**[Your address and contact details]**

**[Date]**

**[Name of School or local authority]**

**[Address of School or local authority]**

**[Head Teachers Name / Name of Director of Education /Head of Inclusion]**

**Asking for an early review of an IDP**

Dear Sir /Madam

**[Insert Child or young person’s name], [insert date of birth]:**

I am writing as the parent of the above child / **on behalf of the above young person,** who has an IDP dated **[date]** and is maintained by **[Name of school or local authority]**

Whilst I understand an IDP is usually reviewed every 12 months, I would like the **school/LA** to arrange an immediate statutory review of the IDP. (Sections 23(8) and 24(7) of the Act.)

My reasons for making this request are as follows:

**[*Explain why the IDP needs to be changed]***

***for example,***

***A deterioration in your child’s health or new issues that have come to light that means your child’s ALN may have changed or the ALP may need to be different.***

***Your child could also have received results from tests that will provide new information or have an important impact on the contents of the IDP and the, planned activity or provision. Include copies of any information you have to support your concerns. Explain any impact on your child – think about:***

* ***refusing to attend***
* ***being very anxious or unhappy;***
* ***being excluded from school or removed from class;***
* ***not making progress towards any outcomes set in the IDP?***

***Explain why you think the current ALP needs to change.*]**

I look forward to your prompt response.

Yours faithfully,

**[Your name] or**

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