[Date] [Parent’s Name]

 [Parent’s Address]

[Head of Education]

[Council Offices Address]

Dear Sir or Madam,

**Re: Name of Child, Date of Birth – Review Co-ordinated Support Plan**

I am writing to request that [Education Authority] carries out a review of the adequacy of the Co-ordinated Support Plan in place for my [son/daughter], who is a pupil at [School], in accordance with Section 10 of the Education (Additional Support for Learning) (Scotland) Act 2004.

[*Description of the reasons why you believe the CSP currently in place is inadequate, specifying areas where your child is struggling and the areas where your child needs further support in order to benefit from their education. If possible, specify other appropriate professionals that you believe should be involved with your child’s support (e.g. speech and language therapist; occupational therapist; physiotherapist), and why. Example: I also believe that regular sessions with a speech and language therapist is required, because my son has difficulties communicating, which is having a detrimental impact on his education, and the current support prescribed in the CSP is not adequate to overcome these difficulties.*]. As a result of this, [Child’s Name] is not currently receiving an adequate and efficient education, which the education authority is under a duty to provide under Section 1 of the Education (Scotland) Act 1980.

I also request that any assessments necessary to establish the nature and level of support which should be included in the CSP to appropriately address my [son/daughter]’s additional support needs, in accordance with Section 8 of the Education (Additional Support for Learning) (Scotland) Act 2004. [*Specify if possible*].

I believe that my request should be dealt with as a matter of urgency, as my [son/daughter] is effectively being denied an education.

I look forward to hearing from you.

Yours sincerely,

[Parent’s Name]