

Your Address

Date

SEN Monitoring & Assessment Service  
Floor 2,  
Civic Centre,  
Glebe Street,  
Stoke,  
ST4 1HH

**Re: Child's name**

**D.O.B: ??/??/??**

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Dear Sir or Madam,

I am writing to you in response to the letter dated *[insert date]*, informing me that the EHC Panel has decided against giving *[insert child/young person's name]* an EHC Plan and has instead issued a Support Plan.

I am disappointed by the decision not to issue an EHC Plan and feel that it is necessary for the following reasons:

- *[insert any information about the learning/behaviour/social/emotional/communication/physical/medical needs that you think that your child/young person has as well as how long your child has been experiencing these difficulties. Can your child/yp access the curriculum at school? What help are they currently getting at school? The more information that you can give the better as it will help to paint a detailed picture of your child's needs.]*

I do not feel that the Support Plan, issued by the Local Authority, will be sufficient in meeting *[child/yp's name]*'s needs. My reasons for this are as follows:

- *[after reading through the Support Plan, have all of the recommendations from the doctor's/school's/educational psychologist/other professionals been included? Is the list of your child/yp's needs accurate? Is there a provision listed for each of the outcomes written in the Support Plan? Etc. You could write a comment/paragraph on each paragraph from the Support Plan that you are unhappy about.]*

I would welcome the opportunity to discuss the matter further with the SEN Monitoring and Assessment Service before considering other options available to me. I look forward to hearing from you to arrange a meeting to discuss these issues further.

Yours faithfully,

[Your name]