



## **Secondary school transport**

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## **Introduction**

You can request a place at any school for your child, but your child may not necessarily be entitled to free school transport. It is very important that you check whether your child will be entitled. If they are not, you will need to think carefully about how your child is going to get to the school you prefer for the whole time they will be there. If your circumstances change and you can no longer get your child to school you will need to move your child to the nearest or designated school if you require transport assistance.

Your child will be entitled to free school transport to the nearest school to your home address, or the school designated to serve your home address, as long as it is more than three miles away from your home by the shortest walking route.

You can find out which school serves your home address at [School designated areas](#).

The information contained in this guide is also summarised in the [Transport for secondary school pupils leaflet](#).

## Applications -

If your child is starting school in September, and is entitled to free school transport, we will endeavour to send you an email or letter during April or May. If you have not been contacted by the end of June, and you feel your child might qualify for free school transport, please print and complete the appropriate application form below or call 0345 155 1019 to request a copy.

- [\*\*ST3N Secondary Transport Application Form 2019 - for pupils living in the Barnstaple, Bideford, Braunton and Ilfracombe areas\*\*](#)
- [\*\*ST3 Secondary Transport Application Form 2019 - for pupils living in all other areas of Devon\*\*](#)

If you think your child might qualify for free school transport on [low income](#) or [low income faith](#) grounds an application form must be completed. If you are applying for transport on low income grounds you also need to send us your proof of receipt of an appropriate means-tested benefit unless your child is in receipt of Free School Meals.

If your child is starting school at any time other than September, please complete the appropriate application form below, or call 0345 155 1019 to request a copy.

- [\*\*ST3aN Secondary “in year” Application Form - for pupils living in the Barnstaple, Bideford, Braunton & Ilfracombe areas\*\*](#)
- [\*\*ST3a Secondary “in year” Application Form - for pupils living in all other areas of Devon\*\*](#)

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## Low income families -

If your child is entitled to free school meals, or your family gets the **maximum** level of Working Tax Credit, then your family is considered to be on a low income.

Your child may be entitled to free transport on the grounds of low income provided they attend one of the three nearest schools to your home address and that school is between two and six miles of your home address. This entitlement is reviewed annually and transport provision may be withdrawn if your circumstances have changed.

To confirm that you receive the maximum amount of Working Tax Credit we need to see your new TC602 Tax Award Notice each year. However, if your financial circumstances have not changed since the previous financial year you will not have to complete the HMRC annual review and will not be sent a TC602 Tax Award Notice automatically. We advise you to request a copy of the TC602 Award Notice by phoning the Tax Credit Helpline on 0345 300 3900 and explain you need it as evidence for transport assistance for your child. Please do this as soon as possible as it can be several weeks before you receive the TC602 form.

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## Transport to faith schools -

Transport will not be provided on faith grounds unless the school is the nearest to your home address and you live more than three miles from the school.

However, if your child gets free school meals, or you get the maximum level of Working Tax Credit your child will be entitled to transport to the nearest faith school to your address provided the school is over 2 miles and up to a maximum of 15 miles from your home. Distances of up to 2 miles are measured using the shortest available walking route and distances over 2 miles and up to 15 miles are measured by road. This entitlement is reviewed annually and transport provision may be withdrawn if your circumstances have changed.

To confirm that you receive the maximum amount of Working Tax Credit we need to see your new TC602 Tax Award Notice each year. However, if your financial circumstances have not changed since the previous financial year you will not have to complete the HMRC annual review and will not be sent a TC602 Tax Award Notice automatically. We advise you to request a copy of the TC602 Award Notice by phoning the Tax Credit Helpline on 0345 300 3900 and explain you need it as evidence for transport assistance for your child. Please do this as soon as possible as it can be several weeks before you receive the TC602 form.

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## Transport to grammar schools -

Transport will only be provided to grammar schools if the school is the nearest to your home address and you live more than three miles from the school, or you are on a [low income](#).

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## **Moving house -**

If you have changed address please advise us on 0345 155 1019 so that we can check your child is still entitled to free school transport.

We would expect your child to move to the nearest or designated school for your new address. The only exception to this may be if your child is in Year 10 or 11 and is studying for their GCSE examinations. If this is the case we will consider your reasons for moving and take into account whether the move was voluntary or involuntary, how easily your child could move to the new school, your financial situation, whether you are able to transport your child to school yourself and the cost to the Local Authority of providing transport assistance.

You must allow at least one week's notice for transport to be changed.

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## Appeals -

Please see our [guide to school transport appeals and complaints](#) for comprehensive guidance on the appeal process.

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## Route safety -

### Walking to school

If you live under the statutory walking distance but feel the route to school is too dangerous to walk please call 0345 155 1019 and ask to speak to the transport officer for your child's school. The route may already have been checked and deemed to be "unavailable" and there may be transport in place. If not, the transport officer will send you a form to outline your concerns and a route walk will be organised at the same time as your child would walk to school. You will be contacted with the results of the route walk. However, it is important to understand that in a rural county such as Devon there are many lanes where there are no pavements or street lights, but this does not necessarily mean the road is unsafe to walk. These factors will be taken into consideration as will the width of the road, the volume of traffic, the number of accidents recorded and poor visibility.

It is a parent's responsibility to accompany their child to and from school and therefore the assessment will be made as if the child is accompanied on the journey. This responsibility also applies if your child has to walk in the dark.

### On the vehicle

We want everyone to stay safe and travel in comfort. Our [code of conduct](#) outlines the standard of behaviour that is expected as well as what to do in bad weather and if the bus is late.

If you become aware that there is bad behaviour or bullying on your child's vehicle please report the matter to the Education Transport team by ringing 0345 155 1019. They will ask the contractor and school to investigate. The contractor will speak to the driver and the school should interview the pupils involved and also any witnesses. They will then report back to the Transport team who will take the appropriate action. This can be a warning letter home to parents, a one or two week ban, or with serious or repeated incidents an indefinite ban can be imposed. If a child is banned from school transport it is the parent's responsibility to make arrangements to get him/her to school.



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## Code of conduct -

We have a code of conduct because we want everyone to stay safe and travel in comfort.

Parents and pupils must sign the code of conduct statement on the primary transport application form before transport can be arranged. If the child has special educational needs and is unable to sign the statement we ask that parents explain as fully as possible to their child the need to behave appropriately on school transport and sign the statement to indicate they have done so.

Secondary aged pupils and post 16 students are required to provide a photograph for their travel pass. By providing a photograph and accepting transport assistance students and parents are automatically agreeing to abide by the [code of conduct](#).

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