



Refusal to Assess Guide

Next steps after refusal to assess for EHCP

- A letter will be sent from the LA telling you the reasons for refusal (please send me a copy)
- The letter will tell you about appealing. Even if you don't want to go to mediation you still have to contact a mediator.
- When you call the mediator you will need to give them the date on the letter of refusal from the LA and you need to do this within 2 months of the date of the letter.
- The mediator will book in a time and date with you for a MIAS conversation. This will be to discuss your options.
- After the MIAS conversation they will either contact the LA for a mediation date or issue a mediation certificate so that you can go straight to tribunal.
- If you decide to go straight to tribunal, we will need the LA letter and a copy of the mediation certificate. We will complete and send the tribunal paperwork on your behalf. At this stage in the process the tribunal is heard solely on the paperwork, therefore you don't need to attend.
- Once the paperwork has been sent to the tribunal, they will reply with a date for when both parties have to submit any additional paperwork by and a range of dates for the hearing.

