To: SEND Resolution

RE: insert childs name – D.O.B and address

I would like to raise concern regarding the

Delete as appropriate:

\*local Authority’s failure to issue a draft EHC plan within the statutory deadlines.

\* local Authority’s failure to issue a final EHC plan within the statutory deadlines

\* lack of communication from my designated EHC co-ordinator (insert name if known)

\* local Authority’s failure to issue a decision to assess within the statutory deadlines

(please insert details of the concerns/complaint)

My child \* insert name attends \*insert name of school/ current education provision and their ehc co-ordinator is (insert name)

In line with SEND complaints procedure if my concerns are not satisfactorily resolved within 5 working days of acknowledgement of my registered concerns this will then proceed to a formal stage 1 complaint.

To resolve the concerns raised I would like \* delete as appropriate – a copy of draft plan/final plan/apology/assessment decision/contact from my ehc co-ordinator.

.