

This is a draft format of the letter to request your child's statement be issued.

According to law, the LA must issue the final statement by the 15th February of the year that your child is due to start Secondary provision. ***This is not negotiable by the LA.*** Please feel free to copy and paste into a word document adding your child's details into the spaces.

Don't forget to add the date and your own address to the top.

Good luck, lets hope everyone gets the school placement that is suitable for his or her child. We at MAGIC will keep our fingers crossed.

Dear (Your Childs Caseworker)

Re: _____ D.O.B. _____

I would be grateful if you could now issue an amended final statement for _____ in accordance with Regulation 19(3) of the Educational (Special Educational Needs) (England)(Consolidation) Regulations 2001.

I am aware that you have not named a school for _____ as yet, but am asking for the Final amended statement to preserve my appeal rights and ensure the educational needs of my _____ are finalised well before Sept 2009

Yours sincerely

This letter should also be sent to

Vera Rogers
Manager
Assessment Team Special Education
Gun Wharf
Chatham
Kent

Alternatively, you can use the following:

Email: vera.rogers@medway.gov.uk

Tel: 01634 331108