

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.

