PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**TriBorough SEN Team   
2nd Floor Green Zone**

**Kensington Town Hall**

**Horton Street**

**W8 7NX**

**[Insert date]**

**-REQUEST FOR INFORMATION ON THE LOCAL OFFER-**

Dear Sirs

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

**INSERT ADDRESS**

I am the parentof **[insert name of child or young person]** who has **[set out a short summary of diagnosis, needs and whether an EHC plan / Statement / Learning Difficulty assessment is in place]**.

I understand that in accordance with section 30 of the Children and Families Act 2014 all local authorities must publish by 1 September 2014 a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans.

Paragraph 4.62 of the Special Educational Needs and Disability Code of Practice: 0 to 25 years states that local authorities must make their Local Offer widely accessible and on a website. They must publish their arrangements for enabling those without access to the internet to get the information. They must also enable access for different groups, including disabled people and those with different types of SEN.

**[Set out here the nature of your request such as – I do not have access to the internet and so please can you send me a paper copy or tell me where I can get the information from / I require a copy of the Local Offer in an accessible format so that I can discuss it with my child / young person / I require a copy in Braille]**

I look forward to hearing from you as soon as possible and in any event within 7 days.

Yours faithfully

**[insert name]**