

Draft Request for Statement

Your Name
Your Address
Your Telephone Number

Date

Special Needs Service Manager
SEN Service Unit
Enfield Education Group
PO Box 56
Civic Centre
Silver Street
ENFIELD, MIDDX
EN1 3XQ

Dear Sir/Madam

RE (insert child's name)
Attending (insert name of school)
Date of Birth (of child)

I am/we are writing to ask you to assess the educational needs of my/our daughter/son {give your child's name and date of birth} under Section 323 of the Education Act 1996.

I/we make this request under Section 329 of the Act as my/our son/daughter may need more help than the school can provide at School Action Plus. {Say which school your child attends. If your child has been receiving help, say what this is and why you think it is not enough.}

The following people are involved with my child and I would like you to get advice from them. {List the people involved with your child}.

I am also sending you copies of other reports which may help you make your decision. {Send copies of any reports you may have from a teacher, educational psychologist, doctor etc.}

Yours sincerely,

{Your name}

Parent/Carer