**[Your address and contact details]**

Director of Children’s Services **[or other title if different]**

**[Name of Local Authority]**

**[Address of LA]**

And by email to: **[insert complaints team email address]**

**[Date]**

For the attention of **[insert name of the Director of Children’s Services]**

Dear **[Name]**,

**[Child or young person’s name], DoB [date of birth]: Complaint regarding failure to make provision specified in an EHC plan**

I am writing as the parent of the above **[child/young person]**, who has an EHC plan and attends **[name of setting]**.

Under Section F, the EHC plan specifies the special educational provision **[child or young person’s name]** should receive and I understand that you have a legal duty to “secure” this provision under s.42(2) Children and Families Act 2014 from the date of the final EHC plan.

You are in breach of this legal duty, on the grounds that the following provision is currently not being made:

***[Set out the provision that is in the plan, the provision that is not being made, and information about any attempts to liaise with settings about implementation of this provision and their outcome]***

In addition to this complaint, it would be deemed appropriate for you to contact the relevant manager of the department to ensure that this issue is addressed and resolved in a timely manner as to not cause any further disruption to ***[child/young persons name]***’s education.

I look forward to an early reply and trust that ***I/we*** will not need to exercise our right to take this matter further.

Yours sincerely,

**[Your name]**

**[Or if on behalf of a young person:]**

**[Your name]** on behalf of **[name of young person]**