

## APPEALS PANEL

### STUDENT TRAVEL APPEALS

#### QUICK GUIDE TO PROCEDURE

1. **Local Authority's case**, presented by a Local Authority Officer (LAO)  
Questions from Panel Members to LAO  
Questions from Parents/Guardians to LAO
2. **Parents'/Guardians' case** (if attending)  
Questions from Panel Members to Parents/Guardians  
Questions from LAO
3. **Sum up of Local Authority's Case** by LAO
4. **Sum up of Parent's/Guardian's case**
5. **Private consideration by Panel** (only Democratic Support Officer remains with the Panel)
6. **Further questioning** of LAO or Parents/Guardians, if required.
7. LAO and Parents/Guardians leave
8. Panel make their decision and decide reasons for decision
9. Parents/Guardians informed of decision by letter from Democratic Support Officer.

August 2006