



The Independent Helpline for Special Educational Needs

Small-group, one-day workshop
SECONDARY TRANSFER

- This is a practical foundation workshop using case examples, and is designed for parents wanting to know how to start to fight effectively to make sure their children's needs are met.
- Participants are invited to bring along any papers relating to their children's needs, as there will be ample time for questions and discussion.
- Places are limited because of the interactive nature of the workshop.
- During the course of the year we also offer to tackle particular topics in greater detail, such as appealing a statement or appealing after an annual review.

Thursday 23 February 2012

9:30am – 4:30pm

Electroline House, 15 Lion Road, Twickenham, Middlesex TW1 4JH
Behind Tesco Metro • Buses 110, 267, 281, 490, H22 and R70 stop nearby

Workshop fee: £50 per person

An **attendance certificate** can be provided if required. Please indicate on the booking form if you would like one

A sandwich lunch will be included

For further information and queries, contact MARTIN DEAN at the address below or via email on martind@sossen.org.uk



The Independent Helpline for Special Educational Needs

Small-group, one-day workshops
SECONDARY TRANSFER

Programme

09:30 **Coffee and introductions**

10:00 **Hands-on session**

- Getting started
- When to appeal and the time frame
- Checking the statement. Which parts of the statement to appeal (your chance to appeal Parts 2, 3, 4)
- Obtaining independent advice and additional information re costs, schools, transport, etc. Using the request for changes form
- Preparing the appeal document, including the reasons in detail

Coffee

- Checking the local authority response
- Reading, using and sending to Tribunal your new evidence
- Preparing a parental statement

13:30 **Lunch**

- The working document – how to go about it
- Hints for the day of the hearing
- Individual cases for discussion

16:30 **Close**



The Independent Helpline for Special Educational Needs

<h2>Booking form</h2> <p><i>Please use a separate form for each person attending</i></p>	
Workshop	SECONDARY TRANSFER
Date	<input type="checkbox"/> Thursday 23 February 2012
Time	9:30am – 4:30pm
Venue	Electroline House, 15 Lion Road, Twickenham, Middlesex TW1 4JH
Name	
Address	
Post code	
Telephone	
Mobile	
Email <i>essential</i>	
I enclose a cheque for £ 50	<input type="checkbox"/> Tick here if you require an attendance certificate

Please make cheques payable to **SOS! Special Educational Needs**

Send your cheque and booking form to
Martin Dean, 275 Staines Road, Twickenham, Middlesex TW2 5AY