



Doncaster Council

SENAPPV3

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Our Ref

Date: 16 August 2018

Request for Statutory Educational Psychology Advice

Dear Educational Psychologist

A decision has been made to undertake a statutory assessment of special educational, health and care needs for the child/ young person named below. In accordance with Section 36 of the Children and Families Act 2014 and Regulations 6, 7, and 8 of the SEND Regulations 2014 and the 2014 SEND Code of Practice, I am now formally requesting advice from your service to assist with the formal statutory assessment.

If you have reason to believe that another psychologist has relevant knowledge or information about this child/ young person, then you are required to consult with that psychologist before submitting your advice.

The SEND Code of Practice states that the full statutory assessment process should not exceed 20 weeks from the date of the initial request to the issue of a final Education, Health Care Plan (EHCP). The formal assessment process requires all statutory advice and information requested by the Local Authority **must** be provided within six weeks of the request, and should be provided more quickly wherever possible, to enable a timely process (Paragraph 9:52 and subject to the exemptions set out in paragraph 9.42 of the January SEND Code of Practice). To support early conversations with parents we would appreciate your support to submit your advice within a 4 week deadline **wherever possible**. As an absolute maximum, please return your advice no later than [Click here to enter a date](#).

I attach for your information a copy of the parental representations where received together with the advice received with the initial request.

Parents and other agencies will be asked to provide further updated advice which will then be considered by the Local Authority's SEN Team. Copies of all the advice will be given to persons with parental responsibility and other practitioners, whether or not it is decided to issue an Education, Health and Care Plan.

Please note: It is not necessary to repeat any existing assessments and/or advice where this is up to date and remains relevant. It would be helpful if you could state exactly what is existing advice and/or new advice on the child/young person's needs, desired outcomes and matched provision.

Please provide statutory advice appropriate to your area of specialism and expertise. There is no set format for practitioners to submit their advice. However, specific advice
Special Educational Needs, Doncaster Council, Civic Office, Waterdale, Doncaster DN1 3BU
SENAPPB3

is requested and outlined below. Summary information is marked with a ✓ and should be provided as a minimum and can be in bullet point format.

If you require any information regarding this statutory assessment please contact the named Officer who is

Yours sincerely

Special Educational Needs Service



Education, Health and Care Report for Statutory Assessment: Educational Psychology Advice

Childs Name:		Date of Birth:	
Parents/Carers:		Education setting:	
National Curriculum Year:		Chronological Year if Different:	

Identification of Primary need: please use School Census classification and NUMBER IN ORDER OF PRIORITY:

Cognition and Learning Needs				Social, Emotional and Mental Health	Communication and Interaction	Sensory and/or Physical			
SpLD	MLD	SLD	PMLD	SEMH	SCLN	ASD	VI	HI	PD

Pupil Progress: please indicate your assessment of current levels of functioning:

Progress:	Speaking and Listening	Reading	Writing	Maths
In line with expectations				
Below expectations				
Significantly below expectations				

Record of Involvement:

Date child/young person first referred to the Service:	
Report written by:	
Date of statutory advice:	
Date passed to SEN Team:	

Advice requested on the following aspects	Notes and Reference	Included Y / N
Record of Service involvement	<i>With education setting, parents and other practitioners. Involvement in obtaining child/ young person's views, wishes and feelings</i>	
Review of other advice / information received	<i>As part of the request for statutory assessment and during the 6 week statutory assessment</i>	
✓ Child/young person's strengths and favourite things about him/her	<i>Section A of the EHCP</i>	
✓ What is important for him/her now and in the future	<i>Section A of the EHCP</i>	

✓ How best to support him/her	Section A of the EHCP <i>General advice on curriculum pace and level of differentiation, environment, peer group, ratio of adults to peers, resources, adult skills and training. Also include advice on any reasonable adjustments to policy, practice and procedures required to meet the level of identified need.</i>	
✓ Child/young person's SEN	Section B of the EHCP <i>By type of need indicated above and summarised in bullet points</i>	
✓ Health needs related to the child/young person's SEN	Section C of the EHCP	
✓ Social care needs related to the child/young person's SEN or disability	Section D of the EHCP	
✓ Longer term outcome(s)	Section E of the EHCP <i>End of Key Stage or longer term aspiration/ goals</i>	
✓ medium term SMART Outcomes	Section E of the EHCP <i>Outcomes for the coming year with smaller steps to be achieved incrementally</i>	
✓ Provision matched to needs and outcomes	Section F of the EHCP <i>Provision (intervention, strategies and resources) should be specific in terms of location, environmental factors, adult expertise and supervision, ratio of adult to children/ young people, frequency, duration, method of assessment etc.</i> <i>Include any comment on Section G: health provision arising from the child/young person's SEN and Section H2 social care provision arising from the child/young person's SEN.</i>	
✓ intended on-going EPS involvement	<i>Involvement in the continuous assess-plan-do-review cycle. For example: review of progress against outcomes as part of planning for the annual review meeting</i>	

Please return this form by email to: SEN@doncaster.gov.uk by the date specified on the covering letter.
If you wish to discuss this form please contact the SEN Team telephone number 01302 737296 or email SEN@doncaster.gov.uk.

For office use:

Date due: [Click here to enter a date.](#)

Date received: [Click here to enter a date.](#)