

TRANSPORT APPLICATION FORM 2009/2010 FOR PRIMARY SCHOOL PUPILS WHO HAVE SPECIAL EDUCATIONAL NEEDS



The County Council provides help with transport for some pupils. Please read the information below and if you would like to apply for free school transport for your child, complete and **return this form by 1 June 2009 at the latest.**

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 choosing the school you would like for your child may mean that you will not 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 you prefer 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 live more than two 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 two miles from your home by the shortest walking route. **If your child has been placed at a special school by us, it will be their designated school and the normal eligibility criteria will apply.**

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 my child lives at two addresses?

We can only provide transport from one address. This should be your child's permanent address. If a child lives at two addresses one address must be nominated as permanent for transport. You must let our transport team know if your child's home address changes and provide evidence of this.

What if I have chosen my child's school because of religion or belief?

There is a separate transport application form for children attending a school on grounds of religion or belief. Please phone **0845 155 1019** to obtain one.

Code of Conduct

We want all passengers to enjoy a safe and pleasant journey. All pupils (if able) and their parents/carers must sign the transport application form to agree that children will behave appropriately on school transport and abide by the Code of Conduct which is enclosed. Please note your application cannot be processed unless the Code of Conduct agreement is signed.

**PLEASE RETURN THIS FORM BY 1 JUNE 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**

Contact Number: For all queries please telephone: 0845 155 1019

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This form is to be used for pupils who are of PRIMARY school age and should be completed by parents/carers. If you need any assistance in completing this form, please contact the School Transport Team on 0845 155 1019.

Forename(s):

Surname:

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

Address:

..... Post Code:

Child's Height (if under 12 years): Weight (if under 12 years):
NB: We are unable to provide transport without your child's height and weight

Name of Parent/Carer:.....

Home Telephone No: Work: Mobile:

Is child in care? Yes No

Name and telephone number of Social Worker:

Name of school to which transport is required:

Is this your child's designated school? Anticipated Start Date:

If not designated school, please explain reason for choice of school:

.....

.....

What is your child's intended pattern of attendance? Daily Weekly Termly

Other: Please specify

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)

Does your child have a Statement of Special Educational Needs? Yes No

Please give full details of your child's special needs to help us ensure we can make appropriate transport arrangements. This information is very important, as we need to know exactly what sort of transport your child needs and any safety measures that should be taken.

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Can your child board a vehicle without help? Yes No

If not, please give details

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.....

Does your child use a wheelchair? Yes No Or buggy?: Yes No

If your child uses a wheelchair or buggy please answer the following questions:

Make: Model: Serial No:

Please indicate: Manual Electric Collapsible

Details of any attachments and/or modifications:

.....

Is there any medication that needs to travel with your child?: Yes No

Please explain if there are any instructions for dealing with emergencies:

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.....

Does your child have a Medical Protocol?: Yes No Please attach a copy to this form.

Please indicate if there is any other equipment used in transporting your child: Sticks
Crutches Gait Trainer Standing Frame Walker Oxygen Cylinder

Do you receive a Mobility Allowance for your child?: Yes No

Are there adaptations to your own vehicle so that your child can travel in it? Yes No

If yes, could you take your child to school if there was help with petrol costs? Yes No

Would you be willing to use free public transport to take your child to school? Yes No

Do you use any of the following aids when transporting your child:

Safety/Restraining Harness Child Seat Booster Seat/Cushion

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. Your child's special needs will always be taken into consideration. **Please note: Transport cannot be provided unless the Code of Conduct agreement is signed by both parent/carer and pupil (if able).**

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

I have read 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 if my child fails to comply with the Code of Conduct, it will be my responsibility to get my child to school.

..... Parent/CarerDate

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

Please return this form to: Devon County Council, The School Transport Team, One Capital Court, Bittern Road, Sowton Industrial Estate, EXETER, EX2 7FW.

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APPLICATION, EVEN IF YOUR CHILD IS ENTITLED TO FREE
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FOR OFFICE USE ONLY

Date Received: Entitled to transport? YES/NO

REASON:

TRAMS No: PUP: Date Letter sent: