



SEND Tribunal Case Review form

The Tribunal has introduced a new “**Case Review Form**” to assist with case management. The Case Review form now replaces the **Attendance Form**.

Its purpose is to help the Tribunal manage cases as efficiently as possible, by getting an update on the case and to see if there has been any progress on agreeing issues that were in dispute ahead of the hearing.

When you are told to complete this form, you will also use it to update the Tribunal and local authority about who is attending the hearing (instead of an Attendance Form).

The Tribunal will tell you if you need to use this and send it to you to complete by a set date.

If you are not sure if you need to use the form, check the letter and any Directions (Orders) you have received from the Tribunal. If you are told to use the form but don't receive one, contact the tribunal to request it.

The Case Review Form is a WORD document, and you can type into the boxes. The Form must be completed before the Bundle is due. The date for this is in your Registration letter.

How to complete the Case Review form

Enter your **child's full name** and **Appeal Number**

The **Appeal Number** is the Hearing number.

Important Note: The appeal number should be on **all** emails you send to the LA and SEND Tribunal or receive from them. You will also find it on your Registration Letter.

First-tier Tribunal Special Educational Needs and Disability
SEND45

Case review

Child or Young Person's name

Appeal number

Question 1 – How the appeal is progressing

This is to notify the SEND Tribunal for the **outstanding** issues that the tribunal need to make a decision on. If the appeal was lodged for multiple issues but some have been resolved you can leave the boxes blank of anything already agreed.

You can tick as many boxes as relevant.

Progress of the appeal

1. Issues often change during the lifetime of the appeal, as parties discuss and reach agreement on some points. If you have already reached agreement on some issues, what decisions are left for the Tribunal to make in your appeal? (leave out everything already agreed).

- Refusal to secure an EHC Needs Assessment
- Refusal to secure a Re-Assessment of EHC Needs
- Refuse to Issue a EHC Plan
- Contents of EHC Plan Section B – special educational needs
- Contents of EHC Plan Section F – special educational provision
- Contents of EHC Plan Section I – educational placement
- Contents of EHC Plan - Sections C and D – Health
- Contents of an EHC Plan Sections D and H – Social Care
- Cease to maintain the EHC Plan

There can be more than one box ticked. For example:-



Question 2 –Working Document for Contents of an EHC plan

This section is asking if there is a working document. You will have a working document if your appeal includes B and/or F.

This is completed if you are appealing the **contents of the EHC plan**.

This **working document** also needs to be sent with the **Case Review form**.

2. In cases considering the contents of an EHC plan, is there a working document which sets out the changes proposed to the EHC plan and any agreement reached?

- Yes. The latest version is

and dated (please include it with the form)

Day

Month

Year

If yes - include the date of the latest version of the Working Document or tick No



- No

Question 3 – The outstanding issues between parties

List all the key issues that are still outstanding between yourself and the LA to be decided by the SEND Tribunal.

3. Please list the headline issues outstanding between the parties which are to be decided by the tribunal?

1.

2.

3.

4.

Note 3: For example – description of speech and language needs and specification of speech and language provision; specification of hours of or to one support required.

For Example:

It could be that the LA are still to name a School.

Question 4 – Educational Placement

You will need to confirm if your child or young person is currently attending a school or college.

If they are not attending a school give the reasons why not, when they last attended and any provision they are receiving now.

This needs to be completed for Section I appeals.

Educational placement

In cases where the tribunal must decide the Educational Placement to be named in Section I.

4. Is the child or young person currently attending school or college

Yes

No. Give details of when they last attended school or college and any educational provision they are receiving now

e.g. John has not attended his school placement since 4th February 2024 due to the school not meeting needs. The local authority arranged for 1 hour of alternative education a week



Question 5 – Your preference of education setting

This section is asking for the name and address of the School or Post 16 setting that you are requesting.

This needs to be completed for Section I appeals.

If the type of School you wish to name is an **Independent School** you must have a written offer of a place and this must be sent off along with this Case Review Form. The offer must be dated after the Hearing date. (See Note 6 on the next question).

5. What is the name and address of the school or post 16 institution requested by parents or young person?

Name of school or post 16 institution

Building and street

Second line of address

Town or city

County (optional)

Postcode

If you don't yet have a preferred school state this in the top box

If you have two preferred schools you will need to make a note of this by right clicking, go to 'edit text' and typing the other School's name and address in the box.

Question 6 - The School that the Local Authority have named

This section is asking for the name and address of the School or Post 16 setting that is being proposed by the local authority

This section needs to be completed for section I appeals.

6. What is the name and address of the school or post 16 institution proposed by the local authority?

Name

Building and street

Second line of address

Town or city

County (optional)

Postcode

Note 6: If a parent or young person is requesting an independent school or college not approved under s.41 of the Children and Families Act 2014, the tribunal must have evidence of an offer of a place for the child or young person or the placement cannot be named.



If the LA don't have a school state this in the top box

Question 7 – Readiness for the hearing

This section asks the parent to give details on the readiness for the hearing. If you feel the appeal is ready to be decided at a final hearing, you can tick yes, or No if more time is needed.

Readiness for hearing

7. Do you consider the appeal ready to be decided by the tribunal at a final hearing?

- Yes. **Go to question 10.**
- No. Please explain why not and when it is likely to be ready for a hearing?

If Yes - go to question **9** (we know it says 10 but you go to 9!).

If no, you will need to explain why you feel it is not ready, as well as when it is likely to be ready for a hearing. This could be, for example, you are waiting for a report from a professional.

Question 8 – The appeal is not ready

This is to let the tribunal know that the appeal is not yet ready and a new timetable for key dates has been agreed by both parties.

Appeal not ready

8. Do the parties want a new timetable?

- Yes. The parties have agreed to a new timetable set by the tribunal as shown below
- No.

Final evidence

Day Month Year

Update Case Review Form Deadline

Day Month Year

Supplementary bundle deadline

Day Month Year

Final working document deadline (if applicable)

Day Month Year

If you have been in communication with the LA (before completing this form) to agree that the Hearing is not ready and a new timetable for key dates has been agreed then you would complete YES and give the agreed future dates, otherwise it is NO.

Final hearing date

Day Month Year

And any other directions agreed

Question 9 – Appeal is ready and you have a representative

This section is asking if you have a representative acting for you. Most appeals are made to a tribunal without a **legal** representative, but if you do have a representative this is where you provide their details

You must let Tribunal know if you have decided to stop using your representative or if their contact details change.

A person from the SENDIAS service is **not** a representative for the purpose of the form

Appeal is ready

9. Do you have a representative acting for you?

Yes. Give details below.

No. Go to question 11.

Please give the name and status of any representative you will have at the hearing.

Representative's name

Status or occupation

local authority officer

volunteer representative

paid representative

solicitor

counsel

other – please give details

If you don't have a representative tick No, and go to question 10 (we know it says 11 but you go to 10!).

If **Yes**, provide the details of your representative for the hearing

Question 10 – Parent Supporter or Advocate

An advocate is someone who knows you, who understands what you think about the issues in the appeal and so can speak on your behalf and attend the hearing.

10. If you are a parent or young person, will a parental supporter or advocate be attending the hearing.

Yes. Give details below.

No

Name

Status or occupation

parental supporter

parent's advocate

young person's advocate

Note 10: This is a different person from a representative. They will support the parent or young person at the hearing but **not represent them in the appeal** or help them express their views.

If you have a Supporter or an advocate then you would tick Yes and give their full name and tick their role.

Question 11 – Listing the witnesses

This section asks for any details of any witnesses that you would like to attend the hearing. You don't have to have witnesses if you feel your written evidence is sufficient.

If you do want witnesses you must list the witnesses you will rely on in court.

A Case Review form is now used instead of an attendance form

Remember you must email them prior to completing this form to let them know you are calling them

11. What are the names and occupations of your witnesses?

Witness 1 – Name

Occupation

Witness 2 – Name

Occupation

Witness 3 – Name

Occupation

Note 11: You must list the witnesses you will rely on in court here.

Witnesses that are not listed are unlikely to be allowed to attend the hearing unless there are good reasons.

You would put the names of your witnesses here.



Question 12 - Witness Statement or report from witnesses

This is where you confirm that your witnesses have provided a witness statement or a report which will be in the Bundle. See the Note 12

"TBC" is not acceptable, and the form will be returned and deemed that the response is non-compliant and those witnesses once identified, are unlikely be allowed to attend the hearing unless there are good reasons

12. Have all your witnesses provided a witness statement or report of their evidence?

Yes

No. Please explain why not.

Note 12: All witnesses attending a hearing must have provided a written report or witness statement as written evidence in the appeal.

Any oral evidence given by a witness at a hearing will be in addition to their written evidence.

If no, you must explain why a report or written statement has not been provided.



Question 13 – Special Requirements

This section asks you to state if you or your witnesses need any special requirements, this can be things such as documents in alternative formats or help with communicating or something else to feel comfortable at a hearing. You can highlight a learning or medical need that you may have too.

If English is not your first language you can ask for an interpreter.

Special requirements

13. Please let us know of any special requirements you or your witnesses may have.

Note 13:

Special requirements can include:

- documents in alternative formats, colours and fonts
- help with communicating, sight, hearing, speaking and interpretation
- having a person or assistance animal for support at a hearing
- something else to feel comfortable at a hearing
- access and mobility support if a hearing takes place in person

You may need extra time to process questions or special equipment is needed, such as hearing loops, wheel chair access etc.

Question 14 – Paper or Oral Hearing

This section is asking if you consent for the appeal to be decided by a tribunal on the documents without taking part in an oral hearing. For this to happen it needs to be agreed by both parties and a Judge. If this was agreed the decision would be based on the evidence that has been submitted.

It means that you won't have a face to face / virtual Hearing and the evidence will be looked at 'on the papers'.

Type of hearing

14. Do you consent to the appeal being decided by a tribunal on the documents without taking part in an oral hearing?

Yes

No

If you prefer an **oral hearing**, you should tick **no**

Question 15 - Additional information for the Tribunal

If there is anything else you want to say to SEND Tribunal you would write it in this box

15. Do you want to tell the tribunal anything else about the hearing?

Question 16 - Signing the form

You must type your name in the boxes

16. Signature

Send your completed form to tribunal by the **Bundle Deadline**. You can find this date in the case directions document.

You sign the form by typing your name twice

Print name

Send the completed SEND 45 form to SEND.Justice.gov.uk

Using the following format in the subject heading

Current hearing date: for example "HD 11/11/25

Appeal Number: (starts with EH)

Child/young person's full name:

Subject:

For example: HD 11/11/25 EH 93623/05667 John Smith CASE REVIEW
FORM

Remember to send a copy to the local authority.