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**Template letter:**

**Using the Equality Act to complain about a failure to make reasonable adjustments/provide auxiliary aids and equipment**

Dear Headteacher [*insert name if known*]

**Re: [*insert child’s name*]**

**Complaint of disability discrimination**

I am the parent of a disabled pupil.

I wrote to you on [*insert date*] requesting that the school make reasonable adjustments and/or provide auxiliary aids and equipment [*delete as applicable*] in the form of [*insert details here*] to prevent my child being placed at a substantial disadvantage. I wrote again on [*insert date*] asking why the reasonable adjustments had not been made. I have attached copies of these letters for you to refer to.

Unfortunately this matter remains unresolved and I am now concerned the school and/or local authority is failing to comply with its duties under the Equality Act 2010.

My complaint is that the school has failed to make a reasonable adjustment and/or failed to provide the required auxiliary aids and equipment [*delete as applicable*] to prevent my child being placed at a substantial disadvantage in relation to children who are not disabled. I do not think that the school can justify this failure. I therefore believe that my child is being discriminated against.

I would be grateful if you would investigate this complaint and provide a response within 28 days.

Yours faithfully