



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  
RepresentativeIf 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 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 appealNo ☐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 SENTW was wrong on one or more **points of law**

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

(If SENTW 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 SENTW appeal/ claim number on it and attach to this form*

## I 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 376460

**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.