



Information
Advice
Support
Service



Assessing a Child's Special Educational Needs

SEN Support- What if my child needs more support?

All schools and academies are required to identify and address the special educational needs of the pupils that they support.

If you are worried about your child's learning speak to a member of staff at the school. Initially, this will be the class teacher in a primary school or the form tutor at a secondary school.

If your child doesn't progress despite well-targeted teaching, you or the teacher should speak to the SENCO.

The SENCO will work with your child's teacher to assess whether your child has special educational needs or a disability that will affect their learning (SEND).

If they think your child has a special educational need or a disability:

- the school must tell you if they think your child has special needs and about what action they plan on taking
- they will put in place support and closely monitor progress
- Graduated Approach – Assess –Plan- Do-Review?
- Schools may consult or refer with central services or commission other specialist services as required
- Consider Request for a Statutory Assessment

Who can request an Education Health Care needs Assessment?

- Parent, Carer, Young Person (16+ and under 25)
- Education Provider (school and or College)
- Professionals, (Foster Carers Health and Social Care)
- Requests should be made via the on line referral on Council SEN pages, including all relevant and available evidence (Reports, letters from any education/Health professionals)
- Requests by professionals and settings must be done with the knowledge and consent of the parent and YP.

Assessment Process

Stage 1

- Following the request ,the Local authority must determine if this is needed and communicate this to the parent and Young Person within maximum of 6 weeks
- If LA agree to assess a caseworker is allocated as a single point of contact.
- If they refuse to assess they will write to the applicant giving reasons and informing them of their options

Stage 2

- The allocated caseworker will contact the family to discuss the assessment process and gather further information (what works, not working, desired outcome)
- Request information from (School, Education Psychologist, Specialist Teachers, Medics and Social Care)
- The views of Parents, Carers and Young Person

Stage 3

- When all the information is gathered the LA must decide whether to issue a EHC Plan.
- If they agree to issue a plan. The Caseworker will draft the plan and send on to the Parent/Young Person
- Parent will be asked if they wish to make any changes or amendments
- They will be asked to express preference for named school
- Have the opportunity to request a Personal Budget
- If the LA refuse to issue a Plan the caseworker will contact parent and offer meeting to discuss a way forward
- They will be informed in writing the reasons for this decision and inform parent /Young person of their right to consider appealing to the First Tier SEND Tribunal and to consider mediation

Stage 4

- The Local authority will formally consult parents preferred school

- Once confirmed the completed EHCP with named school will be signed off and sent to Parent /young Person and all professionals involved in assessment
- If Local Authority cannot name the preferred school they will ask parent for alternative preference and continue to consult
- They will have to name school within the 20 weeks if they are unable to do this they may name a type of setting
- If they are unable to name a school or school of preference parents can consider appealing this to the SEND First Tier Tribunal
- If the appeal is for placement only and not content of the plan then there is no need for a mediation certificate
- If you require support with your appeal you can contact **SENDIASS Tel: 0300 1261039** email: SENDIASS@westnorthants.gov.uk

