## Template letter to complain about a delay in issuing a draft EHC plan during a transition year

[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]. [INSERT NAME OF CHILD] is transitioning from **primary school to secondary school OR secondary school to post-16 institution** [DELETE AS APPLICABLE] in September this year.

Under Regulation 18 of the Special Educational Needs and Disability Regulations 2014, a local authority is required to review and amend an EHC plan by **15 February (if secondary school transition) OR 31 March (if post-16 transition)** [DELETE AS APPLICABLE] in the calendar year of the child or young person’s transfer from **primary school to secondary school OR secondary school to post-16 institution** [DELETE AS APPLICABLE]. This date has now passed, meaning that [INSERT NAME OF LOCAL AUTHORITY] is in breach of its legal obligations under Regulation 18.

In light of the above, [INSERT NAME OF LOCAL AUTHORITY] must issue the amended 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]