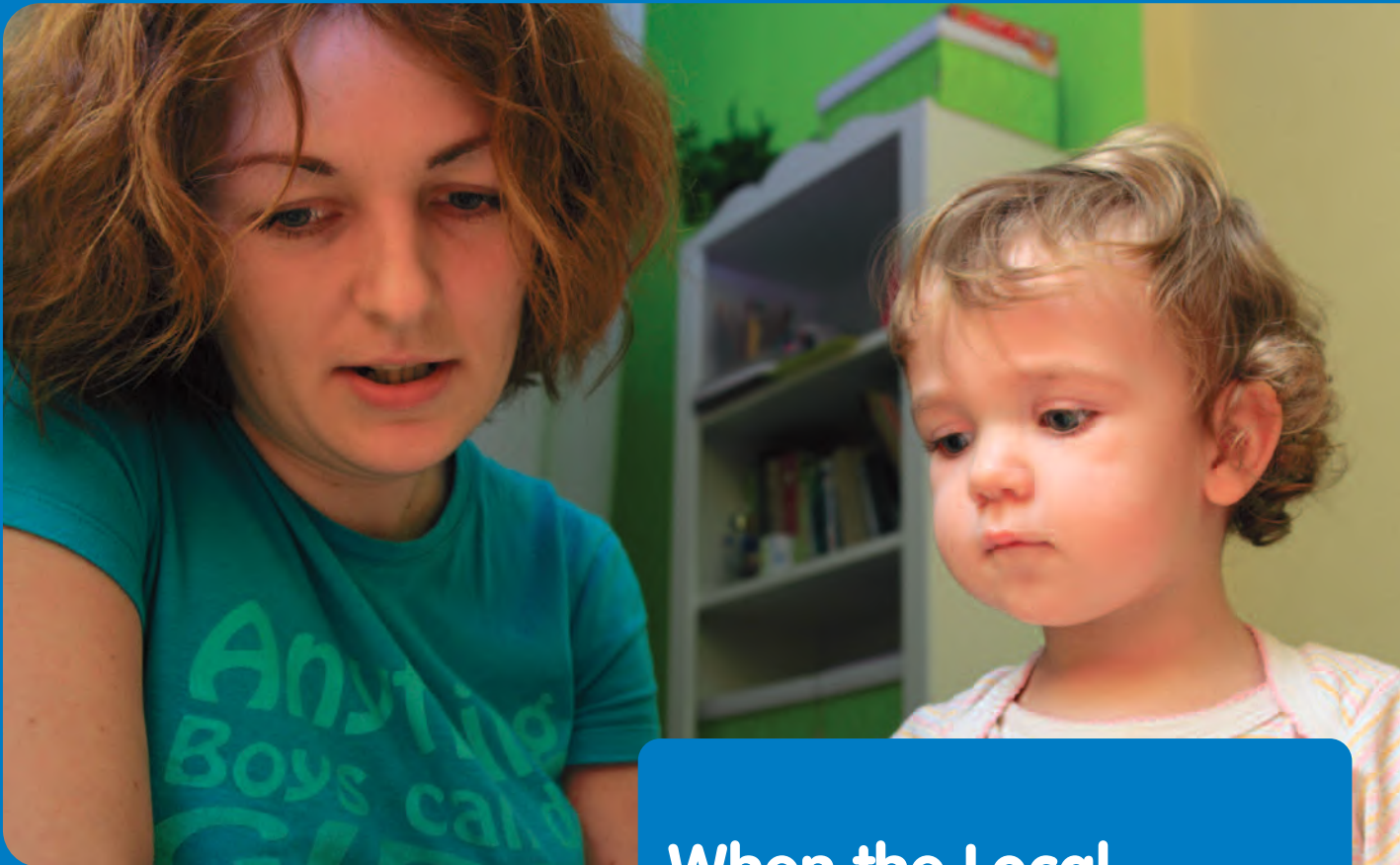




A Brief Guide to the Note in Lieu



If following a Statutory Assessment a Local Authority (LA) decides not to issue a Statement of Special Educational needs, they may issue a Note in Lieu.

When the Local Authority has looked at all the information they have concerning your child's needs, they will then decide what level of support is required.

After a statutory assessment you may receive either:

- **A Proposed Statement**
- **A Note In Lieu**
- **Or be informed that your child's needs can be met at school action or school action plus.**

THE NOTE IN LIEU

A note in lieu is a document that will explain why the LA does not think it necessary to issue a statement, describes your child's special educational needs, and gives guidance about the type of support which could be helpful to your child at school.

The note in lieu should be used by your child's school to help them provide the right support for your child. This **DOES NOT** mean that nothing has changed. You and your child's school will receive all the information from the statutory assessment to inform them about your child's specific needs. There will be important information and advice available about your child's strengths and the areas which require more support.

The **NOTE IN LIEU** will draw together all this important information into one document. Although not legally binding, it should clearly set out the help needed both internally from the school, and externally from advisors, psychologists and therapists as necessary. It should also set out monitoring and review arrangements. There are three things you might want to do when you receive a Note In Lieu:-

1. Arrange to meet with your child's school to discuss the information contained in the note in lieu and talk to them about how they are going to help your child. They will want to review the **INDIVIDUAL EDUCATION PLAN**, setting targets based on the advice contained in the note in lieu. You and your child should be fully involved in this process.
2. If you are unhappy about receiving a note in lieu then you can appeal to the Special Needs Tribunal for Wales (SENTW) against the LA's decision to issue it. Contact your Local Authority and SNAP Cymru who can tell you more about this. You have two months from the date you receive the Note in Lieu to make your appeal.
3. Remember you can ask for your child to be reassessed. The **SPECIAL EDUCATIONAL NEEDS CODE OF PRACTICE (COP)** says that you must wait for 6 months before asking for another assessment. This will give you time to monitor your child's progress and gather more information.

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