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**Template letter:**

**Notifying of your intention to use the Equality Act to make a claim to the Tribunal about less favourable treatment**

Dear Headteacher [*insert name if known*]

**Re: [*insert child’s name*]**

**My complaint of disability discrimination**

I wrote to you on [*insert date*] about my complaint of disability discrimination. I have attached a copy of that letter.

As this matter remains unresolved I am writing to tell you that I intend to make a claim of disability discrimination to the Tribunal.

I would still like to resolve my complaint without the need for a Tribunal hearing. My complaint could be resolved if the school:

* provides my child with the reasonable adjustments I requested in my letter of [*insert date*]
* agrees not to treat my child less favourably in the future
* agrees with me a way forward to prevent these problems happening again
* provides my child with an apology
* agrees to change the following policies and procedures [*list here the policy or procedure you would like to see changed*].

Please contact me urgently so that we can discuss my complaint and try to reach a satisfactory resolution.

Yours faithfully