



We often get requests for SENDIASS North Yorkshire to attend meetings and tribunal hearings. Due to the number of parents/carers, children, and young people we support we are not able to accept all the meeting requests we receive. Meeting requests will always be considered, and a decision will be made based on the below guidelines.

Support for meetings and Tribunal hearings

Meetings

- Requests for SENDIASS attendance must be received at least 2 weeks before the meeting date.
- SENDIASS being able to attend a meeting depends to our availability and may be reduced in busy periods of the year.
- Meetings in person (often called face-to-face meetings) are extremely rare due to our availability, necessity, and the location.
- If available SENDIASS may offer to attend a meeting virtually, using Microsoft Teams or a similar online platform if preferred and available to our service.
- Coordinators will only attend meetings if they have a valuable contribution to make or if you are unable to advocate for your child, or yourself. This can be discussed.
- If we do not agree to attend a meeting, we can provide support before the meeting or signpost you to relevant resources, if given enough time before the meeting date.

Tribunals

- We request that you check if you qualify for legal aid by visiting the civil legal advice on the Government website as a starting point. [Check if you can get legal aid - GOV.UK \(www.gov.uk\)](https://www.gov.uk) or you can 'phone them on 0345 345 4345. If you do qualify, then may be able



to access free professional reports or assessments to support your appeal.

- SENDIASS coordinators may attend Tribunals with you if they are available and if you are unable to independently advocate for your child, or yourself. This will be discussed on a case-by-case basis.
- If attendance has been agreed, SENDIASS Coordinator's will usually attend as a supporter but in exceptional circumstances, as a representative role. This will be discussed nearer the time of the hearing.
- Attendance must be agreed with your coordinator before naming them on the case review form (SEND 45 form).

Representing yourself, your child or young person

Most parents and carers represent their child or young person without legal representation and with minimal support will move through this process.

Our role at SENDIASS North Yorkshire is empower you and we can provide information and different resources to give you the confidence to express your views, wishes, and rights. **You are the best person to speak for your child or for yourself** and the SEND tribunal is set up to listen to you.

If you want to check that you are understanding the process correctly or not sure about a particular way to complete a SEND appeal form, then you can book into our fortnightly virtual drop-in session or contact our advice line to ask for a one-off virtual meeting.