

Statement Reviews

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If your child has a statement of special educational needs (SEN), the local authority must check your child's progress and that the objectives and provision with the statement are still meeting your child's needs. Your child's school will arrange a meeting at least every twelve months (six months if your child is under five), an interim review meeting may be arranged if you or the school have particular concerns out of the annual / six monthly cycle.

What is the purpose of the meeting?

- To monitor and review your child's progress towards achieving the objectives set out at the beginning of Part 3 of the statement.
- To monitor and review all of the statement in relation to your child's needs and progress.

What happens before the meeting?

You will receive a letter from your child's school inviting you to the annual review meeting and asking for your views on your child's progress. Your letter will also include a list of people who will be invited to the meeting. They will be people who are involved with your child and, depending on your child's needs, may include:

- your child's class teacher
- an Educational Psychologist
- SEN Casework Officer
- a Learning Support Assistant
- a Speech and Language Therapist or Physiotherapist
- a school doctor or nurse
- a Social Worker.

Please remember that your views are very important and you should do your best to attend the meeting. It will help your child's teachers if you tell them:

- your views on your child's progress over the last year
- your child's views on his or her progress
- what progress has pleased you
- what still concerns you
- anything significant which might have affected your child's progress and what progress you hope to see during the coming year.

The school will give copies of all the reports they have received to everyone attending the meeting. This should be done at least two weeks before the meeting.

What happens at the meeting?

You can take a friend or relative to the meeting, if you wish. You may want to request support from the Parent Partnership Service if you have specific concerns or issues. Wherever possible, your child should attend for at least part of the meeting. Their views on their own progress in the past year and their hopes for the future, are very important. In the meeting all parts of the statement need to be read and reviewed. Everyone will consider:

- how far the objectives in your child's statement and the targets on the Individual Education Plan have been met
- the new targets for the coming year
- whether the statement is still required
- if there are any significant changes required to any parts of the statement, recommendations need to be supported by evidence from appropriate professionals and recorded in the annual review report.

What happens after the meeting?

The school will write down your child's new targets and send a report of what was discussed at the annual review meeting to your Casework Officer. They will also send a copy to you.

Your Casework Officer will always acknowledge the receipt of review information by letter. In the case of any significant amendments that are required to the statement, these will be done and a new proposed amended statement issued. Presuming you are happy with the amendments made, the local authority will issue a final amended statement after 15 working days.

What can I do if I don't agree with the changes to my child's statement?

When you receive the proposed amended statement you have 15 working days to let your Casework Officer know of any changes that you are not happy with. Your Casework Officer will try to work through any disagreements before the final statement is issued.

The Parent Partnership Service can also provide independent support to you in raising these concerns.

If you have further concerns that you do not feel will be resolved through your Casework Officer or the SEN Manager, you can request support from the Disagreement Resolution Services as well as appealing to the Special Educational Needs Tribunal. Further information about this can be provided by your Casework Officer. Please note if any concern is referred to the Disagreement Resolution Service this does not affect your right to appeal.

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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