



We often get requests for Trafford SENDIASS to attend meetings. Due to the number of parents/carers, children, and young people we support, unfortunately we are not able to accept all the meeting requests we receive. Meeting requests will be considered based on the following guidelines.

### **Meetings**

- Requests for meeting attendance should be received at least 1 week prior to the meeting date
- Meeting attendance from SENDIASS is subject to our availability and may be reduced in busy periods
- Meeting attendance will usually be by phone or Microsoft Teams. In-Person attendance is subject to availability, necessity\*, and location.
- Caseworkers will only attend meetings if there is a specific need for SENDIASS attendance, or if you are unable to advocate for your child, or yourself. Parents/carers should be able to explain why they need SENDIASS to attend the meeting.\*
- If we are not able to attend a meeting, we may be able to provide support before the meeting or signpost you to relevant resources, if given enough time before the meeting date, and offer support after the meeting if needed.

### **Tribunals**

- SENDIASS caseworkers may attend Tribunals with you, if this is agreed in advance and you are unable to independently advocate for your child, or yourself. \* SENDIASS attendance as a supporter or representative must be agreed with your caseworker before naming them on an appeal form.

### **Self-Advocacy**

Self-advocacy means being able to express your views and wishes so that you are heard and understood. Our role at Trafford SENDIASS is to provide information and tools to give you the confidence to express your views, wishes, and rights.

You are the best person to speak for your child or for yourself.

\*Please see Additional Support Needs for more information