



## 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 SENIASS provider) to seek advice and information on **01482 467 541**
- Or Collis Mediation Ltd (independent mediation advisor) on **07715 958 290** to seek information about your options for appeal.

- On speaking with Collis Mediation Ltd about your appeal 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 do so within -
  - **8 weeks** of the date on 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>