

## Logbook

Name: [REDACTED]

Membership no: [REDACTED]

**1. Competency:**

Take action to deal with instructions received.

**Learning Outcome: 3.5****2. Evidence provided:**

Telephone note (this is in basic Word format as the firm have changed systems for case management and cannot print directly from old system) and letter to the Special Educational Needs and Disability Tribunal requesting withdrawal of the client's appeal.

**3. Outline how the evidence demonstrates you meet the outcome****Identify how to act on your client's instructions –**

I was acting for the client in an appeal against the contents of her son's statement of special educational needs. The local authority had agreed to her choice of school but was not agreeing to other requested amendments to the statement. The client's son was very worried about this so the client asked to withdraw the appeal. This is done by completing a form and sending it to the tribunal.

**Demonstrate how you took all reasonable steps to take the appropriate action -**

I completed the necessary paperwork and sent it to the tribunal and local authority as required. However, I had some concerns about the content of the statement if the client withdrew at this point and made sure that she was sure this is what she wanted to do. I also explained my concerns to her so that she was aware that she would not be able to change the statement further for some time if she withdrew her appeal. However, client was sure that she did want to withdraw.

**4. Reflection and evaluation** (what you learnt from the activity you undertook to meet the outcome). Note: you may want to complete this section at a later date once you have had time to reflect on your practice and experience.

It is important that the client is aware of any potential difficulties when making a decision so that they are able to make an informed decision.

**5. Completion date:**

10.07.12

**6. Signed (applicant)** [REDACTED]**Date:**

15/11/13.

**7. Signed (supervisor)** [REDACTED]**Date:**

16/11/13

Telephone call – 10.07.2012

EB rec'd call from client - she said that M does not want the appeal to go ahead - he is worried that they will upset the school and they will teach him differently - she has said that this won't happen but he insisted and got quite upset - EB saying that she will sort out withdrawing and will speak to LA - discussing that she will do this a bit later so that she hopefully has a chance to look at WD before she does - also saying that will try and get some sort of agreement for dyslexia teaching etc before withdrawal - warning that ssen will be as it is but they can see how M gets on at school and if he needs more support then she can ask for it at ar of ask for an early one - she will then get another right of appeal.

EB asking if she is sure that she wants to withdraw - yes it is what M wants - EB saying this is fine but she needed to check. She will speak to [REDACTED] rep and the LA and speak to her later.

Telephone call – 10.07.2012

Spoke to client - Explaining that the LA have agreed literacy teaching for at least an hour which is good, asking again if she is sure that she wants to withdraw - definitely. Saying that she can ask for early annual review if necessary but warning that the statement will be as the LA say at the moment and she will not be able to ask for annual review for a while at least - she is fine with this as this is what M wants.

Client saying that she will increase his private tuition if necessary - she has been told that she might get DLA for him and she could use this for this purpose - EB saying that she cannot give benefits advice unfortunately. EB asking if any core assessment - no. Explaining that social services might be able to provide some support and she can ask for a core assessment - client lightly nervous about ss involvement but EB saying that they should be there to support her. Will look into this and look to write to the LA about it - will ask them to do this after she gets back from abroad - client is away 19 July - 9 Sept.,

EB saying that as she is sure will withdraw appeal.

Special Educational Needs and Disability

Date: 3 May 2013

Your ref

By email to

Dear Clerks

XXXX

I am writing to ask permission for Miss XXXX appeal, which is due to be heard on 10 May 2013, to be withdrawn. We have received email confirmation from the LA that they are happy to agree to all of Miss XXXX requested amendments to the statement. The LA have also confirmed that a final amended statement will be issued as soon as possible.

A copy of the agreed working document is attached to show the agreements made, together with a withdrawal form. Copies of these documents have also been sent to the LA as required.

Yours faithfully

Enc: Agreed working document  
Withdrawal form

CC LA by email