*Your address and contact details here*

**To Head of EHCP Team**

Children and Families and Education Services Directorate,

Manchester City Council,

PO Box 532,

Town Hall Extension,

Manchester,

M60 2LA

**sen@manchester.gov.uk**

[*Date*]

Child’s name

Childs Date of Birth

Dear Sir / Madam

I am writing as the parent of the above child/ young person, who has an EHC plan and attends .................. school/College.

Under Section F, the EHC plan specifies the special educational provision my child/ I should receive, and I understand that you have a legal duty to “secure” this provision.

I am sorry to have to inform you that you are in breach of this legal duty, on the grounds that the following provision is currently not being made:

*[Insert details of what is happening]*

Please reply to this letter as soon as possible, but in any event within 5 working days of receiving it, confirming the steps that you will take to ensure that the special educational provision specified in my child’s/my EHC plan will, in fact, be made.

I look forward to an early reply and trust that it will not be necessary to take this matter further.

Yours faithfully,

*[Your name]*

*If on behalf of a young person:*

......................................

[*Your name*] on behalf of [*name of young person*]