

Information for Parents and Carers

Requesting a statutory assessment

If progress is not being made or your child's needs cannot be met with SEN support, a statutory assessment may be requested. This involves a multi-agency assessment of your child's needs which **may** result in an EHCP being put in place.

Who can apply?

Schools can request statutory assessments or Parents/ Carers can apply for them.

Before applying:

- Have you had a meeting at school with the SENCO to discuss your concerns?
- Have you allowed enough time for new interventions to be implemented and progress to be made? And attended follow up meetings?

If you have completed the first two points and things are in place then there is no longer a need to proceed with an assessment at this stage.

However if your child has moved through the stages of support outlined in the Gateshead local offer phase 1-3 and they are still not progressing, then this is when a request for an assessment can be beneficial.

(See Gateshead local offer for more info)

<https://www.gateshead.gov.uk/article/3469/Education-Health-and-Care-Plans>

The process of applying

Guidance for model letters can be found on:

IPSEA

(<https://www.ipsea.org.uk/making-a-request-for-an-ehc-needs-assessment>)

SENSOS

(https://sossen.org.uk/information_sheets.php)

Useful link to Gateshead local offer about applying for assessment

<https://www.gateshead.gov.uk/article/2802/SEND-support>

or contact

Special Educational Needs and Disability Team
Gateshead Council

senteam@gateshead.gov.uk

What to do if an assessment is declined:

The LA must inform you of their decision within 2 weeks of applying for an assessment. They will do this by sending out a decision letter.

The LA must include information about appealing the decision when they send you the decision letter (**Please note there is a time limit to appeal in – 2 months from the date of the decision letter.**).

The LA must also include information about mediation services.

You can also ask for re-assessment. A re-assessment can be requested again in 6 months from the decision letter.

If you need to ask any questions or for further advice, please contact:

Barnardo's SENDIASS on **0191 4784667**

or email **DAISS@barnardos.org.uk**

Some other factsheets that you may wish to look at:

- Challenging decisions