

**Request for change Form/Unsuccessful application 2022 - 2023**

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|  **HOW TO COMPLETE THIS FORM** **If you wish to request a swap to another service:** Please note that we can only swap places if there is availability on the service requested. If there are no places, in conjunction with the bus operating companies, we frequently monitor passenger levels and if it becomes evident in the future that a service is consistently operating below capacity, we may be able to automatically issue further passes (based on our pupil allocation criteria, see below). **Swapping services due to bullying or misbehaviour concerns:** Our preferred course of action is to remove those causing the issue rather than swapping pupils between services. Ask your school to contact us regarding the bullying or misbehaviour issues.**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
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**You and Your Child’s Details**

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

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| **CHILD’S DETAILS** |
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| **Child’S Full Name** |  |
| **DATE OF BIRTH**  |  |
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| **SCHOOL ATTENDING** |  |
| **YEAR GROUP** |  |
| **SERVICE ALLOCATED (IF APPLICABLE)** |  |

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| **parent/carer’s details** |
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| **PARENT/CARER NAME** |  |
| **Full Address Excluding Postcode** |  |
| **Postcode** |  |
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| **DAYTIME TELEPHONE** |  |
| **EMAIL ADDRESS** |  |
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**Details of Your Request**

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

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| **to change Bus Service** |
| **ROUTE NUMBER you wish to change to** |  |

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| **if your child was not given a place****SELECT ONE OPTION BELOW BY TYPING AN “x” AGAINST YOUR CHOICE** |
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| **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 form.
* We will endeavour to respond to your request as soon as we can.
* If your child was not given a place on a school bus based on the bus being at full capacity, we will only respond **if and when space becomes available.**
* Forms received by email will receive an emailed acknowledgement. We cannot confirm receipt by telephone.

**END OF FORM**