**Special educational needs and disabilities inquiry: guidance on submitting evidence**

Use this link to upload your submission: [www.parliament.uk/business/committees/committees-a-z/commons-select/education-committee/inquiries/parliament-2017/special-educational-needs-and-disability-inquiry-17-19/commons-written-submission-form/](http://www.parliament.uk/business/committees/committees-a-z/commons-select/education-committee/inquiries/parliament-2017/special-educational-needs-and-disability-inquiry-17-19/commons-written-submission-form/)

**Advice and guidance (read this first)**

To successfully make a submission via the online form on a committee’s website, documents need to:

* be less than 25 MB in size
* be in Word (.doc, .docx, .rtf, .txt, .ooxml or odt format, not .pdf)
* contain as few logos or embedded pictures as possible
* contain no macros
* comprise a single document. If there are any annexes or appendices, these should be included in the same document.

**Specific guidance (read this second)**

* State clearly who the submission is from, i.e. whether from yourself in a personal capacity or sent on behalf of an organisation, for example the submission could be headed ‘Written evidence submitted by xxxxxx’.
* Be concise – we recommend no more than 3,000 words in length.
* Begin with an executive summary in bullet point form of the main points made in the submission.
* Include a brief introduction about yourself, your organisation and your reason for submitting evidence.
* Use numbered paragraphs.
* Include any factual information you have to offer from which the committee might be able to draw conclusions, or which could be put to other witnesses for their reactions.
* Include any recommendations for action by the government or others which you would like the committee to consider.

**VERY IMPORTANT**

* All submissions will be published and searchable on the internet, be careful what you write as it will be publically available.
* Do not comment on existing legal/tribunal cases.
* Each submission should ne newly written material, i.e. not published elsewhere.
* References can be made, preferable through hyperlinks in the test.
* Once submitted, no public use should be made of any submission prepared specifically for the committee unless you have first obtained permission from the clerk of the committee.
* If you are given permission by the committee to publish your evidence separately, you should be aware that you will be legally responsible for its content.

**Personal advice**

* Don’t refer to LA/child’s name, this may allow for identification (remember it can be searched for, see above).
* Keep it succinct, e.g. ‘failed to carry out assessment’ rather than ‘initially I tried X, then Y, LA said Z’.
* If some sections are not relevant, just write ‘not relevant/no experience’ in that section.
* If you aim for 400-500 words for each of the five sections this may help structuring your response.
* Good luck!

**Written submission form: template to use**

Written evidence for the special educational needs and disabilities inquiry submitted by XXXX on XX.XX.18.

**Executive summary**

Start with a short introduction about yourself/your organisation and why you are submitting evidence (don’t use up too many words here, keep this brief). Add key bullet points from the main body of your submission (fill this in last after the main part is written) link these to the five headings for the inquiry (see below).

* X
* X
* X
* X
* X

**Main submission**

Number the paragraphs; keep each paragraph succinct and factual. We have prepared and numbered the key areas of the inquiry, each section can then have separate numbers for your specific comments/points.

* 1. The assessment of and support for children and young people with SEND
  2. XX
  3. XX
  4. XX
  5. The transition from statements of special educational needs and learning disability assessments to education, health and care plans
  6. XX
  7. XX
  8. XX
  9. The level and distribution of funding for SEND provision
  10. XX
  11. XX
  12. XX
  13. The roles of and co-operation between education, health and social care sectors
  14. XX
  15. XX
  16. XX

5.1 Provision for 19-25-year olds, including support for independent living, transition to adult services and access to education, apprenticeships and work

5.2 XX

5.3 XX

5.4 XX

**Recommendations**

Add a list of recommendations that link back to your main points in submission, again try to be clear and concise and highlight how these recommendations link to the points raised in the main body of the submission.