## Special education provision is not being made

Dear Sir or Madam,

Re: <Child’s name> <date of birth>

I am writing as the parent of the above child, who has a Education Health Care plan and attends <school name>.

Under the Equality Act (2010), the EHC plans specifies the special educational provision my child should receive and I understand that you have a legal duty to “arrange” this provision.

I am sorry to have to inform you that you are in breach of this duty, on the grounds that the following provision is currently not being made:

*<Insert details here>*

please reply to this letter as soon as possible, but in any event within 5 working days of receiving it, confirming the steps that you will take to ensure that the special educational provision specified in my child’s EHC plan will, in fact be made.

I look forward to an early reply and trust that it will not be necessary to take this matter further.

Yours sincerely,