TO:  
Special Educational Needs Department

London Borough of Hounslow

Hounslow House

7 Bath Road

TW3 3EB

FROM:

Date:

**Notification under the Children and Family's Act 2014 Section 24 and SEN Code of Practice 2015, 9.11 of a child or young person who has or may have special education needs**

Dear SEN Department Hounslow,

RE:  **child's name, date of birth, name/s of parent/guardian/s**

I have recently seen or otherwise been involved with this child or young person and have reason to believe that they may have special educational needs and, as per statutory guidance, I am bringing this to the attention of the Local Authority.

Parents and/or the child or young person are aware of this notification and consent to this letter and the attached report being shared with you.

The attached report contains more information about the reasons why I believe that this child or young person has or may have special educational needs.

Yours sincerely

*Electronic signature*

Professional’s name

Professional’s role:

CC: Parents, Young Person, GP (if sent from a Paediatrician or other medical practice)

**Additional background Information**

Child’s address and postcode

Gender

GP (if known)

NHS Number (if known)

Languages spoken by child and parents

Translation and/or additional access or communication requirements