


Statutory Assessment Parent Referral Guide

Parent submitting a request for Consideration of Statutory Assessment Process

- Using Google Chrome or Microsoft edge use URL below:

<https://connect.eani.org.uk/parent/>

- Enter login details.
- Read the **Data Protection Statement**, tick the confirmation box and select the **Continue** button.
- Select **Statutory Assessments** category:



Statutory Assessments
Access includes request consideration of a Statutory Assessment of a child's educational needs.

Statutory Assessments

- Statutory Assessment window opens:

Statutory Assessments

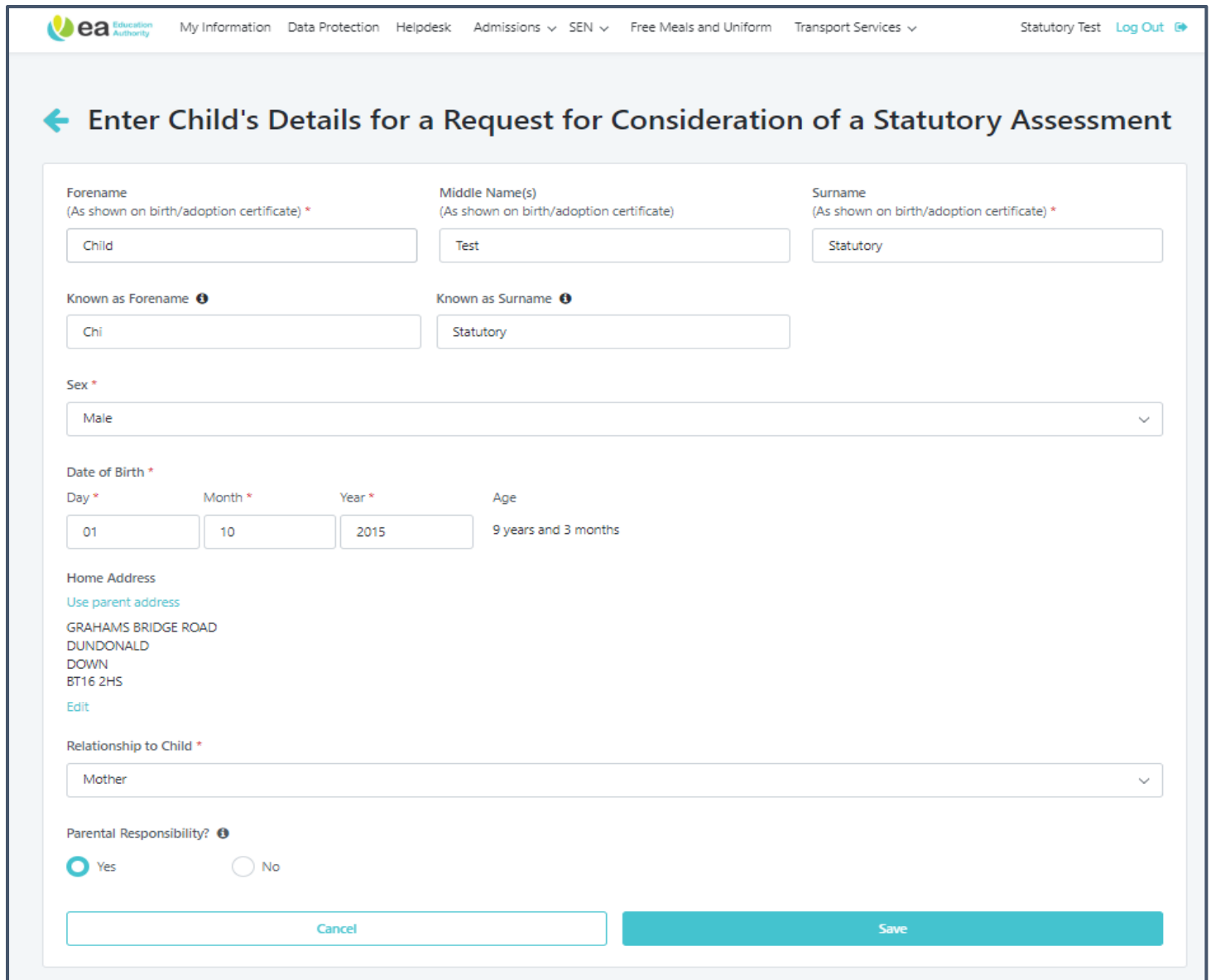
Important Information for Parents/Guardians

Please note that submitting a request for consideration of a statutory assessment does not automatically initiate a statutory assessment or guarantee a statement of special educational needs (SEN). Each request is subject to a consideration period where all available information is reviewed in line with the Code of Practice on the Identification and Assessment of SEN. To help us process your request more efficiently, it is essential to provide accurate information about your child. Please ensure your child's details are correct before submitting a request for consideration of statutory assessment.

+ Add Child

- Select **Add Child** button

Example of completed form:



The screenshot shows a web form titled "Enter Child's Details for a Request for Consideration of a Statutory Assessment". The form is part of the eaconnect system, with a navigation bar at the top containing links for "My Information", "Data Protection", "Helpdesk", "Admissions", "SEN", "Free Meals and Uniform", "Transport Services", "Statutory Test", and "Log Out".

The form fields are as follows:

- Forename** (As shown on birth/adoption certificate) *: Child
- Middle Name(s)** (As shown on birth/adoption certificate): Test
- Surname** (As shown on birth/adoption certificate) *: Statutory
- Known as Forename**: Chi
- Known as Surname**: Statutory
- Sex**: Male
- Date of Birth**: Day: 01, Month: 10, Year: 2015, Age: 9 years and 3 months
- Home Address**: GRAHAMS BRIDGE ROAD, DUNDONALD, DOWN, BT16 2HS
- Relationship to Child**: Mother
- Parental Responsibility?**: Yes (selected), No

At the bottom of the form, there are two buttons: "Cancel" and "Save".

- Select **Save**, **Pop-up window** is displayed. **Confirm** to continue, or **Edit**:

ea Education Authority My Information Data Protection Helpdesk Admissions SEN Free Meals and Uniform Transport Services Statutory Test Log Out

Enter Child's Details for a Request for Consideration of a Statutory Assessment

Forename (As shown on birth/adoption certificate) * Child Middle Name(s) (As shown on birth/adoption certificate) Test Surname (As shown on birth/adoption certificate) * Statutory

Known as Forename Chi Known as Surname Statutory

Sex * Male


Date of Birth *
Day * 01 Month * 10 Year * 2015

Home Address
Use parent address
GRAHAMS BRIDGE ROAD
DUNDONALD
DOWN
BT16 2HS
Edit

Relationship to Child * Mother

Parental Responsibility? Yes No

Cancel Save



The date of birth for Child Statutory is 01/10/2015, making them 9 years and 3 months old.
Is this correct?

Edit Confirm

- **Confirm** returns you to the **Statutory Assessment** window.
- Select **Request for Consideration**:

My Information Data Protection Helpdesk Admissions SEN Free Meals and Uniform Transport Services Statutory Test Log Out

Statutory Assessments

Important Information for Parents/Guardians

Please note that submitting a request for consideration of a statutory assessment does not automatically initiate a statutory assessment or guarantee a statement of special educational needs (SEN). Each request is subject to a consideration period where all available information is reviewed in line with the Code of Practice on the Identification and Assessment of SEN. To help us process your request more efficiently, it is essential to provide accurate information about your child. Please ensure your child's details are correct before submitting a request for consideration of statutory assessment.

[+ Add Child](#)



Child Statutory
01-10-2015

[Edit child](#)

Statutory Assessment	2025	Request for Consideration
----------------------	------	---

1 to 1 of 1 items

- **Eligibility Check Pop-up** is received. Selecting **Yes** will display another available option. **Select Yes** to I have parental responsibility.




Eligibility Check

I have parental responsibility for the child for whom I am making this request

Yes No

If you are in any doubt, [check our guidance on who can hold parental responsibility.](#)

- **Select Yes/No** to I live in NI and **select Proceed.**

✕

Eligibility Check

I have parental responsibility for the child for whom I am making this request

Yes No


I live in Northern Ireland or my child attends a school in Northern Ireland

Yes No

Cancel

Referral Form

- Answer questions before starting.
- Answering some questions will display additional questions to be answered.



[My Information](#)
[Data Protection](#)
[Helpdesk](#)
[Admissions](#)
[SEN](#)
[Free Meals and Uniform](#)
[Transport Services](#)

[Statutory Test](#)
[Log Out](#)

123456789

Before You Start
Child Details
Parent Details
School Details
Details of Needs
Professionals Involved
Document Upload
Summary
Confirmation

Before You Start

i If you think your child has a learning need that is complex and may require consideration of a statutory assessment of their educational needs, you can talk to their teacher or the Special Educational Needs Coordinator (SENCo) in the school. It is important to raise any concerns you have about your child with the school and work together. If your child has not yet started school, you may wish to raise concerns about your child's difficulties with medical or social care professionals.

1. Have you discussed this request with your child's school/setting or healthcare professional?
 Yes No
2. Are you aware of other supports available from the Education Authority as an alternative to making a request for consideration of a statutory assessment?
 Yes No
3. Do you wish to continue to make a request for consideration of statutory assessment of your child's educational needs?
 Yes No

A statutory assessment is a formal and detailed process to find out about your child's educational needs, and what additional support they may need in school. We will then consider all of the available information and decide on whether or not an assessment is required. Please note a request for consideration of statutory assessment does not automatically lead to a Statutory Assessment being initiated or a statement of special educational needs being provided.

Before you start, check that you have the following information as it will help to process your request in a timely manner:

- ✓ Current email address

Any communications will be sent to the email address you have registered on EA Connect. If this is incorrect, you will need to change in My Information page.

- ✓ Your child's health and social care number
- ✓ Telephone number
- ✓ Supporting Evidence from Professionals

Evidence to support your request from any service that is involved with your child, for example speech and language therapy or occupational therapists.

Cancel Request

Get Started

- Select **Get Started**.

Child Details.

- Note the child details are automatically populated.
- Complete the remaining fields.

ea Education Authority My Information Data Protection Helpdesk Admissions ▾ SEN ▾ Free Meals and Uniform Transport Services ▾ Statutory Test Log Out ↗

- 1 Before You Start
- 2 **Child Details**
- 3 Parent Details
- 4 School Details
- 5 Details of Needs
- 6 Professionals Involved
- 7 Document Upload
- 8 Summary
- 9 Confirmation

Child Details

Name
Child Statutory

Date Of Birth
01/10/2015
Age: 9 years and 3 months

Sex
Male

Address
GRAHAMS BRIDGE ROAD, DUNDONALD, BT16 2HS

i If you need to change any of the child details above, please [click here](#) to amend on the 'Edit Child' screen before submitting the request. This will automatically update the referral with the new details.

i If you need to change any of the child details above, please [click here](#) to amend on the 'Edit Child' screen before submitting the request. This will automatically update the referral with the new details.

Spoken Language * 

-- Please select a spoken language --

Are there any orders under Child Care Law which affect your child? *

Yes No Don't Know

Are there any family circumstances which the Education Authority should be aware of when making contact? *

Yes No Don't Know

Is your child on the Special Educational Needs register at school? *

Yes No Don't Know

Does your child have an Individual Education Plan / Personal Learning Plan? *

Yes No Don't Know

Are there any orders under Child Care Law which affect your child? *

Yes No Don't Know


Order Options *

- Care Order
- Supervision Order
- Residence Order
- Education Supervision Order
- Contact Order

Health and Social Care (HSC) Trust Information

Health Number * 

Name of HSC Trust *

Does your child receive support from a HSC Trust Service(s)? * 

Yes


No

Don't Know

- Select **Save** and/or **Next**.

Parent Details.

- **Answer question, 'I have sole responsibility for this child' OR 'I have shared parental responsibility for this child'.**
- Note the additional parental details fields now available to be completed.



[My Information](#)
[Data Protection](#)
[Helpdesk](#)
[Admissions](#)
[SEN](#)
[Free Meals and Uniform](#)
[Transport Services](#)

[Statutory Test](#)
[Log Out](#)

123456789

Before You StartChild DetailsParent DetailsSchool DetailsDetails of NeedsProfessionals InvolvedDocument UploadSummaryConfirmation

Parent Details

Parental Responsibility
If you are in any doubt check our guidance on who can hold parental responsibility by [clicking here](#).

I have sole parental responsibility for this child
Later in the form you will need to upload the birth/adoption certificate for the child and any other necessary evidence to prove you have sole parental responsibility for this child.

I have shared parental responsibility for this child
Later in the form you will need to upload the birth/adoption certificate for the child

Details of First Parent

First Name

Surname

Relationship to Child

Contact Number

Email Address

Address

If you need to change any of the details, please change on 'My Information' screen by [clicking here](#).

Do you have any orders preventing the sharing of your details with a second person with parental responsibility for this child? *

Yes No

Details of Second Parent

First Name *

Surname *

Relationship to Child *

Contact Number *

Email Address *

Confirm Email Address *

Is the Parental Address different to the child's address?
 Yes No

Enter your postcode * House Number (optional)

- Select **Save** and/or **Next**, proceed to next step.

School Details.

- Select the **current year group**, note additional questions become available. Answer as appropriate.

School Details

What is their current year group? *

School * 

Has your child attended a different school within the past 12 months? *

Yes No


- Add up to 2 previous schools using the **Yes** button and the **Add another Previous School**.
- Select **Previous**, **Save** or **Next** to continue.

NOTE: You MUST add your child's previous school if they have changed schools within the last 12 months.

Has your child attended a different school within the past 12 months? *

Yes No

[Add another Previous School](#)

Name of previous school * 

Previous

Save

Next

Details of Needs.

- Complete as required.
- Selecting **Yes** to known medical needs displays a free text box.
- Select **Previous**, **Save** or **Next** to continue.

1 Before You Start 2 Child Details 3 Parent Details 4 School Details 5 **Details of Needs** 6 Professionals Involved 7 Document Upload 8 Summary 9 Confirmation

Details of Needs

Reasons for the request * 1500 / 1500

What help has been provided? * 1500 / 1500

Does your child have any known medical condition(s) that **impacts on their learning**? * 500 / 500

Yes No

500 / 500

PreviousSaveNext

Professionals Involved.

1 Before You Start 2 Child Details 3 Parent Details 4 School Details 5 Details of Needs 6 **Professionals Involved** 7 Document Upload 8 Summary 9 Confirmation

Professionals Involved

Is your child known to any professional? *

Yes No

Is your child known by one of the Education Authority's Services? * ⓘ

Yes No Don't Know

Is your child known by one of the Health and Social Care Trust Services? * ⓘ

Yes No Don't Know

Is your child known to any other professionals? *

Yes No Don't Know

Example of additional options when **Yes** is selected:

Is your child known by one of the Education Authority's Services? * ⓘ

Yes No Don't Know

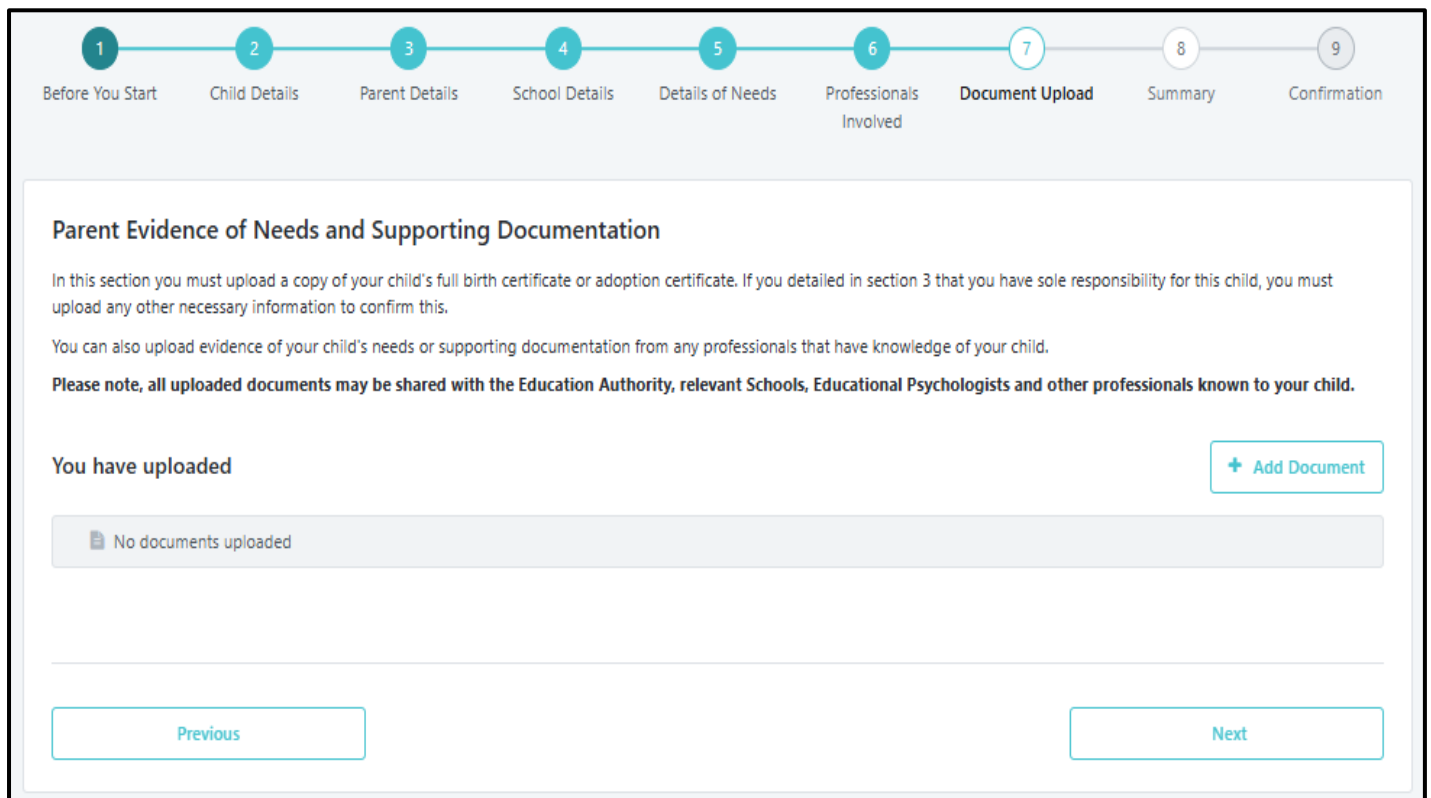
EA Services *

- Autism Advisory Intervention Service
- SEN Early Years Inclusion Service
- Language and Communication Service
- SEN Inclusion Service
- Literacy Service
- Sensory Service
- Behaviour Support Service
- Educational Psychology
- Exceptional Teaching Arrangements Service
- Other

- Complete as appropriate.
- Select **Previous**, **Save** or **Next** to continue

Document Upload.

- **As a parent, the minimum document to be uploaded is the Birth/Adoption certificate. The system will not allow a Parent to submit a referral without one of these uploaded.**



1 Before You Start 2 Child Details 3 Parent Details 4 School Details 5 Details of Needs 6 Professionals Involved 7 Document Upload 8 Summary 9 Confirmation

Parent Evidence of Needs and Supporting Documentation

In this section you must upload a copy of your child's full birth certificate or adoption certificate. If you detailed in section 3 that you have sole responsibility for this child, you must upload any other necessary information to confirm this.

You can also upload evidence of your child's needs or supporting documentation from any professionals that have knowledge of your child.

Please note, all uploaded documents may be shared with the Education Authority, relevant Schools, Educational Psychologists and other professionals known to your child.

You have uploaded + Add Document

No documents uploaded

Previous Next

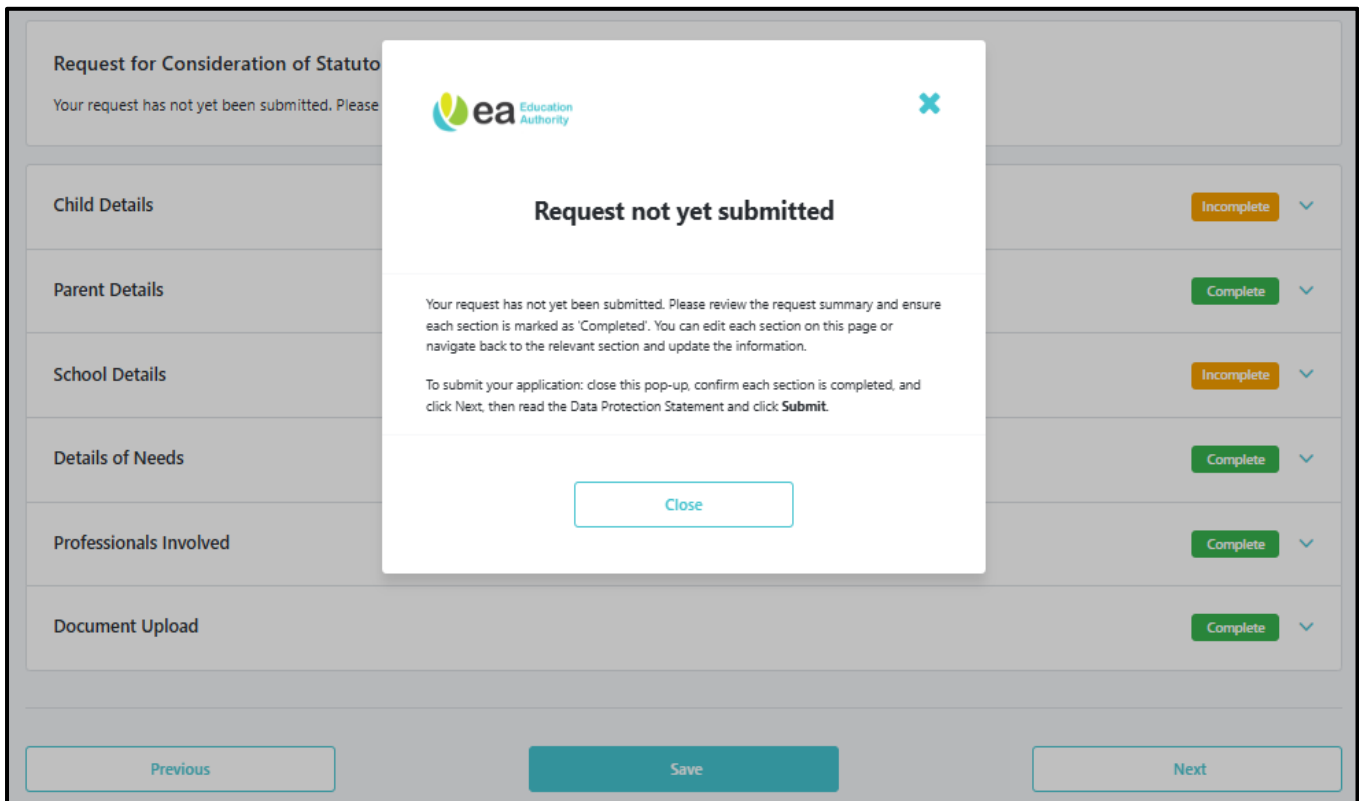
- Select the **Add Document** button and can upload **up to 20 documents** if required.

IMPORTANT: If you wish to upload a letter/report which has multiple pages, do not upload each page as an individual document. You should copy and paste the image of the document onto a Word record and upload as 1 whole deed.

- When uploading documents - take care to preview or download the document uploaded before saving and view the naming convention.

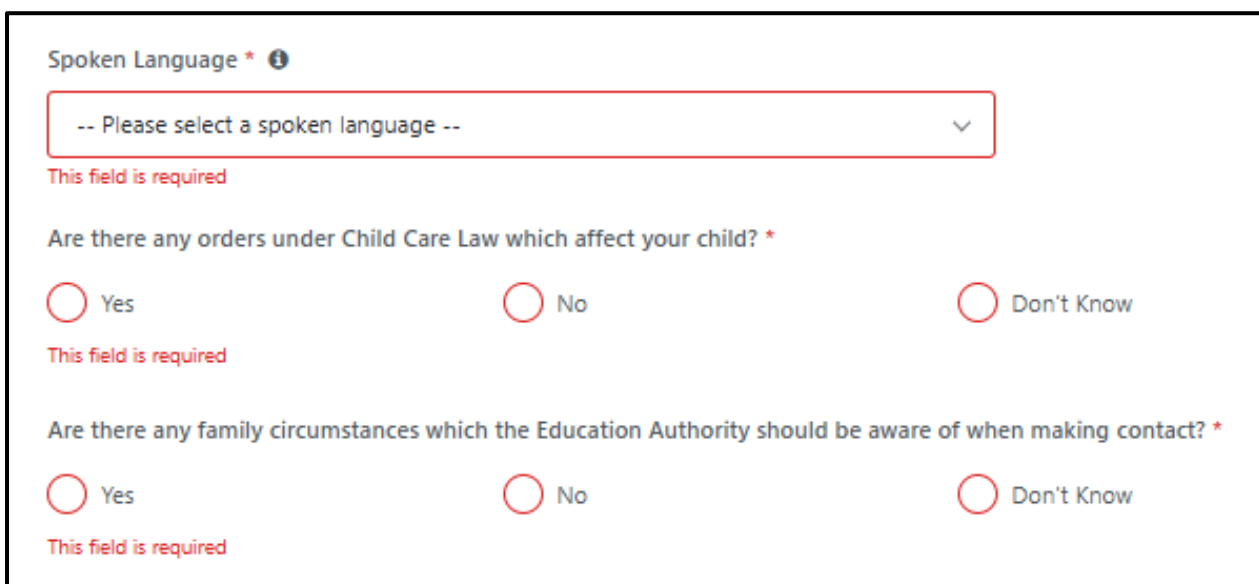
NOTE: you can only delete uploaded documents prior to submitting the referral.

- Select **Previous** or **Next** to continue.
- Pop up received, if stating Request not yet submitted. Incomplete areas will be highlighted in Orange and complete green.



The screenshot shows a web form titled 'Request for Consideration of Statutory Assessment'. A central pop-up window from the Education Authority (ea) displays the message: 'Request not yet submitted'. The pop-up text reads: 'Your request has not yet been submitted. Please review the request summary and ensure each section is marked as 'Completed'. You can edit each section on this page or navigate back to the relevant section and update the information. To submit your application: close this pop-up, confirm each section is completed, and click Next, then read the Data Protection Statement and click Submit.' The pop-up has a 'Close' button. The background form is partially visible, showing sections like 'Child Details', 'Parent Details', 'School Details', 'Details of Needs', 'Professionals Involved', and 'Document Upload'. Each section has a status indicator: 'Incomplete' (orange) or 'Complete' (green). At the bottom of the form are 'Previous', 'Save', and 'Next' buttons.

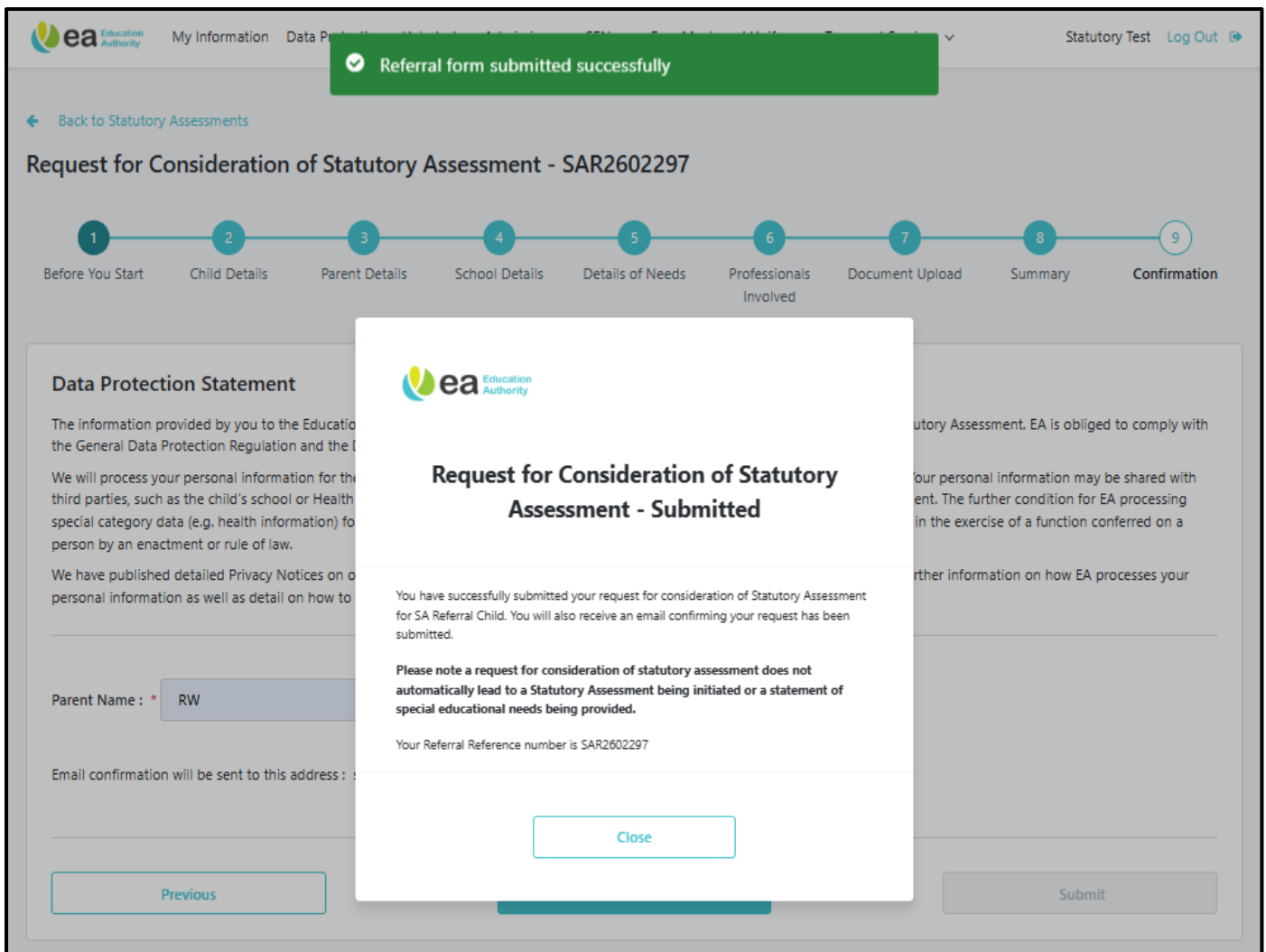
- Expand the drop-down arrow to see the incomplete fields and to complete them in order to submit the request for referral.
- Example:



The close-up shows three form elements:

- Spoken Language *** (with an information icon): A dropdown menu with the text '-- Please select a spoken language --' and a downward arrow. Below it, the text 'This field is required' is displayed in red.
- Are there any orders under Child Care Law which affect your child? ***: Three radio button options: 'Yes', 'No', and 'Don't Know'. Below them, the text 'This field is required' is displayed in red.
- Are there any family circumstances which the Education Authority should be aware of when making contact? ***: Three radio button options: 'Yes', 'No', and 'Don't Know'. Below them, the text 'This field is required' is displayed in red.

- Complete all fields and select **Next**.
- **Data Protection Statement** is displayed. Enter name and selects Previous, Save and Exit or Submit.
- **Referral Form submitted confirmation received.**



The screenshot displays the 'Request for Consideration of Statutory Assessment - SAR2602297' page. A green notification banner at the top states 'Referral form submitted successfully'. Below this is a progress bar with 9 steps: 1. Before You Start, 2. Child Details, 3. Parent Details, 4. School Details, 5. Details of Needs, 6. Professionals Involved, 7. Document Upload, 8. Summary, and 9. Confirmation. A modal window is open in the center, titled 'Request for Consideration of Statutory Assessment - Submitted'. The modal contains the following text: 'You have successfully submitted your request for consideration of Statutory Assessment for SA Referral Child. You will also receive an email confirming your request has been submitted. Please note a request for consideration of statutory assessment does not automatically lead to a Statutory Assessment being initiated or a statement of special educational needs being provided. Your Referral Reference number is SAR2602297'. A 'Close' button is at the bottom of the modal. In the background, a 'Data Protection Statement' is visible, and a 'Parent Name' field contains 'RW'. 'Previous' and 'Submit' buttons are also visible at the bottom of the page.

You will receive an email confirming the submission of the referral request form.