

# APPENDIX B (i) SEN ENQUIRY – CYPRUS

HQ SCE P&FS (G) will  
Create a file  
Record details

Send Special Educational Needs (SEN) Enquiry Response Form to Assistant Education Officer (AEO)

TIME  
STARTS

4 WEEKS

Copy of all documentation received sent to Senior Educational Psychologist (SEP) (Cyprus) who will advise as to whom else requires copies of documentation (4 weeks to respond)

Copy also sent to potential schools fao Head Teacher (Cyprus) (4 weeks to respond)

HQ P & FS Cyprus Admin staff to follow up if there is no response from SEP or school

Responses received and collated at HQ SCE P & FS (Cyprus)  
The AEO (SEN) will consult with SEP (Cyprus) to discuss recommendations and complete negotiations

2/5 WEEKS

The SEN Enquiry Response Form is completed by the AEO (SEN) and sent to CEAS, J1 Head Teacher and SEP. If YES P & FS (Cyprus) will issue a letter to the parents and copy those identified as involved

If NO J1 (Cyprus) to publish command response to parents and copy to all those identified as involved

Total Time  
Scale 6 – 9  
Weeks

Decision needs to involve the team on Cyprus who have local knowledge of resources  
Who will collate response to parents on island e.g. J1 (Cyprus)? If response is NO or there's any doubt e.g. health/ social care provision  
Health / Social Work paperwork – what happens to paperwork?  
Admin (20 hours) has been requested