

Tribiwnlys Anghenion
Addysgol Arbennig Cymru



Special Educational
Needs Tribunal for Wales

Tribunal Attendance Form

A guide for Local Authorities and Responsible Bodies

It is important that you read this guidance carefully before you fill in the enclosed form and return it. You must let us know who will be coming to the hearing. If you do not fill in and return the attached form by the date we ask for it, your representative and witnesses may not be able to come to the hearing. If you return this form, but it is not complete, anyone you have not named may not be able to come to the hearing.

If you need more time to give us this information, you must write and tell us why. We may be able to give you a little longer.

This document is also available in Welsh. Please contact the Tribunal for a Welsh version of this document.

Language Preference

SENTW welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding. The Tribunal also welcomes phone calls in Welsh or English.

You may submit forms, documents, and make written representations to SENTW in Welsh or English

Address:
SENTW
Government Buildings
Spa Road East
Llandrindod Wells
Powys, LD1 5HA

Email: sentw@wales.gsi.gov.uk

Website: SENTW

Helpline: 0300 025 9800

Section 1- Local Authority or Responsible Body Representative

Please give the name of the Local Authority's or Responsible Body's representative and other details we ask for. Your representative can choose to speak in Welsh or English. Please let us know which language you wish to use.

Section 2 – Other Representative

The Local Authority or Responsible Body may attend and bring a representative whether or not legally qualified. Your representative can choose to speak in Welsh or English. Please let us know which language he/she wishes to use.

Section 3 - Advocate

If you would like someone to come to the hearing to communicate the views and wishes of the child, please give their details.

Section 4 - Witnesses

Please give the names and addresses of the witnesses you are going to bring to the hearing. You are responsible for consulting your witnesses before a date is fixed. You are also responsible for making sure that your witnesses know when the hearing will take place, and that they go to the hearing.

Normally, the Local Authority may bring up to two witnesses. If you would like to bring more than two, you should write and tell us why as soon as possible. You can also ask the tribunal chair at the hearing. The president will only give permission in advance (or the chair on the day) in exceptional circumstances. If your witness is not available, the tribunal may still hear the appeal.

Your witnesses can choose to speak in Welsh or English. Please let us know which language they wish to use.

Section 5 - Observer

If you would like anyone to come who has not been named as a witness and who will not take part in the hearing, please give their details. You can only name one person. The president may decide that someone you name cannot come to the hearing.

Section 6 – Interpreter or signer

The hearing will be held in Welsh or English but, if your first language is not Welsh or English, we can arrange for an interpreter to be there. If you need a signer, we will arrange this as well. We will pay for interpreters and signers. If you have not already asked for an interpreter or signer, please let us know, including details of which language you need.

Section 7 – Other needs

If you or anyone you are bringing to the hearing has a disability, or has other needs that may affect our arrangement of the hearing, please let us know.