

Introduction & Contents

Introduction

This booklet may be useful if you think your child has difficulties at school. It explains:

- the law
- the Code of Practice (2001)
- the SEN and Disability Act (2001)
- the types of difficulty some children may have
- how and where to get help
- the statutory assessment process
- statements.

Many children have some sort of difficulty at some time in school and most children can be helped through this. Many people may be involved with your child but you and your child's school know him/her well.

If you have any questions about your child's needs, please talk to their school first and then contact Children's Services if necessary (see Part 13). The Parent Partnership services can also help you (see Part 6).

Keep this booklet in a safe place – you may want to come back to it.

Contents

- Part 1: The Code of Practice
- Part 2: What are Special Educational Needs?
- Part 3: Pre-School Children
- Part 4: Identifying and Assessing your Child's Needs
- Part 5: Statutory Assessment
- Part 6: How Parents and Carers Contribute to Statutory Assessment
- Part 7: What is a Statement of Special Educational Needs?
- Part 8: What happens once a Statement has been prepared for your child?
- Part 9: What happens if the LEA decides not to issue a Statement?
- Part 10: The Special Educational Needs and Disability Tribunal
- Part 11: What kind of help will your child receive?
- Part 12: Annual Review of the Statement
- Part 13: How to contact the Education Authority
- Part 14: Useful names and addresses
- Part 15: Voluntary organisations
- Part 16: Glossary

The Special Educational Needs Code of Practice is a guide to schools, local education authorities (LEAs), health services and social services for the identification and assessment of special educational needs (SEN). The Code was revised and a new one issued in January 2002 following the Education Acts of 1993 and 1996 and the SEN and Disability Act (2001).

All early education settings, state schools and LEAs must consider what the Code says. All agencies should work closely together with the child and parents/carers to meet the child's special educational needs.

The Code says:

- all children with SEN should have their needs met;
- the special educational needs of children are normally met in mainstream (ordinary) schools or settings;
- your views and the views of your child should be taken into account;
- you have an important role in supporting your child's education;
- children with special educational needs should be offered a broad, balanced and relevant curriculum. This includes the foundation stage curriculum (for children aged 3-5) or the National Curriculum (for children aged 5-16).

As a parent/carer, you can expect to have close involvement in all decisions about which school or service can help your child and about the type of help your child receives. It is important, therefore, that you, the school, the LEA and any other agencies involved with your child all work together in partnership.

The SEN and Disability Act 2001

This Act came into force in January 2002. Under this legislation schools must:

- not discriminate against a disabled pupil by excluding him or her, either temporarily or permanently, for reasons relating to his/her disability;
- increase participation in the curriculum for pupils with disabilities;
- not treat pupils with disabilities any less favourably than other pupils;
- provide facilities to assist access to the school;
- admit pupils with disabilities as far as is reasonably practical and compatible with the efficient education of other children in the school and the efficient use of resources.

In Shropshire, a number of schools are already modified to admit pupils with disabilities and a programme is underway to improve access to others.

Please contact the LEA for further details.

Some children find school difficult and have problems settling in. The teachers can sort out most problems by using different materials and methods in their classrooms. Sometimes extra help may be provided by the school for a short time. Some children find it harder to learn than most children of the same age. A few children have more complicated learning problems. Sometimes, because of a particular disability, they may need extra help or special equipment over several years to make sure they receive their education entitlement. For many, the school will be able to meet their needs by providing the help and resources necessary and by working with the parents. For a very small number, the LEA may become involved in helping to provide the extra help and specialist support needed.

Children have **Special Educational Needs** if they have a **learning difficulty** that needs **special arrangements** to be made for them.

Children have a **learning difficulty** if they:

- have a much greater difficulty in learning than most children of the same age
- or
- have a disability which prevents or hinders them from using educational facilities generally provided for children of the same age in the local education authority schools.
- or
- are under school age and have a learning difficulty or disability as defined above or would do so if special educational provision was not made available for them.

Your child may have difficulties in one or more of the following areas:

- communication and interaction (speech and language);
- cognition and learning (thinking and understanding);
- behaviour, emotional and social development;
- sensory (sight or hearing) and/or physical;
- medical – although a medical condition does not necessarily mean that a child will have special educational needs.

The law says that children do not have learning difficulties just because their first language is not English. However, some children for whom English is not their first language may have learning difficulties as well.

Sometimes difficulties can be significant and long term so that specialist help, support and resources may be needed. Often this type of difficulty is noticed at an early stage by parents, health visitors, doctors or clinics before the child starts school.

The LEA works with health and social services to identify children who may have special educational needs as early as possible. If your child is not yet at school and you think that he or she has a learning difficulty, please speak with your doctor, health visitor or social worker. If your child is in an early years' setting, please raise the matter with a member of staff.

With permission from parents and carers, professionals meet to share information and plan their work. The aim is to give families support and advice before the child's education begins.

If your child has a severe or complex learning difficulty or disability, your doctor may refer your child to a specialist. If more information is needed, your child may be referred to one of the Child Development Centres. These are:

- Child Development Centre, The Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XL; or
- Telford Children's Centre, Princess Royal Hospital, Apley Castle, Telford, TF6 6TF.

At these centres, your child will be assessed over a number of sessions in a nursery setting. This involves finding out what your child can and cannot do and how he or she can be helped to learn. Medical, health services and social services staff will be involved so that all your child's needs can be considered in one place. Staff will discuss their findings with you.

If a child is under the age of two, it is often difficult to be clear about what their educational needs might be. Longer assessments may be needed either at the centre or in other ways such as:

- **The Portage Early Education Programme**
This helps children with their early development. A trained worker visits you at home to help you to develop your child's skills.
- **A Nursery Assessment Centre**
There is a nursery attached to our special school: Severndale School, Hearne Way, Monkmoor, Shrewsbury, SY2 5SL.
Children are referred from the Child Development Centres and can attend from 2-5 years of age. This gives more time to assess the child's needs.
- **Specialist Support Teachers**
These are teachers with experience in helping children who have hearing or sight problems. They make regular home visits to work with you and your child from a very early age. They also give advice and support. There is a support nursery at Owen House, Radbrook, Shrewsbury for children aged 3-5 who have severe or profound hearing problems and for some children with sight problems. There is also a parent and toddler group for children from 0-5 years with hearing problems.

- **Area Special Educational Needs Co-ordinators (Area SENCOs)**
Two Area SENCOs work across Shropshire LEA and advise/train staff within the non-maintained early years settings. Every early years setting has a Special Educational Needs Co-ordinator (SENCO).
- **Placement in a Local Authority Nursery or Nursery School**
The Children Act (1989) states that children with special educational needs should be able to attend nursery.

We work closely with the child health service and you, the parents and carers. Records will be kept and your child's progress will be reviewed regularly.

Once your child's needs are known they will be supported by the early years setting in a graduated way. There are four levels known as:

- Early Years Action
- Early Years Action Plus
- Statutory Assessment
- Statement of Special Educational Needs

These are broadly the same as the levels described in the next section on school aged children.

If your child is over two years old and you think he or she has significant special educational needs, you have the right to ask us to make a statutory assessment. If we agree that this is necessary, this will be carried out and we may decide to issue a Statement of Special Educational Needs.

If you would like to talk with someone who is independent and knows about special educational needs you may have help from the Parent Partnership Scheme (see Part 6). There are many other local and national voluntary organisations which are mainly charities (see Parts 14 and 15).

My child has started school and may have a learning difficulty. What can I do?

For many children, the need for extra help with their learning only comes to light after they start school. If you think your child needs extra help, firstly you should speak with your child's class teacher or headteacher. Many difficulties may be overcome in a reasonably short space of time by using a number of strategies.

All schools follow the Special Educational Needs Code of Practice. Each school has a Special Educational Needs Co-ordinator (SENCO) who keeps records of children in the school who have special educational needs. The SENCO will record what help the school has given your child and the progress that has been made. The help that a school gives a child is called School Action. The help will be different for each child and is additional to or different from what is usually provided in the school's curriculum. The school will tell you what special arrangements are being made for your child's needs. These may include:

- a special learning programme;
- individual help from a teacher or teaching assistant;
- teaching in a small group;
- the use of different learning materials or equipment.

The SENCO will prepare an Individual Education Plan (IEP) which will set out targets for your child to achieve. It will show what help is available and a date to review the targets. The IEP will be reviewed at least twice each year. You will be involved in the plan and may be asked to work with your child at home. Your support and encouragement are very important. If your child makes good progress at this point, it may mean that no further help is needed.

If your child still has difficulties, the school may ask for advice from specialists outside the school. This is called **School Action Plus**. The range of specialists the school may consult includes:

- the Educational Psychologist who advises on children who are experiencing learning difficulties;
- the Learning Support Advisory Teacher (LSAT) who visits primary schools and gives advice to teachers, teaching assistants and, sometimes, parents. They are also experienced in working with children who have general learning difficulties, specific learning difficulties and autistic spectrum disorders;
- specialist teachers of children with sensory impairment (hearing and visual difficulties);
- behaviour support teachers who work with children experiencing social, emotional and behavioural difficulties.

Further details of specialist services can be found in Part 14.

In a very small number of cases, and despite all the additional help that has been provided, your child may still not be making progress. The school may then suggest that a statutory assessment should be carried out. This is a very detailed way of finding out what your child's special educational needs are and in deciding upon the help that may be needed.

You also have the right to ask for a **statutory assessment** of your child's special educational needs but please discuss this with the school first. You may then write to Children's Services (see Part 13) giving:

- your child's full name;
- your child's date of birth;
- the school your child attends;
- your address; and
- the reasons why you feel your child has special educational needs.

You may ask a member of Parent Partnership (see Part 6) to help you write this letter.

There are a number of stages in the statutory assessment process:

- we will write to tell you if we intend to carry out a statutory assessment.
- we will ask you to write your views on a form and you will have 29 days to reply, stating whether you agree to the assessment taking place.
- we will give you the name of a member of staff in Children's Services who will be able to give you more information. This person is called the Named Officer.
- at the end of the 29 day period we will write and tell you if we intend to continue with the assessment.
- we will write to other professionals to ask them for their advice. This includes the school, the health authority, an educational psychologist and social services.
- there may be other professional people who know your child well. If you feel there is anyone else who could offer advice, please let us know as soon as possible. If you already have reports about your child that you feel would help us, please send them to Children's Services.
- when we have all the information we will decide whether your child's needs can be met in school. In a very small number of cases, where children have severe difficulties that cannot be met by the school, we will produce a proposed **Statement of Special Educational Needs**.
- you will have 15 days from when we send the proposed statement to give your views and to say which school you prefer your child to attend. If you would like to meet with us, this can be arranged. If you do have any concerns, please let us know within the 15 days so we may delay issuing the final statement until your comments have been received.

- we will, in most cases, make the final statement within eight weeks of the proposed statement. We will send you a copy and make arrangements to begin the special help your child needs.
- once we have signed the statement, we must continue to provide the help stated and review the statement once each year.
- if you move to another education authority, we will send your child's statement to your new LEA. They must either continue the same help or revise the statement. This is to protect your child and make sure their special educational needs continue to be met.

As you know your child better than anyone, your views are important. Your report will be a valuable contribution to the assessment. You may write your report in any way you choose and write as much or as little as you like. You may ask a friend or family member to help you or you may contact the Parent Partnership scheme.

Parent Partnership is an organisation that provides independent advice to parents and carers. A member of Parent Partnership can explain the Statutory Assessment procedures, can help you to write reports and go to meetings with you. They can put you in touch with other parents with similar concerns as well as support groups and voluntary organisations.

The Parent Partnership is based in Telford but covers all of Shropshire. For information you may contact them at:

The Parent Partnership Scheme
Telford and Wrekin CVS
Meeting Point House
Southwater Square
Town Centre
Telford TF2 4HS
Tel: (01952) 291350

When you write down your views and send them to Children's Services, write down anything you feel is important for us to know. Your views may include information about some or all of the following points:

- your main worries about your child;
- what you think are your child's main difficulties;
- information about things that have happened in your child's life that you feel we should know;
- your child's general health – eating, sleeping, general fitness, illnesses, sight or hearing problems;
- your child's physical skills – walking, running, playing games, drawing, writing, doing jigsaw puzzles, using tools, etc;
- how your child communicates at home – chats, explains, describes things, gives messages, joins in conversations;
- things your child enjoys most;
- things your child is best at;
- your child's interests and hobbies;
- things your child finds difficult or dislikes;
- your child's behaviour at home;
- things that may be worrying your child;
- how your child gets on with family and friends;
- what kind of help you feel your child needs in school;
- what help your child thinks he or she needs;
- your hopes for your child's future, both in school and after he or she has left school.

What is a Statement of Special Educational Needs?

part 7

A Statement of Special Educational Needs is in six parts:

- Part 1** **Introduction.** This gives general details about your child such as your address, your child's name and date of birth etc.
- Part 2** **Special Educational Needs.** Details of each of your child's learning difficulties as identified in the reports which will be attached to the statement as appendices.
- Part 3** **Special Educational Provision.** This describes all the special help we think your child should have to meet their needs. It includes:
- **The Objectives** or long term goals to aim for
 - **The Provision** or special arrangements needed
 - **Monitoring Arrangements** or how progress will be reviewed regularly and how short-term targets will be set.
- Part 4** **Placement.** The type and the name of the school (or the place of education other than at school).
- Part 5** **Non-educational Needs.** All non-educational needs as agreed between health, social services or other outside agencies.
- Part 6** **Non-educational Provision.** The arrangements needed to meet the non-educational needs set out in Part 5.
- Appendices** These are copies of the advice received during the assessment.
- Appendix A** This is your own information about your child, his or her early years, strengths and weaknesses and how you think his or her needs can be met.
- Appendix B** Educational advice from your child's school.
- Appendix C** Medical advice.
- Appendix D** Advice from an Educational Psychologist.
- Appendix E** Any information from Social Services.
- Appendix F** Any other advice which the LEA or other people involved in the assessment feel is relevant such as the views of the child, the Education Welfare Officer, etc.

Choosing a school

Before the LEA writes a final statement we will send you a 'proposed statement'. This is a draft of the statement. All the parts will have been filled in except for Part 4 (describing the type and the name of the school) which will be left blank.

We will send you a copy of the proposed statement and a letter telling you how you can give your views on it before the statement is finalised. We will also send you details of schools that are suitable for children with special educational needs. The law says that the LEA must do everything possible to make sure that children with special educational needs receive an appropriate education and, where possible, go to local mainstream schools.

You have the right to say which local authority school you would like your child to attend. This can be the school they already attend. We must agree with your preference as long as:

- the school you choose is suitable for your child's age, ability, skills and special educational needs
- the education of other children already at the school will not be hindered by the extra attention your child needs
- the extra cost of teachers' time, equipment and other resources is reasonable.

Every child is different. Every school is different and offers different opportunities for its pupils. The most important thing is that your child goes to a school that is going to help him or her. All mainstream schools can provide for pupils who have special educational needs. Special schools take children with particular types of special need.

You will have 15 days to comment on the proposed statement and to name the school you would like your child to attend. We will always consult the school before naming it on the final statement. You may ask for a meeting with the LEA to discuss the proposed statement. Following this, you have another 15 days to ask for other meetings if necessary.

We will usually make the final statement within eight weeks of the draft statement. We will send you a copy of the statement with Part 4 filled in with the name of the school. If you disagree with what is in the final statement after discussing the matter with an education officer you have the right to appeal to the Special Educational Needs and Disability Tribunal (See Part 10).

What happens if the LEA decides not to issue a Statement?

part 9

After the assessment we may decide that your child's school can provide the help for your child's special educational needs without the need for a statement. We will usually tell you of this decision within 12 weeks of starting the statutory assessment.

Even if we do not issue a statement we will send you and the school copies of the advice we received from all the people and organisations during the assessment. We will have learned a great deal about your child's needs and we will share that with the school.

Sometimes we may also write a 'note in lieu of a statement'. This will set out the reasons for not making a statement. It will include information for the school on how your child's school can help him or her in the future.

If you think that the LEA's decision not to issue a statement is wrong you may talk to an education officer. We will try to resolve the disagreement. A member of Parent Partnership may be able to help you or there is The Midlands SEN Mediation Service. The Midlands SEN Mediation Service is being offered as part of new arrangements to help resolve disagreements that parents may have with either LEAs or schools about any aspect of SEN provisions for their child. The service is independent, unbiased and confidential and is based at:

Midlands SEN Mediation
48 Walker Street
Wellington
Telford
TF1 1BA

Tel: (01952) 275038

If we are not able to resolve the disagreement, you have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST).

As parents you will be closely involved in all decisions about which school is right for your child and about the help your child receives. If at any stage you are not happy with a decision, talk to your child's teacher, headteacher or our named officer. Please feel free to ask questions at any time, give us information and let us know your views. It is in your child's best interests that we try to reach agreement wherever possible. However, if after meeting with an LEA officer and sharing your concerns you feel that you cannot agree with us, you have the right to appeal to The Special Educational Needs and Disability Tribunal.

The Special Educational Needs and Disability Tribunal is independent of the LEA and hears parents' appeals against LEA decisions. The Tribunal is made up of three independent people who will look at all the evidence and make a final decision.

You can appeal to the Tribunal if:

- you ask us to make a statutory assessment of your child and we decide not to; or
- we decide not to issue a statement for your child after an assessment; or
- you disagree with part 2, 3, or 4 of your child's statement; or
- your child has a statement and we decide not to assess your child again; or
- we decide not to change the name of the school in the statement; or
- we decide to discontinue your child's statement.

You must appeal within two months of our decision. You can find out more about the Tribunal in a special booklet: 'Special Educational Needs and Disability Tribunal, How to Appeal.'

You can get a copy of this by writing to:

SENDIST
SEN Appeals
Mowden Hall
Staindrop Road
Darlington
DL3 9BG

Tel: (01325) 392555

website: www.sendist.gov.uk

Copies are also available from the LEA. Please telephone or write to Children's Services (see Part 13).

What kind of help will your child receive?

part 11

Depending upon your child's difficulty, this help may be from special teachers or teaching assistants. It may mean smaller classes or more individual help for your child. It may mean special equipment, special medical care or, in a small number of cases, a special school.

There are different kinds of support for children in Shropshire:

- most children have support at their own local school;
- a small number of children go to day special schools where there are other children with similar learning difficulties or disabilities;
- a few children go to special boarding schools in other LEAs.

Transport is usually provided for children who go to special schools.

Many children will have some kind of learning difficulty at some stage during their time at school. All our schools provide help for children with special educational needs. The ways in which each school provides this help is written down in the school's Special Educational Needs Policy. This policy also includes the name of the person who is responsible for arranging this help (the Special Educational Needs Co-ordinator – SENCO) and the school's plans for further training and professional development for teachers and special support staff.

Every school in Shropshire has the support of an educational psychologist who advises on children who are experiencing difficulties and may give further guidance to the school and parents about how to meet the child's needs.

There are also other SEN services that schools can contact for further advice.

Learning Support Advisory Teachers (LSATs) may visit primary schools at the request of the school. They give advice to teachers, teaching assistants and, sometimes, to parents. They help to plan programmes of work, suggest appropriate materials or ways of teaching and train staff in special educational needs issues. They are experienced in working with children who have general learning difficulties including children with specific learning difficulties and autistic spectrum disorders.

Shropshire also has specialist teachers who work with children who have particular problems. There are teachers who work with children who are visually impaired or hearing impaired and there are teachers who work with children who have social, emotional and behavioural difficulties. Severndale School, in Shrewsbury, has a service that can advise schools about children who have particular physical, learning or communication difficulties.

The following support services are based at The Glebe Centre, Glebe Street, Wellington, Telford, TF1 1JP:

- The Sensory Inclusion Service (for visual and hearing difficulties)
- The Educational Psychology Service
- Learning Support Advisory Teachers (LSATs)

The Behaviour Support Service is based at:

Ringway House
Bridge Road
Wellington
Telford
TF1 1EA
Tel: (01952) 254055

We hope you will discuss any problems or anxieties with the school at any time they arise. Once a year the school will formally review your child's progress. You will be invited to join in this review and you will be asked to send in your views on your child's progress over the last year. Your views are important. The school will have set targets for your child and the annual review will look at your child's progress towards those targets. New targets will be agreed for the coming year. At this review, any change of help or change of school will be discussed. Everyone may feel that your child's progress has been so good that he or she needs less help or even that help is no longer needed at all. Your child may no longer require a statement. If any changes are suggested we will write to you formally to say what is proposed and if the statement will be changed in any way. You will have 15 days to let us know your views.

Reassessment

Your child's needs may change as they grow older. You have the right to ask for a reassessment of your child's special educational needs. This is not common because, usually, parents are happy with the chance to discuss and suggest changes offered at the annual review. However, if you are unhappy for any reason, and have discussed the problem with the school, you can write to us asking for a reassessment. If we agree that another statutory assessment is needed and your child has not been assessed during the last 6 months, we will reassess your child.

Review at 14 years old

The first annual review after your child is 14 years old is particularly important. This is to prepare for leaving school or for continuing education at school or college. The review will involve Connexions (formally the Careers Service) and, if appropriate, social services. Together with you, your child, and the personal adviser from Connexions, we will draw up a 'Transition Plan' for your child's future life beyond 16.

Beyond 16 years old

Many children with special educational needs stay on at school or college to continue their education. A statement may be maintained for those continuing their education at school up to the age of 19. Shropshire schools with Years 12 and 13 (sixth forms) and one of the LEA's special schools provide for pupils up to the age of 19, linking with local colleges as required.

Statements are not maintained for pupils who will be attending colleges of further education (FE Colleges) or sixth form colleges at 16+ where the Learning Skills Council (LSC) takes responsibility for ensuring their needs are met.

There are special courses for students with learning difficulties in Shropshire's FE Colleges. The colleges also provide additional support to students with special educational needs on mainstream courses. In addition, two Sixth Form Colleges have vocationally based courses that are appropriate for some students with learning difficulties.

The Personal Adviser from Connexions will provide advice and support regarding the range of options open to school and college leavers. Parents and students are encouraged to participate fully in any decisions made regarding further education.

Whenever you write to us:

- always put a date on your letters and mark them for the attention of Children's Services
- keep a copy of all letters that you send
- ensure that your child's name, date of birth and address are written clearly.

If you telephone us, write down afterwards:

- the date
- the name of the person you spoke to
- the reason for the telephone call
- what he or she said
- what you said.

Keep all letters that you receive from us or from your child's school and write down when you received them. If you are concerned or unsure about anything, please contact Children's Services. At the top of any letter that you receive from us, there will be a telephone number and the name of the person dealing with your enquiry. Ask to speak to that person.

The address to write to is:

Children's Services
Education Directorate
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Tel: (01743) 254389

1. Children's Services
Education Directorate, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND
tel: (01743) 254395
www.ShropshireOnline.gov.uk/education.nsf
2. Educational Psychology Service
The Glebe Centre, Glebe Street, Wellington, Telford, TF1 1JP
tel: (01952) 522610
3. Sensory Inclusion Service
The Glebe Centre, Glebe Street, Wellington, Telford, TF1 1JP
tel: (01952) 522660
4. Learning Support Advisory Teachers
The Glebe Centre, Glebe Street, Wellington, Telford, TF1 1JP
tel: (01952) 522610
5. Behaviour Support Service
Ringway House, Bridge Road, Wellington, Telford, TF1 1EA
tel: (01952) 254055
6. Tuition, Medical and Behaviour Support Service
The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND
tel: (01743) 254594
7. Child and Family Service
Bourne House, Radbrook College Complex, Radbrook Road, Shrewsbury, SY3 9BL
tel: (01743) 272569

Child and Family Service
The Glebe Centre, Glebe Street, Wellington, Telford, TF1 1JP
tel: (01952) 522710
8. Telford and Wrekin Primary Care Trust, Services for Children & Young People
Longbow House, Harlescott Lane, Shrewsbury, SY1 3AS
tel: (01743) 450800

9. DEPARTMENT FOR EDUCATION & SKILLS

DfES Publications Centre, P O Box 5050, Sherwood Park, Annersley,
Nottingham, NG15 ODU
tel: (0845) 602 2260
e-mail: dfes@prolog.uk.com

Free publications from above address. Special educational needs – parents guide.
The Parents' Charter
Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
tel: (0870) 000 2288
website: www.dfes.gov.uk

10. TRIBUNALS

SENDIST
SEN Appeals, Mowden Hall, Staindrop Road, Darlington, DL3 9BG
tel: (01325) 392 555
e-mail: tribunalqueries@SENDIST.gsi.gov.uk
website: www.sendist.gov.uk

11. Midlands SEN Mediation

48 Walker Street, Wellington, Telford, Shropshire, TF1 1BA
tel: (01952) 275038

12. COUNCIL ON TRIBUNALS

1st Floor, 81 Chancery Lane, London, WC2A 1BQ
tel: (020) 7855 5200
website: www.council-on-tribunals.gov.uk

13. LAW SOCIETY

113 Chancery Lane, London, WC2A 1PL
tel: (020) 7242 1222
website: www.lawsociety.org.uk

Parent Partnership

The role of the Parent Partnership is to provide impartial advice to parents and explain the Statutory Assessment procedures. It can be a useful link for parents by providing contact with other parents with similar concerns; they run several support groups and voluntary organisations.

Parent Partnership Manager is Wendy Harris - tel: (01952) 291350

ACTION FOR SICK CHILDREN

National Association for the welfare of sick children in hospital
Argyle House, 29-31 Euston Road, London, NW1 2SD
tel: (020) 7833 2041
website: www.actionforsickchildren.org

A.D.I.S.S.

Attention Deficit Information Support Services, P.O. Box 340, Edgware, Middlesex, HA8 9HL

A.D.H.D.

209-211 City Road, London, EC1V 1JN
tel: (020) 76088700/freephone helpline no. 0808 8083555

ADVISORY CENTRE FOR EDUCATION

Unit 1C, Aberdeen Studios, 22 Highbury Grove, London, N5 2DQ
tel: (020) 7354 8321
advice line: 0800 800 5793
website: www.ace-ed.org.uk

AFASIC

Association for all Speech Impaired Children.
national helpline – (020) 74909410
Telford Support Group – Soo Bowdler – tel: (01952) 242806

AFASIC (NATIONAL ORGANISATION)

2nd Floor, 50-52 Great Sutton Street, London, EC1V 0DJ
helpline – (0845) 355 5577
website: www.afasic.org.uk
e-mail info@afasic.org.uk

AFASIC – OVERCOMING SPEECH IMPAIRMENTS

2nd Floor, 50-52 Great Sutton Street, London, EC1V 0DJ
helpline: (0845) 355 5577
website: www.afasic.org.uk

AUTISTIC

Autism West Midlands, 18 Highfield Road, Edgbaston, Birmingham, B15 3DU
tel: (0121) 450 7580.

NATIONAL AUTISTIC SOCIETY

393 City Road, London, WC1V 1NG
helpline: (0870) 6008585
website: www.nas.org.uk

BRITISH STAMMERING ASSOCIATION

15 Old Ford Road, London, E2 9PJ
tel: (0845) 603 2001 (helpline)

BULLYING

Anti Bullying Network, Moray House, Institute of Education, University of Edinburgh,
Holyrood Road, Edinburgh, EH8 8AQ

CENTRE FOR FUN AND FAMILIES

Assist families who are experiencing behaviour problems. Provide parent training packs.
12 Upperton Road, Leicester, LE3 0BG
tel: (0116) 223 4254
website: www.funandfamilies.com

THE CHILDREN'S LEGAL CENTRE

University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ
tel: (01206) 874807
website: www.childrenslegalcentre.com

THE CHILDREN'S SOCIETY (IN SHROPSHIRE)

Mrs D Summers, Secretary, 20 Woodfield Avenue, Shrewsbury, SY3 8HT
tel: (01743) 246469

CITIZENS' ADVICE BUREAU

tel: (01743) 243163, (01584) 876933, (01952) 291101

NATIONAL ASSOCIATION OF CITIZENS' ADVICE BUREAUX

Myddleton House, 115-123 Pentonville Road, London, N1 9LZ
tel: (020) 7833 2181
website: www.nacab.org.uk

CLEFT LIP & PALATE ASSOCIATION

235-237 Finchley Road, London, NW3 6LS
tel: (020) 74310033

CEREBRAL PALSY

SCOPE Cerebral Palsy Helpline (0808) 8003333

COMMUNITY LEGAL SERVICE

1st Floor, 12 Roger Street, London, WC1N 2JL
website: www.justask.org.uk

CONFIDE

Counselling Service
tel: (01743) 351319
Administrator: Irene Ferguson, The Roy Fletcher Centre, 12-17 Cross Hill, Shrewsbury

CONTACT-A-FAMILY

West Midlands Region, The Princess Royal Centre, 4 Church Road, Edgbaston, B15 3TD
tel: (0121) 455 0655

209-211 City Road, London, EC1V 1JN
helpline: (0808) 808 3555
website: www.cafamily.org.uk

COUNCIL FOR DISABLED CHILDREN

c/o National Children's Bureau
8 Wakeley Street, London EC1 7QE
tel: (020) 7843 1900
website: www.ncb.org.uk

CYSTIC FIBROSIS TRUST

Shropshire Branch – Mrs R Golightly
tel: (01952) 884152
Market Drayton Branch – Roy Cole
tel: (01630) 655407

SHROPSHIRE DEAF CHILDREN'S SOCIETY

Contact: Mrs S Poole, Branch Secretary
tel: (01952) 593853

BRITISH DEAF ASSOCIATION

1-3 Worship Street, London, EC2A 2AB
helpline: (0870) 770 3300
website: www.bda.org.uk

NATIONAL DEAF CHILDREN'S SOCIETY

15 Dufferin Street, London, EC1Y 8UR
helpline: (0808) 800 8880 (voice/text)
website: www.ndcs.org.uk

ROYAL NATIONAL INSTITUTE FOR THE DEAF

19-23 Featherstone Street, London, EC1 8SL
tel: (020) 7296 8000
website: www.rnid.org.uk

BRITISH DIABETIC ASSOCIATION

Shrewsbury & District Branch - Contact: Mr I Ayers, Branch Chairman
tel: (01939) 260594

DIABETES UK CENTRAL OFFICE

10 Parkway, London, NW1 7AA
tel: (020) 7424 1000

DIAL SHROPSHIRE (DISABILITY ADVICE LINE)

tel: (01743) 240404 (09.30 am – 3.00 pm)
tel: (01952) 210202 (10.00 am – 2.00 pm)

DIAL UK

Nationwide telephone information and advice service.
St Catherine's, Tickhill Road, Doncaster, DN4 8QN
tel: (01302) 310123
website: www.dialuk.org.uk

DISABILITY EQUALITY IN EDUCATION

Unit GL, Leroy House, 436 Essex Road, London, N1 3QP
tel: (020) 7359 2855
website: www.diseed.org.uk

THE DISABILITY LAW SERVICE

39-45 Cavell Street, London, E1 2BP
tel: (020) 7791 9800
website: www.dis.org.uk

DISABILITY LIVING FOUNDATION

380-384 Harrow Road, London, W9 2HU
helpline: (0845) 130 1977
website: www.dlf.org.uk

DISABILITY RIGHTS COMMISSION

DRC Helpline, Freepost, MID 02164, Stratford-upon-Avon, Warwickshire, CV37 9BR
tel: (08457) 622 633
website: www.drc-gb.org

DOWNS SYNDROME ASSOCIATION

National Office: 155 Mitcham Road, London, SW17 9PG
tel: (020) 8682 4001
website: www.downs-syndrome.org.uk

DYSLEXIA

Shropshire Dyslexia Association, The Roy Fletcher Centre, 12-17 Cross Hill, Shrewsbury,
tel: (01743) 231205 (Helpline)

BRITISH DYSLEXIA ASSOCIATION

98 London Road, Reading, Berkshire, RG1 5AU
tel: (0118) 9662677.
e-mail admin@bda-dyslexia.demon.co.uk
website: www.bda-dyslexia.org.uk.

DYSLEXIA INSTITUTE

133 Gresham Road, Staines, TW18 2AJ
tel: (01784) 463851
website: www.dyslexia-inst.org.uk

DYSPRAXIA FOUNDATION

8 West Alley, Hitchin, Herts, SG5 1EG
tel: (01462) 455016
helpline: (01462) 454986
website: www.dyspraxiafoundation.org.uk

EPILEPSY

British Epilepsy Association

tel: (0113) 2108800

National Society for Epilepsy

helpline (01494) 601400 (10.00 am – 4.00 pm Mon-Fri)

Ellesmere Branch – Mr A R Crewe

tel: (01691) 773528

EPILEPSY ACTION (FORMERLY THE BRITISH EPILEPSY ASSOCIATION)

New Anstey House, Gate Way Drive, Yeadon, Leeds, LS19 7XC

helpline: (0808) 800 5050

NATIONAL SOCIETY FOR EPILEPSY

Chesham Lane, Chalfont St Peter, Buckinghamshire, SL9 0RJ

helpline: (01494) 601 400

website: www.epilepsynse.org.uk

THE FAMILY FUND TRUST

Help families financially who are caring for a severely disabled child under sixteen at home. Grants and information.

tel: (01904) 621115

HEADWAY SHROPSHIRE

A support group for people with head injuries and their families – lower age limit sixteen.

Holsworth Park, Oxon Business Park, Welshpool Road, Shrewsbury

tel: (01743) 365565

HAEMOPHILIA SOCIETY

Chesterfield House, 385 Euston Road, London, NW1 3AU

tel: (020) 7380 0600

website: www.haemophilia.org.uk

HELEN ARKELL DYSLEXIA CENTRE

Frensham, Farnham, Surrey, GU10 3BW

tel: (01252) 792 400

website: www.arkellcentre.org.uk

HOMESTART

Befriending service to families with under school age children (or pregnant) who are experiencing stress.

North Shropshire and Oswestry – tel: (01691) 658164

Shrewsbury - tel: (01743) 241433. Contact Fiona Sibbick

Ludlow – tel: (01584) 878532

Bridgnorth – tel: (01746) 768942

HUNTINGDON'S DISEASE ASSOCIATION

108 Battersea House, High Street, London, SW11 3HP

tel: (020) 7223 7000

HYPERACTIVE CHILDREN'S SUPPORT GROUP

71 Whyke Lane, Chichester, West Sussex, PO19 7PD
tel: (01243) 551313 10.00 am – 1.00 pm

I CAN (INVALID CHILDREN AID NATIONWIDE)

Information service on speech and communication disorders, asthma and eczema.
4 Dyer's Buildings, Holborn, London, EC1N 2QP
tel: (0870) 0104066
website: www.ican.org.uk

IN TOUCH

Information service – particularly useful for rare disorders.
10 Norman Road, Sale, Cheshire, M33 3DF
tel: (01691) 905 2440
website: www.worthington@netscapeonline.co.uk

IPSEA TSS (TRIBUNAL SUPPORT SERVICE)

Independent Panel for Special Education Advice (I.P.S.E.A.) 4 Ancient House Mews,
Woodbridge, Suffolk IP12 1DH
tel: (01394) 382814

KIDS

6 Aztec Row, Berbers Road, London, N1 OPW
tel: (020) 7359 3635
website: www.kids-online.org.uk

LOCAL GOVERNMENT OMBUDSMAN

Local Government Ombudsman, 21 Queen Anne's Gate, London, SW1H 9BU
tel: (020) 7915 3210

MARCHES FAMILY NETWORK

Working with, and for, children with disabilities and special needs and their families.
Drop-ins – Bridgnorth : Contact Julie Hamling
tel: (01746) 761432

MENCAP

Bridgnorth Branch – Mr D Moorhouse tel: (01746) 762059
Oswestry and District Branch – Mrs Joan Jones tel: (01691) 791247
Shrewsbury Branch – Mrs M Bradley tel: (01743) 246013
Market Drayton Branch – Mrs J Smith tel: (01630) 654524

117-123 Golden Lane, London, EC1Y 0RT
helpline: (0808) 808 1111 (Mon – Fri 10.00 am – 4.00 pm)
website: www.mencap.com

MIND (NATIONAL ASSOCIATION FOR MENTAL HEALTH)

15-19 Broadway, Stratford, E15 4BQ
information line: (0845) 766 0163
website: www.MIND.org.uk

MOTOR NEURONE DISEASE ASSOCIATION

National Office, MND Association, P.O. Box 246, Northampton, NN1 2PR

MULTIPLE SCLEROSIS (MS)

tel: (08457) 626262
Shrewsbury/Church Stretton branch (01952) 541463
Telford Branch (01952) 597471
Oswestry Branch (01691) 653055
national helpline (0808) 800 8000

NATIONAL ASSOCIATION FOR THE EDUCATION OF SICK CHILDREN

Regus House, Herald Way, Pegasus Business Park, Castle Donington, DE74 2TZ
tel: (01332) 638586
website: www.sickchildren.org.uk

NATIONAL BLIND CHILDREN'S SOCIETY

Bradbury House, Market Street, Highbridge, Somerset, TA9 3BW
tel: (01278) 764 764
website: www.nbcs.org.uk

NATIONAL FEDERATION OF THE BLIND OF THE UK

Sir John Wilson House, 215 Kirkgate, Wakefield, West Yorkshire, WF1 1JG
tel: (01924) 291313
website: www.users.globalnet.co.uk/~nfbuk

ROYAL NATIONAL INSTITUTE FOR THE BLIND (RNIB)

105 Judd Street, London, WC1H 9NE
helpline: (0845) 766 9999
website: www.rnib.org.uk

NATIONAL CHILDREN'S BUREAU

8 Wakeley Street, London EC1V 7QE
tel: (0207) 843 6000

NETWORK 81

Gives advice, support and independent representation to parents.
1-7 Woodfield Terrace, Stansted, Essex, CM24 8AJ
helpline: (0870) 770 3306
website: network81.co.uk

PARENTLINE PLUS

Confidential telephone helpline for anyone in the parenting role.
tel: (0808) 800 2222
national helpline 24 hours.

PARENTS FOR INCLUSION

Unit 2, 70 South Lambeth Road, London, SW8 1RL
helpline (020) 7582 5008
website: www.parentsforinclusion.org.

PRE-SCHOOL LEARNING ALLIANCE

69 Kings Cross Road, London, WC1X 9LL
tel: (020) 7833 0991
website: www.pre-school.org.uk

PHAB

Clubs for physically handicapped and able-bodied children.

PHAB MIDLANDS

tel: (01386) 861124

RATHBONE SOCIETY

Helping children with learning difficulties.
Churchgate House, 55 Oxford Street, Manchester, M1 6EU
Information line – tel: (0161) 236 5358
e-mail info@rathbonetraining.co.uk.
website: www.rathbonetraining.co.uk
Asian Advice line: (0800) 085 4528

RELATE

Family relationship counselling.
tel: (01743) 344010.

ROYAL ASSOCIATION FOR DISABILITY AND REHABILITATION (RADAR)

12 City Forum, 250 City Road, London, EC1V 8AF
tel: (020) 7250 3222
website: www.radar.org.uk

SAMARITANS

Confidential helpline – 24 hours a day.
tel: (01743) 369696, 01952 256161

SCOPE

P O Box 833, Milton Keynes, MK12 5NY
tel: (0808) 800 3333
website: www.scope.org.uk

SENSE

The National Deaf/Blind/Rubella Association
tel: (0121) 415 2720

11-13 Clifton Terrace, Finsbury Park, London, N4 3SR
tel: (020) 7272 7774
website: www.sense.org.uk

SEVERN SPECIAL NEEDS GROUP

Support group for parents of children of all ages with special needs in Shropshire and Telford and Wrekin. Contact: Pauline Cheney

tel: (01743) 369810 (support, social events)

Saturday afternoon youth group (8 years upwards) – Mencap Centre, Shrewsbury.

SHREWSBURY OPPORTUNITY GROUP

Integration through play of handicapped and non-handicapped children. There is a playgroup and parent and toddler group.

Playleader: Gina Gibbons

tel: (01743) 247600.

SHROPSHIRE AUTISM SUPPORTERS (SHROPSHIRE AND TELFORD & WREKIN)

Mrs Linda Crane, 14 Dunbar, Harlescott Grange, Shrewsbury

tel: (01743) 356298

SICKLE CELL SOCIETY

54 Station Road, London NW10 4UA

tel: (020) 8961 7795

website: www.sicklecellsociety.org.uk

SPINA BIFIDA & HYDROCEPHALUS ASSOCIATION (ASBAH)

Contact: Gill Winfield, Information Manager, ASBAH House, 42 Park Road, Peterborough, PE1 2UQ

tel: (01733) 555988.

SUPPORTIVE PARENTS (SPSC)

Royal Oak House, Royal Oak Avenue, Briston, BS1 4GB

tel: (0117) 989 7725

(Groups also in Bath and North East, Somerset, Bristol, North Somerset and South Gloucestershire).

SWIMMING CLUB (FOR PEOPLE WITH DISABILITIES)

Shropshire Sharks, Shrewsbury Public Baths, Priory Road, Shrewsbury, Shropshire

tel: (01743) 236583.

Contact: Mrs J Crumpton – (01743) 236960

TOY LIBRARIES

Susan T Morley, Outreach Worker for Shropshire – tel: (01691) 830539

Or

National Association of Toy and Leisure Libraries, 68 Churchway, London, NW1 1LT

tel: (020) 7387 9592

YOUTH CLUB AND SUMMER SCHEME PROVISION

For all young people aged 9-18 – support for families. Support group for families looking after someone with Drug/Alcohol problems. Pregnancy Counselling.

Contact: Kingswell Centre, Arthur Street, Oswestry, Shropshire, SY11 1JN

tel: (01691) 655126

e-mail: enquiries@kingswell.f9.co.uk

Professionals involved in education often use terms whose meanings may not be obvious when you hear them for the first time. These are some terms explained. If someone uses an expression you do not understand, ask them to explain it. They are there to help your child.

BESD	Behavioural, Emotional and Social Difficulties
BSP	Behaviour Support Plan
BSS	Behaviour Support Service
BST	Behaviour Support Teacher
CAMHS	Child and Adolescent Mental Health Service
CDC	Child Development Centre
DfES	Department for Education and Skills
EBD	Emotional and Behavioural Difficulties
EPS	Educational Psychology Service
EP	Educational Psychologist
EWO	Education Welfare Officer
EWS	Education Welfare Service
HI	Hearing Impaired
IEP	Individual Education Plan
LEA	Local Education Authority
LSAT	Learning Support Advisory Teacher
MLD	Moderate Learning Difficulties
MSIU	Multi-Sensory Impaired Unit
NC	National Curriculum
PD	Physically Disabled
PEP	Personal Education Plan
PMLD	Profound and Multiple Learning Difficulties

PSP	Pastoral Support Programme
SALT	Speech and Language Therapy
SCMO	Senior Clinical Medical Officer
SEN	Special Educational Needs
SENCO	Special Educational Needs Co-ordinator
SENDIST	Special Educational Needs & Disability Tribunal
SIS	Sensory Inclusion Service
SLD	Severe Learning Difficulties
Sp. LANG	Speech and Language
SpLD	Specific Learning Difficulties
SSA	Special Support Assistant
SSD	Social Services Department
TA	Teaching Assistant
VI	Visually Impaired