Oldham Metropolitan Borough Council

APPEALS PANEL

PROCEDURE FOR FREE SCHOOL TRAVEL PASS APPEAL AND HOME TO SCHOOL TRANSPORT

1.1 Appeal for Free School Travel pass will be heard by a panel of at least three Members, one of whom will act as Chair and who will have a casting vote.

1.2 The Chair introduces the participants and outlines the procedure to be used.

1.3 The Chair will control the procedure with the advice and assistance of the Legal Representative from within Oldham Metropolitan Borough Council.

1.4 The Chair will ensure that the following procedure is followed

1.5 The case for the LEA

1.6 Questioning by the Parent / Guardian

1.7 Questioning by Panel Members;

1.8 The Case for the Parent / Guardian

1.9 Questioning by the LEA

1.10 Questioning by Panel Members;

1.11 Summing up by the LEA

1.12 Summing up by the Parent/Guardian

1.13 The Panel may adjourn at any point in the proceedings.

1.14 Any documentation to be presented at the hearing will be copied to each member and party at least five days before the hearing. Evidence which comes to light either within this time frame or at the hearing will be considered by the Panel.

1.15 The Chair recalls both parties and either conveys the decision orally or reserves the decision, in the presence of both parties.

1.16 The decision will be confirmed in writing to both parties with reasons as soon as reasonably practical, but in any event within five days of the close of the hearing.