



UPPER TRIBUNAL  
ADMINISTRATIVE APPEALS CHAMBER

APPLICATION FOR PERMISSION TO APPEAL  
and  
NOTICE OF APPEAL  
from First-tier Tribunal  
Special Educational Needs and  
Disability Discrimination in Schools

Office stamp  
(date received)

You **must** apply to the First-tier Tribunal 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 the First-tier Tribunal has **refused you permission** to appeal or **refused to admit your application** because you were late  
or (2) **to appeal to the Upper Tribunal** if the First-tier Tribunal 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  
bodyName and  
position of  
official  
handling the  
case

Address

  
  

Postcode

Daytime  
telephone  
number

Email address

**F****About the First-tier tribunal which decided your case**

Where was the tribunal hearing?

What was the date of the tribunal?

What was the tribunal's register number?  
(This will be on the decision)**G****Reasons for any delay***Note: You must apply to a first-tier  
tribunal for permission to appeal  
before you fill in this form*Did the First-tier Tribunal  
refuse to admit your  
application because you were  
late?No ☐Yes ☐Has more than one month passed since the First-tier Tribunal sent you  
notice of the grant or refusal of permission to appeal or notice that your  
application has not been admitted?No ☐Yes ☐

**G continued**

### Reasons for any delay

If the answer to either of the above questions (or both) is “yes”, please explain the delay

*If you want to say more, please use another sheet of paper with your name and appeal reference number on it and attached it to this form*

## H

## Reasons for appealing

Note: you can only appeal if you think the First-tier Tribunal was wrong on one or more **points of law**

Please state what error of law you consider the First-tier Tribunal has made.

(If the First-tier Tribunal granted you permission to appeal on limited grounds and you are now appealing please state whether you also wish to apply for permission on additional grounds and tick both boxes in **Part J**)

[illegible]

*If you want to say more, please use another sheet of paper with your name and appeal reference number on it and attach to this form*

## I Request for an oral hearing of an Application

N.B. This section is concerned only with initial oral hearings of applications for permission to appeal. If you are given permission to appeal, you will be given the opportunity to ask for an oral hearing of the appeal at a later stage when you have seen all the written submissions in the case. If you are refused permission without an oral hearing you will be given the opportunity to make another application for permission with an oral hearing

Has a First-tier Tribunal 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

I **apply for permission to appeal** against the decision of the First-tier Tribunal ☐  
or  
I **appeal** against the decision of the First-tier Tribunal. ☐

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** – please send it to

If the First-tier Tribunal hearing was in **England**: The Upper Tribunal Office (Administrative Appeals Chamber) 1<sup>st</sup> Floor, Procession House, 55 Ludgate Hill, London, EC4M 7JW. Tel: 020 7029 9850.

If the First-tier Tribunal hearing was in **Wales**, or you live in **Wales**, you may send the form to the London address or to: The Upper Tribunal (Wales), Cardiff Civil Justice Centre, 2 Park Street, Cardiff, Wales, CF10 1ET. Tel: 029 2037 6488.

**You MUST enclose the following documents with this form -**

- a copy of the decision notice and written statement of reasons issued by the First-tier tribunal
  - the letter from the First-tier Tribunal telling you that you have been granted or refused permission to appeal or that your application has not been admitted
  - 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 if you are not told within a week that the form had been received.

