PRIVATE AND CONFIDENTIAL

Insert your address

And telephone number

and email address

For the attention of the Director of Children’s Services

[insert name and address of local authority]

[insert date]

Dear Sirs,

**REQUEST FOR NEEDS ASSESSMENT UNDER THE CHILDREN’S ACT 1989**

**[insert name and date of birth of child]**

**[insert address]**

I am the [parent/family member] of [child’s name]. I am writing to you in respect of [insert child’s name]’s community care and support needs. [Insert child’s name] is [insert] years old.

[Child’s name] has a diagnosis of [insert detail about impairments and brief description of needs e.g. extremely socially isolated /significant health care needs.] [Their social worker is [insert name] or [they do not currently have a social worker].

I consider that [child’s name] should now be provided with a child’s needs assessment under the Children’s Act 1989 so that suitable support can be put in place to meet their needs.

**The Legal Framework**

Under the Children’s Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. You will be aware that under s.17 of the Children’s Act 1989, the local authority has an obligation to safeguard and promote the welfare of children in need within their area, by providing a range and level of services appropriate to those children’s needs. Under section 17, having regard to the results of the assessment carried out, the local authority has the responsibility for determining what services should be provided to a child in need.

**Next Steps**

I would like to formally request that an appropriate assessment now takes place. I would welcome the opportunity to speak to a social worker or other professional as soon as possible in order to discuss my child’s needs and to be given further information on what the assessment process will involve.

I look forward to hearing from you within 1 working day with confirmation of how you will respond to this request.

If you require any further information then please do not hesitate to contact me on [telephone number]

Please kindly acknowledge receipt of this letter by return.

Yours faithfully

[insert name]