



Glossary of Terms Guidance Booklet

Term	Explanation
Appellant	The person that has made an appeal to the tribunal.
Case friend	A person who is suitable to exercise the child's rights to make an appeal or claim.
Case Statement	The statement of a party's case submitted in respect of an appeal or claim
Case Statement Period	The time period that party's must submit their case statement during.
Chair	The legally qualified member that leads the tribunal hearing
Child	The person that is the subject of the appeal or claim
Claim	A claim of alleged disability related discrimination
Claimant	The person that has made a claim of disability related discrimination
Clerk	The person that deals with the administrative aspects of a tribunal hearing.
Hearing	A meeting before the President, a Chair or the tribunal panel for the purpose of enabling the President, a Chair or the tribunal panel to reach a decision on an appeal or claim or any question or matter at which the parties are entitled to attend and be heard
Local authority	The organisation with overall responsibility for children's education.
Maintained school	A community, foundation or voluntary school, a community or foundation special school or a nursery school maintained by a local authority.
Observer	A person who can attend the hearing with a party, but cannot take any part in the discussions and cannot make any notes.
Oral representations	The evidence given verbally at a hearing.
Parent	A person who is defined as a parent to a



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	child under the Education Act.
Party	The parents, local authority or responsible body involved in the appeal or claim process.
Practice Direction	A direction issued by the President to provide practical advice on how to interpret the Tribunal's Regulations.
Representative	A person named to act on behalf of a party whether or not legally qualified.
Responsible body	The body that is responsible for certain aspects of a school
Secretary of the Tribunal	The person who is the head of the administrative staff of the Tribunal
Secretariat	The administrative staff who deal with correspondence and the administration of appeals and claims
Statement	The statement of special educational needs relating to the child
Tribunal	The Special Educational Needs Tribunal for Wales
Tribunal panel	A panel of the Tribunal who may dispose of an appeal or claim or any question or matter in relation to an appeal or claim;
Upper Tribunal	The organisation that you can make an appeal to if you think that the tribunal's decision is wrong in law.
Witness	A person named to attend a tribunal hearing on behalf of a party to give evidence to the tribunal panel.
Witness summons	Means a document issued by the President or the tribunal panel requiring a witness to attend at a hearing of an appeal or claim to give evidence or produce documents in relation to an appeal or claim to the Tribunal