If you feel that the decision to decline travel assistance was incorrect, you can request an appeal. You must put your request to us within 20 working days of our decision.

Southwark Travel Assistance Team – appealing decision

Stage 1 Appeal Request Form

www.southwark.gov.uk

Please use this form to put your appeal request to us. You will need to clearly state the reasons why believe our decision was not in line with the **Southwark Travel Assistance Policy.** You can find a copy of this policy on Southwark Council’s website.

Please complete all sections of this form.

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| 1. **Pupil Information**
 |
| Name |  |
| **Date of Birth** |  |
| **Home Address** |  |
| **Name of School** |  |

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| 1. **Reasons for requesting an appeal**
 |
| Please use this space to tell us why you believe the reasons for our decision were wrong – please refer specifically to the reasons that were outlined in our decision letter and/or to tell us what you believe we overlooked from the original application for travel assistance. Please reference the Southwark Travel Assistance Policy to support why you believe our decision was wrong. **Please note that if you are appealing because of medical issues, we will only usually consider those issues if they are supported by a recent letter from a *hospital consultant.* We will not usually consider letters of support from GPs.** |
| (Please continue on a separate sheet and attached to form) |

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| 1. **Declaration**
 |
| Name of person submitting appeal |  |
| **Relationship to pupil** **(if acting on behalf of someone, please provide a copy of that person’s consent)** |  |
| **Contact address** |  |
| **Contact telephone number** |  |
| **Contact email address** |  |
| **Please state your preferred method of communications from us (please circle)** | **Post / email**  |
| **Signature** |  |
| **Date** |  |

Once the form is completed, please email to:

Travelassistance@southwark.gov.uk

Please put Stage 1 Appeal in the subject line of your email

Please note that during the appeals process, no travel assistance will be provided. Parents are legally responsible for ensuring their child attends school.