



Collis Mediation Ltd Easy 

SEND Mediation Information

An easy read version of the Collis Mediation Ltd Mediation Information



Reasons for Appeal



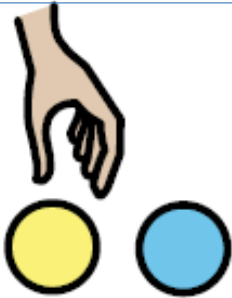
unhappy

When the Local Authority makes a decision you don't like, you can **appeal** it.



appeal

To **appeal** is to ask that a decision is changed.



option

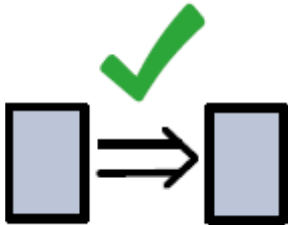
We will let you know your options for appeal.
The choice is between mediation and first-tier tribunal



mediation

Before you can appeal to a tribunal, you must consider mediation or get a 'Mediation Awareness Certificate' unless it is about Placement only.

Reasons for Appeal



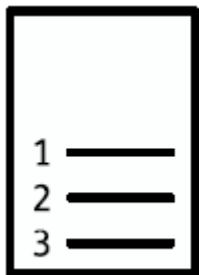
reason

Reasons to Appeal:



assessment

- You have not had an assessment.



plan

- You have not been issued a plan after an assessment.



described

- You think the person's needs are described wrong in the plan (Section B).

Reasons for Appeal



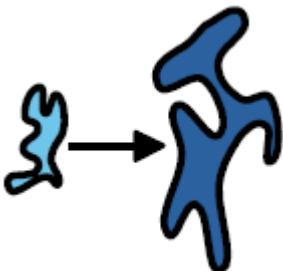
help

- You do not agree with the support suggested in the plan (Section F).



school

- You do not agree with the name or type of school, college or learning centre named in the plan (Section I). See page 22



change

- You do not agree with any changes to an already created plan.



checked

- The plan was not changed after it was checked.

Reasons for Appeal



ended

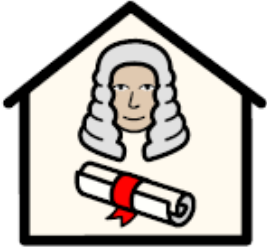
- The plan is going to be ended.



fix

- Health and Social Care parts of the plan need fixing.

First-tier Tribunal



tribunal

You can appeal to the SEND
First-tier Tribunal:



judge

- First-tier Tribunal is when a judge hears both sides and decides if the Local Authority's decision will change or stay.



free

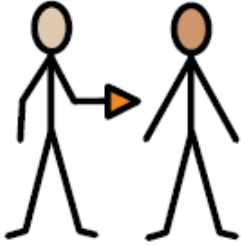
- The tribunal process is free.



HMCTS

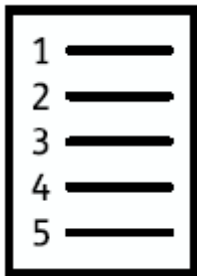
- The tribunal is run by His Majesty's Courts and Tribunals Service (HMCTS).

First-tier Tribunal



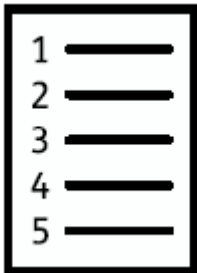
you

- You manage the First-tier Tribunal appeal process. That means you will be in control.



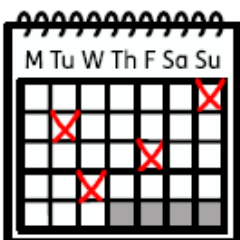
proof

- You apply to appeal to them, then show proof of why you do not like the EHC decision.



free

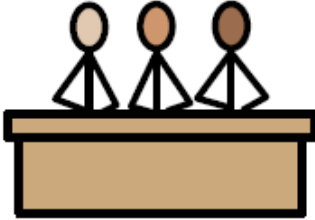
- The Local Authority will give their proof that they made a good EHC decision.



dates

- HMCTS has a plan of Important Dates that you must follow.

First-tier Tribunal



hearing

- You may need to go to a one-day hearing.



decide

- At the hearing, a judge and experts in their field hear the case. Then they will make a decision (not always at the hearing) based on the proof.



contact

- Please contact the First-tier Tribunal (SEND) for possible timings.

Mediation



mediation

You can use the SEND Mediation process:



free

- This is a free and private service which is respectful of everyone



relaxed

- It is relaxed



talk

You talk about what you do not like about the EHC decision with a senior member of the Local Authority Children's Services.

Mediation



collis

- Collis Mediation Ltd organise and chair the Mediation Session.



video call

- The process is a 'Connect Mediation' process (video or telephone / conference call)



mediator

- A Mediation Session is run by a trained mediator. They are not from the Local Authority. They make sure everyone can speak and listen.



support

- You can invite anyone you feel can support you in the mediation for example school, family, professionals.

Mediation



money

- The Local Authority may pay towards the cost of your attendance.



30 days

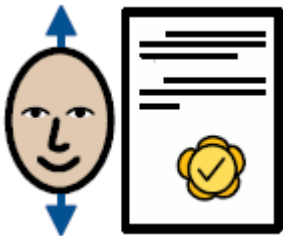
- You get a mediation session within 30 days.

After Mediation



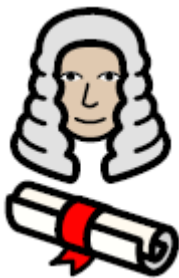
mediation

After you Mediation Session:



outcome

Any decisions made at mediation are typed up into a formal Mediation Outcome Document and sent to you within 24 hours.



legal

The Mediation Outcome Document is legally binding, which means that it must happen according to law.



certificate

You will get a Mediation Session Certificate. If you are not happy with the outcome, you can appeal to the First-tier Tribunal up to a month from the date of the certificate.



Other Things to Know



health

If you only disagree with the Health and / or Social Care parts of an EHC Plan, you cannot appeal to the First-tier Tribunal.



date

If you choose mediation, check that everyone you want to come will be able to on that date before you send your mediation request, as dates cannot be changed once the Local Authority confirm.

More Information



information

For more information, speak to the SEND Information Advice and Support Service (SENDIASS).



contact

SENDIASS can offer advice and help. Their contact details are in the letter you received from the Local Authority.



link

Your local service can be found by search here:

<https://councilfordisabledchildren.org.uk/about-us-0/networks/information-advice-and-support-services-network/find-your-local-ias-service>



collis

To read more about the SEND Mediation process, and your appeal options, look at the Collis Mediation Ltd website here:

<https://www.collismediationltd.com/mediation/send-mediation>

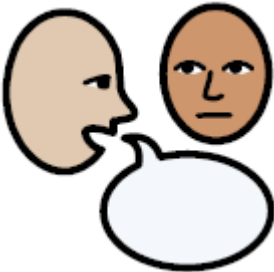


Sharing Your Decision



2 months

You must tell us what you decide within two-months from the date on the LA decision letter.



tell

Tell us with an online form, or email us directly. If you email, answer every question.



form

Online form:

<https://www.collismediationltd.com/mediation/send-mediation#StartAppeal>



email

Email directly:

info@collismediationltd.com



Sharing Your Decision



name

If emailing, include in your email:
1. Parent's name (or person with parental responsibility)



name

2. Child / Young Person's Name



date

3. Child / Young Person's Date of Birth



address

4. Child / Young Person's Address with Postcode



Sharing Your Decision



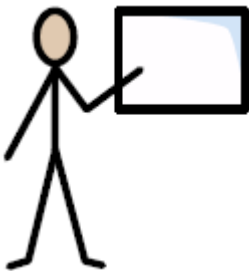
phone

5. Contact Telephone Number



school

6. Child / Young Persons school or college



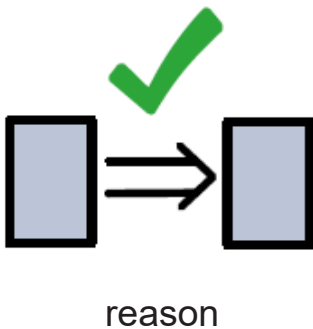
teacher

7. Name of senior staff at the current school / college, also their email address. This should be a SENDCo / Head / Deputy Head



Sharing Your Decision

8. Reason for Appeal.

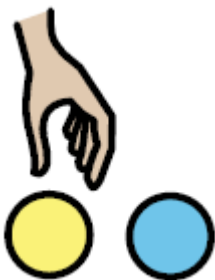


- Refusal to assess
- Refusal to issue an EHC Plan after assessment
- Description of Needs
- Identified Provision
- Refusal to Amend (change) after a Review
- Amendments (changes) made after a Review
- Named Placement
- The Local Authority suggest to end the plan



letter

9. A photo or scanned copy of the Local Authority decision letter.



choice

10. Say if you want to:
a) do Connection Mediation or
b) go straight to tribunal

Sharing Your Decision



school

11. Do you want school to come to the mediation session or not?



sentence

12. the line “I agree for my personal data to be shared to facilitate the process”



shared

This line means that personal information will be shared with others for the mediation process to work.

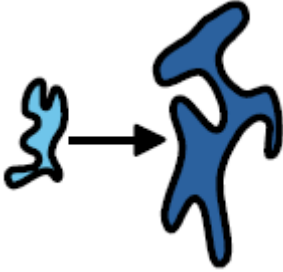


explain

13. Explain the reasons you do not agree with the decision.

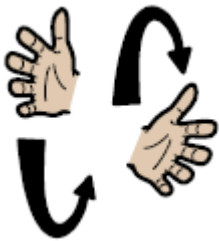


Sharing Your Decision



change

14. Are there any reasonable changes you need for you to participate in mediation



sign language

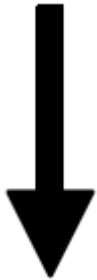
This might be a BSL interpreter, captions or other assistance



dates

15. If you choose mediation, tell us which dates you and your attendees will not able to have the session in the next 8 weeks.

Sharing Your Decision



down

The next ones might not apply to you:



permission

16. Advocates should show written permission in the email.



letter

17. If the young person is over compulsory school age, they must sign a consent letter saying you can manage the process.



16

A young person stops being in “compulsory school age” on the last Friday of June during the school year they become 16.

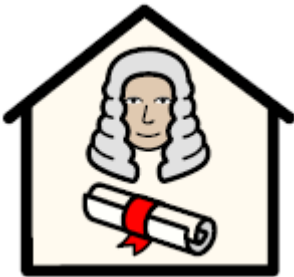


Problem with Placement Only



name

If the only problem is about the Placement (type or name of the school in section I of the EHC Plan):



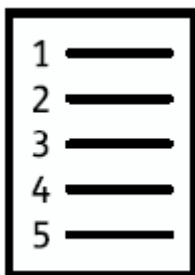
tribunal

You can go to the First-Tier Tribunal without a mediation certificate.



mediation

You can have mediation if you want or have Disagreement Resolution if you want to appeal to the tribunal immediately.



plan

A new placement would not generally be named 'at mediation' or 'at disagreement resolution' in an EHC plan

Dictionary



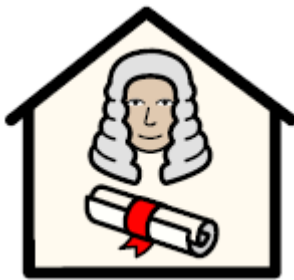
EHC

Dictionary:
EHC - Education, Health and
Care Plan



mediation

Mediation - When a trained mediator talks to both sides so they can agree on something that makes them both happy.



tribunal

Tribunal - When a judge hears both sides and decides if the Local Authority's decision will change or stay.



HMCTS

HMCTS - His Majesty's Courts and Tribunals Service. They do the tribunal

Contact Us



collis

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