

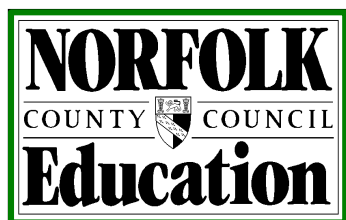


Bryan Slater  
Director of Education

REF: MI / 45 / 00  
GENERAL ADMIN

# MANAGEMENT INFORMATION

<b>SUBJECT:</b> APPLICATION FORM FOR HOME TO SCHOOL TRANSPORT (SCHOOL YEAR 2000/2001)	
<b>WORKING TITLE:</b>	
<b>DATE PUBLISHED:</b> 25 FEBRUARY 2000	
<b>DATE EFFECTIVE:</b> 25 FEBRUARY 2000	
<b>DISTRIBUTION:</b> APPROPRIATE CENTRAL AREA SCHOOLS	<b>FORMAT:</b>
<b>SUMMARY:</b>  APPLICATION FOR HOME TO SCHOOL TRANSPORT FOR THE SCHOOL YEAR 2000/2001.	
<b>ACTION REQUIRED:</b>  FOR DISTRIBUTION TO PARENTS WHO REQUEST ASSISTANCE WITH HOME TO SCHOOL TRANSPORT FOR THE SCHOOL YEAR 2000/2001.  PLEASE CONTINUE TO USE SUPPLIES OF THE BLUE APPLICATION FORM ALREADY HELD BY YOU FOR ALL REQUESTS FOR ASSISTANCE FOR THE CURRENT SCHOOL YEAR 1999/2000, THEN <u>DESTROY ALL REMAINING STOCKS</u> AT THE END OF THE SUMMER TERM.	
<b>DATE DOCUMENT OBSOLETE:</b>	
<b>ASSOCIATED DOCUMENTS:</b>	
<b>RELEVANT ASPECT OF EDUCATION DEVELOPMENT PLAN OR OFSTED LEA ACTION PLAN:</b>	
<b>CONTACT:</b> John Page	<b>TEL:</b> 01603 222525



**Application for Home to School Transport**  
**For children aged 5 – 16 years**  
**School Year 2000/2001**

*Application form*

Please complete this form in CAPITAL LETTERS and return it to the appropriate office as detailed within the information sheet **NO LATER THAN Friday 14<sup>th</sup> April 2000.**

**Once we have received your form we will assess whether your child is entitled to free transport.**

You may use the same form if your children attend the same school. Please use a separate form if they attend different schools. You can get another form by telephoning the appropriate office detailed within the information sheet or from your child's school.

**Pupil details**

Child's surname _____	First name _____	Date of Birth _____
Child's surname _____	First name _____	Date of Birth _____
Child's surname _____	First name _____	Date of Birth _____
Address _____		
Postcode _____	Telephone _____	Boarding point _____ (If known)
School _____		
Parent/guardian's name _____		Mr/Mrs/Ms/Miss _____

**Discretionary Travel Scheme**

**Please complete this section only if you wish to apply for a seat under the Discretionary Travel Scheme.**

Do you wish to pay:                      For the Year                      In three instalments

Are you in receipt of Income Support, Working Families Tax Credit, Income-based Jobseeker's Allowance or Disability Person's Tax Credit?                      Yes                      No                      (Please tick and enclose proof)

**TRANSPORT ON DENOMINATIONAL GROUNDS**

I enclose proof of baptism of my child/children in the faith.                      Yes                      No

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

If no, then the parish priest or local vicar must sign the declaration below.

I confirm that the parent(s) named above adhere to the religion of the school in question.

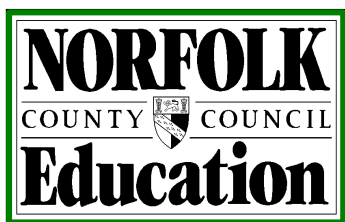
Signature of priest or vicar \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Church \_\_\_\_\_

**Declaration**

I declare that to the best of my knowledge and belief, the information I have given on this form is accurate and complete. I will notify the County Council of any changes and I accept the conditions explained in the information sheet. I understand that if I give false or misleading information action may be taken against me, and I agree that the Council can make any enquiries to check the information I have given.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_



**Application for Home to School Transport  
For children aged 5 – 16 years  
School Year 2000/2001**

*Information sheet*

**Who is entitled to free transport?**

**Parents have a duty to ensure that their children attend school and to make any necessary transport arrangements.** However, the County Council must provide free transport if the child:

- Is of compulsory school age (i.e. 5-16 years old), and
- Is attending the appropriate school or the school nearest to where you live, and
- Lives more than the qualifying distance from school measured by the shortest available walking route from your front door to the main door of the school.

The qualifying distances are:

- Over 2 miles for pupils aged under 8;
- Over 3 miles for pupils aged over 8

**Parents should note that ages are taken on 1 September in each School Year**

**What if my child does not qualify for Free Transport?**

If you do not meet the qualifying distances given above, help may still be available under the **Discretionary Travel Scheme** operated by the Council's **Passenger Transport Unit**. This includes children attending **aided denominational schools on denominational grounds**. Additional information is provided overleaf or by contacting the Norfolk Bus Information Centre on **0845 3006116**.

**What if my child is starting school for the first time?**

If you live more than the qualifying distance from the local school, free transport will be provided from:

- 1 September for children born between 1 September and 28/29 February;
- 1 January for children born between 1 March and 31 August.

**What help is provided if my child is entitled to Free Transport?**

Help with travel to and from school is normally provided by issuing a travel pass to use on local bus or rail services, or on a contracted vehicle. We may also provide taxis, pay grants to parents using their own transport, but only where a bus/train is not available.

Bus stops are provided as near as possible to home but parents are required to ensure their child gets to and from the nearest pick-up point if it is less than a mile away (for children under 12 years old) or if it is less than 1.5 miles away if they are older.

**Are any exceptional circumstances considered?**

If a child does not qualify for free transport under the County Council's general policy but parents feel their circumstances are exceptional, they can put forward their case to the County Council. Please telephone the appropriate area office detailed overleaf for an application form.

## Conditions of travel

A travel pass is valid for one journey to school and one journey home each day. Pupils must show their pass on boarding the vehicle. **Pupils without a valid pass may be refused travel or charged a fare.** (High school pupils will be charged the relevant fee on local services or 50p on contract vehicles if they do not present their pass when boarding the vehicle).

Lost passes will be replaced for £5. Damaged passes will be replaced for £2 if the damaged pass is returned.

**No travel assistance is provided to work placements.**

If you move home you will need to re-apply for free travel by completing a new application form well in advance of your move enabling us to re-assess your eligibility for free transport.

## To Apply

If you feel you qualify for free transport please detach and complete the application form for your child or children.

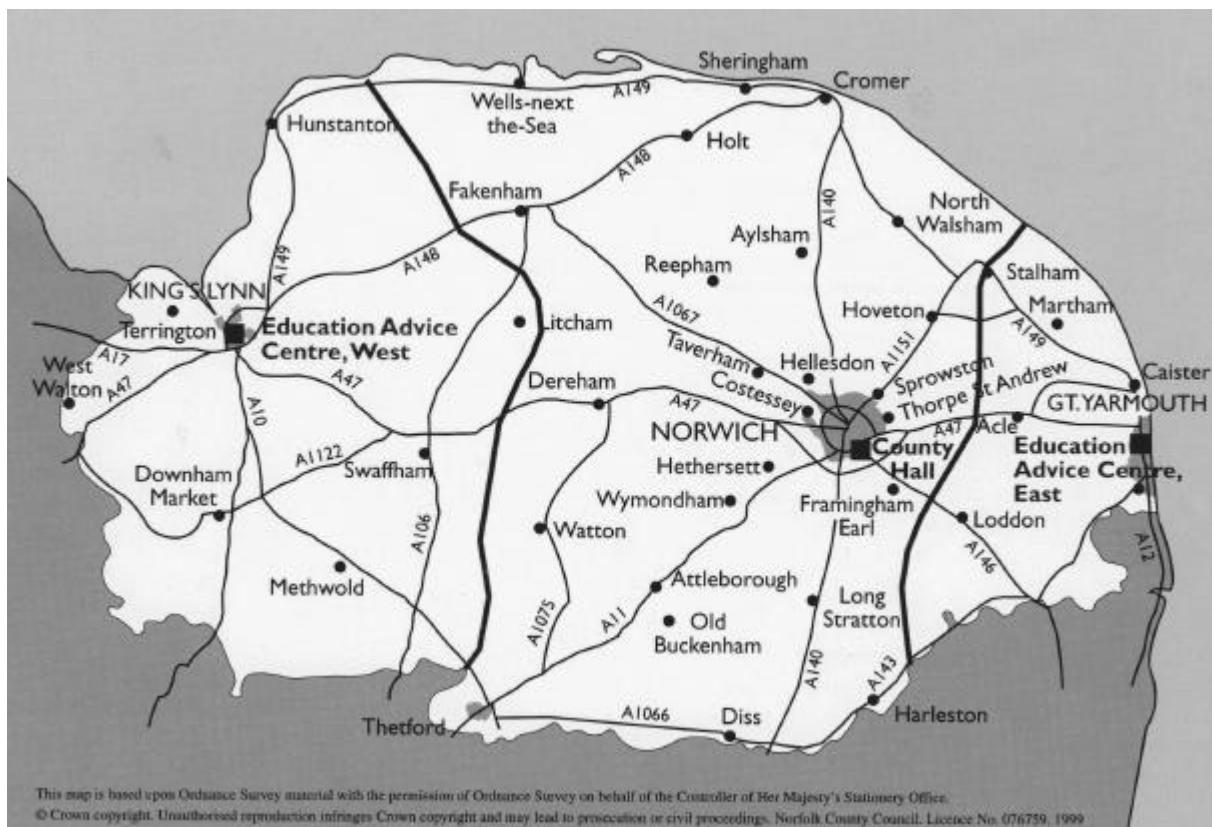
Please return the application form to the office in the area in which the school you require transport to is situated. Details are given below:

**Admissions & Entitlement Section, County Education Department, County Hall, Martineau Lane, Norwich NR1 2DL (Tel 01603 222146)** if the school you wish your child to attend falls within the Central, Northern or Southern areas of the County

**Education Advice Centre (East), 22 Euston Road, Great Yarmouth, Norfolk NR30 1EA (Tel: 01493 336300)** for schools situated in Eastern areas of the County

**Education Advice Centre (West), St Margarets House, Kings Lynn, Norfolk PE30 5DR (Tel: 01553 663200)** for schools situated in Western areas of the County

For general advice on transport services, routes and timetables, and the issue of bus passes parents should ring **The Norfolk Bus Information Centre (NORBic Tel 0845 – 3006116)** This number also applies to enquiries concerning the Discretionary Travel Scheme.



## **Discretionary Travel Scheme**

The Passenger Transport Unit is responsible for providing enough capacity to get eligible children to school. Much of the capacity is provided on local bus services. However, on some 'closed' contract services there will be a small number of spare seats which we can make available to pupils who do not qualify for free transport.

The charge to parents is a contribution towards the whole cost of transport and you should be aware that the **place can be withdrawn at a weeks notice if the seat is needed for an eligible pupil.**

The annual charge varies depending on circumstances and can be paid in three instalments or in full at the start of the year for which a 10% discount is offered.

The provisional charges for September 2000 to July 2001 (subject to confirmation) are:

### **Children living within the qualifying distance or starting school early**

	<u>Instalments</u>	<u>In full</u>
<u>primary</u>	£41, £41, £41 (£123)	£111
<u>secondary</u>	£57, £57, £57 (£171)	£151

### **Children not attending their local school**

	<u>Instalments</u>	<u>In full</u>
<u>primary</u>	£57, £57, £57 (£171)	£151
<u>secondary</u>	£74, £74, £74 (£222)	£200

### **Children attending aided denominational schools on denominational grounds**

	<u>Instalments</u>	<u>In full</u>
<u>primary</u>	£41, £41, £41 (£123)	£111
<u>secondary</u>	£57, £57, £57 (£171)	£151

In addition, for transport assistance to be provided to an aided denominational school on denominational grounds, the following conditions must apply:

- a parent or pupil must adhere to the religion or denomination for which the school provides daily collective worship;
- the transport application must be supported by proof of baptism in the faith or by the parish priest or local vicar confirming that parent(s) adhere to the religion in question;
- the pupil must live outside the qualifying distance and within 25 miles at secondary age (measured from school to home in a straight line);
- the travelling time, using public transport services, must not exceed 45 minutes per journey for primary age children or 75 minutes for secondary age children.

If no local transport services are available to a denominational school then a grant may be paid to the parent instead.

Grants are limited to a maximum of £1.40 per day, less the parental contribution shown above. The maximum grant is only payable to the first child in the family. Grants for any other children are limited to 50%, less the parental contribution.

### **Payments and exemptions**

If a seat can be offered then we will request payment. If you opt to pay by instalments, instalments are due:

- during August and September, for the first pass to be issued (valid to the end of February 2001),
- by the end of November 2000, and
- by the end of February 2001.

Please note that the second pass will not be issued if the full contribution owed has not been paid and that Giro payments take a long time to get to us.

You do not have to pay these charges if your child attends the local school or a denominational school on denominational grounds and:

- you are on Income support or Income-based Jobseeker's Allowance; or
- your child is the third child in your family travelling under this Discretionary Travel Scheme, in which case the charge is waived for the eldest child

You may also be exempt from the charges if you are receiving Working Families Tax Credit or Disabled Person's Tax Credit. Please send in pages 1 and 2 of your letter from the DSS for it to be assessed.

Proof of receiving benefit is required with the application form. To receive the second pass you must send in proof of receiving benefit again by the end of February 2001.

Proof of benefit must be an official DSS document and must include the name and address of the person receiving the benefit and the type of benefit it is.

### **Notes and Conditions of the Discretionary Travel Scheme**

If you are applying for a seat under the Discretionary Travel Scheme you should apply at the latest by 30<sup>th</sup> June if you need the seat for September.

We will confirm as soon as possible if a spare seat is available, although **please note that we may not know if spare seats are available until after term starts and the offer may not be made until the end of September.**

**We cannot guarantee that a spare seat will be available for the whole year.** During the year we may have to withdraw the seat from your child for an eligible pupil. **Please therefore make sure you have other backup transport arrangements available at the beginning of term and during the year.** It is important that the use of a spare seat is not the only means of getting your child to and from school.

If we have to withdraw the use of a spare seat we will give you at least one week's notice and a refund if you have paid. The Council accepts no responsibility for any transport difficulties or costs resulting from this.

Parents are responsible for making and paying for any travel to and from the nearest boarding point.

We can only offer spare seats on journeys contracted by the Local Education Authority. On most public transport services you should pay the daily fare or buy a season ticket from the operator.

Transport is linked to specific schools but it may be possible to offer a seat to a child who attends another school near the route. In these cases the Council cannot accept responsibility for transporting the child when the transport does not operate because the school it serves is closed. The Council will also not accept any responsibility for the safety of the child while he or she is not on the vehicle.

A reduced charge of half the full annual charge, plus a £5 administration fee for each payment, is offered for pupils requiring only a morning or an afternoon journey to their appropriate school, or for journeys for part-time attendance if the child is under 5 years old.

Refunds are available if the travel pass is returned. We will give a full refund if the pass is returned before the start of term. Other refunds are based on the number of full months left in the academic year and the amount paid, less a £5 administration fee. There are no refunds after May half-term.

We will make every effort to ensure that the services operate satisfactorily, but we will give no refunds for any days when the transport does not operate or for days when a child does not use the service.