

# Preparing for Tribunal: Step-by-Step Checklist

## Paperwork

- ☐ Gather all relevant evidence (reports, assessments, school records, emails)
- ☐ Organise in date order
- ☐ Label sections clearly
- ☐ Keep both paper and digital copies

## Sending Documents

- ☐ Send copies to the Tribunal and the Local Authority (LA)
- ☐ Follow the Tribunal's instructions for how to send documents
- ☐ Double-check nothing important is missing

## Tribunal Case Directions

- ☐ Read the Tribunal's registration letter carefully
- ☐ Note all deadlines in a calendar or planner
- ☐ Follow each instruction step-by-step

## Deadlines

- ☐ Submit evidence by the deadline given
- ☐ If late evidence is unavoidable, request permission to submit it

## Witnesses

- ☐ Decide who will give evidence to support your case
- ☐ Ask them early and confirm their availability
- ☐ Confirm whether they will attend in person, by video, or submit a statement

## Witness Summons (if needed)

- ☐ Apply early if a key witness is unwilling to attend voluntarily
- ☐ Explain why their evidence is essential