***All of the parts of this letter in bold will need to be changed or deleted so that they are relevant to your situation.***

***Find the contact details for your Director of Children’s Services*** [***here***](https://adcs.org.uk/contacts/directors-of-childrens-services)***.***

**{Your address and contact details}**

Director of Children’s Services **{or other title if different}**

**{Name of Local Authority}**

**{Address of LA}**

**{Date}**

For the attention of **{insert name of the Director of Children’s Services}**

Dear **{Name}**,

Subject: request for a Reasonable Adjustment in the provision of ***{child’s name}*** free school meals entitlement.

I would like you to accept this letter as a formal request for a reasonable adjustment to be made for ***{Child’s Name}*** in the provision of ***{his or her}*** free school meals entitlement***.***

***{child’s name}*** entitled to Free School meals but cannot ***{access or eat}*** the meals provided because of ***{ his/her /their}*** disability. {***Please feel free to provide as much or as little detail as you want about your own circumstances}***

Not providing ***{child’s name}*** with ***{his/her/their}*** Free School meal entitlement puts ***{him/her/them},*** as a disabled person, at a substantial disadvantage when compared to a non-disabled peer. This also means that I have the additional financial burden of paying for ***{Child’s name}*** school lunch.

As the liability for ***{Child’s name}*** education lies with ***{name your Local Authority}*** and under section 20 of the Equality Act 2010 you have a duty to make reasonable adjustments to a provision, criteria or practice or a physical feature which places a person at a substantial disadvantage due to their disability. A failure to make a reasonable adjustment is unlawful and amounts to discrimination.

I believe you can make an adjustment by providing ***{Child’s Name}*** with a weekly supermarket voucher. This was able to be done during the covid pandemic when children were unable to attend schools. This therefore proves an adjustment can be made and therefore not to make it for ***{Child’s Name}*** is discrimination based on ***{his/her/ their}*** disability.

I am formally requesting that you consider the above adjustments. If you feel you are unable to make the adjustments, please provide your reasons in writing as to why you are unable to make them. Other LAs have provided such reasonable accommodations.

I look forward to receiving your response in writing within the next 14 days from receipt of this letter.

Yours sincerely,

***{Your Name}***