***Asking a nursery, school or college for information on pupils with SEN and what is available for them: Model letter 19***

***All of the parts of this letter in bold will need to be changed or deleted so that they are relevant to your situation.***

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**[Your address and contact details]**

[**Name of** **Head teacher / Principal]**

**[Name of nursery / school / college]**

**[Address]**

***[If you know their email address also send by email and add here:]***

And by email to: **[email address]**

**[Date]**

Dear **[Head teacher / Principal / Special Educational Needs Co-ordinator]**

**[Child or young person’s name], DoB [date of birth]: Request for information**

As you may know, the local authority has refused **[the request for an EHC needs assessment / to issue an EHC plan]** for **[child/young person’s name]**.

I am appealing against that decision and need information about the school’s special educational needs provision.

Could you tell me:

1. The SEN budget for the current academic year.
2. The number of children/young people this covers.
3. The number of children/young people with SEN but without EHC plans.
4. The number of children/young people with EHC plans.

Could you also describe the typical help which is given for children/young people with **[child/young person’s name]**’s difficulties and whether this is the maximum available?

I very much appreciate the time and trouble you will take to provide this information which I need in writing. I have been advised that the Tribunal will find it hard to decide the case without full details of school provision.

I look forward to your response.

Yours sincerely,

**[Your name]**

**[Or if on behalf of a young person:]**

**[Your name]** on behalf of **[name of young person]**