**FE Providers: Sample letter/communication to student (*and* *parent/carers* *where appropriate*\*).**

**\*For guidance see**: [Special educational needs and disability code of practice: 0 to 25 years (January 2015)](file:///C%3A%5CUsers%5Ctaylorange%5CDesktop%5CSEND%20Docs%5CSpecial%20educational) (Paragraphs 8.13 – 8.26)

FAO [student’s name] *and* *(where appropriate)* [parent/principal carer/s] Date:

Dear [student’s name]

**Students in Further Education (FE) with a ‘Learning Difficulty Assessment’**

We have been asked by Bradford Council (the ‘Local Authority’) to write to all our students from the Bradford District who have a current ‘Learning Difficulty Assessment’ (LDA) to let them know about their option to request an **Education, Health and Care needs review**.

During this Academic Year (2015-16), students who are receiving additional support as a result of an LDA can ask the Local Authority to undertake a review of their special educational needs (SEN) and any Health and/or Social Care needs that are related to their SEN. This is in line with the ‘Children and Families Act 2014’ and the ‘Special Educational Needs and Disability Code of Practice: 0-25 years’ (January 2015). In some cases, this will result in the production of a statutory Education, Health and Care Plan (EHCP).

Your [college tutor/training provider/learning support staff] can help you decide whether to request an Education, Health and Care needs review. If they think you should request a review they will let you know and explain what the review will involve. They will also contact the Local Authority on your behalf and work with the Local Authority during the review process.

For more information, you and/or your parents/carers can speak to [please insert College/training provider contact] at [please insert College/ FE provider and preferred means of contact by student and/or parent carers]

 (e.g. John Smith, Course Tutor, telephone no.)

You can also contact Barnardo’s **Independent Supporters** **Service** (telephone 01274 481183 or email bradfordindependentsupport@barnardos.org.uk)

Yours sincerely

[e.g. Head of Learning Services – *College/FE provider to determine*]

**This letter is sent in partnership with City of Bradford Metropolitan District Council: (Please insert CBMDC logo)**