

To: [Director's Name]

[Local Authority]

[Email address of Director and SEN team]

CC: SEN team, Local Councillor, MP (optional)

Subject: Final Warning Before Judicial Review - Failure to Conclude EHCP Annual Review

Dear [Director's Name],

Re: Final Warning Before Judicial Review

Child's Name: [Your Child's Full Name]

Date of Birth: [DD/MM/YYYY]

EHCP Annual Review Due: [Date]

School: [School Name]

I am writing to raise serious concerns regarding the ongoing unlawful delays and failure by [Local Authority] to conclude my child's EHCP annual review process, in breach of your statutory duties under the Children and Families Act 2014 and the SEND Regulations 2014.

Breaches of Legal Duty:

- The annual review took place on [insert date], but the process has still not been completed - well beyond the 12-week legal deadline (SEND Reg. 20(10)).
- The Local Authority has repeatedly failed to communicate, ignored formal complaints, and missed multiple deadlines, including:
- [List any key examples: failure to respond to complaint within 20 days, failure to provide updated

EHCP, failure to reply to MP, etc.]

- I have made every attempt to resolve this amicably, including [e.g. chasing SEN team, complaint to KIAS, MP involvement]. These have all been ignored or inadequately responded to.

This delay is causing ongoing harm to my child's education, well-being, and transition into specialist provision. The lack of a finalised EHCP is now obstructing planning for [September placement / medical provision / transition].

FINAL NOTICE

Unless I receive a written decision and finalised EHCP within 7 days from the date of this letter, I will have no choice but to consider seeking Judicial Review on the basis of unlawful delay and failure to discharge your statutory duties.

I hope that legal proceedings can be avoided and that [Local Authority] will now act without further delay.

Yours sincerely,

[Your Full Name]

[Your Address]

[Email]

[Phone Number]