



Tribunals Service

Special Educational Needs
and Disability

Request Form (SO4)

Childs Name:

Appeal/Claim number

In all cases complete Sections A and B.

Complete section C where indicated

WE AIM TO DEAL WITH ALL REQUESTS WITHIN 5 WORKING DAYS OF RECIPT

I am the: (please tick as appropriate)

Parent

Parents' representative

Responsible Body

LA

Is this your first SO4 request YES/NO If No please state dates of previous requests.

A) I wish to apply to the Tribunal:

(Please tick as appropriate)

To extend time in which to send the response to the appeal/claim. You will need to inform us of the date you wish to extend the response to in **Section B** of this form

To extend the time in which to comply with the Tribunal's direction(s). You will need to identify which direction you are applying about and the date you wish to extend it to in **Section B** of this form

To change the SEN Appeal Directions made

To change the case management directions in a DDA case

- To apply for the case to be given a case management hearing
- To apply to have the hearing date earlier than that set out in the Directions (to expedite the hearing)
- To make an amendment to my appeal against Parts 2 and/or 3
- To change the school to be named in part 4
- To submit after week 16 evidence additional to that directed in the SEN Appeal Directions or notified on the SO3a
- To bring additional witnesses (more than 3 in SEN cases and more than 5 in DDA cases). Please give details of the additional witnesses in **Section B** as well as the reasons.
- Request that an observer attends the final hearing (please give the name of the person in **Section B** as well as the reasons)
- To join the appeal/claim as an additional party
- To join someone else/ another body as a party to the appeal
- To join the appeal/claim to replace a parent/parents, LA or responsible body
- for an order asking somebody who is not a parent, LA or responsible body in the case to produce some information they have that is relevant to the case (**complete section C as well**)
- To require that the parents make the child available for assessment. (Before the Tribunal can make a decision on your request we require evidence that the parents have been asked but refused the request)
- To require that the school/educational setting allow access to an appropriately qualified person. (Before the Tribunal can make a decision on your request we require evidence that the school/education setting has been asked but refused the request)
- To strike out the parents' appeal/claim
- To bar the LA or responsible body from taking further part in the proceedings
- For a postponement (to delay the Hearing date set)
- For an order that a person who does not agree to come to the hearing to give evidence be required to attend (a witness summons) (**complete Section C as well**)
- To withdraw my appeal / claim

- To withdraw my case less than 2 weeks before the hearing date
- To reinstate my case after it has been withdrawn. (This must be within 28 days of the date of the withdrawal)
- To reinstate the proceedings after they have been struck out, or to lift the bar on the LA/ responsible body taking further part in the proceedings. (This must be within 28 days of the Tribunal sending notification of the striking out or barring)
- For the Tribunal to confirm an agreement that has been reached between the parties and to make a Consent Order
- For costs
- Other (please specify)

B) The reasons I am applying are:

(Note- Dates MUST be supplied)

C) Additional information required for a witness summons or order asking somebody who is not a parent, LA or responsible body to produce some information they have that is relevant:

Name

Address

Occupation

Please state:

- a) Why he/she will not attend without a summons?
- b) What contribution will he/she make to the hearing?

- OR Description of the document(s)/information that the person who is not a party to the case can produce

I confirm that I have sent a copy of this application to the other party on

[Date] _____.

Signed.....

Print name.....

If you are a representative please give name of the party you are representing

For office use only

Registration Date:

Hearing Date: