

# Formal Complaint to the Local Authority

[Your Name]

[Your Address]

[City, Postcode]

[Your Email]

[Your Phone Number]

[Date]

SEND Team

[Local Authority Name]

[Address]

Subject: Formal Complaint Regarding [Issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue, e.g., failure to provide EHCP provision, delayed assessment]. This issue has caused significant distress and negatively impacted my child's education and well-being.

The relevant details are as follows:

- **\*\*Child's Name\*\***: [Your Child's Name]
- **\*\*Date of Incident/Concern\*\***: [Relevant Date]
- **\*\*Nature of Complaint\*\***: [Explain the issue clearly]
- **\*\*Steps Taken So Far\*\***: [Detail any previous communication and attempts to resolve the matter]

Under the Children and Families Act 2014 and the SEND Code of Practice, I understand that the local authority has a statutory duty to [mention relevant legal obligation]. I request that this matter be addressed immediately and expect a formal response within [reasonable timeframe, e.g., 10 working days].

If I do not receive a satisfactory resolution, I will have no choice but to escalate this matter further through mediation, tribunal, or the Local Government Ombudsman.

I look forward to your prompt response.

Yours sincerely,

[Your Name]