



Your Address | Phone Number | Email Address

Date

Education Officer (Special Education)
Address of your local EA office

Dear Sir/Madam [insert name if known]

Re: [insert your child's name and date of birth]

I am writing as a parent of the above-named child to request a statutory assessment of his/her special educational needs under the Education (Northern Ireland) Order 1996. My child is due to start [insert name of school/Nursery] in [month] [year]

and/or

My child has the following learning difficulties: [in bullet points give a brief account of the difficulties that your child may be experiencing e.g., inability to concentrate, behavioural issues, speech or learning difficulties, any diagnosis/es e.g., ADHD, Asperger's, Dyspraxia and/or medical conditions if applicable.]

His/her school provides him with the following support [bullet point any help the school is providing at present]. This help is not sufficient to meet [child's name] needs.

Or

The school is unable to offer any extra support for [child's name].

I understand that you are required to provide a decision regarding this request within six weeks

Yours faithfully

Your Name/signature