

APPLICATION TO APPEAL AGAINST THE COUNCIL'S DECISION IN RELATION TO HOME TO SCHOOL TRANSPORT

NOTES OF GUIDANCE ON APPEALS

Please read these notes before you complete the appeal form

- Your application for assistance with home to school transport has not been approved by the Area Pupil Access Officer because it does not fall within the County Council's policy on assistance with home to school transport which is set out in the leaflet previously provided to you.
- Any applicant who has been refused home to school transport has the option to appeal against that decision to the Student Support Appeals Committee, subject to there being mitigating circumstances
- An appeal can only be considered after the parent/carer has received a formal refusal not to award travel
 costs from the Council which confirms that the Council has fully assessed the case and provided a reason
 for the refusal.
- If you decide to appeal, please complete the enclosed form on both sides. Please try and explain briefly why you feel your case is exceptional.
- As it is not possible for you to attend the Committee in person or be represented, you should make sure that you send the fullest possible information about your case in writing.
- You can add to the form any other documents which you feel will help your case. Please note that it is not sufficient to give just the name and addresses or telephone numbers of people who may wish to write in support of your case as there will not be an opportunity for the administrative staff dealing with your case to follow these up. If you are making a case on medical or other grounds on which you have sought professional advice, it is essential that you include written evidence from the doctor or other professional. All the information you provide will be treated in strict confidence
- Upon receipt of the appeal form the Council will write back to you in detail presenting the Council's case
 on why your application for free transport was refused. You will have an opportunity to comment further on
 the Council's case before your appeal is heard by the Committee.
- The Student Support Appeals Committee will consider each case on its merits. They will take into account the County Council's policy. It will be a matter for judgement by the Committee in each individual case as to whether the particular circumstances of a pupil warrant a departure from the County Council's policy. The Council will advise you of the outcome of your appeal in writing within a few days of your appeal being heard.
- Please bear in mind that **the decision of the Committee is final** and that there is no right of further appeal from the Committee's decision. Only in exceptional cases where it is considered that there has been a change in an appellant's circumstances may a case be referred back to the Committee.
- If you require assistance filling out this form please contact your area office for advice.

May 2010

HOME TO SCHOOL TRANSPORT - APPEAL APPLICATION

Please complete in BLOCK CAPITALS

FOR OFFICE USE ONLY				
Ack	Case No.			

Part 1 Detail of	f Parent/Legal Guardian with whom the pupil lives				
Surname	Forenames				
Title Mr	Mrs Miss Ms (Please tick)				
Relationship to pup	pil (Mother, Father, Foster Carer, etc)				
Home Address					
Postcode	Telephone				
	Mobile				
	Email				
Previous Address within the last 12					
months if different	from above Date of removal				
Have you completed an application form (Form E7/10) and Yes No (Please tick) been refused free travel					
If NO have you rec	If NO have you receive a verbal refusal Yes No				
Part 2 Pupil De	Forenames Day / Month / Year				
Name of School Attending	Date of Birth School Year Group				
Name of any other attended within las					
	nt s of your appeal below. Please provide the fullest information about your case. Please enclose any you feel would help your appeal, such as written evidence from your doctor or other professional				

Part 4 To be signed and dated by the applicant.				
I declare that to the best of my knowledge and belief, that the information given in this application is correct and complete.				
Signature of applicant Date				

When completed, please return this form to:

Directorate for Children and Young People Pupil Access Team PO Box 61 County Hall Preston PR1 8RJ

