



Local authority seeking further information

Date

Your name
Your address

Local authority officer name

Local authority address

Dear (name),

Ref: (child's full name and date of birth)

I acknowledge receipt of your (letter, email, note) dated (date).

I appreciate that it is reasonable for the local authority to make informal enquiries of me, in respect of my child's home education provision and to act if 'it appears' that my provision may not meet the requirements of the Education Act 1996 s7.

I received an informal enquiry from you on (date) and responded appropriately by **(providing you with an appropriate education report on (date)/ meeting with you on (date), discussing my provision with you on (date))**. Despite my having provided you with this information, your (letter, email, note) states that you do not consider my education provision to be suitable.

I believe that my home education provision meets the requirements of the Education Act 1996 s7, in that it is suitable to (name's) age, ability, aptitude and any special needs they may have **(if no special needs write, although (name) has no such special needs)**. However, should you have any specific concerns in respect of my education provision, I ask that you provide me with details of those specific concerns in writing, in order that I can address them appropriately.

Yours sincerely

Name in full