Below is a letter to help you write to your LA to ask them to assess your child. You may like to contact our helpline for further advice first.

Dear [*name of Director of Children’s Services]*

[*Insert child's name and date of birth and the name of the school or college they attend*]

I am writing as the parent of the above child to ask you to carry out an assessment of his/her special educational needs under section 36 of the Children and Families Act 2014.

My child has a diagnosis of…

This affects him/her in the following ways…

S/he has difficulty with… [*Describe how your child’s difficulties affect his/her ability to learn. Think about reading, writing, numbers, talking, listening and understanding, friendships, physical skills, concentration, emotions, behaviour, mental health*].

S/he has received the following additional support in school… [*Say what help your child has been getting on School Action/Action Plus or SEN support. This could be help in school from a teaching assistant, or support from specialists such as an educational psychologist or dyslexia teacher*].

S/he has also received support from… [*Say if health or social care services have provided support, for example Child and Adult Mental Health Services (CAMHSs)*].

However, my child is likely to need more help than the school is able to provide from within its own resources because… [*Say if you are particularly worried about your child’s progress and/or behaviour. Mention any evidence for this, for example recent exclusions, refusal to attend school, signs of anxiety at home, school reports, test results*.]

I understand that you are required by law to reply to this request within six weeks. I look forward to hearing from you soon.

Yours sincerely,

[Your name and signature]