



Attendance — young person

You must complete this form by the deadline referred to on your registration documents, or your witness may not be able to attend.

Section 1: Personal details

Your full name

Appeal/Claim number

Section 2: Representative or helper

Name

Profession

Section 3: Witnesses

Name of **first witness**

Occupation

Name of **second witness**

Occupation

Name of **third witness**

Occupation

For any additional witnesses please complete request for changes form SEND7

Section 4: Special requirements

Please let us know of any special requirements you or your witnesses may have.

Signed

Date

Print name

Explanatory notes

This attendance form is designed to let the parties and the tribunal know who is going to attend the hearing. The form is sent both to the young person and local authorities asking them to provide the same information. A timetable has been set out in the case directions attached. This gives deadlines by which reports and written information have to be sent to the tribunal and the other party. Section 8 of the directions sets out what you need to do if you do not agree with the directions that have been made.

Witnesses

We need to know who you want to come to the hearing to give evidence on your behalf. We think that it is important that we have evidence from those who know you and are able to give information that is relevant to the areas of dispute. Whilst there is no limit on the number of witnesses you can bring along, from experience we think that three is probably the maximum number that we would need to hear from in a special educational needs appeal and five in a disability discrimination case.

In some cases there are no witnesses needed other than yourself and the local authority officer. We do have power to limit the number of witnesses who attend so there is no assumption that if you want a witness that person will be allowed to come. We believe that a case should not take more than a day except in exceptional circumstances. If there are too many witnesses that could prolong a case unnecessarily.

Representative or helper

We think that it is only fair that both sides know if the other party is to be represented. In the vast majority of cases neither a young person nor local authorities are legally represented. It is a matter for each party if they want to be represented by a lawyer or, in the case of young person, if they want someone from a voluntary organisation or anyone else to represent them. It may be that you have already told us that you are to be represented, if so, we apologise for asking you the question again. It may also be possible that you do not yet know whether or not you are going to be represented, but you will need to tell us the name of any representative before the hearing.

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.