

Tribiwnlys Anghenion  
Addysgol Arbennig Cymru



Special Educational  
Needs Tribunal for Wales

# Attendance Form

## A guide for parents

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.

Address:

SENTW

Government Buildings

Spa Road East

Llandrindod Wells

Powys, LD1 5HA

Email: [sentw@wales.gsi.gov.uk](mailto:sentw@wales.gsi.gov.uk)

Website: <http://sentw.gov.wales>

Helpline: 0300 025 9800

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**

## Why must I complete an attendance form?

You will need to let us know on the attendance form who you will be bringing with you to the hearing. If you do not give us this information, we may prevent your witness from taking part in the hearing or even being in the room where the hearing is held. If you change your witnesses, you should tell us immediately.

You do not have to bring any witnesses at all but if you do want to, you are normally allowed to bring no more than two witnesses to the hearing. Often a report by a professional who has assessed your child will contain all the information you want us to consider and it may not be necessary for that person to come to the hearing as well.

If you want to bring more than two witnesses, you will need to ask our permission in writing.

## Parents and child

Anyone who has parental responsibilities for the child can come to the hearing.

Your child can also come to the hearing and give evidence, but he or she may be asked to leave the hearing for some of the time so please arrange for a relative or friend to come and look after them when they are not in the hearing room. We will not be able to look after your child.

You will be able to claim travel expenses for you and your child to come to the hearing. If you bring someone to look after your child, you will be able to claim travel expenses for them as well. We will send you details of the expenses you can claim nearer the time and give you a form at the hearing.

You can choose to speak in Welsh or English. Please let us know which language you wish to use.

## Representative (or person helping you present your case)

You can present your case yourself. If you prefer, you can present your case with the help of someone else. Or, you can choose to be represented. Your representative does not have to be legally qualified.

You may ask to be represented by more than one person. If you would like to be represented by more than one person, 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 you are being represented at the hearing, or someone is helping you present your case, you should consult your representative or helper before giving us dates when you are both free to come to the hearing. You are also responsible for making sure your representative or helper knows when the hearing will take place.

Your representative or helper will not be able to claim any expenses from us.

Your representative can choose to speak in English or Welsh. Please let us know which language he/she wishes to use.

## Advocate

If you would like someone to come to the hearing to communicate the views and wishes of the child, please give their details. Your advocate will be able claim their travel expenses.

## 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. Your witness will be able to claim their travel expenses for going to the hearing. We will send you details of the expenses you can claim nearer the time.

Normally, you 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 your appeal.

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

## What if a witness refuses to come to the hearing?

If you have asked someone and they are unhappy about coming to the hearing, you can write to us explaining why you feel it is important they be there. We will need to receive your request at least 15 working days before the hearing.

If we agree, we will issue a witness summons for you to give to the person. That person will then have to come to the hearing unless there are very good reasons why they cannot.

## 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. We will not pay their travel expenses. The president may decide that someone you name cannot come to the hearing.

## 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.

## 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.

## Result of the appeal/claim

The members of the Tribunal will make their decision by considering all the evidence after the hearing finishes, but will not normally tell you the result on the day of the hearing. We will send it to you by post later.

We aim to post our decision and the reasons for that decision to you and the LA within 10 working days of the hearing. Some cases need a little more time before we can send out the decision. We cannot tell you (or the LA) our decision over the phone.

If the hearing was conducted in English or Welsh, the decision will be written in the same language as the appeal was heard. If English or Welsh is not your first language, you may ask for our decision to be translated, or you can ask for the decision in Braille. If you make a request for the decision to be translated, this is likely to delay the decision.

Please keep this guidance safe. You should fill in and send us the enclosed form by the date we have asked you to return it.