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Children's  
Education  
Advisory  
Service

## REGISTRATION OF CHILD SPECIAL EDUCATIONAL NEEDS (SEN)

### PARENT DETAILS

Service number: ..... Rank: ..... Initials: .....

Surname: ..... Service / Corps: .....

Unit address: .....

.....

Postcode: .....

Unit telephone number: ..... Unit fax number .....

Email: .....

Assignment/Posting Desk details.....

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### CHILD DETAILS

First name(s): ..... Surname: ..... Date of  
birth: ..... Male / Female

Current home address: .....

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Postcode: .....

Telephone number: ..... Fax number .....

Email: .....

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### SCHOOL DETAILS

Name of school: .....

Date started current school: .....

Address: .....

.....

Postcode: .....

Telephone number: ..... Fax number .....

Email: .....

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**SPECIAL NEEDS**

What special need does your child have? . . . . .  
.....  
.....

**What stage is your child at?** *(please delete as appropriate)*

School Action / School Action Plus / Statutory Assessment / a Statement or Record of  
Needs / Don't know / Other *(please state)*. . . . .

Please send us a copy of any reports, IEP's, Statements, or from Scotland a Co-  
Ordinated Support Plan (previously a Record of Needs), etc

Any additional information / comments

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**AUTHORISATION**

I agree that you may contact the appropriate education/health authorities and/or  
social departments to obtain information concerning my child to assist in obtaining  
appropriate provision for his/her needs. Such information may be forwarded to other  
authorities in anticipation of a family move from our current address. I further agree  
that information concerning my child may be communicated to my posting authority to  
facilitate appropriate postings.

Signature: . . . . . Date: . . . . .

Please return to:      CEAS  
                                 Trenchard Lines  
                                 Upavon, Pewsey  
                                 Wiltshire  
                                 SN9 6BE

Tel: Upavon Mil (94344) ext 8244, Civil 01980 61 8244

Fax: Upavon Mil (94344) ext 8245, Civil 01980 618245

Email: [enquiries@ceas.uk.com](mailto:enquiries@ceas.uk.com)