

## Appendix A

### Index to Standard LEA Letters

[including any reference to legal basis for letter format]

#### Referral for Statutory Assessment

- SEN3 Letter to parents, following a parental request, and seeking further information.
- SEN4 Letter to parents, following the parental request of a school-age pupil [Code 7:26]
- SEN5 Letter to headteacher, following a parental request for the assessment of a child without a statement [Reg. 6(4)]
- SEN5A Letter to early years provider, following a parental request for the assessment of a child without a statement (based on SEN5 letter)
- SEN6A Letter to health, social services, CASWS & others, following a parental request [Reg. 6(4)]
- SEN6B Letter to Psychological Service following a parental request [Reg. 6(4)]
- SEN7 Letter to parents following parental request for assessment, advising of unavoidable delay.
- SEN8 Notice to parents, after a parental request, following a decision not to assess [Act 328(2-3B), 329(2-2A); Reg. 12(2)(b)]
- SEN8A Notice to parents following request from Headteacher, advising of decision not to assess and giving right of appeal to SEN & Disability Tribunal [Act 329A(8-9); Reg. 12(4-5)]
- XX1 Notice to parents following request from educational psychologist, advising of decision not to assess [Reg. 12(1)]
- XX2 Notice to parents following request from early years provider, advising of decision not to assess and giving right of appeal to SEN & Disability Tribunal [Act 329A(8-9); Reg. 12(4)(b)]
- XX18 Letter to parents, following the parental request for a re-assessment of a child with a statement
- XX19 Letter to headteacher, following a parental request for the re-assessment of a child with a statement [Reg. 6(4)]
- XX20 Letter to health, social services, CASWS & others, following a parental request for are-assessment [Reg. 6(4)]
- XX21 Letter to Psychological Service following a parental request for a re-assessment [Reg. 6(4)]

## Appendix A (continued)

### Statutory Assessment Procedure

- SEN1 Notice to parents proposing to carry out a statutory assessment, following a referral by school or Early Education Provider [Act 329A(3); Reg. 6]
- SEN2 Notice to parents proposing to carry out a statutory assessment, following a pre-school referral by an Educational Psychologist [Act 323(1)&(4); Reg. 6]
- SEN9 Letter to parents, confirming the LEA's decision to proceed with an assessment [Act 329A(7), 323(4); Reg. 12(2)(a)]
- SEN10 Letter to parents, following the receipt of their views after sending out the SEN9 letter
- SEN11 Letter to education (headteacher) requesting formal advice within 15 days [Regs 7,8]
- XX5 Letter to early education provider requesting formal advice within 15 days [Regs 7,8]
- SEN12 Letter to the health authority, requesting formal advice within 6 weeks [Regs 7,9,12(8-10)]
- SEN13 Letter to Psychological Service, requesting formal advice within 6 weeks [Regs 7(2),10]
- SEN14 Letter to social services, requesting formal advice within 6 weeks [Regs 7(2), 12(8-9,11)]
- SEN15 Letter to other professionals (e.g. PSSS, BSS, Portage, etc.), requesting formal advice [Reg. 7(2)]
- SEN16 Letter to CASWS requesting formal advice [Reg. 7(2)]
- SEN20 Reminder letter to professional, re-iterating need for advice within specified time
- SEN21 Letter to parents requiring them to bring their child for examination, or else be guilty of an offence [Act Sch. 26(4-5)]
- XX26 Letter to parents after first letter has gone out, advising of decision not to assess [Act 323(6)]

### Statementing Procedure

- SEN22 Letter to named school asking headteacher to accept the child provisionally, pending completion of the statutory procedures
- SEN23 Notice to parents, following an assessment, notifying them of the LEA's decision not to make a statement [Act 325(1-2B); Reg. 17(1,2,9)]

## Appendix A (continued)

### Statementing Procedure (continued)

- SEN24 Notice to parents accompanying proposed or proposed amended statement [Act Sch. 27(2-2B,3); Regs 14,17(1)(a), 17(2)(a), 17(9), Part A of Sch. 1]
- SEN25 Parental response form accompanying SEN24 on which parents raise any concerns and state a preference for a named school
- SEN26 Letter to parents following no receipt of SEN24 Form and advising them of school named by LEA
- SENXX Letter to parents advising that preferred school is unsuitable and requesting an alternative choice
- SEN27 Letter to governing body and the other LEA (if school is ex-LEA), advising them of the intention to name the school in the statement (attached to FORM 4 for their reply) [Act Sch. 27(3A)(2)]
- SEN28 Letter to parents with final statement [Act Sch. 27(6); Reg. 17(3,9)]
- SEN29 Letter to named school asking headteacher to accept the child
- SEN30 Letter to another LEA requesting consideration for placement in a type of school
- SEN41 Letter to Secretary of State, requesting permission to name, in a statement, an independent school not already approved
- XX6 Letter to parents, refusing their named choice of school and asking for alternatives
- XX28 Letter to Social Services, accompanying final statement of a pupil in year 9 or above, requiring them to tell the LEA whether the child is 'disabled' [Disabled Persons (Services, Consultation and Representation) Act 1986, section 5(2)]

### Annual Review

- SEN44A Letter to headteacher with list of pupils to be reviewed in coming term [Regs 18(1-4), 20(6), 21(6)]
- SEN44B Letter to Connexions Service with list of pupils of all pupils who will be in Y9 in coming year [Reg. 18(5)]
- SEN44C Letter to Health with list of pupils to be reviewed in coming term [Reg. 18(6)]
- SEN44D Letter to Social Services with list of pupils to be reviewed in coming term [Reg. 18(6); Disabled Persons Act 1986 sections 5-6]
- SEN45 Letter to headteacher requiring a review report by a specified date [Regs 20(1-7), 21(1-7)]

## **Appendix A (continued)**

### **Annual Review (continued)**

- computer to print version A for pupils in years 8 or below and version B for years 9 or above.

SEN46 Letter to parents and others after a review report has been received, confirming the LEA's decision not to amend the statement in any way [Regs 20(13-14), 21(13-14), 22(7-10)]

SEN47 Letter to parents and others after a review report has been received, requesting further information or completion of any parts missing in the review report

### **Review of statement where child does not attend school**

XX10 Letter to persons invited to review [Reg. 22(3)]

XX11 Letter to all those invited giving details of the report the LEA intends to write [Reg. 22(4)]

XX12 Letter sent out with copies of LEA's review report [Reg. 22(2)]

### **Amendment / Cessation Of Statement**

SEN31A Letter to parents with a proposal to amend Parts 2 and 3 of the statement [Regs 15, Part B of Sch. 1]

SEN31B Letter to parents with a proposal to amend Parts 2, 3 and 4 of the statement [Regs 15, Part B of Sch. 1]

SEN31C Letter to parents with a proposal to amend Part 4 of the statement [Regs 15, Pt B of Sch. 1]

SEN32 Amendment notice - detailing amendments to statement [Act Sch. 27(2A)(6)]

SEN33A Letter to parents confirming amendment after SEN31, and where parents had made no representations

SEN33B Letter to parents confirming amendment after SEN31, and where parents had made representations

SEN34 Notice to parents with a proposal to cease to maintain a statement [Act Sch. 27(11)(2-2A); Reg 17(8-9)]

SEN35 Letter to parents confirming decision to cease to maintain statement

### **Appendix A (continued)**

- SEN48 Letter (accompanying new statement) to parents following their request to change the name of the school on the statement - informing them of decision to comply with request.  
[Reg. 17(5)(a), 17(9)]
- SEN49 Letter to parents following their request to change the name of the school on the statement - informing them of decision not to comply with request. [Act Sch. 27(8)(3-3A); Reg. 17(5)(b), 17(9)]
- XX17 Letter to parents confirming decision not to amend the statement
- XX27 Letter to Social Services accompanying list of 'disabled' school leavers advising them of likelihood that pupils will cease to receive full-time education within 12 months [Disabled Persons (Services, Consultation and Representation) Act 1986, section 5(3)]

### **Pupils Moving In to LEA**

- SEN36 Letter to parents of a statement child who has come in from another authority, with a proposal to assess [Reg. 23(4)]
- SEN37 Letter to parents of a statement child who has come in from another authority, with a proposal to review [Reg. 23(4)]
- SS24 Letter to parents confirming amendment after SS23
- SEN38 Letter to named school asking for placement pending review of statement.
- SEN39 Letter to parents of pupil without full statement - giving procedure.

## Appendix B

### Index to Standard LEA Forms

#### Referral for Statutory Assessment

- 1 Request for Statutory Assessment - Initiation by Educational Psychologist
- 2 Request for Statutory Assessment - Initiation by Headteacher
- 2P Parents/Carers Request for Statutory Assessment: Headteacher Information
- 3 Request for Statutory Assessment - Views of LEA Support Service
- 4 Response from governing body attached to SEN27 noting LEA's intention to name their school in a statement
- 4A Request for Statutory Assessment - Pupil in Independent School
- 16a Form used to record an AEO's decisions about a request for statutory assessment
- CRISP Assessment Record

#### Statutory Assessment Procedure

- 6 Parents' Views (following a proposal to assess)
- 7 Child's Views (following a proposal to assess)
- 8A Educational Advice (SEP1) - pre-school child
- 8B Educational Advice (SEP1) - school-age pupil
- 9 Medical advice (SEP2)
- 10 Psychological Advice
- 11 Social Services Advice

#### Statementing Procedure

- 12 Statement [Act 324(2-4A), 331(4), Sch. 27(5)(2-2B); Regs 16, Sch. 2]

#### Annual Review

- 13 Annual Review
- 14 Transition Plan

## **Appendix B (continued)**

### **Pupils Moving in to LEA**

- 15 Response from Psychological Service to AEO following a request (XX24 letter) for advice on a transfer case

**Index to Reports produced on the SEN Database**

**Statutory Assessment Procedure:**

19a – Chase EP Advice

19b – Chase Medical Advice

**Annual Reviews:**

65 – Annual Reviews Pending by School [Reg. 18(1)]

63b – CEBP Y8 data [Reg. 18(5)]

65a – Health & SSD Annual Reviews Pending [Reg. 18(6)]

**Cessation of Statement:**

XX - Pupils in year 11 or above, registered as disabled by Social Services, by school  
[Disabled Persons (Services, Consultation and Representation) Act 1986, section  
5(3)]

XX - School leavers in year 11 or above, registered as disabled by Social Services, giving  
name, dob, school and address [Disabled Persons (Services, Consultation and  
Representation) Act 1986, section 5(3)]

## Appendix D

### Flowcharts of LEA Procedures

In the flowcharts that follow, the following abbreviations have been used:

AA	=	Administrative Assistant
AEO	=	Assistant Education Officer
AO	=	Administrative Officer
BSS	=	Behaviour Support Service
CO	=	Casework Officer
EEP	=	Early Education Provider
EP	=	Educational Psychologist
EPS	=	Educational Psychology Service
HT	=	Headteacher
IEP	=	Individual Education Plan
LEA	=	Local Education Authority
OM	=	Office Manager
PEP	=	Principal Educational Psychologist
PO	=	Principal Officer
PPS	=	Parent Partnership Service
PSLG	=	Pre-School Liaison Group
PSSS	=	Pupil & School Support Service
RMS	=	Regional Mediation Service
SENAS	=	Special Educational Needs Assessment Service
SENT	=	Special Educational Needs Tribunal
SEP	=	Senior Educational Psychologist
SSD	=	Social Services Department
VTS	=	Visiting teacher Service