2/7/16

Dear provider

To enable us to best plan for and meet children’s educational needs, we are changing the Ealing Request for Statutory Assessment (ERSA) timescales in Ealing. Therefore for children who will be transitioning to Reception in September 2017, please see the new timescales below. Please could you pass this to your SENCO leader to ensure that these timescales are met by your provision.

If you cannot find what you are looking for on Ealing Grid for Learning ( EGFL) or require any further details please contact your setting’s assigned Early Years Consultant (EYC).

Kind regards



Sally Ann Osmond

Childcare Manager for Children in Need

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**ERSA Requirements for Reception 2017**

**Children whose birthdate falls between DOB: 01/09/2012 to 31/08/2013.**

We strongly recommend that you review any known children currently attending your setting who will be school age in September 2017 who have substantive additional needs which may require additional support. Refer to Ealing Grid for Learning at www.egfl.org.uk for further guidance and information.

In order to help plan your timeline for submitting an Ealing Request for Statutory Assessment (ERSA) there are now three ERSA deadlines: –

* Deadline 1 Summer term to end 31st August 2016
* Deadline 2 No later than 30th September 2016
* Deadline 3 No later than 31st October 2016

In deciding if Deadline 1 – August 2016 is most appropriate for each child who you are submitting an ERSA for, consider the following:

Deadline 1: You have identified the child as having needs which will require additional support, they are currently in your setting, they are school age in September 2017, you have or can get parental consent, you have at least one professional report (dated within the last 12 months) - Therefore all you are needing to do is to collate the above gathered information onto an ERSA form. If this is not the case, Deadline 2 or 3 would be more applicable.

Please remember you need to submit at least one professional report with your ERSA eg speech and language therapy report dated within the last twelve months.

Please submit ERSA to Special Educational Needs Assessment Team (SENAS) team via secure email to [SENAS@ealing.gov.uk](mailto:SENAS@ealing.gov.uk) by the dates shown above.

**ALL ERSAs** **MUST** be submitted **as soon as possible** and no later than **31st OCTOBER 2016-** any delay could result in children not being considered for special school provision.