

**Ysgol yr Holl Saint**

School Hill  
Gresffordd  
Wrexham  
LL12 8RW



**All Saints' School**

School Hill  
Gresford  
Wrexham  
LL12 8RW



**Pennaeth / Headteacher – Mr Richard Hatwood**

Monday 7<sup>th</sup> September 2026

## **Re: Medical and Disability Living Allowance Form Completion**

Dear parents and carers,

We are committed to working positively with families and external professionals to support every child at All Saints' School. From time to time, parents and carers choose to arrange private assessments, such as for social communication, Autism, ADHD or other specialist assessments, which may require information from school. (Referrals within the NHS are already sent directly to school for completion in line with agreed timescales).

To ensure that we are able to provide accurate, meaningful and high quality information, we kindly ask that any requests for reports, questionnaires or supporting evidence are submitted with as much notice as possible. Staff need sufficient time to gather information, review evidence and complete documentation carefully. (Such requests must only be submitted to [mailbox@allsaints-pri.wrexham.sch.uk](mailto:mailbox@allsaints-pri.wrexham.sch.uk) for the attention of your child's class teacher).

Please note that we are unable to prioritise requests simply because an external appointment has been arranged at short notice. In particular, we will not normally complete assessment paperwork in the period before school holidays, during the first or last few weeks of term, or at other particularly busy times of the school year when our priority must remain the education, wellbeing and safeguarding of all pupils.

Requests must be submitted at least four school weeks before they are required. Whilst we will always endeavour to support families, we cannot guarantee completion within shorter timescales.



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01978 852342



mailbox@allsaints-pri.wrexham.sch.uk



gresfordallsaints.co.uk

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We are also occasionally asked to complete supporting information for Disability Living Allowance (DLA) applications or reviews. Whilst we are happy to consider these requests, the completion of DLA forms is at the school's discretion. Where we agree to provide supporting information, this will be based solely on the evidence we hold regarding a child's presentation and needs within the school environment.

Staff cannot comment on circumstances outside of school or provide information that is not supported by our records and professional observations. As with assessment paperwork, sufficient notice should be given to allow staff adequate time to complete any agreed documentation. (At least 4 weeks).

We appreciate your understanding that completing reports and professional paperwork requires significant staff time. By providing reasonable notice, you help us ensure that all information shared is accurate, evidence based and of the highest possible quality, while allowing us to maintain our primary focus on teaching, learning and supporting all children in school.

Yours sincerely,

Mr Richard Hatwood  
**Pennaeth – Headteacher**



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