PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of educational organisation]**

**[Insert date]**

**FORMAL COMPLAINT FOR A FAILURE TO MAKE A REASONABLE ADJUSTMENT**

Dear **[enter name of person you are writing to]**

**INSERT NAME OF CHILD OR YOUNG PERSON AND DOB**

I would like you to accept this letter as a formal complaint for a failure to make a reasonable adjustment at **[enter the name of the school, college or university]**

* **[Describe what has happened and how you or your child is at a substantial disadvantage because of their disability. Give the facts of the case, being specific and clear]**
* I believe the **[explain the policy/practice etc. and how it is causing the disadvantage]** places my child as a disabled person at a substantial disadvantage when compared to a non-disabled person.

Under the Equality Act 2010, as a **[name of school, college, and university]** you have a duty to make reasonable adjustments to a **[delete as appropriate - provision, criteria or practice of/lack of the provision of an auxiliary aid or service]** for an individual who is at a substantial disadvantage due to their disability.

I believe you have failed to make an adjustment by **[explain what adjustment could have been made and how it would help you with your disability i.e. extra support at the school/college/university for completing assignments due to dyslexia etc.]**

If you feel you are unable to make the adjustments please provide your reasons in writing as to why you are unable to make them.

I look forward to receiving your response in writing within 28 days from the receipt of this letter.

Yours sincerely

**[Insert name]**