PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**School Name**

**School address**

**School telephone number**

**School email address**

**[Insert date]**

 **Formal Complaint When behaviour policy is unfairly applied to a child with SEN**

Dear Sir/Madam

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

**INSERT ADDRESS**

I am writing as the parent of a pupil at your school who has **(describe SEN and include any diagnoses)**. This affects **him/her** mainly in the following ways:

**List the main ways your child is affected for example**

**•          Difficulty regulating emotions and behaviour**

**•            Difficulty with social interactions with peers and adults**

You will be aware of the duties the school and local authority have under the Equality Act 2010. Amongst the duties is the responsibility to make sure that disabled pupils are not discriminated against for reasons relating to their disability.

I believe that you have treated my child less favourably because **(include details of the unfavourable treatment for example part-time timetable / internal exclusions / sanctions for behaviour).**

The requirement for schools to make reasonable adjustments is an anticipatory one and therefore school should think in advance about what disabled pupils might require and what adjustments might need to be made for them.

Although some adjustments have been made, I do not believe they have gone far enough or are the right adjustments for my child’s specific needs. I also do not believe that the school is using its best endeavours to meet my child’s special educational needs.

I believe that the way the school is applying the Behaviour Policy is putting my child at a substantial disadvantage because of my child’s disability. My child is unable to understand what **s/he** is doing wrong and is not misbehaving intentionally so to punish **her/him** in the usual ways is not going to make any difference.  My child needs the right reasonable adjustments and support at school to enable **him/her** to access the curriculum and remove barriers to learning.

I therefore believe that my child has been discriminated against for reasons relating to **his/her** disability.

I would appreciate it if you would investigate this matter and share the outcome of the investigation to me in writing within 14 days of the date of this letter.

In the event the school does not consider its actions to be discriminatory or consider there to be justification for its actions I would appreciate it if you would set these out in your response.

Kind Regards

Your Name]

[Your Contact Information]