

Information for Parents 1

Asking your Education & Library Board (E.L.B) for a Statutory Assessment of your child's Special Educational Needs.

Ask for a Statutory Assessment if you believe:

- that your school-age child has a learning difficulty or a disability which is holding them back at school and
- the school is unable to provide the help your child needs, or
- if your child is under school age and you believe that they will need extra help or special provision when they start school.

Should I speak to the school first?

Yes. Speak to your child's Class Teacher and the School Principal about your concerns before writing to the ELB

If the school offers to write on your behalf.

The School Principal is able to write and request a Statutory Assessment 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. This is important as certain deadlines apply. However, if the Principal is willing, you could ask him/her to write a letter which supports your parental request.

Who should I write to?

Write to the Education Officer (Special Education) at the Education and Library Board Headquarters in whose area you live (*regardless of whether the child's school is in another Board*).

Always make your request in writing. **Keep a copy of the letter** and make a **note of when it was sent** and **also make a note of the six week deadline** for reply.

When will I hear back?

Within six weeks.

If you require further advice or information contact SENAC on (028) 9079 5779 (Advice-Line)

