PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

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

**[Insert date]**

**REQUESTING AMENDMENTS TO A DRAFT/PROPOSED STATEMENT**

Dear Sirs

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

**INSERT ADDRESS**

Thank you for providing a copy of **[insert name of child or young person’s]** draft/proposed Statement

**Amendments sought**

I am writing to confirm that I wish to seek amendments to the statement as follows:

**[Set out here the specific amendments requested under each section as a separate heading along with any reasons / evidence you have to support the request you are seeking.]**

**Where you are requesting the provision in the plan to be more specific or quantified – refer to the requirements under the Code of Practice as follows:**

**The Code of Practice details what should be included in each section of the Statement. In particular the provision must be detailed and specific and should normally be quantified, for example, in terms of the type, hours and frequency of support and level of expertise. Provision must be specified for each and every need specified in section 2. It should be clear how the provision will support achievement of the outcomes.].**

**Name of Placement**

I confirm that I would wish for **[insert name of school or educational institution]** to be named in the Statement

The Education Act 96 provides that the local authority must name the requested school or other institution in the Statement, unless:

1. the school is unsuitable for the age, ability, aptitude or SEN of the child or young person concerned, or
2. the attendance of the child or young person at the requested school or other institution would be incompatible with—
3. the provision of efficient education for others, or
4. the efficient use of resources.

**I submit that these exceptions do not apply in this instance.**

**[In the event that the placement named is an independent placement then you should set out why it would not be an inefficient use of resources]**

**I therefore look forward to receiving the plan by no later than [insert date]**

Yours faithfully

**[Insert name]**