PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of the Local Authority]**

**[Insert date request was made]**

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

**Request to the Local Authority that an ALN notice**

**is issued**

**Dear Sir/Madam**

I would like to request that you move my child to the new ALN system earlier than planned and that you issue an ALN notice.

**Reasons for request**

**[Choose whichever of the following applies to your child and delete as appropriate]**

My child is **not registered** at a maintained school or PRU and I cannot request that a school or PRU give an IDP notice,

My child is not in a **‘mandated year group’** that is due to move over within the current school year and his/her ALN’s have increased beyond the SEP that can be delivered in the mainstream school.

I believe that my child may require a place at special school and that we can no longer request a Statutory Assessment naming the school.

I believe my child’s needs meet the legal test for ALN as defined in Chapter 2 Part 2 section 3)

I would like the information below to be taken into account and would like to make the following representations. I am available to meet to discuss this further.

**[Set out here details of:**

* **the child or young person’s additional learning needs**
* **what steps have been taken to date to date to meet the child or young person’s needs including any provision any additional intervention or support provided – including that the child was previously or currently in receipt of support at school action/school action plus etc**
* **why you think the child or young person is not making expected progress**

**and where appropriate, the provision or the placement that you think that they might need]**

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

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

I understand that issuing an ALN notice is the ALN notice does not involve the local authority making a decision about whether the child has ALN and that the effect of the ALN notice is that the ALN system applies on the date of the notice and the SEN system ceases to apply on that date.

I understand that the local authority must give the notice within 10 working days and that the ALN legislation, including the ALN Code, will apply to my child on the date of the notice.

I look forward to hearing from you

Yours faithfully

**[Insert name]**