## Template letter to complain about a failure to issue a decision following a request for an EHC needs 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 decision on request for an Education Health Care (EHC) needs assessment for [INSERT NAME OF CHILD]**

I am writing as the parent of [INSERT NAME OF CHILD]. I requested an EHC needs assessment for [INSERT NAME OF CHILD] on [INSERT DATE YOU REQUESTED THE ASSESSMENT]. I attach a copy of my request.

Regulation 5 of the Special Educational Needs and Disability Regulations 2014 says that the local authority must notify the child’s parent of its decision on whether or not it is necessary to secure an EHC needs assessment as soon as practicable and in any event within 6 weeks of receiving the request for an assessment.

[INSERT NAME OF LOCAL AUTHORITY] has not issued a decision on whether it will carry out an EHC needs assessment for [INSERT NAME OF CHILD]. The request was made on [INSERT DATE YOU REQUESTED ASSESSMENT], therefore [INSERT NAME OF LOCAL AUTHORITY] should have issued a decision by [INSERT DATE 4 WEEKS LATER THAN REQUEST]. I consider [INSERT NAME OF LOCAL AUTHORITY] is in breach of their legal duty.

In light of the above, [INSERT NAME OF LOCAL AUTHORITY] must issue a decision on whether an EHC needs assessment will be carried out for [INSERT NAME OF CHILD] 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]