

Assessing Additional Support Needs

○ The Assessment Process

Assessment is an ongoing process of gathering and making sense of information about the 'barriers to learning' a child or young person may face and the additional support needs these can create.

These 'barriers to learning' could be to do with:

- the learning environment
- disability or health
- family circumstances
- social or emotional needs

Schools will be able to identify most children and young people with additional support needs through their arrangements for assessing learning and educational progress.

When it is needed, we can ask other agencies to help assess what your child's difficulties might be.

This may mean:

- asking for information, consultation or advice
- seeking an assessment
- providing additional support

or any combination of the above.

If this involves **your** child, your views and those of your child will be sought, taken account of and noted.

○ Requests for Formal Assessment

The Education (Additional Support for Learning) (Scotland) Act 2004 enables you or your child (normally provided s/he is aged 16 or over) to request us to arrange a process of assessment or examination to identify additional support needs.

Your request must be in writing - or in any other permanent form which can be referred to in future, such as video or audio tape. Your request should contain a statement of the reasons for the request.

We will comply with the request unless we feel it is unreasonable. We might legitimately refuse your request for any of the following reasons.

- Assessment is not in the best interests of your child.
- Assessment is unnecessary as there has not been a significant change in your child's circumstances since an earlier assessment was completed.
- This assessment would repeat assessments already carried out.
- A previous request was received on a given date.

We will notify you of our decision as quickly as possible and no later than 4 weeks from the date on which we receive your request.

We will continue to work with you to help your child at school even if your request for an assessment is refused.





Where we decide not to comply with a request for assessment, we will inform the person who made the request, in writing, of our decision, explaining why we are refusing the request.

We will also inform you about:

1. your right to access mediation services provided free of charge to you by the education authority
2. arrangements for dispute resolution by independent adjudication
3. where appropriate, the national additional support needs tribunal.

Further Information

You can get further information about what you have read in this leaflet from the Code of Practice 'supporting children's learning' available in the reference section of all Dundee libraries



Key Contacts

If, after speaking with school staff to resolve a problem, you still want to talk about an issue your child's support in school that bothers you, please contact

Advice and Conciliation Officer
Tel: (01382) 433477 Fax: (01382) 433080

If you want more specific advice and guidance about support for learning in Dundee, please contact

Support for Learning Officer
Tel: (01382) 433111 Fax: (01382) 433080

If you want to find out more about Mediation, please contact

Parent to Parent - Tayside
Tel/Fax: (01382) 455200
e-mail: admin@parent-to-parent.org

If you have difficulty understanding English, please contact this address:

যদি আপনি ইংরেজি বুঝতে অসুবিধা বোধ করেন
তাহলে অনুগ্রহ করে নিচের ঠিকানাতে যোগাযোগ করুনঃ
如閣下不十分明白英語，請與以下的通訊處聯系。
ਜੇ ਤੁਹਾਨੂੰ ਈੰਗਲਿਸ਼ ਸਮਝਣ ਵਿੱਚ ਕੋਈ ਮੁਸ਼ਕਲ ਹੁੰਦੀ ਹੈ
ਤਾਂ ਪ्लीਜਾ ਕਰਕੇ ਇਸ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ:
اگر آپ کو انگریزی سمجھنے میں مشکل پیش آتی ہے تو براہ کرم نیچے دیئے گئے پتے پر رابطہ کریں۔

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Education (Additional Support for Learning) (Scotland) Act 2004

Assessing Additional Support Needs Information for parents/carers