

## **INFORMATION FOR PARENTS 3**

### **Making a complaint if your child is not receiving the Special Educational provision specified on the Statement.**

The Special Educational provision for your child is specified in **Part 3** of your child's Statement. In law the Education and Library Board must 'arrange the special educational provision' specified in the Statement.

*If you discover that your child is not receiving the special educational provision specified in Part 3 of the Statement or that the provision is being removed or reduced without the Statement being amended you can make a complaint.*

#### **Should you speak to the School?**

**Yes.** Speak to your child's Class Teacher and School Principal about your concerns. You should also write to your ELB to lodge a complaint.

Write to the Education Officer (Special Education) at the Special Education Dept. of your Education and Library Board Headquarters.

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

If you require any further advice or information contact SENAC on 02890 795779

*Please refer to the Code of Practice on the Identification and Assessment of Special Educational Needs and the Supplement to the Code of Practice issued by the Department of Education for all relevant principles, practices and procedures.*

*Support Sheet 3 Making a Complaint.*