



Additional Support Needs Tribunals for Scotland

Standing Direction to Education Authorities on Information on the Child

1. In order to ensure that in each reference there is available to the Tribunal relevant background information relating to the child who is the subject of the reference, it is appropriate that a standard direction be issued to all Education Authorities to ensure consistency in this regard.
2. On or before the date of expiry of the case statement period, whether or not any response is to be lodged, the education authority shall provide to the Secretariat copies of the following documents relating to the child
 - a. A copy of the child's attendance record at school for the last complete school year
 - b. A copy of the child's most recent Individualised Education Programme (IEP) or equivalent document
 - c. A copy of the most recent school report, or reports, for the past year
3. In the event that this documentation, or any part of it, is not produced at the time indicated, the Education Authority shall explain in writing why it has not been possible to comply with this direction.
4. The above documentation shall be produced unnumbered and separately identified from the Education Authority response. On receipt by the Secretariat, it shall be copied and added to the papers as forming part of the bundle collated by the Tribunal which will include any relevant Tribunal or convener directions and will be numbered with the documents pre-fixed by the letter T. This information will then be issued to all parties by the Secretary on distributing the documents in terms of Rule 9.
5. The Education Authority is directed to produce their response documentation numbered consecutively from page 1 onwards with the pre-fix R to denote the respondent's bundle. The letter A will pre-fix the appellant's bundle.
6. In addition the Education Authority is directed to produce to the Secretariat, by the end of the case statement period, information on the reason additional support is required in terms of the agreed statistical return to the Scottish Executive consistent with the Pupil Census Return categories.

Jessica M Burns, President
March 2007

