PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

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

**[Insert date]**

Request that the local authority take over responsibility for an IDP that is currently being maintained by the school or FEI

**[Insert child or young person’s name]**

**[Insert Child‘s date of birth]**

**[Insert School Name]**

Dear Sir/Madam

I am the parent of the above childand am writing to request that the local authority take over responsibility for my child’s IDP currently maintained by the above school.

I understand that if the local authority decides to take over responsibility for maintaining the plan it will be treated as maintained by the authority under section 14 of the Act.

I have enclosed a copy of my child’s school maintained IDP

**Reasons for request**

**I am requesting request the local authority to take over responsibility for an IDP because I do not believe that the school is capable of fully meeting their needs**

**and /or**

**I believe my child requires further or alternative additional learning provision which the school cannot provide and I would request that the local authority to reconsider the IDP.**

**[Set out here the specific reasons for your request. Do use a separate heading along with any reasons / evidence you have to support the request]**

I am enclosing the following evidence in support of my request:

**[List here any evidence that you wish to be considered.]**

I look forward to hearing from you by no later than **[insert date 7 weeks from the date of the letter].**

Please kindly acknowledge receipt of this letter by return. I am also happy to meet to discuss my concerns and share any further information.

Yours faithfully

**[Insert name]**