

Your Address

Date

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

Re: Child's name

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

Dear Sir or Madam,

I am writing to you in response to the letter dated *[insert date]*, informing me that you have decided against an EHC Assessment of *[child's name]*.

I am disappointed by the decision not to conduct an EHC Assessment of *[child's name]*'s Special Educational Needs and feel that it is necessary because of the following reasons:

- *[insert any further information about the communication and interaction difficulties/cognition and learning difficulties/social, emotional and mental health difficulties/sensory and/or physical needs/health needs relating to learning and social care needs relating to learning that your child/young person (yp) has.*
- *The more information that you can give the better as it will help to paint a detailed picture of your child/yp's needs. Include any new information and up to date assessment results]*

I would welcome the opportunity to discuss the matter further with the SEN Monitoring and Assessment Service before deciding whether or not to contact a mediation adviser before, possibly, officially registering my appeal with the First Tier Tribunal for Special Educational Needs & Disability. I look forward to hearing from you to arrange a meeting to discuss these issues further.

Yours faithfully,

[Your name]