

**School Transport Appeal Form 2021-2022**

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| **HOW TO COMPLETE THIS FORM**  **This appeal form is to be used only:**   * If you have not been given a place on a school bus service from September 2021. * If there are exceptional circumstances that we were unaware of, and you wish to appeal for place on a school bus. * Please type in the yellow shaded boxes only.   **Please do not use this form to:**   * Make a new application or renew an existing place (see our website www.wymetro.com/schools for the application forms). * Appeal against a decision regarding zero-fare eligibility (see your decision letter for instructions).   **Further reading, see also:**  [Our policy regarding the provision of school services](https://wymetro.com/schools/your-school/guidelines-for-the-provision-of-school-services/)  [GDPR and privacy statement](https://www.wymetro.com/schools/applications/gdpr/)  **HOW TO SEND IN YOUR APPLICATION**   * Save the completed form to your PC/device – preferably converted to a PDF but any word processor file format such as .docx or .odt will be acceptable. * Attach the form to a new email. * Add the subject line “Appeal Form”. * Send the email to:- [educationcustomerservices@westyorks-ca.gov.uk](mailto:educationcustomerservices@westyorks-ca.gov.uk) * Or post to Education Transport, WYCA, Wellington House, 40-50 Wellington Street, Leeds LS1 2DE.   **FOR ASSISTANCE TELEPHONE 0113 3481122** |

**You and Your Child’s Details**

**Please type in the yellow shaded boxes only**

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| --- | --- |
| **CHILD’S DETAILS** | |
|  | |
| **Child’S Full Name** |  |
| **DATE OF BIRTH** |  |
|  | |
| **SCHOOL ATTENDING** |  |
| **YEAR GROUP** |  |
|  | | |

|  |  |
| --- | --- |
| **parent/carer’s details** | |
|  | |
| **PARENT/CARER NAME** |  |
| **Full Address Excluding Postcode** |  |
| **Postcode** |  |
|  | |
| **DAYTIME TELEPHONE** |  |
| **EMAIL ADDRESS** |  |
|  | |

**Details of Your Appeal**

**Please type in the yellow shaded boxes only**

|  |  |
| --- | --- |
| **Bus Service** | |
| **ROUTE NUMBER APPLIED FOR** |  |

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| --- | --- |
| **MAIN REASON FOR YOUR APPEAL**  **SELECT ONE OPTION BELOW BY TYPING AN “x” AGAINST YOUR CHOICE** | |
|  | |
| **I WISH TO BE ALLOCATED WHEN SPACE BECOMES AVAILABLE** |  |
| **THERE IS NO SERVICE BUS FROM MY HOME TO SCHOOL** |  |
| **THE SERVICE BUS OPERATES TOO LATE/EARLY TO/FROM SCHOOL** |  |
| **MY CHILD WOULD HAVE TO CHANGE SERVICE BUSES TWICE OR MORE** |  |
| **OTHER (PLEASE EXPLAIN IN THE TEXT BOX BELOW)** |  |
|  | |
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**What Happens Next**

* Please see the [first page of this document](#_top) for instructions how to submit your application.
* Be advised that we receive a very high number of appeals. We will endeavour to respond to your appeal as soon as possible.
* If you are appealing based on the bus being at full capacity, we will only respond **if and when space becomes available.**
* Appeals received by email will receive an emailed acknowledgement. We cannot confirm receipt by telephone.
* Appeals received by post will not be acknowledged. We suggest you use a service such as ‘Recorded Delivery’ if you require confirmation.
* Postal appeals will take much longer to receive due to staff home working.

**END OF FORM**