

Travel Assistance Stage 1 Appeal Form

Please read the accompanying school transport appeal hearing process guidelines, and notes section at the end of the form, prior to submitting a stage 1 appeal.

The signed form should be returned to SchoolTransportAppeals@wokingham.gov.uk or the address at the top right of this page.

1. Student Details			
Full Name of Student			
Date of Birth			
Full Address Inc. Postcode			
Name of School/College			
Parent/Guardian Name			
Relationship to student			
Current Address inc. Postcode			
Contact Numbers	Home:	Work:	Mobile
Email			

2. Reasons for submitting Stage 1 Appeal (please tick all that apply)	✓
The appropriate walking route to school exceeds the statutory two or three miles distance (<i>see note 3</i>)	
The appropriate walking route is unsafe for a child accompanied by an adult (<i>see note 4</i>)	
The school was the nearest suitable school with a place available	
My child has medical or other special needs that mean travel assistance is needed (<i>see notes 2 and 5</i>)	
Other (see below)	

3. Details of the Appeal
<ul style="list-style-type: none"> • Please attach any additional notes/documents to this form which you feel support you appeal. • Cases will only be referred to the full Transport Appeals Panel where there are sufficient grounds for the Panel to consider. It is therefore important that you explain as clearly as you can the reasons why you are asking the Council to help with your child's travel to school. • Any letters you have already sent concerning your appeal will also be considered, but please note that, if your case is referred to the full Transport Appeals Panel, Panel members will have no prior knowledge of your circumstances. • Continue onto a separate page if necessary
<div style="border: 1px solid black; height: 400px; width: 100%;"></div>

3. Details of the Appeal – Continued

4. Notes

1. Your appeal will be considered in the light of the Borough Council's stated policies on Home to School transport:

Stage 1: Appeal forms are initially reviewed by a Senior Officer.

Stage 2: Formal Transport Appeal Hearing heard by School Transport Appeals Panel. The quorum for this Panel would be three elected members appointed to the Panel.

Parents will still have an option to make a referral to the Local Government Ombudsman, who may be able to investigate their complaint further.

2. If your reason for the appeal is the medical or health condition of you or your child, it may be helpful to your case if you were able to provide written evidence from your doctor or hospital
3. If you wish to appeal against the length of the walking route to school, officers will review the route and measurement (this is taken from your home gate to any school entrance using the shortest safe walking route).
4. Please explain if your child has special needs that will affect her/his travel to school.
5. Please tell us if your child is eligible for Free School Meals. If your reason for the appeal is based on financial circumstances, it is advisable to provide evidence of your financial income and expenditure, and any benefits or other financial support which you are receiving.

Signed:

Print Name:

Date:

5. Arrangements for transport appeals panel hearing

This part of the form asks you to provide information which would enable the Clerk to make arrangements in advance, if your appeal is referred to the full Transport Appeals Panel. (please tick all that apply)

Do you require an interpreter (please state language)

Do you need a sign language interpreter

Do you use a wheelchair

Are you blind or partially sighted

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