



Your Address | Phone Number | Email Address

Date

Address of school

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.

1. A note of when [insert your child's name] was placed on the Special Educational Needs Register
2. What Stage was s/he placed on at that time?
3. Has s/he been moved to another Stage? If so on what date was s/he moved and to what Stage?
4. A note of all support the school has provided for [insert your child's name] in each of his/her years at the school, i.e.
 - The type of special provision made, (e.g. maths/ literacy/ individual/ small group),
 - How long the provision was in place and what were the outcomes?

I would also be grateful if you could provide me with a copy of any results from tests/ assessments/ /evaluations of any kind which the school holds in relation to [insert your child's name]

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,

Sign your name