***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 **{he/she/ they} {is/ are]** awaiting a placement at a specialist setting that can meet **{his/her/their}** special educational needs as a result of ***{ his/her /their}*** disability. Currently **{child’s name}** is not registered at an educational setting or in receipt of Education Otherwise Than At School. {***Please feel free to provide more detail about your own circumstances if you wish}***

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.

[The Department for Education Free School Meal Guidance March 2024](https://assets.publishing.service.gov.uk/media/65fdad5965ca2f00117da947/Free_school_meals.pdf) explicitly states the legal duty on schools to make reasonable adjustments in the provision of free school meals for disabled children on pages 10-12. It also sets out clear expectations on what schools should do to comply with the Equality Act 2010 in the delivery of school lunches.

However as the liability for ***{Child’s name}*** education lies with ***{name your Local Authority}*** until an appropriate school placement is secured, 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 under section 15 of the Equality Act.

I am formally requesting that you provide ***{Child’s Name}*** with a weekly supermarket voucher while we are awaiting a school setting that can meet **{Name of child’s}** needs. If you feel you are unable to make the adjustment, please provide your reasons in writing. 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}***