PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of local authority]**

**[Insert date]**

**- REQUEST FOR INFORMAL DISAGREEMENT RESOLUTION -**

Dear **[Current Case Manager & Disagreement Resolution Officer]**

**RE: INSERT NAME OF CHILD OR YOUNG PERSON AND DOB**

I am the parent/carer of **[insert name of child or young person]** and I am writing to you as I have received a letter stating that the local authority does not believe it is necessary to carry out an Education, Health and Care needs assessment under section 36 of the Children and Families Act 2014.

**I understand that I have a formal right of appeal and I am intending to/or have lodged an appeal [insert date here] to the SEND Tribunal.**

**However, in the interest of working with you to resolve this informally; I would like to request that the local authority** **reconsiders this decision** **as part of Informal Disagreement Resolution**.

The reasons why I am asking for you to reconsider your decision are below:

**[You can include here if you disagree with any of the reasons the local authority included in their refusal letter]**

* **[You can bullet point your reasons]**

I also have new evidence that I would like you to consider:

**[You can include any new professional reports, diagnoses, school information here]**

I understand that this may have to go to Panel, so therefore please acknowledge **[by letter and/or email]:**

* My request for informal disagreement resolution
* The new evidence I have attached
* Provide me with a date that you will give me your final decision by

**Please note that I do not wish for the above to be considered as a new EHC assessment**

I look forward to hearing from you by no later than **[you can include a deadline here if you would like to]**

Yours faithfully,

**[Insert your full name]**