

Spot Contract Request Letter

Template — Otio Academy Parent Zone

Replace all sections in [brackets] with your own details. Delete any guidance text in italics before sending.

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

[Date]

SEN Team [Local authority name] [Local authority address] [Local authority postcode]

Dear [SEN caseworker name / SEN Team],

Re: Request for a spot contract with Otio Academy for [child's full name], date of birth [DD/MM/YYYY], EHCP reference [reference number if known]

I am writing to request that the local authority enters into a spot contract arrangement with Otio Academy to fund my child's educational placement, as specified in [his/her/their] Education, Health and Care Plan.

Background

My child, [child's full name], has an EHCP which identifies the following special educational needs:

- [List key needs from Sections B/F of the EHCP]

Following the [annual review / recent assessment / tribunal decision], it has been agreed that [child's name] requires an alternative educational provision / EOTAS (Education Other Than at School) placement.

Why Otio Academy

I have identified **Otio Academy** (www.otioacademy.com) as the most suitable provision for [child's name] because:

- Otio Academy provides personalised, mastery-based online education for children aged 7–18, covering the full National Curriculum from KS2 to KS5.
- The curriculum is designed to accommodate children with SEN, including [specific needs, e.g. autism, EBSA, PDA, anxiety, gifted/2e learners].
- [Child's name] would benefit from [specific features, e.g. "flexible pacing that allows them to progress at their own speed without the social pressures of a classroom environment"].
- The provision directly supports the outcomes described in Sections E and F of [child's name]'s EHCP, specifically: [reference specific outcomes].

Spot contract request

I understand that Otio Academy may not currently hold a framework agreement with [local authority name]. I am therefore requesting that the local authority enters into a **spot contract** to fund [child's name]'s placement.

Otio Academy offers the following subscription plans:

Plan	Cost
Standard Annual	£999/year
Standard Monthly	£99/month

Premium Annual	£1,899/year
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Check www.otioacademy.com/pricing for current pricing.

I request that the local authority contacts Otio Academy directly to arrange the funding agreement. Their contact details are:

- **Website:** www.otioacademy.com
- **Email:** contact@otioacademy.com

Legal basis

Under Section 42 of the Children and Families Act 2014, the local authority has a duty to secure the special educational provision specified in [child's name]'s EHCP. Where the parent requests a particular institution and it is named in Section I, the local authority must fund the placement unless one of the exceptions in Section 39(4) applies.

I would be grateful if you could confirm receipt of this request and advise on the expected timeline for establishing the spot contract.

Yours faithfully,

[Your full name]

[Your phone number]

[Your email address]

This template is provided by Otio Academy for informational purposes only and does not constitute legal advice. For free legal advice on EHCPs, contact your local IASS or visit ipsea.org.uk.

www.otioacademy.com/parent-zone/ehcp