



# Letter: Request for a statutory assessment

(Date)

Dear Sir or Madam.

Re: (Child's name and child's date of birth)

Request for statutory assessment

I am writing as the parent of the above child to request an assessment of their special educational needs under the 1996 Education Act.

(Child's name) attends ..... school.

I believe that (child's name)'s special educational needs are as follows:

My reasons for believing that the school cannot on their own make the provision required to meet my child's needs are:

I understand that you are required by law to reply to this request within six weeks and that if you refuse I will be able to appeal to the Special Educational Needs Tribunal.

Yours sincerely.

(Sign and print your name)

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