

TIMESCALE FOR MAKING ASSESSMENTS AND ISSUING STATEMENTS

TIMESCALE	6 weeks	10 weeks	2 weeks	8 weeks
	LA receive request for Statutory Assessment	Decision whether or not to make Statement	Notify parents	Issue Final Statement
ACTION	<p>Decision</p> <p>→ To assess</p> <p>→ Not to assess</p>	<p>← 6 weeks →</p> <p>LA seek advice → LA receive advice</p> <p>Decision</p> <p>→ To issue Statement</p> <p>→ Not to issue Statement</p>	<p>Proposed Statement (notify parents of decision)</p> <p>→</p> <p>Notify parents of decision (note in lieu)</p>	<p>Final Statement</p>
ONGOING TIMESCALE	6 weeks	16 weeks	18 weeks	26 weeks

Having received a request for Statutory Assessment (Form RSA1) the LA will make a decision within 6 weeks. The request will usually be considered by the SEN Panel. If the decision is to make a Statutory Assessment, the LA must seek parental advice (Appendix A), educational advice (Appendix B), medical advice (Appendix C), psychological advice (Appendix D), Social Services advice (Appendix E), and any other advice, eg the ascertainable wishes of the child, (Appendix F). This advice must be received within 6 weeks. Within 16 weeks the LA will then make a decision (often through the SEN Panel). Parents will be notified within a further 2 weeks. The maximum timescale for the whole process is 26 weeks.