



Meeting and Tribunal Support

Information Summary Sheet

We often get requests West Berks SENDIASS to attend meetings.

Due to the number of parents/carers, children, and young people we support we are not able to accept all the meeting requests we receive.

Meeting requests will always be looked into, and a decision will be made based on the below guidelines.

Meetings

- Requests for meeting attendance must be received at least **2 weeks** prior to the meeting date
- Meeting attendance from SENDIASS is subject to our availability and may be reduced in busy periods
- Meetings in person (sometimes called face-to-face meetings) are subject to availability, necessity*, and location.
- SENDIASS may offer to attend a meeting virtually, using Microsoft Teams or Zoom online, if attending a meeting in person is not possible.
- Advisers will only attend meetings if they have a valuable contribution to make or if you are unable to advocate for your child, or yourself. *
- If we do not agree to attend a meeting, we can provide support before the meeting or signpost you to relevant resources, if given enough time before the meeting date, and offer support after the meeting.

Tribunals

- SENDIASS Advisers can attend Tribunals with you if they are available and if you are unable to independently advocate for your child, or yourself. *
- At Tribunals Advisers can attend in a supporter or a representative role. Attendance as a supporter or representative **must** be agreed with your Adviser before naming them on an appeal form.

*Please see [Additional Support Needs](#) for more information

Self-Advocacy

Self-advocacy means being able to speak for yourself. Our role at West Berks SENDIASS is to provide information and tools to give you the confidence to express your views, wishes, and rights.

You are the best person to speak for your child or for yourself.

Resources

To support you we have created the below resources:

[Top Tips for meetings Factsheet](#)

[How to Prepare for a Successful Meeting Webinar](#)