**Template letter for an initial request for reasonable adjustments in school/nursery/other education institution for under 16s**

[POSTAL OR EMAIL ADDRESS OF HEADTEACHER OR EQUIVALENT]

[YOUR POSTAL OR EMAIL ADDRESS FOR THEIR RESPONSE]

Date: [DATE YOU SEND THE LETTER OR EMAIL]

Dear Sir/Madam,

**Request for reasonable adjustments for [INSERT NAME OF CHILD]**

I am writing as the parent of [INSERT NAME OF CHILD] who is in Year [INSERT YEAR GROUP] at [INSERT NAME OF SCHOOL/NURSERY/OTHER EDUCATION INSTITUTION]. I would like to formally request that reasonable adjustments are put in place to allow them to access their education.

[INSERT DETAILS OF YOUR CHILD’S HEARING LOSS, HEARING TECHNOLOGY AND COMMUNICATION PREFERENCES].

The Equality Act 2010 states that [INSERT NAME OF CHILD] is protected against unlawful discrimination by an education provider because of their deafness. I feel they are currently at a substantial disadvantage as [INSERT BRIEF DESCRIPTION OF THE ISSUES CAUSING YOUR CHILD DIFFICULTY AS A RESULT OF THE LACK OF REASONABLE ADJUSTMENTS].

I believe the following would be reasonable adjustments for their disability:

* [LIST REASONABLE ADJUSTMENTS (e.g. sitting at the front of the classroom, having 1-1 support)].

Please let me know in writing within 14 days if you believe [INSERT NAME OF SCHOOL/NURSERY/OTHER EDUCATION INSTITUTION] will be able to implement the agreed reasonable adjustments. If they are not able to, please give your written reasons for this.

I look forward to hearing from you.

Yours faithfully,

[INSERT YOUR NAME]