

SCHEDULE 1 – REGULATION 14

NOTICE TO PARENTS

I am pleased to enclose a copy of your child's proposed Statement of Special Educational Needs. We have attached to it copies of all the advice we were given during the compilation (or amendment) of your child's statement.

If you want to meet us to talk about the statement you need to tell us within 15 working days as noted on the accompanying letter. This is not the final statement. You can ask for changes to be made to it. The rest of this letter tells you how you can do this.

As you will see the statement is in six parts:

Part 1	Introduction
Part 2	Special Educational Needs
Part 3	Special Educational Provision, including objectives and monitoring arrangements.
Part 4	Placement
Part 5	Non-educational Needs
Part 6	Non-educational Provision

We have left part 4 blank so that you can tell us where you think your child should be educated. You can tell us which maintained (Local Authority) school, including an LA maintained special school, you would like your child to go to and tell us the reasons. To help you decide, a list of all the maintained (primary/secondary) schools in the area is attached.

If you suggest the name of a maintained school, including a maintained special school, we must name the school in part 4 of the statement unless -

- (a) the school is unsuitable to your child's age, ability or aptitude or to their special educational needs, or
- (b) the attendance of your child at the school would be incompatible with the provision of efficient education for the children with whom they would be educated or the efficient use of resources.

If you think that your child should attend a non-maintained special school or an independent school you can suggest the name of a school and tell us why you think that school should be named in your child's statement.

If you want to tell us the name of a school you want your child to attend you must do so by the date specified on the accompanying letter. However, if you attend a meeting with us to discuss this statement after getting the letter you will have another 15 days from that meeting to suggest a school. You can also tell us if you disagree with what the statement says. If you do disagree with the statement you must also tell us by the date specified on the accompanying letter, or 15 days from when you meet us to talk about the statement. If you still disagree with the statement, or any of the advice given during the assessment after we have met, you can ask us for another meeting to discuss the advice you disagree with but you must ask us within

15 days of the first meeting. We will arrange for the person who gave the advice, or someone else they suggest, to attend this new meeting. We can arrange more than one meeting if necessary, if you disagree with more than one part of the advice.

Once all these procedures have been completed we will send you a final statement that will have part 4 completed.

If you have any concerns or questions about this process, or disagree with any part of the statement, Contact the Children and Young People's Disability Partnership (CYPDP) Special Education Needs Section (SEN), and speak to the Assessment and Review Officer Tel: 0161 249 4453 in order to discuss your concerns. Also, the School Headteacher or Education Psychologist may be able to answer any other question you may have.

You may also wish to get advice or support from the local parent partnership service. They can be contacted at 12 School Lane, Heaton Chapel, Stockport, SK4 5DG. Tel: 0161 431 3024.

The mediation service is an independent organisation. Their aim is to mediate and resolve any difficulties. Contact details are available from the SEN office on 0161 249 4453.

Using any of these services does not prevent you from appealing to the Special Educational Needs Tribunal about Parts 2, 3 or 4 of the Statement at the same time; your rights are not affected and an appeal to the Tribunal can run at the same time as any disagreement resolution.

If you disagree with parts 2, 3 or 4 when you receive the final statement, you can appeal to the Special Educational Needs and Disability Tribunal. The Tribunal can hold a hearing to decide what should be in these parts of the statement. You have to appeal to the Tribunal within two months of getting the final statement. The address of the SEN Tribunal is SENDIST, SEN Appeals, Mowden Hall, Staindrop Road, Darlington, DL3 9BG, Co Durham. Tel: 01325 392 555

If you have any questions, now or at any time, about this process or about the statement itself, please contact the Stockport Special Educational Needs office on 0161 249 4453.