

**Are you in the  
right place?**

This form can be completed by children who want to make a disability discrimination claim to the Additional Support Needs part of the Tribunal - we call this “the Tribunal” in this form.

## **Make a Claim**



# Hello!



Welcome to the Additional Support Needs part of the Tribunal. We call this “the Tribunal” in this form. You can check our “needs to learn” website for word meanings and other help.



You are not on your own. The Tribunal’s staff are here to help you.



If you think you have not been treated fairly at school then you can make a **claim**. To do this, please fill in **this form**.

If you want to change the support you get at school then you can make a **reference**.



To do this, you will need to fill in the “**Make a Reference**” form which is available on our “needs to learn” website at [this link](#).



To help you fill in this form please read the **Children’s Guide on How to Make a Claim** which is available [here](#).



## Your Contact Details

So that we can contact you about your claim please tell us your:

Name:

Known as:

Date of Birth:

Address:

Telephone number:

Mobile:

Email address:



The law says that the Tribunal can only send certain information by email. The Tribunal may need to send you information by post.



## Your Parent/Carer/Guardian's contact details

You don't have to tell us this, but it helps us, if your parent/carer/guardian decides to attend the hearing.

Please tell us your parent, carer or guardian's contact details.

Name:

Relationship to you:

Address:

Telephone number:

Mobile:

Email address:

# Your Responsible Body

Which Responsible Body is your claim about?

Name of Responsible Body:

Name of contact person at the Responsible Body:

Address:

Town/City:

Postcode:

Telephone number:



(If you are not sure what a Responsible Body is then please read page 7 of the **Children's Guide on How to Make a Claim** before completing this section.)



## The Disability

To help the Tribunal understand the disability, please complete the following questions:

What disability or disabilities do you have ?

When did the disability or disabilities start ?

Describe the effect the disability or disabilities have on your day to day life ?



Page 8 of the **Children's Guide on How to Make a Claim** tells you what the law says is a disability.

Explain what medication and treatment you have ?

Describe how the disability or disabilities affects your ability to carry out normal day-to-day activities ?



If you have any letters or other papers which describe the disability and how it affects you then please send copies of these to the Tribunal with this form.



## Your Claim



You must make your claim on time. The deadline for sending this form to the Tribunal is **6 months** from the date of the discrimination that your claim is about.



To understand about **what information the Tribunal wants to know** please read page 10 of the **Children's Guide on How to Make a Claim** before completing this section.

What is your disability discrimination claim about ?

Place a Tick  in all boxes that apply

Admission to school

Exclusion from school

Another issue to do with education



Next, please describe:

When did the discrimination take place ?

Where did the discrimination happen ?



Next, please describe:

Who was involved ? (Give their names and contact details)

What happened ?

Why do you think this conduct was wrong ?



## Your Supporting Information

Please send any documents you think would help the Tribunal to understand your claim.



Is there anything else which you would like to tell the Tribunal to help them understand your claim?



You can write here the name and contact details of any people (we call them “witnesses”) you want to speak to the Tribunal.

**Please tell us their name, the position they work in and their address + phone and email details.**



## Your Request to the Tribunal



If the Tribunal agrees that you have been discriminated against, the Tribunal will be able to order that the Responsible Body puts things right. Page 13 of the **Children's Guide on How to Make a Claim** gives examples of what they might order.

What would you like the Tribunal to order?



**Note:** The Tribunal may decide to order something instead of or as well as your request.



# Your Voice!

Your voice, feelings and opinions matter.

The Tribunal will do its best to help you overcome any difficulties that you have when making your claim.



Please tell us if you have communication difficulties or other support needs.

What can the Tribunal do to help you with these during the hearing?



## Your Representative

To help make sure the Tribunal hears your views, you have the right to have someone who will act as **your representative**.

Please tell us your representative's contact details:

Name:

Job Title:

Organisation:

Address:

Telephone number:

Email address:



## Your Supporter

As well as a representative, you can have someone attend the hearing with you, to support you.



If you want more information about the role of a representative or a supporter, or you do not have a representative or supporter, please see pages 15 and 16 of the **Children's Guide on How to Make a Claim**.

Please tell us your supporter's details

Name:

Address:

Telephone number:

Email address:



# Last bit

Please read over the form and check that you have answered **all** of the questions.

Once you have completed the form please **sign** here:

Your signature

(if you want to email us your form, you don't have to sign it)

Date

**Thank you** for filling in this form.

You need to **send** this **form** and **all supporting information** to the Tribunal. You can do this by **email** or **post**.



Remember to **keep your own copy** of everything that you send.

Our contact details are:

Additional Support Needs, Health and Education Chamber

First-tier Tribunal for Scotland

3rd Floor, Glasgow Tribunal Centre

20 York Street, Glasgow, G2 8GT

email: [ASNTribunal@scotcourtribunals.gov.uk](mailto:ASNTribunal@scotcourtribunals.gov.uk)

At the same time you are also required to send a copy of your claim to:

Equality and Human Rights Commission

1st Floor, 100 Bothwell Street

Glasgow

G2 7DA

[LegalRequestScotland@equalityhumanrights.com](mailto:LegalRequestScotland@equalityhumanrights.com)

You can send this by email or you can post it to them

## What happens next?

We will read your form to see if the Tribunal can help with the matters you have raised.

We will then contact you to update you on what will happen next and, if necessary, ask you for more information.



For more information about what happens next, please visit our “needs to learn” website which has lots of useful information.



If you have any questions you can contact us on:

0141 302 5860.