

Dear Sir/Madam,

[Insert child's name and date of birth]

I am writing as the parent of the above child to request a statutory assessment of his/her special educational needs (SEN) under Article 20 of the Education (Northern Ireland) Order 1996. [Insert child's name] attends [insert name of school/nursery].

I believe that my child needs more help than the school/nursery is able to provide. His/her special educational needs (SEN) are as follows:

[Here you could outline:

- the difficulties your child is having at school/setting and at home
- information about any diagnosis
- outline any support your child has been receiving and who (if anyone) outside the school/setting has been involved.]

My reasons for believing that the school are unable to make the provision required to meet my child's needs on their own are:

[Here you could outline:

- your continuing concerns about your child's progress in relation to peers
- any increased behavioural difficulties
- progress through Stages 1-to 3 (if any).]

I would like you to seek advice from the following people who are involved with my child:

[List the people involved, giving addresses where necessary.]

I understand that you are required by law to reply to this request within six weeks and that if you refuse to carry out an assessment, I will be able to appeal to Special Educational Needs and Disability Tribunal.

Yours sincerely,

[Your name and signature]