Asking the local authority about education options

When School Feels Impossible • Julie A Milner

Use this as a starting point. Replace the square brackets, keep only what fits your family, and check the recipient before sending.

Date: [date]

To: [recipient]

Subject: Request to discuss education arrangements for [child's name]

Dear [local authority education team / named officer],

I am writing to ask for advice about suitable education arrangements for [child's name], who is currently finding it difficult to access [school name].

Since [date or term], [child's name] has experienced [brief description]. Together with the school, we have tried [steps taken], but [explain the current impact on learning and wellbeing].

Could you please advise what support, assessments or education arrangements might be considered in these circumstances, including whether education otherwise than at school (EOTAS) is relevant? We understand that decisions depend on the individual circumstances and applicable procedures.

We would appreciate an explanation of the next steps, who is responsible for decisions, and what information you need from us. We hope that [child's name]'s wishes and feelings can be part of the discussion.

Please could you acknowledge this email and let me know the best person to contact?

Thank you for your time and support.

Kind regards,

[Your name]

Helpful note

Education otherwise than at school (EOTAS) and ALN/IDP arrangements have different processes. This letter asks for advice and consideration; it does not claim automatic entitlement to a particular placement.