



Organising Your Paperwork

If you have a child with special educational needs you may feel you are swamped with paperwork and often have difficulty keeping track of what you've sent and when. Ideally you should keep one file to pop everything in as and when you receive it. There are certain pieces of correspondence you will receive which are usually referred to by a particular description - such as appendices, reports, decision letters.

Decision Letters – This is correspondence received from the Special Educational Needs Team at the Town Hall - it would usually refer to a decision whether to assess your child or perhaps whether to issue a Statement of Special Educational Needs or a Note in Lieu. You will be able to talk to the named officer or talk to someone at the Parent Partnership Service about anything which is happening with your child. If you are in disagreement with a decision and are unable to resolve it you could access an independent mediation service or appeal to the SEN and Disability Tribunal (SENDIST).

Reports, Appendices and Advice – These are the reports which were sent to you if your child had a statutory assessment. They will include reports from the school or educational setting your child is in, an educational psychologist, a doctor and sometimes someone from social care. When a Note in Lieu or a Statement of SEN is issued these reports become the appendices or attachments to that document and will be listed on the front page. This will be added to and updated each year - but it is important to keep them all.

A Statement of Special Educational Needs - This is a 2 or 3 page document which will start with the personal details of your child and yourself - such as your address and your child's date of birth. The 2nd section is a description of your child's needs. The 3rd section describes the kind of support, teaching methods and aids required to meet your child's needs. The 4th section gives the name of the school or educational setting your child are or will be attending. The 5th and 6th sections are non-educational needs and the support or aids needed to meet those needs e.g. an escort for transport to school, hearing aids, a wheelchair, lifting aids etc. A Statement of SEN or a Note in Lieu lets everyone who is involved in your child's education and welfare know exactly what is required and when, including you. It is the responsibility of the Local Authority, working in partnership with the educational setting/school and other agencies, to provide what is described in the Statement of SEN or Note in Lieu.

A Note in Lieu - This looks very like a Statement of SEN and holds the same information except that all the support described in the Note in Lieu can be provided by using the special needs budget held by the school.

Annual Review - You will receive up to date reports before going to the meeting, and later a copy of the summary of what was discussed at the meeting. The reports could become the up to date attachments or appendices of the statement. A proposed amended statement may be issued.

Individual Education Plans - These are used by schools to monitor children's progress. Targets are usually set each term with parents, pupil (if appropriate) and the Special Educational Needs Co-ordinator. The targets should be reviewed together and new targets set as appropriate. You will receive a copy of each plan which you can use to track your child's progress over the year. If you need help in organising your paperwork - give us a ring and we will call round to help you get organised.

Darlington Information, Advice and Support Service is based at:

13 Horsemarket
Darlington
DL1 5PW

Telephone: 01325 405878

Email: iass@darlington.gov.uk

Website: www.darlington.gov.uk/iass

The SEND Adviser (IASS) is Lorraine Holden.

Darlington Special Educational Needs Team is based at:

Town Hall
Darlington
DL1 5QT

Telephone: 01325 405891

The Special Educational Needs Team are Elaine Allison, Jacqui Robinson, Linda Peacock and Sarah Booth.

Other useful factsheets:

1. **Inclusion**
2. *Organising your Paperwork*
3. **Choosing a School**
4. **Primary to Secondary Transitions**
5. **Exclusions**
6. **P Scales**

Alternative sources of information:

Department for Education

Website: www.education.gov.uk

Independent Parental Special Education Advice (IPSEA)

Advice Line : 0800 018 4016

Website: www.ipsea.org.uk