

TRANSPORT ASSISTANCE FOR SECONDARY SCHOOL PUPILS - 2009/2010



Please read the information below carefully and, if you think your child may be eligible for free school transport, complete and **return this form by 1 April 2009**.

Whose responsibility is it to get a child to school?

All parents are encouraged to consider the practicalities of sending their child to a school which is not within walking distance, unless it is the designated or nearest school, because it is a **parent's responsibility to get their child to school throughout the whole time the child is there**.

Will my child get free school transport?

You can express a preference for a place at any school, but your child may not necessarily have entitlement to free school transport. Therefore, it is very important that you check whether your child will be entitled to transport and, if not, consider carefully how your child is going to get to the school for the whole of the time they will be at that school.

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 at www.devon.gov.uk/schoolareamaps or by telephoning **0845 155 1019**. Your child will also be entitled to free transport to the school **nearest** to your home if it is closer than the designated school, provided it is still over 3 miles from your home by the shortest walking route. Transport can only be provided from one permanent address. If a child lives at two addresses, the parents or carers 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.**

Code of Conduct: We want all passengers to enjoy a safe journey. All pupils and their parents must sign the application form to agree that children will behave appropriately on school transport and abide by the Code of Conduct which is enclosed. **Your application cannot be processed unless the agreement is signed.**

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 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, and to the **nearest** school preferred by reason of 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 and up to 6 miles are measured by road. If your child is entitled to free school meals, or your family is in receipt of the **maximum** level of Working Tax Credit, then your family is considered to be on a low income. **You will need to provide us with current proof of receipt of the maximum level of Working Tax Credit – 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 e.g. if your child is no longer in receipt of free school meals, or if your family no longer gets the maximum level of Working Tax Credit. **If you feel you may be eligible you are advised to consider carefully whether you would be able to get your child to the school of your choice if assistance was withdrawn.**

If free transport is withdrawn can I appeal? Withdrawal of free transport is not considered to constitute sound grounds for an appeal, as parents have been warned in advance that this could happen if they cease to be eligible.

What if I have chosen my child's school because of religion or belief? Please phone **0845 155 1019** to obtain a Faith School Application Form.

When you have completed this application form please send it to the relevant address provided below.

Please note the address is different depending on which school or college your child will attend:

Schools/Colleges Dealt With by Exeter Transport Office:

Coombeshead Community College
Dartmouth Community College
Dawlish Community College
ISCA College, Exeter
Ivybridge Community College
King Edward VI Community College
Kingsbridge Community College
Knowles Hill Community College
Launceston Community College
Okehampton College

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

Please return application forms for transport to the above schools and colleges to:

**Exeter School Transport Office,
Children & Young Peoples Services,
One Capital Court, Bittern Road,
Sowton Industrial Estate, Exeter, EX2 7FW**

Transport to Schools/Colleges Dealt With By North Devon Transport Office:

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

Honiton Community College
Ilfracombe Community College
Kings School, Ottery St Mary
Park Community School
Pilton Community College
Queen Elizabeth Community College, Crediton
Sidmouth College
South Molton Community College
Tiverton High School
Uffculme School
Woodroffe School

Please return application forms for transport to the above schools and colleges to:

**North Devon School Transport Office,
Children & Young Peoples Services
Civic Centre, North Walk,
Barnstaple, Devon,
EX31 1EG**

**PLEASE RETURN THIS FORM BY 1 APRIL 2009 AT THE LATEST.
FAILURE TO DO SO WILL MEAN YOU WILL HAVE TO TRANSPORT
YOUR CHILD TO AND FROM SCHOOL AT YOUR OWN EXPENSE
WHILST WE PROCESS YOUR APPLICATION, EVEN IF YOUR CHILD IS
ENTITLED TO FREE SCHOOL TRANSPORT.**

TRANSPORT REQUEST FORM 2009/2010 FOR SECONDARY SCHOOL PUPILS



If you think your child is entitled to free school transport please **return this form by 1 April 2009 at the latest**, with your proof of benefit if appropriate, to the address opposite. If you need any assistance in completing this form, please contact the School Transport Team on 0845 155 1019.

School to be attended:..... **Start Date:**

Forename(s):

Surname:

Date of Birth: **Age at 1/9/2009:** **Male/Female:**

Address:

.....

..... **Post Code:**

Home Telephone No: **Work:** **Mobile:**.....

Does your child have any siblings at the chosen school? If so, what is/are their name(s) and dates of birth?

Transport requested from:
(Please state nearest public service/contract coach stop or nearest railway station – if not known please ring 0845 155 1019 for advice)

Code of Conduct for pupils who use home to 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.

Please note: Transport cannot be provided unless the Code of Conduct agreement is signed by both parent/carer and pupil.

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

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

..... **Parent/Carer** **Date**

If you are applying for income assessed home to school transport assistance please complete the additional section overleaf.

Is your child in receipt of Free School Meals? Yes No (Please indicate)

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

Child Tax Credit, provided you do not also receive Working Tax Credit and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,040.

Are you in receipt of the maximum level of Working Tax Credit Yes No

If you are applying for transport on low income grounds you must return a current copy of your proof of receipt of benefits with this form.

CONFIRMATION OF BENEFITS: In future we may be able to check your benefit entitlement online which would mean we would not need to 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.

Parent's Full Name in Capitals:

Parent's Date of Birth:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please enter National Insurance Number

OR National Asylum Support Service Reference Number

Signed: Date:

DATA PROTECTION ACT: The information which you provide on this form will be held by Devon County Council and will be used for the purpose of assessing eligibility to school transport. Where appropriate, the information may also be used by the County Council for the purposes of providing other services. This information will be held securely and will not be disclosed to anyone other than those stated above, without your permission

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YOUR CHILD TO AND FROM SCHOOL AT YOUR OWN EXPENSE WHILST
WE PROCESS YOUR APPLICATION, EVEN IF YOUR CHILD IS ENTITLED
TO FREE SCHOOL TRANSPORT.**

FOR OFFICE USE ONLY

Date Received: Entitled to transport? YES/NO

REASON:

TRAMS No: PUP: Date Entitlement Letter sent: