***Asking for an early review of an EHC plan:***

***All of the parts of this letter in bold will need to be changed or deleted so that they are relevant to your situation.***

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**[Your address and contact details]**

 **[The name of the officer supporting you child’s EHC Plan],**

**Children and Families and Education Services Directorate,**

**Level 5,**

**PO Box 532,**

**Town Hall Extension,**

**Manchester,**

**M60 2LA**

***[If you know the email address of the EHCP Co-ordinator, also send by email and add here:]***

And by email to: **[insert email address]**

**[Date]**

For the attention of **[insert name of the Director of Children’s Services]**

Dear **[Sir or Madam]**,

**[Child or young person’s name], DoB [date of birth]: Request for early review of EHC plan**

I am writing **[as the parent of the above child / on behalf of the above young person]**, who has an EHC plan and **[attends [name of school/college] / is currently out of [school/college]]**. The EHC plan is dated **[date]**.

I would like the LA to arrange an immediate statutory review of the EHC plan. My reasons for making this request are:

**[*Explain why the EHC plan has become out of date. Include reference to any up-to-date evidence you have which shows the need for change. Include copies of this evidence and explain what changes you believe are necessary. If the child/young person has been excluded or is at risk of exclusion include this information, explain why this could indicate the current provision in the EHC plan is not sufficient, and suggest what changes you believe are necessary.*]**

I look forward to your response as soon as practicable and in any event within two weeks of the date of this letter.

Yours faithfully,

**[Your name]**

**[Or if on behalf of a young person:]**

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