

Requesting An Exceptional Action (EA) Assessment

Throughout the process, the child and/or young person and their parent(s) is involved fully and their views and wishes taken into account

A Exceptional Action Assessment can be requested by a parent, teacher, young person or anyone else concerned about the child.

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the Special Educational Needs Department (SEND) of the child or young person, and they have not made expected progress, the school and parents might consider requesting an exceptional action assessment.



Following discussion and consent from parents the school will generally contact Children, Young People, Education and Skills (CYPES) to start the Exceptional Action process. A SEND panel, which is comprised of the Head of Special Educational Needs (SEN), a SEN Advisory Teacher, an Educational Psychologist and a member of the school Senior Management team meets every half term to consider these requests.

Schools will submit a request for Exceptional Action to the SEND panel by a set half termly deadline. A school representative is invited to the panel meeting. The SEND panel must decide whether or not to proceed with an Exceptional Action assessment based on the evidence provided and should inform the school and parents of their decision with 5 term time working days.

A request for Exceptional Action must include:

- ⇒ Evidence collected by the school over the course of two terms
- ⇒ School will need to show a minimum of 2 terms of Educational Psychology involvement alongside implementation of the Graduated Approach
- ⇒ Parents, children and young people's views
- ⇒ Parents signature agreeing that they have been included and understand the EA process
- ⇒ Views from any other professionals meaningfully involved
- ⇒ Evidence from school that the SEND arrangements in place to meet the child/young person's needs are outside those that are Ordinarily Available in school
- ⇒ Evidence and information may come from school reports, timetables, Graduated Approach documents and professional reports



If the request is accepted CYPES will initiate a formal assessment process, requesting and coordinating the views of the child/young person, parents, school and all involved professionals through a person-centred approach.



If CYPES decides not to conduct an EA assessment it must provide feedback collected during the consideration process to school who will inform parents. School will then return to a graduated approach process.



When all the advice has been received and reviewed, the Head of SEND will determine if a Record of Need (RoN) is applicable and if so an assessment process will proceed. The Exceptional Action process itself will not necessarily lead to a Record of Need. The information gathered during an assessment may indicate ways in which the school, guided as appropriate by expert help or advice, can meet the child or young person's needs without the need for a Record of Need. In this case a Note in Lieu may be issued. A draft RoN should be compiled within 2 weeks from the communication outcome. Parents have 2 term time weeks to provide their view on a draft RoN. An appeal may be made to the Education Minister no later than 15 term time days after the parents/carers are notified of the results of the assessment and shall be determined by the Education Minister.

A full description of the EA process can be found in the [Jersey SEND Code of Practice \(2017\)](#)