

Transport Application Form 2012/2013

Secondary School Transport

Please read this information carefully and if you think your child may be eligible for free school transport complete and **return this form by 1 April 2012.**

Whose responsibility is it to get a child to school? It is **your responsibility** to get your child to school for the whole time the child is there. We encourage you to consider the practicalities of sending your child to a school which is not in walking distance, unless it is the designated or nearest school.

Will my child get free school transport? You can express a preference for a place at any school, but your child may not necessarily be entitled to free school transport. It is important to check whether your child will be entitled to transport and, if not, consider how your child will get to school for the whole time they will be there.

How do I check if my child is eligible for free school transport? If you apply for a place at the school designated to serve your home address and you live more than 3 miles away by the shortest walking route, your child will be entitled to free transport. You can check which is the designated school to serve your home address by phoning **0845 155 1019** or at **www.devon.gov.uk/schoolareamaps**

Your child will also be entitled to free transport to the school nearest to your home, provided it is still over 3 miles from your home by the shortest walking route. This is usually the designated school, but not always.

Transport can be provided from one permanent address. If a child lives at two addresses, you must nominate one address as permanent for transport. You must let us know if your child's home address changes and provide proof of this. Transport is **not** provided for foreign exchange students, work experience, or taster and induction days.

How are distances measured? Walking distances are measured using the shortest available walking route. This may include roads, recognised footpaths and bridleways. The measurement is made between the nearest entrance to your house (for example, a front

gate) and the nearest entrance to the school grounds. Private driveways to homes and within schools are not included in the measurement. Distances are measured using Mapscape, an electronic geographic information system (GIS).

What if I am on a low income? The statutory right to free transport for secondary school pupils from low income families provides a choice to one of the three **nearest** schools to their home address. However, transport will only be provided if the school is between 2 and 6 miles of the home address, or to the **nearest** school preferred by a parent's religion or belief between 2 and 15 miles of the home address.

Distances of up to 2 miles are measured using the shortest available walking route as described above, and distances of over 2 miles are measured by road. If your child is entitled to free school meals, or your family receives the **maximum** level of Working Tax Credit, then your family is considered to be on a low income. **Unless your child gets free school meals, you will need to give us current proof that you receive an appropriate means tested benefit. If so, please enclose a copy of your benefit evidence with this form.**

What if my circumstances change? Income assessed entitlement has to be reapplied for every year so you should not assume that you will continue to have support if your circumstances change - for example if your child no longer has free school meals, or your family no longer gets the maximum level of Working Tax Credit. **We advise you to consider whether you would be able to get your child to school if assistance was withdrawn.**

If free transport is withdrawn can I appeal? Withdrawal of free transport is not considered sound grounds for an appeal, as you have been advised in advance that this could happen if your child ceases to be eligible.

What if I have chosen my child's school because of religion or belief? We will help with travelling arrangements to faith schools if you have made a clear expression that you prefer this at the **start** of the Admissions Process and if your child is eligible under the low income criteria.

When you have completed this application form send it to the correct address
- **the address is different depending on which school or college your child will attend.**

Schools and colleges dealt with by the **Exeter Transport Office:**

Coombeshead Academy
Dartmouth Academy
Dawlish Community College
Isca College, Exeter
Ivybridge Academy
King Edward VI Community College
Kingsbridge Academy
Launceston Community College
Newton Abbot College
Notre Dame School
Okehampton College
Plymouth Schools
South Dartmoor Academy
St Boniface's College

St Cuthbert Mayne
St James School, Exeter
St Luke's College, Exeter
St Peter's School, Exeter
Tavistock College
Teign School (Kingsteignton)
Teignmouth Community School
Torbay Schools
West Exe Technology College

Please return application forms for transport to these schools and colleges to:

**Exeter School Transport Office
Children's Services
One Capital Court, Bittern Road
Sowton Industrial Estate
Exeter EX2 7FW**

Schools and colleges dealt with by the **North Devon Transport Office:**

Axe Valley Community College
Bideford College
Braunton Community College
Budehaven School
Chulmleigh Academy
Clyst Vale Academy
Colyton Grammar School
Cullompton Community College
Exmouth Academy
Great Torrington School
Holsworthy Community College
Holyrood Community School
Honiton Academy
Ilfracombe Arts College

Kings Academy, Ottery St Mary
Kingsmead School
Park Community School
Pilton Academy
Queen Elizabeth's, Crediton
Sidmouth College
South Molton Community College
Tiverton High School
Uffculme Academy
Woodroffe School

Please return application forms for transport to these schools and colleges to:

**North Devon School Transport Office
Children's Services
Civic Centre, North Walk
Barnstaple EX31 1EG**

Please return this form by 1 April 2012 at the latest. Failure to do so may mean you will have to transport your child to and from school at your own expense while we process your application, even if your child is entitled to free school transport

If you think your child is entitled to free school transport return this form by 1 April 2012 at the latest, with a copy of your proof of benefit if appropriate, to the correct address. If you need help completing this form contact the School Transport Team on **0845 155 1019**.

School to be attended:

Start date for transport: Age at 1/9/2012:

Forename(s):

Surname:

Date of birth: Gender Male Female

Address:

..... Postcode:

Home telephone:

Daytime telephone:

If your child has siblings at the chosen school please provide their names and dates of birth:

Name of bus stop or train station transport is requested from:

Please state nearest public service or contract coach stop or nearest railway station – or ring **0845 155 1019** for advice. Your child may need to walk, accompanied as necessary, to a pick up point up to 1.5 miles from home.

Code of Conduct for pupils who use school transport

We need your help and co-operation to make sure that everyone stays safe and travels in comfort. A Code of Conduct leaflet is enclosed. Please read the leaflet carefully with your child then sign below to say that you agree to the Code. **Transport will not be provided unless the Code of Conduct agreement is signed by both parent or carer and pupil (if able to).**

I have read and agree to abide by the Code of Conduct: Pupil

I have read the Code of Conduct with my child and explained its importance. I understand that if the transport is withdrawn because of poor behaviour, or if my child fails to comply with the Code of Conduct, it will be my responsibility to get my child to school.

Parent or carer: Date:

Please print parent/carer name in **BLOCK CAPITALS**:

Using your personal information: The personal information you provide on this form will be processed and stored electronically by Devon County Council in accordance with the Data Protection Act 1998. Your personal information will be used for the purposes of administering your application for transport, and may be shared with other areas of the County Council, but only for administrative or other service provision purposes. This information may also be shared with your child's school. Your information will be held securely and will not be disclosed to anyone other than those stated above without your permission, unless we have a legal reason to do so, for example disclosure is necessary to protect a person from suffering significant harm or necessary for crime prevention or detection purposes. We will not keep your information for any longer than we need to. For more information about how we will use your information, contact the School Transport Team on 0845 155 1019. If you would like further information about Data Protection please see: www.devon.gov.uk/data_protection or contact the Corporate Information Governance Team on 01392 384682. You have the right to request a copy of the information we hold about you. To obtain a copy of your personal information, please write to Devon County Council, Data Protection Office, County Hall, Exeter EX2 4QD. **In accordance with the Education Transport Policy, should the information given be found to be fraudulent then school transport can be withdrawn.**

For office use only

Date received: Entitled to transport? Yes No

Reason:
Trams no:
PUP:
Date letter sent

Notes:

Only complete this page if you are applying for transport on low income grounds.

If you can answer **yes** to **all** of these questions your child may be entitled to free school transport on low income grounds. Please see full notes on the front page.

Will your child be aged over 11 and under 16 on 1 September 2012?

Yes

No

Is your child attending one of the three nearest secondary schools to your home address?

Is the school between two and six miles of your home address?
Up to two miles measured by the shortest walking route and over two miles by the shortest road route.

Faith school applications only

If you can answer yes to these questions your child may be entitled to free faith school transport on low income grounds. See full notes on front page.

Yes

No

Is your child attending the nearest school to your home address that you prefer because of faith or belief? Evidence of faith will be verified before your application can be processed. We will get confirmation from the school that your admissions application would satisfy their faith criteria if the school was oversubscribed.

Is the school between 2 and 15 miles away from your home address?
Up to 2 miles measured by the shortest walking route and over 2 miles by the shortest road route.

Complete this section for low income applications for transport to secondary and faith schools

If you are applying for transport on low income grounds and your child doesn't receive Free School Meals you must return proof that you are receiving benefits with this form. Benefit evidence will be reviewed each year and if your circumstances change your child may no longer be eligible for free school transport.

Is your child receiving Free School Meals?

Yes

No

If your child doesn't receive Free School Meals please provide evidence that you are receiving **one** of these means tested benefits. Send copies and **not** your original documents

Maximum level of Working Tax Credit
In Section 2 check to see 'Reduction due to your income' If it shows £00.00 it is the maximum level.

Child Tax Credit: Provided you do not also receive Working Tax Credit and you have an annual income, as assessed by the Inland Revenue that does not exceed £16,190. **NB This amount is subject to change.**

Income Support

Job Seekers Allowance (Income Based)

Guarantee Pension Credit

Employment Support Allowance (Income Related)

Support under part VI of the Immigration and Asylum Act 1999

Questions? Call 0845 155 1019 or visit www.devon.gov.uk/school_transport

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