

Reasonable adjustments request letter: school, college or university

From ADHD Helper, adhdhelper.co.uk/guides/reasonable-adjustments-letter-templates/
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Basis: under the Equality Act 2010, an education provider has a duty to make reasonable adjustments to make sure disabled students are not discriminated against, which can include extra support and aids. Source: gov.uk, Disabled people's rights: education (checked 27 July 2026).

Who to send it to: school, the SENCO (special educational needs coordinator) and class tutor or head of year. College or university, the disability support or student wellbeing service. Replace everything in square brackets and keep a copy.

Dear [SENCO / Disability Support team / named tutor],

I am writing to request reasonable adjustments under the Equality Act 2010 for [my child, [name], in [year group]] / [myself, studying [course]].

[He/She/I] [has/have] ADHD [if diagnosed: , diagnosed by [clinician/service] in [year]; I can provide a copy of the report] [if awaiting assessment: and [is/am] currently awaiting a formal assessment]. It is a long-term condition that has a substantial effect on learning and day-to-day activities, in particular [pick 2 or 3, with a real example each]:

- [Example: following multi-step verbal instructions; steps get lost unless they are also written down.]
- [Example: sustaining attention through long periods of seated work; concentration drops sharply without short breaks.]
- [Example: organising coursework and deadlines; work is understood but handed in late or lost.]

I would like to discuss the following adjustments, each matched to one of those difficulties:

1. [Example: instructions given in writing as well as verbally, or homework recorded in one agreed place.]
2. [Example: permission for short movement breaks, or seating away from high-traffic areas.]
3. [Example: coursework broken into staged deadlines with brief check-ins.]
4. [Example: exam access arrangements, such as extra time or a smaller room, assessed under the relevant exam-board process.]

Could we arrange a meeting to discuss what is workable? Please treat this letter as a written record of the request, and let me know who will own it and the expected timescale.

Yours sincerely,

[Your name]

[Relationship, e.g. parent/carer, or student]

[Contact details]

[Date]

Notes before you send

- Schools: reasonable adjustments sit alongside the SEND framework (SEN support and, where needed, an education, health and care plan in England). Asking for adjustments does not require an EHCP.
- Exam access arrangements have their own evidence process run through the school or college; ask the SENCO or exams officer early in the year.
- Universities: also ask about Disabled Students' Allowance (DSA), which can fund equipment and support; the disability service can point you to it.
- If the response stalls, follow up in writing and ask for the provider's SEND or disability policy and complaints route.

Information only, not legal advice. For advice on your own situation try IPSEA (for school-age SEND, England), the school's SENCO, or the university disability service.