

'Appealing for a Place On A School Service' – 2016-17

This form is for parents/carers whose child has not been allocated a place on their preferred school bus service. This will mean that either they have been allocated to an alternative school bus service or will be required to travel to and from school on the ordinary public transport network. **Please note that this form is not for new applicants.**

If your child has been allocated to a service other than their preferred service, **you will need to enclose the original pass as we cannot change it otherwise.** Also there is a £7 admin fee for any changes made (unless the service allocated is inappropriate). Please note that your child will still be able to use the service allocated without a card until you receive another pass. If we cannot accommodate your request we will return your original pass and cheque.

If your child has not been allocated to any school bus service please state 'No Service'.

Service:

Please list the bus services you would prefer your child to be able to use in order of preference (in some cases there may only be one option)

1st 2nd 3rd

Student details:

Name Date of birth

Address

Postcode

School attended.....

Which school year will your child be in from September 2016?

Parent/Carer's name.....

Contact telephone number.....

Email address.....

Please note that preference is given to children who fall into the following categories:

- pupils who do not have an alternative service available;
- younger pupils (by exact date of birth).
- pupils who qualify for free travel.

Taking account of the above, please state the reason(s) why your child should be given a place on their service of choice. Please state any other points you feel may be of relevance. Continue overleaf if necessary.

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Please return this form, the original pass and a cheque/postal order for £7 payable to WYCA (where applicable) to 'School Transport Appeals, WYCA, 40-50 Wellington Street, Leeds, LS1 2DE. All appeals will be assessed as quickly as possible. Please note that we cannot guarantee a response before the start of the academic year.