

Factsheet F
Timeline

Timeline for stages 4 & 5 of the SEN framework

Education Authority (EA) Action	Time Limit	Total Period of Time
EA/parent/school ask for assessment	EA will decide within 6 weeks whether or not to do an assessment	6 weeks
Parents' representation period	The period of at least 22 days within which parents may make representations to the EA is part of this 6 weeks	
If EA decides to make assessment	EA has 10 weeks to complete assessment	6 + 10 weeks = 16 weeks = 4 months
EA completes assessment. EA wants to decide whether statement is needed	EA has 2 weeks to decide if statement needed	16 + 2 weeks + 18 weeks = 4.5 months
Time limit for making assessments and statements	The length of time taken for the EA to reach the stage of issuing a proposed statement must be no longer than 18 weeks from the date of either the receipt of the parent's request for an assessment or the issue of the notice under Article 15(1), whichever is appropriate.	Total 18 weeks = 4.5 months
EA decides to make a statement or issue a proposed statement and invites parents' comments	EA has 8 weeks to consider parents' comments before finalising the statement	18 + 8 weeks = 26 weeks = 6.5 months
Parents' comments/representations for proposed statement	Parents should do so within 15 days of receiving the proposed statement	
Amending statement, either deciding to amend it or not	Any amendment or decision for not amending must be made within 8 weeks of sending the letter of proposal to the parents.	

Advice Line
028 9079 5779

Transfer of the statement	The EA must tell the parents within 6 weeks of the date of the transfer, when it will review the statement and whether an assessment is proposed	
Preparation for review	At least 2 month's notice must be given of the day by which the review report must be returned to the EA.	
Written advice	The principal must circulate the advice received at least 2 weeks in advance	
Change of school after review	Parents should be told of the EA's decision within 8 weeks of their initial request.	
Informal review	At least every 6 months	

