BENEFITS AND MONEY ENGLAND

DLA School Evidence Request Letter

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A letter and prompt sheet to help you ask a school or setting for factual evidence about a child's care, supervision and support needs, to sit alongside a DLA claim.

Disability Living Allowance (DLA) for children is administered by the Department for Work and Pensions. Entitlement depends on care and/or mobility needs, not on a diagnosis alone. Rules, rates and processes can change. Scotland has a different child disability payment. This pack does not decide entitlement and is not a claim form. Check current guidance on GOV.UK before you apply or ask a welfare-rights adviser or a SENDIASS or Citizens Advice service.

Who this is for

Parents and carers who would like a school, nursery or college to write a factual supporting letter.

What is inside

- What is useful in a school letter
- A model request
- A prompt list the school can use

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Ask for facts, not a decision

A useful school letter describes what staff actually do, how often, and what happens if the support is not there. It should not try to decide the claim or quote benefit rules. Give the school enough time, and offer a short prompt list so they are not starting from nothing.

Model request to the school

How to use this letter
Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

Dear [SENCO / class teacher / headteacher],

I am preparing a Disability Living Allowance claim for [child's name], in [class]. I would be grateful for a short factual letter, on school headed paper if possible, about the care, supervision and support [child] needs during the school day.

It would help if the letter could cover: what support is provided and how often; support with personal care, meals, medication or moving around if relevant; supervision for safety or regulation; and what would be difficult without that support. I do not need the school to comment on whether DLA should be awarded.

I have included a prompt sheet. If a letter is not possible, even a short email would help. Please let me know if you need a parent consent form. Thank you for your time.

Yours faithfully, [Name]

Anything particular I want the school to include

Prompt sheet I can attach

Staff can ignore any prompt that does not apply. Short, dated, factual answers are more useful than general praise.

Support provided during the day, and how often (including 1:1 or small group if relevant)

Personal care, meals, medication, or movement support

Supervision for safety, leaving the classroom, or becoming overwhelmed

Breaks, lunch, transitions, and unstructured time

What staff have observed when support is reduced or not available

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Disability Living Allowance (DLA) for children
- GOV.UK: Personal Independence Payment (PIP)
- GOV.UK: Carer's Allowance and related carer support, if relevant
- A local welfare-rights service, Citizens Advice, or Contact
- Your local SENDIASS service, for SEND-related questions

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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