## Template letter to complain about a delay in issuing a draft EHC plan following assessment

[POSTAL OR EMAIL ADDRESS OF DIRECTOR OF CHILDREN’S SERVICES AT YOUR LOCAL AUTHORITY]

[YOUR POSTAL OR EMAIL ADDRESS FOR THEIR RESPONSE]

Date: [DATE YOU SEND THE LETTER OR EMAIL]

Dear Sir/Madam,

**Stage 1 Complaint: Failure to issue a draft EHC plan for [INSERT NAME OF CHILD]**

I am writing as the parent of [INSERT NAME OF CHILD]. On [INSERT DATE OF AGREEMENT] [INSERT NAME OF LOCAL AUTHORITY] agreed to carry out an EHC needs assessment following our request dated [INSERT DATE OF REQUEST].

Under Regulation 13(2) of the Special Educational Needs and Disability Regulations 2014, a local authority is required to send out a copy of the finalised EHC plan as soon as practicable, but in any event, within 20 weeks of the local authority receiving the request for an EHC needs assessment.

In order for a local authority to comply with the time limits and allow a parent to make representations on the content of a draft EHC plan and to consult with any proposed school before this 20 week deadline, it would need to send out the draft EHC plan within 14 weeks of the date the assessment was requested. This date was [INSERT DATE 14 WEEKS FROM DATE OF REQUEST]. This date has now passed, meaning that [INSERT NAME OF LOCAL AUTHORITY] risks breaching its legal obligations under Regulation 13(2).

In light of the above, [INSERT NAME OF LOCAL AUTHORITY] must issue the draft EHCP for [INSERT CHILD’S NAME] as soon as possible. As per your complaints policy, please respond to my Stage 1 complaint within [INSERT NUMBER OF DAYS LISTED IN COMPLAINTS POLICY].

I look forward to hearing from you.

Yours faithfully,

[INSERT YOUR NAME]