

Statement Structure and Process

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A Statement is a legal document, of a standard structure that identifies your child's needs and the provisions, which will be made in school for them. The statement is produced using the information (advice) supplied by the relevant professional working with your child. The statement should also contain your child's and your own views on your child's educational needs.

Structure of the statement

Your child's statement will be set out in six parts:

- **Part 1** states your own and your child's personal information as well as a list of reports (advice) that have informed the statement.
- **Part 2** provides an overview of your child's needs followed by a more detailed breakdown of the different needs they have.
- **Part 3** describes objectives for your child's educational development, the provision required to support these objectives and the monitoring put in place to ensure things are put into practice and that progress is being made.
- **Part 4** states the school your child will attend and/or the type of school provision required.
- **Part 5** what support your child requires outside of their education; this may include support from health services or social care.
- **Part 6** describes how your child will get help to meet the non-educational needs described in Part 5.

Proposed statement

What is it?

The proposed statement is a draft of the statement. You will be sent the proposed statement by your Casework Officer.

All parts of the statement will be completed except Part 4 (school placement).

What happens next?

The proposed statement should provide a good reflection of your child's needs, if you feel that you need to talk through the information in the statement or if anything needs amending or adding in, please contact your Casework Officer within 15 days. This can be done either over the phone or you can write your concerns down and send them to your Casework Officer. Your views will be welcomed.

Before the statement is finalised you will need to decide which school you would like your child to attend. Your Casework Officer will provide you with information about schools and things you may wish to consider when choosing a school.

You may also wish to contact Parent Partnership Service who can provide independent advice for families (see Parent Partnership Service leaflet for further information).

If at this stage you are unhappy with the statement and the response provided by the local authority you may wish to seek support, please see the section 'What if you are not happy with the process?' for further details.

Timescales

The timeframe for approving the proposed statement is 8 weeks. Each time a proposed statement is issued you have 15 days to provide a response (see Assessment Flowchart on Parent Information 1—Introduction and Overview for information).

Final statement

What is it?

This is the final version of your child's statement. You will receive a copy of this in the post from your Casework Officer. The statement should provide a good reflection of your child's needs, the provision required to support their needs and the school they will be attending.

What happens next?

Once a statement is finalised any further amendments required will be made as part of the annual (six monthly if under 5) review process. Your Casework Officer will provide you with further information about the annual review process.

If at this stage you are unhappy with the statement and the response provided by the local authority you may wish to seek support, please see below for further details.

Note in Lieu of Statement

On occasion, the information gathered during the assessment may determine that your child's special educational needs can be met within the schools own resources. If this is

the case, then a document called a 'Note In Lieu of a Statement' is issued. This is written in a similar way to a statement, setting out your child's needs, objectives for your child's development and provision required to support these objectives. However, the Note in Lieu is not a legal document and does not provide additional resources over and above what is already provided in school.

What if I am not happy with the process?

If you are not happy at any stage within the process you can meet with your Casework Officer as well as the Senior Casework Officer or SEN Manager from the SEN Assessment & Commissioning Team.

We will always aim to resolve your concerns, however, you have a right of appeal to the Special Educational Needs Tribunal at key stages of the process. Please note if any concern is referred to the Disagreement Resolution Service this does not affect your right to appeal.

Details of how to appeal are available from your Casework Officer or from the Parent Partnership Service.

Further Information

Your Casework Officer can advise you in relation to further information available from the SEN Assessment & Commissioning Team, as well as information sources external to the council.

Directorate for Children & Young People, Learning
Specialist Learning Support Service

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