

PRIVATE AND CONFIDENTIAL

Insert your address

Telephone number

Email address

[Insert name and address of local authority]

[Insert date]

**- REQUESTING AMENDMENTS TO A DRAFT EHC PLAN -**

Dear Sirs

**INSERT NAME OF CHILD OR YOUNG PERSON AND DOB**

**INSERT ADDRESS**

Thank you for providing a copy of [insert name of child or young person's] draft Education, Health and Care Plan.

**Amendments sought**

I am writing to confirm that I wish to seek amendments to the EHC Plan as follows:

**[-Set out here the specific amendments requested under each section as a separate heading along with any reasons / evidence you have to support the request you are seeking.**

**Where you are requesting the provision in the plan to be more specific or quantified – refer to the requirements under the Code of Practice as follows:**

**The Code of Practice details at pages 164 -169 what should be included in each section of the EHC Plan. In particular the provision must be detailed and specific and should normally be quantified, for example, in terms of the type, hours and frequency of support and level of expertise, including where this support is secured through a Personal Budget. Provision must be specified for each and every need specified in section B. It should be clear how the provision will support achievement of the outcomes.]**

**Name of Placement**

I confirm that I would wish for [insert name of school or educational institution] to be named in the EHC Plan.

Section 39 of the Children and Families Act 2014 provides that the local authority must name the requested school or other institution in the EHC plan, unless:

- a) the school is unsuitable for the age, ability, aptitude or SEN of the child or young person concerned, or
- b) the attendance of the child or young person at the requested school or other institution would be incompatible with—
  - i. the provision of efficient education for others, or
  - ii. the efficient use of resources.

**I submit that these exceptions do not apply in this instance.**

**[In the event that the placement named is an independent placement then you should set out why it would not be an inefficient use of resources]**

**I therefore look forward to receiving the plan by no later than [insert date 20 weeks from date of request for EHC needs assessment].**

Yours faithfully

[insert name]