**For Office use only**

Acknowledgement sent:

Date Received:

Ref No.

School:

# Home to School Transport Appeal (Stage Two – review by the Appeals Panel)

Please read the notes overleaf before completing the form

*(use black ink if possible).*

| Information Needed | Details |
| --- | --- |
| Pupil’s Surname (Family Name) |  |
| Pupil’s First Name(s) |  |
| Name of School/College |  |
| Date of Birth | / / |
| Full Postal Address |  |
| Postcode: |  |
| Email Address |  |
| Parent’s/Guardian’s Title |  |
| Parent’s/Guardian’s First Name(s) |  |
| Parent’s/Guardian’s Surname (Family Name) |  |
| Relationship to Child |  |
| Daytime Phone Number |  |

## Details of appeal:

*Please use this space to set out the reasons for your appeal. You may attach additional sheets to this form.. Please provide as much detail as possible.*

*Continue on a separate sheet if necessary*

Does your child have a special education need, disability or mobility issues? Yes / No

(please provide details)

If so, please provide evidence from your doctor or hospital consultant.

Are there any financial reasons for your appeal? (please provide details) Yes / No

If so, you must provide evidence of your income, benefit entitlement, etc

Are you concerned about the safety of the route Yes / No

If the safety of your child is a factor in your appeal, are there any reasons why you could not accompany your child to school? (please provide details)

Are you appealing against the transport arrangements offered? Yes / No

(please provide details)

Are you appealing the distance measurement? Yes / No

(please provide details)

I will need an interpreter and will bring a family member/friend to interpret for me at the appeal. Yes / No

(If there are special reasons why you cannot bring an interpreter, please contact the clerk).

## Notes to assist with completing the form:

**Please note you have 20 working days from receipt of the local authority’s stage one written decision notification to make a written request to escalate the matter to stage two.**

1 Your appeal will be considered in the light of the Council’s published policies on Home to School/College transport.

2 If you are appealing on medical or financial grounds it would be helpful to provide evidence of this, e.g. a letter from your doctor, payslip, Child Tax Credits notice. If possible please provide a copy when submitting this form.

3 If you wish to appeal against the length of the walking route to school the Appeals Panel determining your appeal will be advised of the route and the measurement taken from your home to the school entrance. The route will be the shortest safe walking route and will not necessarily use a route which can be driven by car.

4 If you wish to appeal against the safety of the walking route to school a professional and independent assessment will be made about the route before the date of the appeal. Routes are considered to be safe if there is a footpath of reasonable width and condition. The Appeals Panel will determine your appeal on the basis of the assessment.

5 If you believe that the transport being provided is inappropriate to the needs of your child please give a clear indication as to why you believe this to be the case.

You must provide consent for the Authority to use your information for the purpose of processing and administering your appeal form. If you do not wish to provide consent, you can not proceed with the appeal application.

Under the Data Protection Act 2018, we are required to gain your permission to keep your personal details. Slough Borough Council will only use the personal information you provide:

1. To administer your appeal application

2. To provide the service you have requested from the Council

3. In accordance with the law

You have the right to withdraw your consent at any time. You may do this by contacting the Clerk to the Appeal Panel.

I consent to my personal details being kept and processed for the purpose of administering my application and providing the services I have requested.

|  |  |
| --- | --- |
| Signed | Date |
|  |  |

Please make sure that you have signed the form and then return it to:

Democratic Services

Observatory House

25 Windsor Road

Slough

SL1 2EL Tel: (01753) 875015

## Home To School Transport Appeals Guide For Appellants

If you wish to appeal against a decision to refuse your child home to school transport, you should complete the attached form and submit it to the address given.

Please note you have 20 working days from receipt of the local authority’s stage one written decision notification to make a written request to escalate the matter to stage two.

The Appeals Panel (which is made up of council officers who did not take part in the original decision to refuse the application) will consider your appeal in private. You will be invited along to present your case and the Appeals Panel will consider written and oral representations from you and officers involved. If you decide not to attend, your appeal will be decided on the basis of your written statement.

The Appeals Panel’s decision on your appeal will be notified to you, in writing, normally within 5 working days of the meeting. If your appeal is successful the Education Department will then contact you about making the necessary arrangements. If your appeal is unsuccessful, there is no further right of appeal. However, if you feel that the matter has been handled inappropriately, you may take the matter up with the Local Government and Social Care Ombudsman.

***If you require any assistance in completing this form or want further information, please write to the address given on the form or phone the administrator on the number given.* Appeals Monitoring Data - Transport Appeal**

Ref:

The Council is committed to ensuring that its services are delivered fairly to everyone in the town. For this reason, you are asked to provide the information below so that statistical data can be gathered for monitoring purposes. The information will be treated as confidential, and will not be seen by the Appeals Panel hearing your appeal.

|  |  |
| --- | --- |
| I would describe my child’s ethnic origin as: | Tick as relevant |
| Black Caribbean |  |
| Black African |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Mixed Ethnic Origin |  |
| White UK European |  |
| White Other European |  |
| White Irish |  |
| Other |  |

My Child is registered disabled: Yes / No

|  |  |
| --- | --- |
| My Child is a | Tick as relevant |
| Boy |  |
| Girl |  |