needs, or that your child is not making enough progress and is falling further behind other children of the same age, **you** can ask The Learning Trust to make a statutory assessment yourself.

**You need to make your request in writing to The Learning Trust. The Parent Partnership Service can provide you with a model letter to do this, or we can help you to write the letter.**

**You should always talk to your child's teachers or Special Educational Needs Co-ordinator (SENCO) before asking The Learning Trust to make a Statutory Assessment.**

They may be able to help you write to The Learning Trust. You can also ask Hackney Parent Partnership Service for help with this.

# How long will I have to wait for a decision?

When you, the early education setting or the school ask The Learning Trust to carry out a statutory assessment, The Trust normally has 6 weeks to decide yes or no.

# How will The Learning Trust decide whether to make a statutory assessment or not?

The Trust will consider very carefully your child's progress at school and the guidance in the SEN Code of Practice. They will also read your views and the views of your child's school or early education setting about your child's SEN, and any special help they have already given to your child.

# How will I know what is happening?

When The Learning Trust receives a request for a statutory assessment for your child, they will write to you and tell you that they are considering whether to carry out a statutory assessment and how they will carry it out if one is done.

## **They will also:**

- Explain the timescales (no longer than 6 months in all).
- Give you the name of the person at The Learning Trust who will be your point of contact (the Case Manager).
- Ask you to sign your consent to The Learning Trust's making a statutory assessment or give your reasons why you do not agree to it.
- Tell you about the Hackney Parent Partnership Service, who will be able to help you with independent advice and support.

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- Ask you if there is anyone else you would particularly like The Learning Trust to seek evidence from about your child.
- Ask you for any evidence or opinions you have collected or intend to get.
- Encourage you to provide written or spoken evidence for The Learning Trust to consider (The Parent Partnership Service can help you make a written version - you have 29 days to send this to The Learning Trust).

If The Learning Trust takes longer than 6 weeks to tell you whether they will carry out a statutory assessment of your child, you should ask the Case Manager to explain the delay.

## What if The Learning Trust decides not to assess my child?

The Trust will write and tell you and the school or early education setting their reasons. You or the school may still feel that more needs to be done to meet your child's special educational needs.

**You should talk to the school or early education setting and find out what can be done.** They may consider seeking outside help or making different arrangements for your child.

You can also talk to someone from Hackney Parent Partnership Service.

**Even if The Learning Trust decides that your child does not need a statutory assessment, your child can still get extra help.**

If The Learning Trust decides not to carry out a statutory assessment and you disagree with the Trust's decision, you have a right of Appeal to the Special Educational Needs and Disability tribunal (SEND).

The Learning Trust will tell you about arrangements for sorting out the disagreement informally, your right of appeal to the Special Educational Needs and Disability tribunal, and the time limits for appealing.

They will also tell you about Hackney Parent Partnership Service.

## What will happen if The Learning Trust does decide to assess my child?

Very few children need a statutory assessment. If The Learning Trust carries out an assessment, they will ask a number of people to give their views on your child. The Trust will ask for 'advice' from:

- You (your views are very important).
- Your child's school or early education setting.
- An educational psychologist.
- A paediatrician / doctor.
- Anyone else who is helping your child, for example a social worker, speech and language therapist, physiotherapist etc.

Make sure the case manager has the names and contact details of people helping your child.

The professionals involved in your child's assessments will contact you to make appointments to see your child. You do have a right to be present when your child is being assessed, but as children can behave differently when their parents are around, sometimes the professionals may ask to see your child without you.

## You may like to ask the professional making the assessment of your child:

- “What are you going to assess?”
- “How are you going to do this?”

### And afterwards

- “What is the outcome of the assessment?”
- “How might this affect my child’s learning?”

**Some parents like to see the professionals’ reports before writing their own ‘advice’. You can ask the professionals to send you a copy of their report at the same time they send one to The Learning Trust.**

Once The Learning Trust case managers have collected all the advice and comments about your child’s educational needs, The Learning Trust will decide whether to make a **Statement of Special Educational Needs** for your child. They will normally tell you their decision no more than 12 weeks after they decided to carry out an assessment.

## What if The Learning Trust decides not to make a Statement for my child?

If The Learning Trust decides not to make a statement, they will write a **note in lieu** of a statement which will explain their reasons for not writing a statement and tell you how they think your child’s needs should be met in school, in an early education setting or in any other way.

# What if I disagree with The Learning Trust's decision?

The Learning Trust will tell you about arrangements for sorting out disagreements informally and your right of appeal to the Special Educational Needs and Disability tribunal. They will also tell you about the Parent Partnership Service.

## We are here for you

You may also find it useful to talk to someone from Hackney Parent Partnership Service.

**Hackney Parent Partnership Service**  
**Hackney Ark, Downs Park Road**  
**London E8 2HY**  
**T. 020 7014 7123**  
**E. [parentpartnership@hackneyark.chpct.nhs.uk](mailto:parentpartnership@hackneyark.chpct.nhs.uk)**

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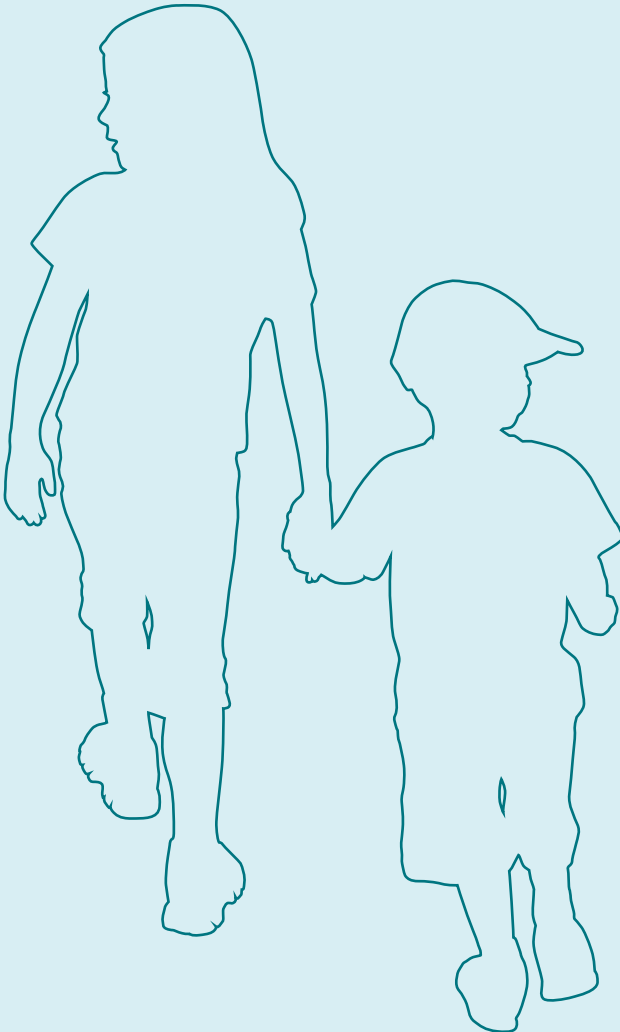




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the future for education in Hackney