Home to School transport - Notes of guidance for parents wishing to appeal against a decision

1. You will need to complete the attached form if you wish to appeal against a home to school transport decision. These notes are provided to help you complete the Appeal Form and understand the appeal process.

2. It is important for you to appreciate that it is your appeal. Therefore, it is in your own interests to provide:
   a. full reasons for your appeal in section 4 of the form
   b. any relevant documentary evidence in support of your appeal, for example, if there is a medical reason that prevents your child from getting to and from school a report from your child’s School Medical Officer, the name of an Education Welfare Officer or Social Worker who will be able to provide a report of your family’s circumstances, if you have recently been re-housed or are due to be re-housed in the near future any letters from the Housing Department or Housing Association.
   c. If your reasons are to include your financial circumstances, you must attach confirmation of all of your income including any benefits you are receiving. Please ensure you include the most up to date information. If you do not do this it is unlikely that your financial circumstances will be taken into account when your appeal is considered.

   Please note that it is very important that you provide any updated information that you wish the Appeals Board to consider with your appeal form or at the latest prior to the appeal hearing. If you chose to attend the hearing and ask for new evidence to be considered at this point your appeal is likely to be deferred to the next hearing so that the evidence can be fully taken into account. This means that a decision will not be taken on the day and you will have to wait for the next meeting of the Appeals Board before your appeal is considered further.

3. Your appeal will be heard by members of the Appeals Board, which has delegated authority to make final decisions on transport applications. Please note the following;
   - Appellants are permitted to attend the meeting of the Appeals Board to present their case if they wish. If you would like to attend please complete the appropriate section on the Appeal Form (section 5). If you do not wish to attend in person your appeal will still be considered. You may have a friend or appropriate professional such as an Education Welfare Officer or Social Worker accompany you to the appeal.
   - Members of the Appeals Board consider each case on its merits on the written information provided, and your verbal submissions if you decide to attend the meeting. This is why it important that you provide all relevant and necessary documentary evidence in support of your appeal before the hearing.
• Please give a full statement of your reasons for wishing to appeal against the Officer’s decision, clearly indicating the grounds on which you are appealing against the decision to refuse assistance with transport. Any special circumstances should be supported with documentary evidence; examples of such evidence are given in points 2b and 2c above. PLEASE NOTE YOU ARE RESPONSIBLE FOR PROVIDING ANY EVIDENCE YOU WISH THE APPEAL BOARD TO CONSIDER.

The Appeals Board meets regularly and you will be informed, in writing, of the decision of the Board. Should your appeal be unsuccessful, you cannot ask for your case to be referred back to the Appeals Board unless there is a change to your circumstances. This evidence should be sent for consideration to the Team Leader, Admissions Services Team, T.H.E-3, Town Hall, Bourne Avenue, Bournemouth BH2 6DY.

Democratic Services will write to you with a date and time for the appeal. If you indicate that you are attending the appeal and subsequently are unable to do so can you contact Democratic Services on (01202) 454715 as soon as possible. If you are providing supporting evidence for the appeal this must be received at least 2 weeks prior to the appeal date or as soon as possible before the appeal.

Please return your completed appeal application form to:

Admissions Service
TH E3
Town Hall
Bourne Avenue
Bournemouth
BH2 6DY