PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

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

**Kensington Town Hall**

**Horton Street**

**W8 7NX**

**[Insert date]**

**- CHASING OUTCOME OF REVIEW OF EHC PLAN-**

Dear Sirs

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

**INSERT ADDRESS**

I am the parentof **[insert name of child or young person].**

**[Insert name of child or young person]**’s annual review of his/her EHC plan took place on [insert date].

In accordance with regulation 9 of the Special Educational Needs and Disability Regulations 2014, the head teacher of the school has confirmed that they have prepared a written report and sent it to the local authority within two weeks of the review as required.

However, pursuant to regulation 10, the local authority should have notified us within four weeks of the review meeting – by **[insert date four weeks from review]** whether it proposes to:

1. continue to maintain the EHC plan in its current form;
2. amend it; or
3. cease to maintain it.

We have not received any notification from the local authority within the timescale.

Please can you therefore confirm the outcome of the annual review by no later than **[insert date in 7 days]**.

In the event that I do not receive a response within this timeframe I confirm that I will be lodging a formal complaint.

I therefore look forward to hearing from you by return.

Yours faithfully

**[insert name]**