

Contributing to the Assessment Process

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As a parent, your input into this process is valuable to ensure we gain a clear understanding of your child's needs. At key stages within the process you will be given opportunities to give your views about your child. These views need to be put in writing and submitted to the local authority to inform the decision making process and, if a statement is produced for your child, add to the information written into the statement. Your Casework Officer or the Parent Partnership Service can offer support to you in doing this.

In some cases, your child may wish to make their own thoughts known. This can be included within or as a separate contribution to your own.

Please note, information that you give to us will never be wasted, this information will remain in your child's file alongside all other information gathered about your child.

This checklist gives some examples of the sort of things that you may wish to think about:

Note: you don't have to write about everything – just the things that you feel are important to you, about your child.

Your child's early years

- What were they like as a baby?
- Were they a late developer? Any milestones that you remember?
- When you first noticed their difficulties?

About your child now

Think about your child's main needs **social, physical, learning, health, behaviour and communication** (verbal and non-verbal) skills:

- What is your child good at?
- What does your child need support with?
- What is going well/not so well?
- Who is involved in supporting your child?

- Any adaptations or medication your child requires?
- What your child likes to do at home?
- Who lives at home with your child?
- How your child responds to routines at home?

Your child at their school/early years setting

- What is working well?
- What do they enjoy doing?
- What progress you feel is being made?
- Your thoughts on the support to your child within the setting.

Your thoughts

- What do you think are the main difficulties your child faces?
- What help do you feel your child needs to access education?
- Anything else you feel is important to include?

Further Information

This information must be submitted to your Casework Officer at the address below:

Directorate for Children & Young People
Specialist Learning Support Service

SEN Assessment & Commissioning Team
Ground Floor, Civic Centre 1 (middle entrance)
High Street
Huddersfield
HD1 2NF

Email: SENACT@kirklees.gov.uk
01484 221317 – South Kirklees
01484 221474 – North Kirklees

The Parent Partnership Service can be contacted at:

Parent Partnership Service,
Knowl House,
Knowl Road
Mirfield WF14 9RA

Tel: 01924 326646