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Description automatically generated

**New Enquiry Form -**

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| --- | --- |
| **Date form completed** |  |
| **Child/young person’s name** |  |
| **Date of Birth** |  |
| **Name of school child attends** |  |
| **Child’s primary SEN Diagnosis** |  |
| **Brief Description of Disagreement:**  *Examples:*   * *Local Authority has decided not to carry out an EHC needs assessment* * *Local Authority has decided it is not necessary to issue an EHC plan following an assessment* * *Disagreement about the contents of a final EHC Plan (please state which Sections the disagreement refers to)* * *Other – Cease to maintain, refusal to amend* |  |
| **Date of decision letter** received from the Local Authority informing you of your right to appeal to SEND Tribunal? |  |
| **Please confirm what your main concern is with the Local Authority’s decision:**  *If proceeding with mediation, please note this will be sent to your Local Authority.* |  |
| **Contact Details** | |
| **Name of parent/guardian** (if acting on behalf of a child aged 0-16 years or a young person aged 16-25 years lacking capacity to make an appeal) |  |
| If you are not parent please enter your name and details here and confirm if you have parental responsibility for the child |  |
| **Email address** |  |
| **Telephone number** |  |
| **Postcode of the child/YP home address** |  |
| Would you like to (a) take part in mediation or do you (b) require a certificate in order to proceed with an appeal without taking part in mediation? | 1. I would like to take part in mediation 2. I would like a mediation certificate without taking part in mediation   (delete as appropriate) |

Please email your completed form to [SEN@globalmediation.co.uk](mailto:SEN@globalmediation.co.uk)

**Mediation Information**

If you have selected your refusal reason as: **Refusal to Assess/Refusal to Issue/Content of the** **Plan** your options are mentioned below:

1. **Mediation Meeting** with the LA to see if the issue at hand can be resolved through a discussion
   * It is completely free
   * You will have a trained accredited mediator who will guide the conversation between yourself and the LA so that you can come to an ideal resolution
   * We aim to arrange this meeting within 30 days and if we are unable to do so for whatever reason you will receive a **Part 3 Mediation Certificate** valid for one month from the date of issue to lodge an appeal with the SEND Tribunal
   * Directly after your meeting from whenever you do have it you will receive **a Part 2 Mediation Certificate** which is valid for 1 month from the date of issue to lodge an appeal with the SEND Tribunal.
   * You can invite supporters to this meeting, however any supporters you wish to attend must be personally confirmed by you and once confirmed we must then be given their name, job title/role and email so that they may be added to the attendees list.
   * If you wish to share any documents, then this may also be forwarded to us to be passed on
2. **Part 1 Mediation Certificate:** which will let you lodge an appeal directly with the SEND Tribunal and will mean that you have not chosen to undergo mediation
   * This is valid for 1 month from the date of issue for you to lodge your appeal with the SEND Tribunal directly.

If you have selected School Placement Issue Only (Section I) or if you are more than 2 months from the date of your decision letter/final EHCP your options are below:

1. **Disagreement Resolution** which is voluntary request to the LA up to their discretion to accept to ask if they are willing to meet with you to see if the issue could be resolved through a discussion
   * It is completely free
   * You will have a trained accredited mediator who will guide the conversation between yourself and the LA so that you can come to ideal resolution
   * You will not receive a mediation certificate throughout this procedure
   * You can invite supporters to this meeting, however any supporters you wish to attend must be personally confirmed by you and once confirmed we must then be given their name, job title/role and email so that they may be added to the attendees list.
   * If you wish to share any documents, then this may also be forwarded to us to be passed on
2. **Lodging an appeal with the tribunal directly –** you can if you choose lodge an appeal directly with the tribunal without the need for a mediation certificate as your concern relates to only placement and nothing else.
   * **Please note:** if you are more than 2 months from the date of your decision letter/final plan then you must mention that you wish to lodge a Late Claim appeal specifying the reason why you are making an appeal after 2 months from the date of your letter/plan

**Both options can be done simultaneously, or you can select one of these options: *(Please specify your choice):***

**Below I have attached a link to our website which contains an interactive diagram which will explain the options mentioned above in more detail.**

[**https://www.globalmediation.co.uk/service/special-educational-needs-disability/**](https://www.globalmediation.co.uk/service/special-educational-needs-disability/)

**Please note:** Due to the current situation involving Covid-19 all meetings are occurring virtually and online.