

Stage 1

A request for a statutory assessment is made

- An assessment can be requested by a teacher, professional, local authority or parent.
- A Statutory assessment is a formal assessment of your child's Additional Learning Needs.
- Following an assessment, the local authority will decide whether to give your child a Statement of Special Educational Needs.
- The word Statementing is often used to describe this process.
- By law, the local authority has to follow a set timetable for preparing a statement, this should be completed within 26 weeks.

LEA decide whether to carry out an assessment

- Once the local authority has received a written request they have six weeks to decide if they will carry out the assessment
- The local authority will act on the request for an assessment unless they have already assessed the child within the past six months, or if they are sure that the child does not need an assessment.
- They will write to the family to inform them of how a decision is made, how the assessment is carried out and how they can be involved in the process.

LEA decide to carry out an assessment

Go to Stage 2

LEA decide not to carry out an assessment

Go to Stage 3 - at this stage you and/or your child have the right to appeal (see page 6); the Additional Learning Needs Family Support Worker will be able to advise you about this.