

SEND Appeals Process – Flow Chart



- You disagree with a Local Authority decision about one or more of the following:
 - A decision to not proceed with an assessment
 - A decision to not issue a plan
 - What the plan says in section B
 - What the plan says in section F
 - The placement named in section I
 - A decision to cease a plan
 - The information about health and social care

- You call KIDS (local SENDIASS provider) to seek advice and information on **01482 467541**
Or
- Community Accord (independent mediation advisor) on **01274 223313** to seek information on mediation and secure a mediation certificate.

- On speaking with Community Accord about your mediation options you will need to decide about whether to enter mediation or not.
- Whatever the decision you will be issued with a mediation certificate to confirm that you have been provided with independent advice.

- If you decide to register an appeal to the First-tier tribunal you should so within:
 - **8 weeks** of receiving the LA's decision letter about an EHC assessment or EHC plan
or
 - within one **month** of the date on your mediation certificate.
- To register an appeal to the First-tier Tribunal you should complete forms SEND 35 or SEND 35a which can be found here: <https://www.gov.uk/government/collections/special-educational-needs-and-disability-tribunal-forms>