

Children, Young People & Families Directorate

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

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 Schools?

Transport assistance may be available to the nearest Roman Catholic or Church of England Aided School. You or your child will need to have been accepted into that faith (proof may be required) and / or regularly practice that faith. The school must be your nearest Roman Catholic or Church of England Aided School, and should meet the distance criteria shown above. For primary school children, the distance from home to school should not exceed six miles, and for secondary school children, should not exceed fifteen miles. However, if the distance from Home to School exceeds fifteen miles, and the school is within Warwickshire, transport may be granted.

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.

IMPORTANT

We can only guarantee to process applications received before the end of July by the start of the Autumn Term. Any applications received after this date will be dealt with as soon as possible in the order they are received. If you do not receive your pass before the beginning of term, your child may be able to travel on the appropriate service but will be charged a fare. This is non-refundable.

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 Council Service. While as much notice as possible will be given, the safety of passengers may necessitate changes at short-notice.

If you are not entitled to assistance you will be notified as soon as possible.

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.

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. 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
Children, Young People & Families Directorate
Saltisford Office Park, Ansell Way
Warwick, CV34 4UL

educationtransport@warwickshire.gov.uk

Queries about transport policy:

01926 742051 or 01926 742059

Transport Operations Group
Environment & Economy Directorate
P.O. Box 43, Shire Hall
Warwick, CV34 4SX

busservices@warwickshire.gov.uk

Queries about route allocation:

01926 412760 or 01926 418620

Complaints about service operators:

01926 412929



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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** to which transport is required _____

_____ Date of admission _____

3) **REASONS FOR PARENTS CHOICE OF SCHOOL** - Parents are responsible for providing supporting information when applying for transport assistance to a school which is not the nearest qualifying, or if applying for transport on the grounds of religion or belief. This may include written confirmation from third parties supporting the religion or belief claimed. Please submit any supporting information along with this form. There is also space on the final page to include any information you consider relevant to the application.

4) **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

5) **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

Name of Person Receiving Benefit: _____

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 give false information I may be asked to repay any transport costs incurred.

Signed _____ (Claimant) Date _____

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: In future, we may be able to check your benefit entitlement online, which would mean we need not ask you to send in proof. If you are agreeable to this, please complete the following consent statement.

Parental Consent for Free School Meals Eligibility Check: I give permission for a free school meal eligibility check and understand 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: _____

Parent's National Insurance Number: or

National Asylum Support Services Reference Number: _____

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 reaches, and is collected from the bus stop.

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

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 DENOM DANGER EXAM YR REJECT

APPU16 LIFREJECT

INPUT BY: _____ DATE: _____ REF NO: _____

