

Factsheet G

Requesting an Early Review

Requesting an early review of your child's Statement

You can request an early review of your child's statement at any time if you have good reason to do so.

The Education Authority must arrange a review meeting of the Statement at least once a year.

If you believe that there is an urgent need for a change to your child's statement you should request a review to be arranged as soon as possible.

What would be considered a good reason for asking for an early review?

If you believe:

1. That your child's needs have changed and are no longer accurately described in Part 2 of the statement, or
2. That the provision in Part 3 of the Statement is no longer meeting your child's needs

What action can you take?

Speak to your child's Class Teacher and the School Principal about your concerns as well as writing to the Education Authority (write to your regional office).

The school can also write on your behalf 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.

See overleaf for a sample letter

Keep a copy of your letter and the date that it was sent

If you would like any further information or advice please contact our Advice Line



**Sample Letter
Requesting an Early Review**

*Your Address
Date*

Child's Name Date of Birth.....

Dear Sir or Madam,

I am writing as the parent of the above named child who has a Statement of Special Educational needs and attendsschool.

I would like the Education Authority to arrange an immediate review of the Statement. My reasons for making this request are:

.....
.....

*I look forward to an early reply
Yours Sincerely*