

SENDIASS

**Attendance &
support at
meetings,
mediation &
tribunals**

We frequently receive requests for SENDIASS to attend meetings, mediations and tribunals.

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 guidelines below.

Self-advocacy means being able to speak for yourself. Our role at SENDIASS is to provide information and tools to give you the confidence to express your views, wishes, and rights.

- Requests for attendance at meetings, mediations and tribunals must be received at least two weeks prior to the meeting date
- Meeting attendance from SENDIASS is subject to our availability and may be reduced in busy periods
- Meetings in person (sometimes called face-to-face meetings) are subject to availability, necessity, and location
- SENDIASS may offer to attend a meeting virtually if attending a meeting in person is not possible

SENDIASS will only attend meetings if they have a valuable contribution to make e.g if you are unable to advocate for your child or yourself, if your child's SEN support needs are not being met, if your child is at risk of exclusion or if their school placement is at risk of breaking down

If we are unable to attend a meeting we will try to provide you with support before and after the meeting e.g. helping you to prepare agenda items, asking who will take minutes and sharing this with a named contact prior to the meeting

SENDIASS do not take minutes at meetings but will take brief notes that will be attached to your child's SENDIASS record

SENDIASS do not attend Team Around the Child, Team Around the Family and Child in Need meetings. Exceptions to this will only be made if SENDIASS have a valuable contribution to make around special educational needs

If you are receiving support from another organisation, professional or solicitor SENDIASS will step away to avoid duplicating SEND support

Mediations

- SENDIASS are receiving increasing requests to attend mediation meetings
- The guidelines above will be applied before agreement to attend a mediation is made
- An information leaflet will be shared with you about how to prepare for your mediation meeting

Tribunals

- SENDIASS may be able to attend tribunals with you, if they are available, and if you are unable to independently advocate for your child or yourself
- SENDIASS can attend tribunals in a Supporter or a Representative capacity. Attendance as a Supporter or Representative must be agreed with SENDIASS before naming them on an appeal form

Get in touch with us today

For more information, including how to prepare for school meetings, mediation and tribunals, please follow the link below to our website. You can also contact the SENDIAS Service through this link.

<https://www.togethertrust.org.uk/SENDIASS>