

---

STATUTORY RULES OF NORTHERN IRELAND

---

**1997 No. 315**

**Special Educational Needs Tribunal  
Regulations (Northern Ireland) 1997**

**Part III**

**Preparation for a Hearing**

**Notice of place and time of hearing and adjournments**

**24.**—(1) Subject to the provisions of regulation 25, the Secretary of the Tribunal shall, after consultation with the parties, fix the time and place of the hearing and send to each party a notice that the hearing is to be at such time and place.

(2) The notice referred to in paragraph (1) shall be sent—

(a) not less than 5 working days before the date fixed for the hearing where the hearing is held under regulation 14, 31 or 36;

(b) not less than 10 working days before the date fixed for the hearing in any other case, or within such shorter period before the date fixed for the hearing as the parties may agree.

(3) The Secretary of the Tribunal shall include in or with the notice of hearing—

(a) information and guidance, in a form approved by the President, as to attendance at the hearing of the parties and witnesses, the bringing of documents, and the right of representation or assistance as provided by regulation 11(4) or 15(1); and

(b) a statement explaining the possible consequences of non-attendance and of the right of—

(i) a parent; and

(ii) the board, if it has presented a reply,

who does not attend and is not represented, to make representations in writing.

(4) The tribunal may alter the time and place of any hearing and the Secretary of the Tribunal shall give the parties not less than 5 working days (or such shorter time as the parties agree) notice of the altered hearing date:

Provided that any altered hearing date shall not (unless the parties agree) be before the date notified under paragraph (1).

(5) The tribunal may from time to time adjourn the hearing and, if the time and place of the adjourned hearing are announced before the adjournment, no further notice shall be required.

(6) Nothing in paragraph (1) or (4) shall oblige the Secretary of the Tribunal to consult, or send a notice to any party who by virtue of any provision of these Regulations is not entitled to be represented at the hearing.

(7) In this regulation, “working day” means any day other than a Saturday, a Sunday or a public holiday.