

Make a Reference

This form is for children aged between 12 and 15 years, who want to make a reference to the Additional Support Needs Tribunal (we call this **the Tribunal** in this form).

A **reference** is an appeal to the Tribunal about a co-ordinated support plan, or an appeal against your school's decision about your capacity or wellbeing.

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**.

Are you in the
right place?





Hello!

Welcome to the Additional Support Needs Tribunal. We call this **the Tribunal** in this form. You can go to our **needs to learn** website for word meanings and other help using this link:
<https://healthandeducationchamber.scot/needstolearn/help-starting/word-meanings>

You are not on your own. The Tribunal's staff are here to help you.



There are two types of reference you can make to the Tribunal:

- A co-ordinated support plan (CSP) type.
- A capacity and wellbeing type.

To do this, please fill in this form.

You can use different ways to speak to us including writing, drawing, speaking in person or sending a video message. You can speak to the Tribunal about this.

To help you to fill in this form please read the **Children's Guide on How to Make a Reference** using this link: <https://www.healthandeducationchamber.scot/additional-support-needs/publications/215>



Making a different type of appeal (claim)

If you think you have not been treated fairly at school, then you can make a different type of appeal to the Tribunal called a **claim**.

To do this, you need to fill in the **Make a Claim form** which you will find on our **needs to learn** website using this link:

<https://www.healthandeducationchamber.scot/additional-support-needs/publications/39>



Your Contact Details

Name:

The name I am known as (if this is different):

Date of birth:

Address:

Home telephone number:

Mobile number:

Email address:

The law says that the Tribunal can only send certain information by secure email. If it is not possible to do this, the Tribunal may need to send you information by post.



Your Parent's Contact Details

(Parent includes a carer or a guardian)

You don't have to tell us this, but it helps us if your parent decides to come to the hearing.

Name of parent:

Relationship to you:

Address:

Home telephone number:

Mobile number:

Email address:



The Education Authority

This is the **local authority** who is responsible for your school education.

Name of education authority:

Name of contact person:

Address:

Town/City:

Postcode:

Telephone number:

If you are not sure what an education authority is you can read page 7 of the **Guide on How to Make a Reference** using this link:

<https://www.healthandeducationchamber.scot/additional-support-needs/publications/215>



Your Additional Support Needs

Some children need extra help at school so they can get the most out of their education. This is called having additional support needs.

Tell us about your additional support needs here.

There are lots of reasons why you might have additional support needs. You can read page 8 of the **Children's Guide on How to Make a Reference** using this link: <https://www.healthandeducationchamber.scot/additional-support-needs/publications/215>



Your Reference

You must send this form to the Tribunal within **2 months** from the date of the decision or failure that your reference is about.

Tell us what your education authority has done (or not done) that you disagree with and explain why you are making the reference.



Your Supporting Information

If you have any letters or other papers that you think will help the Tribunal to understand your reasons for making the reference, please send copies of these with this form.

Tell us anything else you want the Tribunal to know.



Witnesses

Tell us the name and contact details of any people (we call them **witnesses**) you want to speak to the Tribunal.

Name:

The position they work in:

Their address:

Their phone number:

Their email address:

Name:

The position they work in:

Their address:

Their phone number:

Their email address:



United Nations Convention on the Rights of the Child

We call this the **UNCRC** in this form.

You have a number of rights under the UNCRC (these are set out as Articles in the UNCRC, and every Article has a number). These rights are now protected by Scottish law.

You will find the UNCRC Articles in the United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024:

<https://www.legislation.gov.uk/asp/2024/1/schedule>

If you want to use the UNCRC as part of your reference, please tell us on the next page. You can use the UNCRC if you think a public authority has not done what they should in relation to your rights under the UNCRC, provided we can do what you are looking for.

A public authority includes an education authority.

Continued on the next page >

Tell us

- Which UNCRC Articles you want to use
- Why you want to use these Articles
- What you want the Tribunal to do



Your Voice

Your voice, feelings and opinions matter. The Tribunal will do its best to help you if you have any difficulties making the reference and we will do our best to help you to prepare for a hearing.

A **hearing** is a legal meeting where three independent Tribunal members listen to evidence from witnesses and hear legal arguments before it comes to a decision – a Tribunal hearing **does not take place in a court.**

Tell us if you have any communication difficulties or other support needs.

How can we help you with these during the hearing?



Your Representative

You have the right to have someone who will act as **your representative**. This can be a lawyer or someone who is not legally qualified.

You can choose whether you want a representative or not. If you don't want a representative the Tribunal will help you to present your case.

Name of representative:

Job title:

Organisation:

Address:

Telephone number:

Email address:



Your Supporter

You can have a supporter in a hearing. This is not the same as a representative. Your supporter is there for you. They cannot speak to the Tribunal.

Name of supporter:

Address:

Telephone number:

Email address:

If you want more information about the role of a representative or a supporter, you can read pages 12 and 13 of the **Children's Guide on How to Make a Reference** using this link: <https://www.healthandeducationchamber.scot/additional-support-needs/publications/215>



Last bit

Read over the form and check that you have answered all of the questions. Once you have completed the form please **sign** here.

Your signature:

Date:

Thank you for filling in this form.

Please send this form and all supporting information to the Tribunal. You can do this by email or post. **Remember to keep your own copy of everything that you send.**

Our contact details:

Additional Support Needs
Health and Education Chamber
First-tier Tribunal for Scotland
3rd Floor, Glasgow Tribunal Centre
20 York Street
Glasgow
G2 8GT

Email: ASNTribunal@scotcourtribunals.gov.uk



What happens next?

We will read your form to see if the Tribunal can help.

We will then contact you to let you know what will happen next.

If we need more information we will ask you.

For more information about what happens next, you can visit our **needs to learn** website: www.needstolearn.scot

If you have any questions, you can call us on **0141 302 5860**.

You can also contact **My rights, My say** who are the national children's agency, on **0345 123 2303** or on their website: <https://myrightsmysay.scot/>