

Statutory Assessment Flowchart

1. The Authority receives a request for a Statutory Assessment. The Authority must tell parents about this request.	This is the start date	<div data-bbox="767 226 1378 987" style="border: 1px solid black; padding: 10px;"> <p>The Authority will gather any information available from:</p> <ul style="list-style-type: none"> • You, to get your views about your child • Where appropriate, your child • Teachers at your child’s school • An educational psychologist • Medical professionals • Specialist teachers from the Authority’s specialist services if they are involved • Social Services if they know your child • Anyone else working with your child that you think we need to talk to. <p>This information is called advice and should let us know what your child can and cannot do and what special help they may need.</p> </div> <div data-bbox="767 1010 1378 1346" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>How do I know the Statutory Assessment is progressing?</p> <p>You can telephone the Authority and speak to a member of staff in Statutory Assessment and Review Service (SARS). S/He should be able to tell you what advices still have to be returned and how matters are progressing.</p> </div> <div data-bbox="767 1368 1378 1944" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>What should I do when the Proposed Statement arrives?</p> <p>When the Proposed Statement is sent to you there will be a covering letter which will tell you what to do. You should read the Statement to see if you agree with it and you will also be invited to tell us which school you would like your child to attend. You will have 15 calendar days to reply and during this time you are welcome to telephone or meet with the ‘named officer’ to discuss the content. If you need more time, you can ask for it.</p> </div>
2. The Authority decides whether a Statutory Assessment is needed and must tell parents about its decision. If the Authority is not proceeding, we must tell you how to appeal.	Within six weeks of the start date	
3. The Statutory Assessment takes place – advice sought from parents and professionals.	Submitted within 6 weeks	
4. The Authority informs parents of its decision to either issue a Proposed Statement or , to issue a Note in Lieu and details of the appeal process.	Within 2 weeks	
5. Parents must respond to the Proposed Statement. You can: <ul style="list-style-type: none"> • Agree that the draft is accurate • Ask for changes • Ask for a meeting You should also state a preference for a school for your child.	Within 15 days of receiving the Proposed Statement	
6. The Authority consults with the school.	The school has 15 days to respond	
7. The Authority issues the final Statement.	Within 26 weeks of the start date	