

Factsheet A

Statutory Assessment

Asking the Education Authority (EA) for a Statutory Assessment of your child's Special Educational Needs.

Ask for a Statutory Assessment if you believe:

- that your school-age child has a learning difficulty or a disability which is holding them back at school and
- the school is unable to provide the help your child needs, or
- if your child is under school age and you believe that they will need extra help or special provision when they start school.

Should I speak to the school first?

Yes. Speak to your child's Class Teacher and the School Principal about your concerns before writing to the EA

What if the school offers to write on your behalf?

The School Principal is able to write and request a Statutory Assessment but if you do it yourself you can be sure that the request has definitely been made and you will know exactly when the request was made. This is important as certain deadlines apply. However, if the Principal is willing, you could ask him/her to write a letter which supports your parental request.

Who should I write to?

Write to the Education Officer (Special Education) at the Education Authority office in whose area you live. Always make your request in writing. **Keep a copy of the letter** and make a **note of when it was sent** and **also make a note of the six week deadline** for reply.

When will I hear back?

Within six weeks.

See sample letter overleaf

The following sample letter can be used as guidance for writing your own letter to your school.
Please insert, delete and adapt where appropriate.

Sample letter requesting a Statutory Assessment

Advice Line
028 9079 5779

Factsheet A
Statutory Assessment

Your address
Date

Dear Sir/Madam

Re: (your child's name and date of birth)

I am writing as a parent of the above named child to request a statutory assessment of his/her special educational needs under the Education (Northern Ireland) Order 1996.

My child is due to start (Name of school/nursery) in (month) (year)

Or

My child suffers from the following learning difficulties: (here give a detailed account of the difficulties that your child may be experiencing e.g. inability to concentrate, behavioural issues, speech or learning difficulties, any diagnoses (e.g. ADHD, Aspergers, Dyspraxia and or medical conditions).

The school is unable to offer any extra support for (child's name).

Or if applicable

His/her school provides him with the following support (detail any help the school is providing at present). This help is not sufficient to meet (child's name) needs.

If you have any supporting documents, attach them here – otherwise delete this section and send the application by itself.

I attach a letter from the school setting out the difficulties they experience in dealing with (child's name) and (name and attach any relevant medical/psychological/or other reports).

I understand that you are required to reply to this request within six weeks.

Yours faithfully