

EHCP Appeal Letter Template

Template — Otio Academy Parent Zone

Replace all sections in [brackets] with your own details. Delete any guidance text in italics before sending. This template covers the most common appeal scenario: the local authority has refused to carry out an EHC needs assessment. Adapt as needed for other appeal types.

[Your full name] [Your address line 1] [Your address line 2] [Your postcode]

[Date]

First-tier Tribunal (Special Educational Needs and Disability) HM Courts & Tribunals Service PO Box 17071
Birmingham B2 2WS

Dear Tribunal,

Re: Appeal under Section 51 of the Children and Families Act 2014

Child's name: [Full name]

Date of birth: [DD/MM/YYYY]

Local authority: [Name of local authority]

Decision being appealed: [Choose one:]

- *Refusal to carry out an EHC needs assessment*
- *Refusal to issue an EHCP following assessment*
- *Content of the EHCP (Sections B, F, and/or I)*
- *Decision to cease the EHCP*
- *Refusal to amend the EHCP following annual review*

Date of decision letter: [DD/MM/YYYY]

Grounds for Appeal

I wish to appeal the above decision for the following reasons:

1. My child's needs

[Describe your child's special educational needs. Be specific and reference professional evidence.]

[e.g. "[Child's name] has a diagnosis of Autism Spectrum Condition and ADHD, confirmed by Dr [name] on [date]. They also have a specific learning difficulty in literacy, identified by educational psychologist [name] on [date]. Their needs are complex and affect every aspect of their education."]

2. Why the local authority's decision is wrong

[Explain why you disagree with the decision. Address the specific reasons given in the refusal letter.]

[e.g. "The local authority states that [child's name]'s needs can be met through SEN Support. However, [child's name] has been receiving SEN Support for [X] years and continues to fall further behind. The school's most recent assessment shows [child's name] is working at [level], which is [X] years below age-

related expectations. The educational psychologist's report dated [date] specifically recommends provision that is beyond what the school can provide from its own resources."

3. Evidence supporting this appeal

I have enclosed the following evidence:

1. [Local authority decision letter dated DD/MM/YYYY]
2. [Educational psychologist report dated DD/MM/YYYY]
3. [Speech and language therapy report dated DD/MM/YYYY]
4. [School SEN Support plan and progress data]
5. [Medical/clinical reports and letters]
6. [My parental statement]
7. [Any other relevant evidence]

4. What I am asking the Tribunal to do

[Choose and adapt as appropriate:]

- *Order the local authority to carry out an EHC needs assessment*
- *Order the local authority to issue an EHCP*
- *Amend Sections B and F of the EHCP to accurately describe my child's needs and the provision required*
- *Amend Section I to name [preferred setting, e.g. Otio Academy] as my child's educational placement*

Mediation

I have obtained a mediation certificate (enclosed)

Note: You must contact a mediation adviser before registering an appeal. You can obtain a certificate without attending mediation if you choose not to mediate. The certificate must be dated within 2 months of this appeal.

Disability Discrimination Claim

I also wish to make a disability discrimination claim under the Equality Act 2010

Optional — tick only if applicable. You can make this claim alongside your SEND appeal.

Yours faithfully,

[Your full name]

[Your phone number]

[Your email address]

Important deadlines:

- You must register your appeal within **2 months** of the decision letter, or within **1 month** of receiving your mediation certificate (whichever is later).

- You can register online at: www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability

This template is provided by Otio Academy for informational purposes only and does not constitute legal advice. For free legal advice on SEND Tribunal appeals, contact IPSEA (ipsea.org.uk) or SOS!SEN (sossen.org.uk).

www.otioacademy.com/parent-zone/ehcp