

Your address and contact details here

Director of Children's Services *[insert title of the head of the service in your LA if different]*

[Name of Local Authority]

[Address of LA]

For the attention of *[insert name of the LA officer who last dealt with the EHC plan]*

[If you know email address of SEN Officer also send by email and add here:

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

[If you know the reference the SEN Officer uses put here]

Dear Sir or Madam,

(Child/ young person's name) (date of birth) Representations on proposals to amend an EHC plan

I am writing as the parent of the above child/ young person, who has an EHC plan and attends school/ college.

I acknowledge receipt of your Amendment Notice/draft EHC Plan and [wish to request a meeting with an LA Officer to discuss the changes being proposed – delete if you do not want to meet with the LA]. I wish to make the following comments:

(Note: If you want to change the name of the school/college named in Section 1 of the EHC plan this is when you should let the LA know. You can still do this even if they were not proposing to do this.)

I understand that I will be able to appeal to the Special Educational Needs Tribunal if you amend the EHC plan and I remain unhappy, and I hope that by making these comments/ [meeting to discuss this matter - delete if you do not want a meeting] we will be able to avoid involving the Tribunal.

Yours sincerely,

[Your name]

If on behalf of a young person:

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