

Appeals Process

In most cases to make an appeal, you will first need to speak to a mediation advisor to discuss whether mediation may help before going ahead with an appeal. This must be done within two months of the date of the enclosed letter. Warwickshire has contracted an independent mediation company to provide this service for you free of charge.

An appeal to tribunal will not be accepted unless you have a certificate from a mediator. This confirms that you have considered mediation, even if you choose not to go ahead.



Prime Resolution
01952 303038 / 07582 548611
info@prime-send.co.uk

Prime Resolution
Meeting Point House
Southwater Square
Telford
TF3 4HS



Once you have received the certificate after the mediation process is complete, you may still wish to appeal to the First-tier tribunal (Special Educational Needs and Disability). The tribunal must receive your appeal within 2 months of you getting your decision letter, or within one month from the date of the mediation certificate, whichever is later.

The tribunal is independent of the government and will listen to both sides of the case before making a decision. They can be contacted on:

Telephone 01325 289350
Email: send@justice.gov.uk
First- Tier Tribunal (Special Educational Needs and Disability)
1st Floor, Darlington Magistrates Court
Parkgate
Darlington
DL1 1RU

More information about the appeals process can be found on the [local offer](#)