

# Pre-Needs Assessment



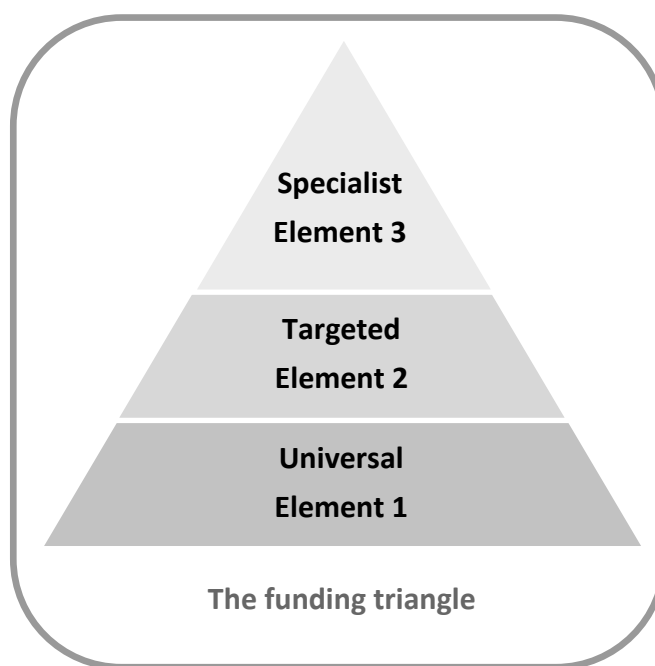
- Do you feel that your child/ young person needs more support in their educational setting?
- Do you need to know how to request more help from their educational setting?
- Would you like to know what you can do as a parent/carer of a child with Special Educational Needs (SEN)?

## First Steps: How can I get more support for my child/young person at the educational setting?

- Request a meeting with the school/ college SENCO to discuss what you feel your child/ young person needs help with, this is the person responsible within a school to support any children/ young people with additional needs
- Take supporting documents (if possible) to suggest what their needs are (e.g. Paediatrician reports, medical advice, school reports/attainments, etc)
- Try to work with the educational setting to make a 'Support Plan' that will work for your child/ young person. This might include visual timetables, 1:1, nurture groups, meet & greets, time out cards, interventions in literacy & numeracy, etc



The above diagram shows the Graduated Response to providing support.



## If the setting has limited support available due to budget or capacity:

- Every educational setting has a budget to support **all** students with SEN
- If the student needs more support, the school are able to apply for '**Element 3**' funding from the Local Authority to offer more SEN support to children/ young people if they need it
- If they have already applied for Element 3 funding but it still is not enough support, you may then want to consider requesting a **Statutory Assessment** of SEN from the Local Authority (LA)- **you** can do this as a parent/ carer or **the school** can apply

If the educational setting feel that they can't support the child/young person's needs or if you as a parent/carer feel that their needs are not being met within school/college:

- Request Element 3 funding of SEN
- Request a Statutory Assessment that may lead to an Education Health & Care Plan (EHCP)
- When you request a Statutory Needs Assessment as a parent/ carer, the Local Authority may ask the school for their input and overview of what they have tried to support with so far, they will need to evidence this with reports and interventions
- You can do this yourself as a parent/ carer and apply directly to Special Education Services (Please see attached model letter for an example of what needs to be included)



An EHCP is for when the needs outweigh the provision that can be given within the educational setting



### Applying for a Statutory Needs Assessment

- Can you prove that your child **has/ may have** a Special Educational Need (SEN)?
- Can you prove that they **need/ may need** Special Educational Provision?
- Evidence can be sought from numerous professionals involved with the child/ young person (e.g. GP's, external agencies, CAMHS, in school programmes, attainment, medical specialists, social workers, health visitors, school SENCO's, school nurses, psychologists, etc

#1

Does the child or young person  
**have or may have** special  
educational needs?



#2

Whether they **may** need special  
educational provision



### The SEND Code of Practice says:

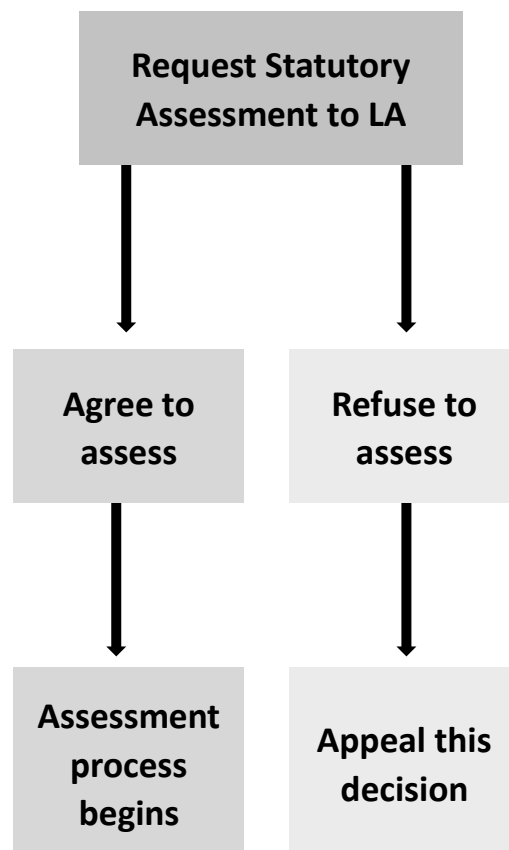
In considering whether an EHC needs assessment is necessary, the local authority should consider whether there is evidence that despite the early years provider, school or post-16 institution having taken relevant and purposeful action to identify, assess and meet the special educational needs of the child or young person, the child or young person has not made expected progress.  
(9.14)

### Things to Include on a Request for Statutory Assessment Letter

- Extensive description of child/ young person's needs- this can be anything from a diagnosis (not essential) to things they struggle with at home and at school/ college (e.g. sleep disorders, eating habits, behaviours, attainment levels/ age related expectations, speech & language, phobias, etc)
- (See model letter attached to use and adapt to your own child's needs)

### What will happen once I have sent in the application?

- From the date your application is received, the LA will give you a response with a decision **within 6 weeks**
- You will receive either an *acceptance of assessment* letter or a *refusal to assess* letter
- Don't be disheartened if you receive a refusal letter, you can appeal this decision
- SENDIASS can support you to appeal this decision if you wish to ask them to reconsider their refusal



## Timelines

- There are legal time frames for each stage of the assessment process
- When you have sent the request letter to the LA, they have 6 weeks to give you a decision
- If it is agreed the whole process should be complete within 20 weeks
- If it is refused, you have 2 months from the refusal letter to appeal this decision



## What will happen if it is agreed by the Local Authority?

- Professionals such as Educational Psychologists, Occupational Therapists and Speech & Language Therapists may come to assess your child/ young person to identify their exact needs and suggest what should be done to support them in Education



## What will happen if it is refused by the Local Authority?

- You can appeal this decision to the 1<sup>st</sup> Tier Tribunal within 2 months
- SENDIASS can support you with the appeal if you wish (you can also request our Appeal Information Pack)

## What happens next?

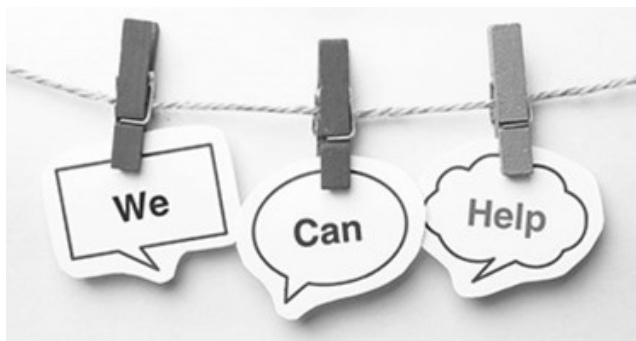
- If you have requested more support through the educational setting, make sure you book in a date for review to see if this is working effectively (usually as a guideline 1 term would be sufficient)
- If you or the setting have applied for a Statutory Assessment, wait for the response letter within 6 weeks to see what decision has been made
- Contact SENDIASS Leicester directly for information and advice if you might need support with appealing a refusal letter, understanding any documents or support to apply for a Statutory Assessment
- SENDIASS can also help get your views across to the Local Authority

## Advocate or Representative?

If you need support to fill out forms and write letters, SENDIASS can offer you information and advice, contact us directly

If you may have your own needs and are supported by another professional (e.g. Community Practice Nurse) they can be put on any forms as a **representative** to communicate on your behalf.

If you wish to have an **advocate**, SENDIASS can oversee all legal correspondence with you.



## SENDIASS can offer Support and Advice



info@sendiassleicester.org.uk



0116 482 0870



SENDIASS Leicester



@sendiassl

## Further Support

SENDIASS Leicester	0116 482 0870	www.sendiassleicester.org.uk
IPSEA	national	www.ipsea.org.uk
Council for Disabled Children	national	www.councilfordisabledchildren.org.uk
Special Education Services*	0116 454 2050	ses@leicester.gov.uk
Contact - For families with disabled children	national	www.contact.org.uk

\* SES are part of the Local Authority that organise and write up Education, Health and Care Plans for Leicester City children and young people

## Key Words and Jargon

SEND	Special Educational Needs & Disabilities	A child/ young person that has a Special Educational Need and/ or Disability
EHCP	Education Health & Care Plan	Legal document highlighting a child/ young person's needs and provisions
SEN	Special Educational Need	A child/ young person that needs support in education
SEP	Special Educational Provision	Support that is put in place for a child/ young person
SES	Special Education Service	The Local Authority service that write and maintain EHCP's
CAMHS	Child & Adolescent Mental Health Service	A service to support parents/ carers or young people themselves to give information, advice and support in a confidential and impartial way
SENDIASS	Special Educational Needs & Disability Information, Advice & Support Service	A service to support parents/ carers or young people themselves to give information, advice and support in a confidential and impartial way
LA	Local Authority	Authority responsible for all children/ young people in their area
LO	Local Offer (Local Authority website)	The Local Authority Website that supports parents/ carers and young people with SEND including information about schools/ colleges & accessing groups/ support