PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of local authority]**

**[Insert date]**

**REQUEST FOR AN UPDATE ON STATUTORY SPECIAL NEEDS ASSESSMENT**

Dear Sirs

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

**INSERT ADDRESS**

**I am the parent of [insert name of child or young person]**

**On [insert date] I made a formal request for a Statutory Assessment of my child’s Special** Education Needs pursuant to EA 1996 s. 323 (1) & (2)

The SEN regulations says that the local authority should have notified me of the outcome of my request by within **six weeks of the request**– i.e. by **[insert date]**

Please can you confirm the outcome of my request by no later than **[insert date in 7 days]**

I look forward to hearing from you by return.

Yours faithfully

**[Insert name]**