



Is an Education, Health and Care Plan always given?

Where the Local Authority does not feel that your child meets the criteria for statutory assessment, you will be contacted within 16 weeks of the application being made and you will also be told of your right to appeal.

If the assessment is agreed, after advice has been sought, a proposed (draft) EHCP will be issued to you. You need to respond within two weeks with any changes you feel need to be made. It is at this point that you have to give your final choice of school. SENA then consults with the school to ensure it can meet the needs of your child and that there is a space available.

A final EHCP is then produced which names the school and details the support which will need to be in place when your child starts school. The EHCP is a legal document and is unique to your child.

Who can help me through the process?

Everyone working with your child can help you. The casework officer from SENA can explain what is happening at each stage of the process.

If you are unhappy about anything to do with your child's assessment, then you can contact the SEND Information and Advice Support Service who can give you practical advice and support.

Telephone: **0116 305 5614**

Email: sendiass@leics.gov.uk



Contact us:

Early Years SEND Inclusion Team

County Hall
Glenfield
LE3 8RF

Tel **0116 305 7136**

Email EYSENISAdmin@leics.gov.uk

Web leicestershire.gov.uk/local-offer

A Parent and Carer's Guide to

Statutory Assessment for Early Years Children

**Leicestershire
SEND**

What is statutory assessment?

Statutory assessment is a detailed look at the special educational needs or disability (SEND) of your child and the support he or she may need in order to learn and make progress.

The assessment brings together information about what your child can do, what they find difficult and the help they need. The assessment will determine if your child needs an Education, Health and Care Plan (EHCP).

When is statutory assessment needed?

Early years settings give children help and support through targeted support plans and inclusive practice. This means that the setting offers support which is additional to and different from provision provided to most other children. In most cases other professionals will give advice or support to help your child learn at the setting and at home.

If your child makes little progress despite everything the setting has tried, statutory assessment might be the next step.

An EHCP is required for admission to special schools and resource bases. EHCPs also support children within mainstream schools.

Who can ask for a statutory assessment?

Parents, pre-school Special Educational Needs or Disabilities Co-ordinators (SENDCos) or professionals such as specialist teachers can request a statutory assessment with your consent.

How does the process start?

A Request for Statutory Assessment (RSA) is jointly written by parent/carer, the setting and other professionals involved in supporting your child. This is sent to the Local Authority.



Who does the assessment?

The Special Educational Needs Assessment Service (SENA) carries out the assessment. Each child is given a casework officer who will be able to answer any questions throughout the process. SENA can be contacted on **0116 305 6600** or SENAservice@leics.gov.uk

How long does the assessment take?

From start to finish the statutory assessment process takes 20 weeks. The timeline can be found at www.leicestershire.gov.uk/special-educational-needs-assessment

All professionals involved with your child will be asked for information during the assessment. This will include people from health, education and social care. An Educational Psychologist will also visit your child at their setting and talk to you to ask about your views. This report will be included as evidence along with the information from other professionals.