

REGULATIONS FOR TRANSPORT ASSISTANCE FOR STUDENTS OF STATUTORY SCHOOL AGE (UP TO 16 YEARS)

PROCESS FOR APPLICATION - AREA BEHAVIOUR PARTNERSHIP STUDENTS

Note to requestors:

Please be aware that not all students falling into this category will require authorisation. Students who meet the criteria listed on this application form will qualify for free transport assistance. Once the application form is completed and returned we will advise you.

- 1) Application for transport to be made using the attached form. All fields must be completed. Form to be sent via email to Education Transport who will then obtain costs from Transport Operations.
- 2) Education Transport will obtain costs for the transport and return a copy of the application form with costs included via email. Where more than one option for transport is available (such as bus and taxi) costs for both will be provided. If the student is eligible for free transport to the establishment to be attended - nearest qualifying school and more than three miles (two for low-income families) from home, then the requestor will be notified and arrangements for free transport made.
- 3) Requestor will then need to obtain authorisation from two Headteachers for the preferred option. Authorised form must then be returned to Education Transport. (The authorisation section can be found on the last page of this application form)
- 4) Application processed with arrangements for Transport made by Transport Operations. Details then sent directly to parents / carers.
- 5) Cost of transport to be recovered by Education Transport via an Internal Invoice.

Please complete the details below in case of any queries and so that we can provide you with costings;

Name of Requestor

Contact Telephone Number

Email Address.....

Home to School Transport Policy

Warwickshire County Council has an obligation to provide free home to school transport as set out in the Education Act 1996 (as amended). If you think your child may be eligible for free school transport, complete this form and return it to the address overleaf. Should you have any questions regarding eligibility, or on how to complete this form, please contact the Education Transport Office. Full details of Warwickshire County Council's Home to School Transport Policy are available on request.

PLEASE READ CAREFULLY

Does my child qualify for transport assistance?

To qualify for transport assistance you must meet the following criteria:

- 1) You are resident in Warwickshire.
- 2) Your child is attending the nearest qualifying school to home. This is the school in whose priority area you live, or another if nearer to home by the shortest walking route.
- 3) The walking distance (using the shortest walking route) from your home to the nearest qualifying school is over:
 - i) Two miles for children under the age of 8 years
 - ii) Three miles for children aged 8 –16

What about transport to Church Aided Schools? (Denominational Transport)

From September 2012 new applicants will only receive free transport if they are attending the nearest qualifying school to their home address, or if they qualify for free transport as a low-income family. The distance from home to school will also need to exceed the relevant walking distance. If a child is receiving free transport on denominational grounds in July 2012, this will continue until they leave their current school, or transfer into the school's sixth form (subject to there being no change in their circumstances such as a house move).

Is any extra help available for low-income families?

If your child is entitled to free school meals, or your family is in receipt of the maximum level of Working Tax Credit, free transport will normally be provided for:

- 1) Children aged 8-11, attending the nearest qualifying school to home, provided it is more than two miles (by the shortest available walking route).
- 2) Children aged 11-16, attending one of their three nearest qualifying schools, provided it is more than two miles (by the shortest available walking route), but not more than six miles (by motorised route) from their home.
- 3) Children aged 11-16, attending the nearest qualifying school which accords with the parents' religion or belief, provided it is more than two miles (by the shortest available walking route), but not more than fifteen miles (by motorised route) from their home.

What do you mean by 'Walking Distance' and 'Walking Route'?

These are not necessarily the shortest distance by road, but are measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads. Walking Distance will be measured from the home boundary gate to the nearest school gate.

What do you mean by 'Motorised Route'?

These are those routes which are passable by using a suitable motorised vehicle. Paths and roads not passable by motorised transport will not therefore be considered. Measurements will be made by the Authority's Education Transport Office using the Travel Manager Software package, or other appropriate measurement system used by the Authority at that time.

Additional Information

Transport provided may include dedicated school services as well as public buses.

Transport passes are issued for one academic year (subsequent passes are sent to the school). In some circumstances parents may be offered a travel allowance to and from school.

On occasions, it may be necessary to transfer students to an alternative service. While as much notice as possible will be given, the safety of passengers may necessitate changes at short-notice.

Replacement Passes

If a pass has been lost, stolen or damaged it needs to be replaced. Students who attempt to board a service without a valid bus pass may not be able to travel or be required to pay a daily fare (where possible).

Any costs incurred whilst waiting for a replacement pass are non-refundable.

A new pass will only be issued upon payment of an administration fee of £5. For Centro Commercial passes the administration fee is £10 and for Stagecoach passes the fee is £25 (N.B. this price is set by Stagecoach and is subject to change)

Cheques or Postal Orders are to be made payable to Warwickshire County Council. Passes are issued as quickly as possible, only after the payment has been received.

For First Midland Red Passes please contact the operator directly.

Moving house

Your pass should be returned to us and a new application form will normally be needed. Proof of your new address may also be required.

Contact addresses:

www.warwickshire.gov.uk/schooltransport

Education Transport
Communities Group
Saltisford Office Park, Ansell Way
Warwick, CV34 4UL

educationtransport@warwickshire.gov.uk

Queries about transport policy:
01926 412 929 (Option 1, Option 1)

Transport Operations Group
Communities Group
P.O. Box 43, Shire Hall
Warwick, CV34 4SX

busservices@warwickshire.gov.uk

Queries about route allocation:
01926 412929 (Option 1, Option 2)

Complaints about service operators:
01926 412929 (Option 1, Option 2)

Communities Group

APPLICATION FOR TRANSPORT ASSISTANCE FOR STUDENTS OF STATUTORY SCHOOL AGE (UP TO 16 YEARS)Return to **Education Transport, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL****Student's Details**

1) Surname _____ Other names _____

Male / Female (delete as appropriate) _____ Date of Birth _____

Home Address _____

Postcode _____ Phone _____

2) **SCHOOL / COLLEGE** to which transport is required and preferred route (if known)_____

Date of admission _____

3) **METHODS OF TRAVELLING (complete if appropriate)**

If offered a travel allowance, would you be able to take your child to and from school? YES / NO

4) **CHANGE OF ADDRESS (if appropriate)**Previous home address _____

Postcode _____ Date of moving _____

FAMILIES IN RECEIPT OF FREE SCHOOL MEALS OR THE MAXIMUM LEVEL OF WORKING TAX CREDIT.**(LOW-INCOME FAMILIES).**If applying for transport assistance only available to low-income families, you **MUST** complete the section below.Is your child in receipt of Free School Meals? Yes ☐ No ☐

My child does not receive Free School Meals but I am in receipt of:

Income Support ☐ Income Based Job Seekers Allowance ☐ Child Tax Credit ☐The Guarantee Element of State Pension Credit ☐ Employment Support Allowance (Income Related) ☐The maximum level of Working Tax Credit ☐Support under Part VI of the Immigration and Asylum Act 1999 ☐**PLEASE TURN OVER**

You must supply proof of entitlement to a relevant benefit. Examples are a copy of your income support / income-based job seekers allowance award notice / Tax Credits Award Notice, or a copy of your M100 Pension Credit Award Notice with this form. Alternatively, you can ask the Benefits Agency to stamp below,

Please also read and sign the following declaration -

I receive at least one of the following: Income Support / Income Based Job Seekers Allowance / Child Tax Credit / The Guarantee Element of State Pension Credit / Employment Support Allowance (Income Related) / The maximum level of Working Tax Credit / Support under Part VI of the Immigration and Asylum Act 1999. I will inform the Education Transport Department immediately should this benefit be stopped or if my circumstances change (eg: if my address or the person receiving the benefit changes).

I understand that if I do not notify the Education Transport Department of any changes to entitlement or

For Benefits Agency Use Only

Please tick as applicable, and place official stamp alongside

- ☐ The Benefits Agency confirms that the above named family is in receipt of Income Support
- ☐ The above named family is in receipt of Income Based Job Seekers Allowance and NOT Contributory Based Job Seekers Allowance

CONFIRMATION OF BENEFITS:

Parental Consent for Free School Meals Eligibility Check: I give permission for Education Transport to access data held by Warwickshire County Council regarding eligibility for Free School Meals and that the results may be used to assess my child's entitlement to receive free travel to school. I also understand that at any time I can contact you and withdraw my consent.

Parent's Full Name in Capitals: _____

Parent's Date of Birth: _____

Signed: _____ Date: _____

PLEASE ENSURE THAT YOU HAVE SIGNED THE CONDITIONS OF TRAVEL ON THE FOLLOWING PAGE.

SECONDARY SCHOOL STUDENTS MUST ALSO SIGN THE FORM.

CONDITIONS OF TRAVEL & DECLARATION

Applications for assistance with transport will not be considered unless the parent, and in the case of secondary schools, the student, have read and signed the Conditions of Travel below.

It is the responsibility of the parent / carer to ensure that their child boards the vehicle in the morning and is collected from the drop off point in the afternoon. Parents/carers should wait as close to the drop off point as possible when collecting their child. Parents/carers should also ensure that their child is aware of the need to wear a safety belt (where fitted) and that they must not move around the vehicle during the journey.

At the bus stop students are asked to respect other people's property and not to misbehave.

In particular we ask that students do not:

- Play at the bus stop
- Go near the bus until it has stopped moving
- Push or shove

- Stand too near the kerb while waiting for the bus
- Get on or off the bus before it stops
- Cross the road behind or in front of the bus

Once on the bus we ask that students:

- Do not lean out of the windows
- Do not distract the driver
- Do not throw things around the vehicle
- Never move around the bus when it is moving
- Have their bus pass available at all times

- Do as asked by the driver
- Do not smoke, eat or drink whilst on board
- Stay seated for the whole journey wherever possible – if students have to stand, they must hold on to a handrail
- Wear their seatbelts (where fitted)

These conditions of travel are designed to ensure that all students travel safely.

If students are seen to be misbehaving, they may be prevented from travelling on the vehicle. During this time it will become the responsibility of the parent / carer to ensure that they get to and from school.

Student (Secondary School students only)

I confirm that I have read the conditions of travel and agree to abide by them.

Signed _____(student) Date _____

Parent / Carer

I hereby apply for transport in accordance with the Local Authority's regulations and certify that to the best of my knowledge the information given on this form is correct. My child has read the conditions of travel and agrees to abide by them.

Name of Parent / Carer (*Mr / Mrs / Miss / Ms*) _____

Signed _____(parent / carer) Date _____

FOR OFFICE USE ONLY

AUTH BY: _____

F F8 LIF VACANT SEAT LIFDENOM DANGER EXAM YR REJECT
APPU16 LIFREJECT ABP

INPUT BY: _____ DATE: _____ REF NO: _____

Authorisation / Costing (where applicable)

Indicative Costs

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Name of Officer / Date

Authorisation:

Name of Headteacher.....

School.....

Signature.....

Date.....

Name of Headteacher.....

School.....

Signature.....

Date.....

Please state below the preferred method of transportation (if more than one option has been given in costings);

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