If you feel that the type of travel assistance offered is not sufficient to meet the child’s/young person’s needs, you can request an appeal. You must put your request to us within 20 working days of our decision that outlined the type of assistance offered.

Southwark Travel Assistance Team – appealing mode

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 you believe the type of assistance offered is not sufficient.

Please complete all section of this form.

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

|  |
| --- |
| 1. **Reasons for requesting an appeal**
 |
| Please use this space to tell us why you believe the type of assistance offered is not sufficient. Please also attach any other relevant supporting information. **Please note that if you are appealing on the basis 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) |

|  |
| --- |
| 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 Request 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.

Please note that during the appeals process, the type of travel assistance offered will not change. Parents are legally responsible for ensuring their child attends school.