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**Asking the Education Authority (EA) for a re-assessment of your child's special educational needs.**

**When should I ask?**

- If you believe that your child's needs have changed since the last Statement was issued, or
- If you believe that a different kind of help or provision is needed, or that more help is needed, or
- If you believe that your child should attend a different kind of school

**Should I speak to the school and EA first?**

**Yes.** Speak to your child's class teacher and the School Principal about your concerns. When you write to the EA to request a reassessment, explain why you think the current statement is not good enough and/or how the child's needs have changed.

**What if the school offers to write on my behalf?**

The Principal is able to write and ask for a reassessment, 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. However, if the Principal is willing, you could ask him/her to write a letter which supports your parental request for a re-assessment.

**Who should I write to?**

Write to the Education Officer (Special Education) at your EA regional office.

<http://www.eani.org.uk/about-us/contact-us/>

**Keep a copy of the letter** and make a **note of when it was sent.**

**When will I hear back?**

Within six weeks.



**Sample Letter  
Requesting a re-assessment**

Your Address  
Date

Name of Board Officer  
Regional office Address

*Dear.....*

*Re: Request for re-assessment for..... (Child's name)*

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

*I believe that (child's name)'s special educational needs have changed as follows:*  
(List all changes in your child's needs/circumstances)

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

Look forward to hearing from you

Yours sincerely

**Advice Line  
028 9079 5779**