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]**

**- FORMAL COMPLAINT-**

Dear Sirs

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

**INSERT ADDRESS**

I am the parentof **[insert name of child or young person]** and am writing to make a formal complaint against the local authority’s failure to work together with the **[insert name of relevant local partner]**.

Please treat this letter as a formal complaint under your complaints procedures.

**Legal Framework**

Sections 25 to 28 of the Children and Families Act 2014 require the local authority to work together with its relevant partners. This includes:

* Having in place joint commissioning arrangements which includes responsibility for decision-making and joint planning
* Establishing effective partnerships across education, health and care
* Working in partnership with children, young people and parents
* Making best use of resources
* Joint delivery and review of services

Chapter 3 of the Special Educational Needs and Disability Code of Practice 0:25 states that local authorities should ensure integration between educational provision and training provision, health and social care provision, where this would promote wellbeing and improve the quality of provision for disabled young people and those with SEN.

Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities.

The term ‘partners’ refers to the local authority and its partner commissioning bodies across education, health and social care provision for children and young people with SEN or disabilities, including clinicians’ commissioning arrangements and NHS England for specialist health provision.

**Reasons for Complaint**

**[set out here:**

* **how the local authority has failed to work together**
* **refer to any evidence which you have and steps you have taken to try and resolve the matter before complaining**
* **the impact the failure is having on the child or young person.**

**What the local authority are required to do**

**[set out here what you want the local authority to do]**

In the event that I do not receive a satisfactory response to this letter within 10 working days, i.e. by **[insert date 10 working dates after date of letter]**, I confirm that I will be taking legal advice in relation to a claim for judicial review against the local authority.

I hope that will not be necessary and look forward to hearing from you by return.

Yours faithfully

**[insert name]**