

**APPEALS AND AWARDS COMMITTEE**  
**SCHOOL TRANSPORT APPEAL - PROCEDURE**

1. Introductions.
2. Procedure explained by Chair.
3. Case for the LEA outlined by the Transportation Officer.
4. Questioning allowed of the Transportation Officer.
5. Case for the parent outlined by the parent and / or their representative.
6. Questioning allowed of the parent.
7. Summing up / closing comments by the Transportation Officer.
8. Summing up / closing comments by the parent.
9. Both parties leave to allow the Committee to consider and make their decision.
10. Both parties notified of the decision within 7 days or as soon as reasonably practicable.

**Note: Committee Members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.**