***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 and the local authority FSM Team}**

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}*** is entitled to Free School Meals but cannot access the meals provided because of **{he/she/ they}** has been **{suspended/ expelled}** from **{name if school}.** Currently **{child’s name}** is therefore not in attendance at school. I believe that this **{suspension/ expulsion}** resulted from the school’s inability to meet ***{name of child’s}*** special educational needs as a result of ***{ his/her /their}*** disability. {***Please feel free to provide as more detail about your own circumstances if you wish}***

Under section 2(4) of the Chronically Sick and Disabled Persons Act 1970 (“CSDPA 1970”), local authorities must make necessary arrangements to meet the needs of disabled children in their area, including by providing meals at home or elsewhere (Section 2(6)(g) CSDPA 1970). Therefore, if, following an assessment of need in accordance with section 17(1) of the Children Act 1989 and the ‘Working Together to Safeguard Children’ statutory guidance, it is identified that a child has a need for meals to be provided, then the local authority must provide them.

I request that the local authority provides **{name of child}** with a weekly supermarket voucher to enable lunches to be purchased for **{him/her/they}**. I consider that providing supermarket vouchers in this way is necessary to meet **{name of child}**’s needs. **{add the reasons why you consider that providing a weekly supermarket voucher is necessary to meet the child’s needs. For example, does the child require a special diet which is more expensive? Are they currently going without suitable meals? Include information about the family’s financial position and why it is not reasonable to expect them to fund the lunches from welfare benefits}**

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

Yours sincerely,

***{Your Name}***