PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of local authority]**

**[Insert date]**

**Request that the LA reconsider a maintained school IDP**

**with view to it being revised**

Dear Sir/Madam

**INSERT NAME OF CHILD OR YOUNG PERSON AND DOB**

**INSERT SCHOOL NAME**

I am the parent of the above childand am writing to request that you reconsider my child’s Individual Development Plan with view to it being revised.

I understand that where a school maintains an IDP for a pupil, I may request that the

local authority reconsiders the IDP with a view to it being revised if I am dissatisfied with the IDP as written. The local authority must then reconsider the IDP and decide whether or not to revise it, and that this provides my child and I with a means of challenging the school’s decision or a failure to make a decision.

If the local authority decides that the IDP should be revised, it must prepare a revised IDP and provide me with a copy of the revised plan.

I understand that if the local authority decides not to revise the IDP, it must notify me

of the decision and the reasons for it and that this decision is appealable to the Education Tribunal.

**Reasons for request**

Despite having the opportunity to comment on my child’s IDP and raising my concerns with the school, I remain dissatisfied with the content of my child’s IDP and am writing to confirm that I wish to you to revise my child’s IDP and seek the following changes:

**[Set out here the specific changes you want made. Do use a separate heading along with any reasons / evidence you have to support the changes you are seeking.]**

For example IDP Section 2A: **Description of the child or young person’s additional learning needs (ALN)**

The description of the child or young person’s ALN should be as clear and comprehensive as possible and include the impact of the need on the child or young person’s learning in as much detail as possible. Where there is a relevant diagnosis this should be included as part of the description (S 23.27 Code)

Section 2B: **Description and delivery of the child or young person’s additional learning provision (ALP)**

Where you are requesting the provision in the plan to be more specific or quantified – refer to the following

The ALN Code details what should be included in each section of the IDP.

Section 23.34 of the ALN Code says that “where relevant, (the IDP) should include details of how regularly the ALP is to be provided (for example, whether it will be provided daily, weekly, at weekends, school days only, term time only or once each term, etc.)

In particular the provision must be detailed and specific and should normally be quantified, for example, in terms of the type, hours and frequency of support and level of expertise. Section 23.37 ALN Code says -It should be detailed, specific and quantifiable’

I am enclosing the following evidence in support of my request:

**[List here any evidence that you wish to be considered.]**

I look forward to hearing from you.

Please kindly acknowledge receipt of this letter by return.

Yours faithfully

**[Insert name]**