

Your address and contact details here

Director of Children's Services *[insert title of the head of the service in your LA if different]*

[Name of Local Authority]

[Address of LA]

For the attention of *[insert name of the LA officer who last dealt with the EHC plan]*

[If you know email address of SEN Officer also send by email and add here]:

And by email to: *[insert email address]*

Dear Sir or Madam,

(Child/ young person's name) (date of birth); Complaint that special education provision is not being made

I am writing as the parent of the above child/ young person, who has an EHC plan and attends school/College.

Under Section F, the EHC plan specifies the special educational provision my child/ I should receive and I understand that you have a legal duty to "secure" this provision.

I am sorry to have to inform you that you are in breach of this legal duty, on the grounds that the following provision is currently not being made:

[Insert details of what is happening]

Please reply to this letter as soon as possible, but in any event within 5 working days of receiving it, confirming the steps that you will take to ensure that the special educational provision specified in my child's/my EHC plan will, in fact, be made.

I look forward to an early reply and trust that it will not be necessary to take this matter further.

Yours sincerely,

[Your name]

If on behalf of a young person:

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[*Your name*] on behalf of [*name of young person*]