PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and title of Professional,**

**Address]**

**[Insert date]**

Date

Dear (Name of Professional)

Re: EHC needs assessment for *add the name of child or young person and Date of Birth*

I have just received a copy of your report written as part of the EHC needs assessment and I am writing to seek clarification about the contents.

Regulation 6 (1) of the SEND Regulations 2014 sets out clearly the information and advice to be obtained of an EHC needs assessment. This includes finding out:

1. What are the special educational needs of the child or young person
2. What provision is required to meet the needs and
3. The outcomes that are intended to be achieved by the child or young person receiving this provision.

 While I can see you have clearly identified name of child or young person) ’s special educational needs, I cannot see any clear recommendations about the type, level or amount of provision that (name of child or young person) will require to meet his/her needs or to achieve his/her Outcomes.

I do not feel it is appropriate to leave it to the Local Authority to decide on the provision as they have never met my child and may not have the necessary professional qualifications to do this.

In the first place, I understand I have the right to ask the Local Authority to arrange a meeting with any of the professionals who have contributed a report for the EHC needs assessment.

I am hoping to avoid an appeal. However, if I am unable to obtain clear recommendations about the provision (name of child or young person) requires, I may have no choice but to appeal. I will be submitting this to the Tribunal to show that I have done all I can to work with the professionals involved and may need to seek a Direction to obtain the evidence the Tribunal panel will require in order to make a decision.

Kind regards,

(Name)