**(***FINAL LETTER TO PARENTS/NOTIFICATION OF DECISION TO ISSUE****)***

Dear

**Re - (***Children’s names***);**

**FINAL NOTIFICATION OF DECISION TO COMMENCE PROCEEDINGS.**

We have previously written to you in a letter dated . A copy of that letter and the agreement reached on that occasion is attached**.**

Following, (the *Review / Conference / incident / As a result of you not agreeing to make the necessary changes etc. ),* the Local Authority has reached the decision to issue care proceedings under the Children Act 1989 in respect of your child/ren (*names of children*). The Local Authority will be asking the court for an Interim Care Order/Supervision Order, and if necessary a Care Order/Supervision Order at the final hearing of the case.

The purpose of this letter is to explain the reasons for that decision, the Local Authority’s plans for the children and steps that you should now take.

**Reasons for Decision/Areas of Concern/Evidence**

Provide specific information about the reasons:

* *Refer to previous correspondence or Review / Conference minutes, or Core group meetings;*
* *Working Agreements that have been made;*
* *Where possible, recognize the outcome of a single assessment, and highlight the issues and areas of concern that have emerged or not been tackled by the parents,*
* *Explain simply why the child(ren) are considered to be at risk of ‘significant harm’.*

**Local Authority Plan for the Children**

* *Identify the recommended children’s placement and if removal is being sought. If so / what type of placement, timescales (i.e. immediate removal)and contact arrangements and education arrangements;*
* *Health arrangements;*
* *What further assessments are considered to be required, and with whom – including the parents.*
* *If provision of any of the above information is likely to cause increased risk to the child, then plans need to be expressed generally.*

**Legal Advice and the timing of proceedings**

You should immediately obtain legal advice. It is very important that you attend court.

Attached to this letter is a list of Local Solicitors whose firms are members of the Law Society Children Panel.

These are solicitors who are recognised as having particular expertise in this area of law.

You will shortly receive documents in connection with the start of the court proceedings. These are very important documents and should be given to your Solicitors and brought to court.

Although the Local Authority has come to this decision in the interests of the children the Local Authority would prefer to continue to work with you to obtain the best possible outcomes for your child/children.

The Local Authority would still consider any family member not already assessed, who may be able to care for your child/ren. If you wish us to consider a family member or friend you should notify us without delay.

Yours sincerely,