

IASS
●●●● Bromley.



Tribunal support

What we can and cannot provide










In partnership with



The role of Bromley Information, Advice and Support Service (IASS) is to encourage joint working between parents, children, young people, the Council, educational settings and voluntary bodies in identifying, assessing and making provision for pupils who have Special Educational Needs and Disabilities (SEND).

Working together at an early stage to explain and clarify issues can often prevent misunderstandings or disagreements and so stop matters escalating. Where such intervention does not resolve a disagreement, it may be necessary to consider a more formal route such as disagreement resolution, Mediation or appealing to the SEND Tribunal.





Where a parent or a young person wishes to make a formal appeal to the SEND Tribunal, we will make every effort to advise and support them through the process by:

-  Providing information about the SEND Tribunal Process
-  Giving advice about how to make an appeal
-  Providing support and guidance on how to prepare the case and prepare for the appeal hearing
-  Support parents and young people to be empowered to advocate for themselves during the process and at the hearing
-  Managing expectations of those we are supporting
-  Signpost to other agencies for support if appropriate
-  Assessment of decisions and next steps

Representation at first tier tribunal

In some circumstances we will provide representation at first tier tribunal. Each case is assessed on an individual basis of need, and we would have to be involved from the start of the process.

If we agree to provide representation this would include:

-  Help to complete paperwork and provide evidence to the Tribunal
-  Making enquiries about your specific case and emailing paperwork to the Tribunal if you are unable to do so (with written consent)
-  Liaise with the Council legal team on your behalf
-  Support at the Tribunal hearing and if you are unable to do so, speaking at the Tribunal on your behalf

What else you need to know - the important bit!

- As Bromley IASS Support Officer's we have had some legal training appropriate to our role but we are not legally qualified in SEND.
- Where we act as 'representative' for you, we are not acting as a legal representative (such as a solicitor, barrister or legal executive).
- You remain in control of the process at all times and must share information and documents with your witnesses and all relevant parties, we do not have the capacity to do this.
- We may seek additional support with supporting you, due to capacity within the service, from one of our trained and experienced Independent Volunteer Supporters (IVS).
- We are a parent led service; you must keep in touch with us.
- If you instruct legal representation or a private advocate then we will step back from active involvement.

Global Mediation

The mediation and disagreement resolution services in Bromley are currently provided by Global Mediation which is a professional mediation service which is independent of the Council.

The service can be contacted by:

- Calling 0800 0644488
- E-mail sen@globalmediation.co.uk

For further information visit the Global Mediation website:

globalmediation.co.uk/special-educational-needs-disability

Get in touch with us



Email us on iass@bromley.gov.uk



Alternatively, you can text us on 07834 106 347

Call us on 020 8461 7630

Monday to Friday 9.30am - 1pm and 2pm - 4pm

or visit www.bromleyiass.org.uk

