Dear Parent/guardian

As we have discussed with you prior to this letter, we would like your consent to add your child to our school SEND (Special Educational Needs and Disability ) register.

The SEND register is a record we are required to keep by law of all children who need additional support to make progress with their learning. Once a child is on our SEND register, we will fill in a My Support Plan, detailing your child’s needs and the support we have put in place. We will meet with you termly to keep you up to date with your child’s progress and any support they are receiving and will review the My Support Plan during this meeting. We will not share any information with anyone outside of the setting without your written permission.

If a child makes significant progress and begin to meet age related expectations in the areas that we had concerns about, they will be taken off the SEND register. You will always be informed if this is going to happen.

……………………………………………………………………………………………………………………………………………….

I …………………………………………. as parent/Guardian of …………………………………………..

Give my consent to have him/her included on the SEND register.

Signature …………………………………………………………………………. Date ……………………………….