Your Address | Phone Number | Email Address| Date

Dear [Insert name of- Principal/SENCO/teacher- whichever is relevant]

Re [Child’s Name]; [Class in school],

I would be very grateful if you could provide me with the following information in relation to my child.

- Outline details of any concerns identified by school in relation to my child. Is there a Record of Concern?

- In line with the Graduated Response Framework (GRF), details of whole school and/or special educational needs provision and how they have supported my child.

- Is my child on the SEN Register of the school? If so, what Stage?

- In line with GRF, has school requested any other support from the EA’s Local Impact Team? If so, what is the nature of the support – i.e. advice/direct involvement etc?

- When was the request for involvement made?

- If support was received what is the impact of the support?

- I would be grateful if you could provide me with details of any test/assessment results pertaining to my child

I am advised that I am legally entitled to receive these records

I would greatly appreciate a prompt response to this request

Thank you for your assistance in this matter,

Yours sincerely,

Your name/signature