

Additional Support Needs Tribunal

Placing Request Reference Form for Parents, Guardians, and Young Person



Introduction

This form is available in larger font and in other languages. If you don't have access to the internet a copy of the relevant information can be posted to you. If you have any questions or need more information to complete this form, please call us on **0141 302 5860**.

The Education (Additional Support for Learning) (Scotland) Act 2004 gives parents and young people (aged 16 or above who remain in school education) the right to make an application (called a **reference**) to the Health and Education Chamber (Additional Support Needs Tribunal), where an education authority has refused a placing request. We use the term **the Tribunal** in this form.

This is a placing request reference form.

If you are making a reference for a child or young person, the term **parent** includes:

- a guardian
- anyone who has care of the child or young person
- anyone who has responsibility to maintain the child or young person
- anyone who has parental responsibilities for the child or young person

Please provide as much information as possible in the form. You may also provide letters or documents which support your reference. If you have a letter from the education authority refusing the placing request, please include this with your form.

There is information on our website at:

<https://www.healthandeducationchamber.scot/additional-support-needs/publications/information-notes>

Please do not delay, as a placing request reference should be received **within 2 months** of the date the education authority made, or should have made, its decision, as now explained.

Where your placing request is made **on or before 15 March** for the child to start at the new school at the start of the following academic year **AND** you have not received a decision on your request by 30 April, your placing request is treated as having been refused. If this is the case, your reference should be submitted by 30 June.

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Where your placing request was made **after 15 March** for the child to start at the new school at the start of the following academic year **AND** you have not received a decision within 2 months of your request, your placing request is treated as having been refused. Your reference should be submitted within 2 months of that date (so within 4 months of the date of your request).

If you submit your reference after either of the deadlines shown above, please explain the reason. We may still accept it if there is a good reason for the delay.

The Tribunal procedures are governed by The First-tier Tribunal for Scotland Health and Education Chamber Rules of Procedure 2018.

Move to Section 1 >

Section 1: Child, Young Person and Parent Details

About the child/young person

Full name:

Known as:

Date of Birth:

Gender: Male Female Non-binary

Is the child or young person looked after by a local authority (within the meaning of section 17(6) of the Children (Scotland) Act 1995)? Yes No

About you (parent or young person)

Title: Mr Mrs Miss Ms Mx Other (please specify)

Full name:

Relationship to child/young person:

Address:

Postcode:

Telephone:

Mobile:

Email:

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Other appeals

Do you have an appeal (which has not yet been decided) at an Education Appeal Committee? Yes No

Do you have an appeal (which has not yet been decided) at the Sheriff Court?
Yes No

 **Move to Section 2 >**

Section 2: Communication and Additional Support Needs

We will do our best to meet any communication or support needs you may have, **without any cost to you**. For example, if you need our correspondence translated or in a larger font.

Please explain any communication or support needs you require in the box below.

The child/young person may use different ways to communicate, including writing, drawing, speaking in person or sending a video message. You can speak to the Tribunal about this.

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Additional support needs

Which additional support needs does the child or young person have?
Tick all that apply.

Anxiety

Attention Deficit Hyperactive Disorder (ADHD)

Autistic Spectrum Disorder (ASD)

Hearing impairment

Interrupted learning

Language or speech disorder

Looked after

More able pupil

Obsessive Compulsive Disorder (OCD)

Physical or motor impairment

Physical health problem

Visual impairment

Other (please specify)

Mental health

Please specify

Learning difficulty

Auditory Processing Disorder (APD)

Concentration challenges

Difficulty following instructions

Dyscalculia

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Dysgraphia

Dyslexia

Language processing disorder

Literacy challenges

Low self-esteem

Numeracy challenges

Sequencing challenges

Social skills challenges

Speech/language delay

Visual perceptual/visual motor deficit

Other (please specify)

Please provide any further details in the box below.

Move to Section 3 >

Section 3: Representation

Representative

You have the right to have a representative when you make a reference. This could be someone who is experienced in providing representation at Tribunals or someone who is legally qualified, like a solicitor. It could be a friend or relative, if you prefer someone who is not legally qualified.

If you decide to have a representative, all correspondence will normally be sent only to them.

Let's talk ASN Scotland

This a free service for the parents of children with additional support needs who may require support in relation to a dispute or potential dispute with an education authority. The service also covers young people (aged 16 years and above) who have additional support needs. Let's Talk ASN Scotland is funded by the Scottish Government.

Telephone: 0141 445 1955

Email: advice@edlaw.org.uk

Independent advocate

An independent advocate partners with a child or young person and listens to their views, wishes and feelings, so that they can support the child or young person to express their views on matters relating to the reference. They may be instructed by the Tribunal to prepare a report, or they may already be partnering with a child or young person. The independent advocate will work on behalf of the child or young person they partner to ensure their views are clear.

If the child or young person has their own independent advocate, please give their details on the next page.

Enquire

Enquire is the Scottish advice service for additional support for learning. They can provide details of support and advocacy groups in your area.

Telephone: 0345 123 2303

Email: www.enquire.org.uk

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Representative's details

Representative type: Legal Non-legal

Title: Mr Mrs Miss Ms Mx Other (please specify)

Full name:

Company or organisation:

Profession:

Address:

Postcode:

Telephone:

Mobile:

Email:

Independent advocate (for child/young person)

If the child/young person has an independent advocate, please provide details:

Title: Mr Mrs Miss Ms Mx Other (please specify)

Full name:

Company or organisation:

Address:

Postcode:

Telephone:

Mobile:

Email:

 [Move to Section 4 >](#)

Section 4: My Reference

A. Education authority

Which education authority has made the decision to refuse the placing request?

Education authority:

Address:

Postcode:

Telephone:

Education Officer's name:

Education Officer's email:

B. Placing request

I made a placing request on (enter date) and I have not had a reply **OR**

The education authority refused my placing request on (date of refusal letter)

C. Co-ordinated support plan (CSP)

Please tick if one of the following applied on the date that the placing request was refused (or the deemed refusal date).

A CSP was in place for my child

The education authority has decided a CSP is required and was in the process of preparing one

The education authority has **not** prepared a CSP but has informed me that they are proposing to establish if one is needed

I have made a reference to the Tribunal about the education authority's refusal to open a CSP for my child

Continued on the next page >

D. Details of the school specified in your placing request

School name:

Address:

Postcode:

If the address you have provided above is for an independent or grant-aided school, please enclose a letter from the school stating that it is willing to admit the child/young person, if you have this.

If your reference is time critical, please let us know if you would like to request a shorter Tribunal process and explain why.

Move to Section 5 >

Section 5: United Nations Convention on the Rights of the Child (UNCRC)

If you wish to rely on the rights in the UNCRC as part of your reference, please tell us here. You can include this if you think a public authority has acted or failed to act in a way which is incompatible with the UNCRC, provided we have the power to grant the remedy (outcome) you are looking for.

You will find the content of the UNCRC Articles here: [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#) (legislation.gov.uk) (schedule to the 2024 Act).

Please complete the boxes below.

Explain which UNCRC Articles you are relying on and why.

Explain the remedies you are seeking.

Explain the child/young person's views on the remedies you are seeking (if possible).

Move to Section 6 >

Section 6: Supporting information

It is helpful if you can provide as much relevant information as possible with your reference. Please use this box to provide further information and to list the documents you are sending with the reference.

Move to Section 7 >

Section 7: Declaration

I declare that the information provided in this form is correct.

Please note, for data protection purposes, any case sensitive information can only be released to a secure email address. If you or your representative do not have a secure email address then all case sensitive information will be sent by post.

I give my permission to send correspondence by email: Yes No

Once you have filled in the form, make sure that you sign it below **(unless you are submitting it by e-mail)**.

Signature:

Print name:

Date:

Final checklist

Have you:

Signed this reference form?

Enclosed the decision letter you disagree with (if any)?

Enclosed the most recent co-ordinated support plan (if one exists)?

Enclosed the letter from the independent school (if you have one)?

Enclosed all the relevant documents you think might help the Tribunal?

Send the form and all other relevant documents to:

Additional Support Needs, Health and Education Chamber
First-tier Tribunal for Scotland, Glasgow Tribunals Centre
20 York Street, Glasgow G2 8GT

Or send by email to: ASNTribunal@scotcourtribunals.gov.uk

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What happens next?

We will check your reference form. If we need further information, we will contact you.

When we are sure that we can proceed, we will register your reference and send you guidance about what will happen next. We will then send a copy of your reference to the education authority, so that they can respond.

There is an information note on making a reference on the Health and Education Chamber website: <https://www.healthandeducationchamber.scot/additional-support-needs/publications/information-notes>

Further information:

Health and Education Chamber

Website: www.healthandeducationchamber.scot

Telephone: 0141 302 5860

Ethnic Monitoring

In order to help us to monitor diversity, please tick one of the boxes.
You do not have to provide this information if you do not want to.

We use strict data management procedures and will keep your information secure.
We are registered under the Data Protection Act.

This page will be detached from your reference and destroyed. The statistical data we gather from this sheet is kept in a separate electronic file from the references themselves.

The child or young person's ethnic origin is:

White

Scottish

Other British

Irish

Polish

Gypsy/Traveller

Roma

Showperson

Other white ethnic group Please specify

Mixed or multiple ethnic groups Please specify

Black, Black Scottish or Black British

Please specify

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Asian, Scottish Asian or British Asian

Indian, Scottish Indian or British Indian

Pakistani, Scottish Pakistani or British Pakistani

Bangladeshi, Scottish Bangladeshi or British Bangladeshi

Chinese, Scottish Chinese or British Chinese

Any other Asian background Please specify

African, Scottish African or British African

Please specify (for example Nigerian, Somali)

Caribbean or Black

Please specify (for example Scottish Caribbean, Black Scottish)

Other ethnic group

Arab, Scottish Arab or British Arab

Other (for example Sikh, Jewish) Please specify
