

Permission to appeal to the Upper Tribunal: Application form

It is important that you read our guidance booklet ***Permission to Appeal to Upper Tribunal: Guidance (ETW 22)*** before filling in this form. An application must be made so that it is received by the Tribunal no more than 28 calendar days from the date when the Tribunal sent its decision.

Please write clearly in **black** ink and CAPITAL LETTERS.

If you need help to fill in the form, contact our helpline on **0300 025 9800**.

This document is also available in Welsh. Please contact the Tribunal for a Welsh version of this document.

ETW welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding. The Tribunal also welcomes phone calls in Welsh or English. You may submit forms, documents, and make written representations to ETW in Welsh or English.

Section 1 – Case details

Appeal or claim reference number:	
Child or young person's name:	
Name of local authority, FEI or responsible body:	
Date of Hearing:	
Date decision was sent to you by the Tribunal:	

Section 2 – Your details

You must be a party to the case to appeal the decision. Please put a X in the correct box below to indicate your involvement in the case:

Child or young person

Child's parent

Case friend of a child who lacks capacity

Representative of a parent or young person who lacks capacity

Local authority officer

FEI officer

Responsible body officer

Please provide your details here:

Name:

Profession (if applicable):

Email Address:

Telephone:

Mobile:

Address (including postcode):

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Section 3 – Representative

If you have a representative, please provide details:

Name of representative:

Profession and organisation:

Email address:

Telephone:

Mobile:

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Address (including postcode):

Are they legally qualified:

Yes

No

Do they wish to communicate in Welsh or English?

Welsh

English

Section 4 – Information about your application for permission

We can only send papers and documents to **one** of the people named on this form. Please indicate who this should be by ticking **one** box below:

To you (named in section 2)

To your representative (named in section 3)

Language Preference

ETW welcomes receiving correspondence and phone calls in Welsh or English. You may also submit forms, documents, and make written representations to ETW in Welsh or English.

Corresponding in either language will not lead to a delay in our response. Please let us know which language you would prefer below.

Written communication :

Welsh

English

Verbal communication:

Welsh

English

Do you wish to speak Welsh in any legal proceedings that may result from this application?

If we can help by translating our letters to you into another language, or into Braille, or if you have any other requirements, we will do our best to meet your needs (free of charge). This may mean that your appeal takes us longer to prepare. **Please tell us what you need:**

Section 5 – Reasons for making your application for permission

Please explain why you think that the Tribunal decision is wrong in law. You may want to refer to the guidance notes before completing this section.

If you need more space continue on a separate sheet of paper but make sure that it is securely attached to your application with the appeal / claim number clearly marked.

Tick this box if you have continued on a separate page:

Section 6 – Result

What results are you looking for in making this application?

Tick this box if you have continued on a separate page:

Section 7 – Your signature

Signed:

Name

(IN CAPITALS):

Date:

Sending us your application

Once you have filled in the form, please make sure that you have made a copy of your Application and that you have signed it.

Please send the completed form and copies of all the relevant documents to us at:

educationtribunal@gov.wales

OR

Welsh Tribunals Unit

PO Box 100

Llandrindod Wells

LD1 9BW

If you need to contact us by telephone our number is: **0300 025 9800**