

Tribunal timeline

Step	Description	Date
Appeal to the first tier tribunal is lodged	Appeal form, mediation certificate (where needed) and decision letter are submitted to tribunal.	
Acknowledgment of appeal being received	Within two weeks the Tribunal will acknowledge the receipt of the appeal and issue directions	
LA respond to the appeal within 6 weeks	LA must respond to the parent and tribunal. They may ask for a change to directions	
Review the LA's response	You should review the LA's response, submit the attendance form and request any information	
Final evidence submission within 9 Weeks of the appeal being lodged	This is the last date by which evidence can be submitted to the tribunal (Unless stated differently in case directions)	
Bundle exchange	The LA must issue you and the Tribunal with the Bundle 2 weeks prior to the tribunal date.	
Notification of hearing location	The tribunal will inform you of the time and location of the hearing at least 2 weeks prior to the date of the hearing	
Hearing date	The hearing will take place within 2 hours of your home	
Outcome of the Hearing	You may receive a decision orally on the day. A written decision will be issued within 10days of the hearing date at the latest	