

What we can do!

- Help you prepare for meetings relevant to additional support needs.
- Speak to decision makers on your behalf.
- Increase communication between you, local education authorities or individual schools.
- Help you challenge decisions you don't agree with in relation to additional support needs provision.
- Help you access relevant information on your rights
- Help you prepare and present your case to the ASNTS if you can't find an informal resolution
- Ensure that your views are heard by the ASNTS including speaking on your behalf during the tribunal.
- Help to explain decisions that have been made about you or your child.
- Provide access to legal advocacy at tribunals where there are complex or unusual points of law to be addressed.

Our advocates will

- Listen to what you have to say
- Express your views and never tell you what to do
- Always be honest with you

How to get in touch!

'Take Note' is a partnership between Barnardo's Scotland and the Scottish Child Law Centre

For initial enquiries or to make a referral please call the Scottish Child Law Centre on their advice line

0131 667 6333

enquiries@scllc.org.uk

Normal office hours are
Monday - Friday
09.30 - 4.00pm

24hr Answer machine available
outside of these times.

www.barnardos.org.uk/takenote



Barnardo's Registered Charity No's 216250 and SCO37605

Scottish Child Law Centre Registered Charity SCO 12741



Yes?

Are you involved in planning for your own or your child's additional support for learning needs?

Are you having difficulties getting the learning support you feel you have a right to?



Then this leaflet may be for

You

What is advocacy?

Have you ever felt that:

- Decisions have been taken that impact on your life without your views being heard?
- Decisions have been taken that you don't agree with?

YES? Then advocacy is about helping you have your voice heard in decision making processes. This is normally done by someone called an advocate who can attend relevant meetings, speak up on your behalf or support you to speak for yourself.

What types of advocacy can we provide?

Independent Professional Advocacy

Your advocate will be a person who has no connection with your situation or the decisions that affect you. They are paid employees of the Take Note Service.

Legal Advocacy

This is where your advocate is a qualified lawyer.

Who can use the service?

The 2009 update of the Education (Additional Support for Learning Act) (Scotland) Act 2004 gives **parents of children with additional support needs, and young people aged 16 and 17** with **additional support needs** the right to access an independent advocacy service if they

Have grounds to make a referral to the Additional Support Needs Tribunals for Scotland? (ASNTS)

Referrals can be made to ASNTS for issues relating to

- Co-ordinated Support Plans
- Placing Requests - in relation to additional support needs.
- A failure by a local authority to carry out it legal duties in regard to additional support for learning.

If you are unsure whether you can make a referral to ASNTS then advice is available either through the national helpline provided by Enquire on **0845 123 2303** or by calling the Scottish Child Law Centre (number on the back of this leaflet)

REMEMBER!

'Take Note' is a national service funded by the Scottish Government so you'll be able to use the service where-ever you live in Scotland.



How the service works

Firstly! The Take Note Service is **FREE**

If you have grounds for a possible referral to be made to the ASNTS and you feel you need help then contact us.



Take Note staff will take the details of your situation and arrange for an advocate to get in touch.



Our advocates are based in different parts of Scotland. The one nearest you will arrange a suitable time and place to meet. Telephone discussions can also be arranged.



Your advocate will continue to work with you until an informal resolution has been found that you are happy with, the ASNTS process is complete, or you feel you no longer need or want to use the service.