

EDUCATION TRANSPORT APPEALS PROCEDURE

At the hearing:

The Chairman of the Committee will welcome and introduce the participants, checking that the Committee has before it all the relevant papers submitted by both parties. They will remind all present of the following order of speaking, where relevant, and emphasise the need to respect the privacy of the information that is presented to the Committee:

- 1 The Director of Children, Young People & Learning's representative will explain why the application for school transport has been rejected referring to the documents submitted.
- 2 The applicant will have the opportunity to ask questions of the Director of Children, Young People & Learning's representative in relation to the evidence presented.
- 3 The Committee will have the opportunity to ask questions of the Director of Children, Young People & Learning's representative in relation to the evidence presented.
- 4 The applicant will present their appeal referring to the documents submitted.
- 5 The Director of Children, Young People & Learning's representative will have the opportunity to ask questions of the applicant in relation to the evidence presented.
- 6 The Committee will have the opportunity to ask questions of the applicant in relation to the evidence presented.
- 7 The Director of Children, Young People & Learning's representative will then sum up and make any final comments.
- 8 The applicant will then sum up and make any final comments.
- 9 The Chairman will thank the participants who will then leave to allow the Committee to deliberate and make its decision.
- 10 The applicant will be notified in writing within 5 working days of the meeting.

A representative from Democratic Services will be present throughout the hearing as clerk to take notes and provide advice, where applicable.