



**UPPER TRIBUNAL
ADMINISTRATIVE APPEALS CHAMBER**

**APPLICATION FOR PERMISSION TO APPEAL
and
NOTICE OF APPEAL**

from decisions of the

**Special Educational Needs Tribunal for Wales
(SENTW)**

Office stamp
(date received)

You **must** apply to **SENTW** for permission to appeal before you fill in this form.

Use this form *either* (1) **to apply to the Upper Tribunal for permission** to appeal if **SENTW** has **refused you permission** to appeal
or (2) **to appeal to the Upper Tribunal** if **SENTW** has granted you permission to appeal.

Please Use **black ink** and complete the form in **CAPITAL LETTERS**
Use another sheet of paper if there is not enough space for you to say everything.
(Please put your full name at the top of the sheet.)

A About the Applicant/Appellant

Is the applicant/appellant:
a parent or other person with parental responsibility?
or a local authority or a responsible body?
Please tick the appropriate box

B About the child

Surname

Other names

Address

Postcode

Date of birth

Is the child:
a boy?
or a girl?

C**About the parent or person with parental responsibility**Title Mr Miss Ms Other Surname Other names Address

Postcode Telephone number Email address **D****About the parent's representative**Does the parent have a representative? No Yes Name of Representative If non-legal state profession Address

Postcode Daytime telephone number Email address

E**About the local authority or responsible body**

Please give the name of the local authority or responsible body

Name of
authority or
responsible
body

Name and
position of
official
handling the
case

Address

Postcode

Daytime
telephone
number

Email address

F**About the SENTW which decided your case**

Where was the tribunal hearing?

What was the date of the tribunal?

What was the tribunal's appeal / claim
number?
(This will be on the decision)

G**Reasons for any delay**

*Note: You must apply to SENTW
for permission to appeal before you
fill in this form*

Did SENTW refuse you
permission to appeal
because you were late?

No

Yes

Has more than one month passed since SENTW sent you notice of the
grant or refusal of permission to appeal

No

Yes

Request for an oral hearing of an Application

N.B. In this section you may ask for an oral hearing of your application for permission to appeal.

If the Upper Tribunal refuses you permission to appeal without an oral hearing you will be given the opportunity to make another application for permission with an oral hearing

Has SENTW given you permission to appeal?

Yes **Your case is an appeal.** Go straight to **Part J** on the next page

No You are applying to the Upper Tribunal for **permission to appeal**. Do you or your representative wish to have **an oral hearing** before the Upper Tribunal at this stage?

No

Yes Please say why

Would you like the hearing to be in private?

No

Yes Please say why

Would you like the hearing to be conducted in Welsh?

No Yes

I **apply for permission to appeal** against the decision of SENTW

or

I **appeal** against the decision of SENTW.

I **authorise** my representative to act on my behalf in all proceedings before the Upper Tribunal*

* Delete if you have no representative or you are a solicitor filling in this form on behalf of a client

Signature of applicant or appellant

Date

AFTER YOU HAVE COMPLETED THIS FORM –you should send it to the offices of the Administrative Appeals Chamber of the Upper Tribunal at:-

Administrative Appeals Chamber of the Upper Tribunal,
Cardiff Civil Justice Centre,
2 Park Street,
Cardiff, CF10 1ET.
Tel: 02920 662257

You MUST enclose the following documents with this form -

- a copy of the decision and written statement of reasons issued by SENTW
 - a copy of the letter from SENTW telling you that you have been granted or refused permission to appeal
 - a copy of any funding notice or legal aid certificate
- IF YOU DO NOT SEND THESE DOCUMENTS YOUR APPEAL MAY NOT BE ADMITTED OR MAY BE DELAYED.**

The Office will let you know when they have received this form. Contact the Upper Tribunal office in Cardiff if you are not told within a week that the form has been received.