SCHOOL SUPPORT AND MEETINGS | ENGLAND

Reasonable Adjustments Request Pack

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Turn a day-to-day barrier into a clear, practical adjustment request, with space to explain what happens now, what change would help, and how you will review it.

Under the Equality Act 2010, schools and other organisations may need to make reasonable adjustments for disabled pupils. This pack is general information, not legal advice, and it does not decide whether a particular adjustment must be made.

Who this is for

Parents, carers and young people who want to request a change at school, college or another setting because of a barrier to access or participation. A formal diagnosis is not always required to start the conversation, but legal tests are specific — get advice if you need it.

What is inside

- A barrier-to-adjustment worksheet
- A model request you can adapt
- A review sheet

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.

From a barrier to a practical request

The Equality Act 2010 includes a duty to make reasonable adjustments for disabled pupils and others, so they are not substantially disadvantaged. This duty can apply whether or not the child has an EHCP. This pack is general information, not legal advice, and it does not decide whether a particular adjustment must be made.

Be specific about the barrier, the adjustment you are asking for, and how you will tell if it helps. One clear request is often easier to discuss than a long list.

Child's name

Setting and class or year

Date

Who this request is for

The request

The barrier: what happens now, when, and the effect

The adjustment I would like the setting to consider

Anything we have already tried, and what happened

How we could review this, and by when

Model wording you can adapt

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 [Name / SENCO],

I am writing about [child's name], in [class], to ask you to consider a reasonable adjustment.

The barrier is: [what happens, when, and the effect on access or participation].

The adjustment I would like you to consider is: [the change]. We have already tried: [if anything]. I would be grateful if we could review this by [date].

I am happy to discuss this in a meeting. Please confirm receipt. Yours faithfully, [Name]

Notes for my actual request

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: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

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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