LETTERS, RIGHTS AND COMPLAINTS | ENGLAND

Mediation and Appeal Preparation Organiser

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An organiser for gathering decision letters, evidence and questions if you are considering mediation or an appeal about an EHCP decision in England.

It does not lodge an appeal, book mediation, or extend a deadline. Get legally based advice from IPSEA or SENDIASS promptly.

Who this is for

Parents, carers and young people in England who have a decision letter and need to organise themselves before mediation or a possible appeal.

What is inside

- A deadline and documents checklist
- A issues list
- Questions for an adviser

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Deadlines come first

Do not use this pack instead of advice
Appeal time limits are short. A mediation certificate is needed before some appeals, but not usually for some placement-only or disability discrimination cases — check the current rules and your letter. This pack cannot work out your deadline.

Date of the decision letter

Date I received it

Deadline stated on the letter, if any

Date I contacted SENDIASS or IPSEA

What I am considering challenging

The decision I disagree with, in the authority's words and in mine

The main reasons I disagree, with the evidence I would rely on

Documents I already have, and anything I still need

Questions I will take to an adviser

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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