

## Appealing against a refusal to assess

### Action checklist

- 1 Get hold of the booklet *How to Appeal from the Tribunal*. (See **Further help** section in the Pack or under 'Official publications' on the [Useful links](#) page on our web site.)
- 2 Work out the last date to send in your appeal and make a note of this (two months from the date of the LEA's letter refusing to assess).
- 3 Complete the Appeal form including your Reasons for Appeal. Make sure you sign the form and your reasons if they are separate.
- 4 Make copies of the LA's decision letter, your Appeal form, and any evidence you are sending to the Tribunal. Make another set of copies for your adviser if you intend to seek advice.
- 5 Write to the LA and school if you need further information. (You can use the model letters in **Making your case in the pack**. The model letters are also downloadable from the [Refusal to assess](#) page on our web site.)
- 6 Arrange for any independent reports on your child. (See **Evidence about my child** in the **Making your case** section of the pack.)
- 7 Get hold of a copy of the SEN Code of Practice (see **Further help** in the pack or 'Official publications' on our [Useful links](#) web page.)
- 8 Send the Appeal form, Reasons for Appeal and any other documents to the Tribunal office so that it is received within the deadline.
- 9 Make notes of the deadlines for the LA to respond, for your sending in further information and details of witnesses, and the date of the hearing sent you by the Tribunal.
- 10 Decide who to ask as witnesses and ask the Tribunal to issue a summons if needed. (See **Timetable** in the pack for the latest date you can do this.)
- 11 Gather any remaining evidence and submit as soon as possible, at the latest at least four weeks before the date of the hearing.
- 12 Prepare for the hearing.