

Are you in the  
right place?

This form can be completed by children aged between 12 and 15 years, who want to make a reference to the Additional Support Needs part of the Tribunal - we call this “the Tribunal” in this form.

## Make a Reference



# Hello!



Welcome to the Additional Support Needs part of the Tribunal. We call this “the Tribunal” in this form. You can check our “needs to learn” website (*coming soon*) for word meanings and other help.



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; or**
- ✓ **A reference appealing against your education authority’s decision about your capacity or wellbeing.**

To do this, please fill in this form.

If you think you have not been treated fairly at school then you can make a **Claim**.



To do this, you will need to fill in the “Make a Claim” form which is available on our “needs to learn” website at [this link](#).



To help you fill in this form please read the **Children’s Guide on How to Make a Reference** which is available [here](#).



## Your Contact Details

So that we can contact you about your reference please tell us your:

Name:

Date of Birth:

Address:

Telephone number:

Mobile:

Email address:



The law says that the Tribunal can only send certain information by email. The Tribunal may need to send you information by post.



## Your Parent/Carer/Guardian's contact details

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

Please tell us your parent, carer or guardian's contact details.

Name:

Relationship to you:

Address:

Telephone number:

Mobile:

Email address:

# Your Education Authority

Which Education Authority is your reference about?

Name of Education Authority:

Name of contact person at Education Authority:

Address:

Town/City:

Postcode:

Telephone number:



(If you are not sure what an Education Authority is then please read page 7 of the **Guide on How to Make a Reference** before completing this section.)



## 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.

Explain what your additional support needs are:



There are lots of reasons why you might have additional support needs. Please read page 8 of the **Children's Guide on How to Make a Reference** for more information.



## 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.



To understand more about the **different types of references** you can make and **what information the Tribunal wants to know** please read page 9 of the **Children's Guide on How to Make a Reference**.

Explain what your Education Authority has done (or not done) which you disagree with and why you want to make a reference:



## Your Supporting Information

Please enclose any documents you think would help the Tribunal to understand your reference.



Is there anything else which you would like to tell the Tribunal to help them understand your reference?





You can write here the name and contact details of any people (we call them “witnesses”) you want to speak to the Tribunal.

**Please tell us their name, the position they work in and their address + phone and email details.**



## Your Voice!

Your voice, feelings and opinions matter.

The Tribunal will do its best to help you overcome any difficulties that you have when making your reference.



Please tell us if you have communication difficulties or other support needs.

What can the Tribunal do to help you with these during the hearing?



## Your Representative

To help make sure the Tribunal hears your views, you have the right to have someone who will act as **your representative**.

Please tell us your representative's contact details:

Name:

Job Title:

Organisation:

Address:

Telephone number:

Email address:



## Your Supporter

As well as a representative, you can have someone attend the hearing with you, to support you.



If you want more information about the role of a representative or a supporter, or you do not have a representative or supporter, please see pages 12 and 13 of the **Children's Guide on How to Make a reference.**

Please tell us your supporter's details

Name:

Address:

Telephone number:

Email address:

# Last bit

Please 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.

You need to **send** this **form** and **all supporting information** to the Tribunal. You can do this by **email** or **post**.

Our contact details are:

Additional Support Needs, Health and Education Chamber

First-tier Tribunal for Scotland

Glasgow Tribunals Centre

20 York Street, Glasgow, G2 8GT

email: [ASNTribunal@scotcourtribunals.gov.uk](mailto:ASNTribunal@scotcourtribunals.gov.uk)

## What happens next?

We will read your form to see if the Tribunal can help with the matters you have raised.

We will then contact you to update you on what will happen next and, if necessary, ask you for more information.



For more information about what happens next, please visit our “needs to learn” (*coming soon*) website which has lots of useful information.



If you have any questions you can contact us on:  
0141 302 5860.