

**Application for Income Assessed Home to School Transport**

I wish to apply for transport to the named school which is one of the three nearest suitable schools within 2 to 6 miles from our address

I am registered with the Authority/School as eligible for free school meals (we will check relevant records to confirm that this is the case).

I am in receipt of the maximum level of Working Tax Credit and enclose a copy of my latest Tax Credit Award Notice (form TC602) or a letter from the benefits agency confirming current receipt of maximum Working Tax Credit - **if this is not enclosed your application will be refused.**

Please note that transport assistance will only be provided for 12 months whilst you are in receipt of the qualifying benefits. A review of your child's eligibility will be made each year. Transport assistance cannot therefore be guaranteed for the entire period of the attendance at the school.

**Other Reasons**

**If you are applying for free school transport for reasons other than the distance criteria described in Note 1, or for income assessed home to school transport please give below your reasons why you think free school transport should be provided.**

**TRAN 1****Application for Free School Transport****Information for Parents**

Please read **ALL** of these notes **BEFORE** completing the application form

**IMPORTANT: A pupil's entitlement to transport can only be given by letter from the Authority following completion and submission of this form by the applicant and not by any telephone or verbal communication.**

**1. Who is entitled to Free School Transport?**

The pupil must be ordinarily resident in Shropshire.

A pupil is entitled to free school transport if attending full-time at the nearest or catchment primary or secondary school to the home address and living over 2 miles (for primary aged pupils) or 3 miles (for secondary aged pupils) from that school, measured by the nearest available pedestrian route. General advice about free school transport can be obtained by telephoning 0345 678 9006, although it will not be possible to give a definite answer over the telephone.

The Council will consider every application on its merits, within the context of current legislation and all other relevant factors and determine whether discretionary school transport be provided by the Council or not.

**Guidance Criteria For Income Assessed Home to School Transport**

From September 2008, if your child is of Secondary School Age (aged 11-16, school year 7 to 11) and you are either:

- entitled to free school meals or
  - receiving the maximum level of Working Tax Credit and can provide a copy of the latest Tax Credit award notice (Form TC602) or a recent letter from the Benefits Agency confirming receipt of maximum Working Tax Credit.
- Your child will have an additional entitlement to transport to one of the three nearest qualifying schools where parents live more than 2 miles, but no more than 6 miles from the school.

Measurements made for determining whether home addresses are 2 or 3 or 6 miles from the school in question, or for determining the nearest school to a home address, are made from the nearest available gate of the home to the nearest available gate of the school, both from the points where the nearest gate meets the public highway.

Existing transport networks already provide buses or cars from near most homes. The Pick up Point will be within a reasonable distance of the home. Door to Door transport is not normally provided.

Transport is not normally provided for after school activities.

Parents can also apply for assistance with transport if they move house from the nearest or catchment school in an exam year (years 10 or 11) or on temporary removal grounds, or for any other reason agreed by the Authority.

Parents who state a preference for a place at a school that is not the nearest to the home nor the catchment school will be responsible for all school transport arrangements and costs during the child's school life.

Please note that if you are eligible for free transport to your child's existing primary or secondary school and you choose to move your child to another school, for whatever reason, free transport eligibility does not automatically transfer with the change of school. You may find that your eligibility ceases when you make the transfer so please contact us for further advice.

**2. How do I complete the application form?**

Please tear off the attached sheet and complete the boxes in BLOCK CAPITALS. If you are applying on other than distance grounds, please enter the details on the reverse of the attached sheet.

**3. What details of transport assistance should I give?**

If known, please give details of the transport that you want for your child. If more than one route is involved, please give details of both journeys if known. If you do not know what transport is involved leave this section blank.

**4. What do I do with the application form?**

Once you have completed the application form, please return it to your child's school.

**5. What will happen next?**

Your application will be dealt with as quickly as possible and you will be informed in writing whether or not free school transport has been granted. If you qualify you will be informed what transport has been agreed and a travel pass will shortly be made available at the school. Travel on the first morning of a new academic year is normally allowed without a travel pass.

**6. What should I do if I do not receive notification?**

If your child is at school you should allow about 2 weeks for your application to be processed and if you do not hear anything you should contact the Entitlement Team, with the name of the school, the date the application was submitted, and your child's name and address.

If your application is being made in the Spring or Summer prior to your child starting school in September, processing will take longer than two weeks; if you have not heard anything by the end of July you should contact the Entitlement Team as described above.

**7. If any of the details given by me on the application form change do I need to notify anyone?**

YES. You must notify the Entitlement Team as soon as possible.

**8. Pupils with Special Needs**

Where pupils have special needs and are the subject of a "Statement of Special Educational Needs" transport will be provided where appropriate. Any transport provided will seek to meet the individual needs of the pupil and this may involve a vehicle capable of carrying a pupil in a wheelchair, or special seat or in a harness. Escorts are provided where necessary.

**PLEASE DETACH THIS SHEET FROM THE APPLICATION FORM AND KEEP FOR FUTURE REFERENCE**

**9. Reviews**

There is the provision of reviews of decisions by a Council officer in respect of school transport entitlement or provision and if you wish to request this, please contact the Head of Passenger Transport, giving the details of the particular case and the reasons that a review is requested.

**10. Changes to Transport Arrangements**

It should be noted that transport provision can be changed with no notice where there are operational, safety, financial or other service reasons for doing so. Such instances are kept to a minimum and where at all possible, stakeholders are provided with good notice of any proposed changes.

**11. Safety**

A leaflet about safety on school transport is sent out to all pupils in receipt of Shropshire Council bus passes.

**Please note:** When the Council provides transport, parents are fully responsible for the safety and care of their children until they board the provided transport at the designated pick-up point and, on the return home, from the moment they alight from the vehicle at the designated drop-off point.

**Code of Conduct - Your Child's Safety**

Any transport granted is subject to the pupil adhering to these rules below. Failure to adhere to these rules may result in transport being withdrawn.

**Before the school journey the pupil must:**

- be accompanied to and at the pick-up point unless parents do not consider this necessary;
- make sure that they carry a valid travel pass (or travel may not be allowed);
- wait in an orderly manner;
- keep well clear of moving school buses or taxis;
- go to their seats immediately and sit down properly;
- normally wait for at least ten minutes if the bus/taxi is late;
- be at the pick-up point in good time;
- keep clear of other traffic;
- board the school bus or taxi when stationary, one at a time and in an orderly manner;

**During the school journey pupils must:**

- stay properly seated - do not stand up whilst the vehicle is moving (unless having to stand on a public service - if so hold tight);
- treat other pupils with care and respect and not misbehave;
- not attempt to operate doors or emergency exits (unless in an emergency) or any other mechanisms;
- follow the driver's instructions if there is a breakdown or emergency;
- wear seat belts where fitted (this is a legal requirement);
- not distract the driver or be discourteous;
- not be abusive;
- not smoke;
- keep luggage/bags out of aisles;
- not endanger people's safety or damage the vehicle;
- report any concerns about the journey to the driver and/or the school;
- not carry any offensive weapon, real or replica;

**At the end of the school journey pupils must:**

- stay seated until the vehicle stops;
- get off the bus in an orderly manner;
- stay well clear of other traffic whilst the vehicle is moving off;
- **NOT** cross a road in front of, or behind the school bus;
- be met at the drop-off point unless parents do not consider this necessary.
- not operate any doors or exits (unless in an emergency);
- ensure that clothing (i.e. toggles can be particularly dangerous) or bags do not become entangled/snagged in door mechanisms;
- wait until the bus moves off and the road is clear in both directions before crossing;

**Other Information**

- When crossing the road pupils should follow the Green Cross Code;
- In dark winter months pupils should wear appropriate light, fluorescent and reflective clothing;
- In severe weather or other major emergencies school transport may not operate or schools may close - parents should be aware of this and they may need to make appropriate arrangements to look after their children at home. Parents need to ensure that schools have their up to date emergency contact telephone numbers in case children have to return home early. Parents who take their children to school in bad weather should also bring them home in the afternoon. Local Radio will give you what advice and information it can.

"Parents need to have contingency arrangements in place to allow children to return home early, where transport has failed to operate for any reason in the mornings or for any other emergency, such as an evacuation from school during the day. Children should be familiar with these parental contingency arrangements, as problems can occur at any time, without warning."

**Passenger Transport Commissioning Group, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND  
Telephone: 0345 678 9006 www.shropshire.gov.uk**

**TRAN 1**



**Application for Free School Transport**

**Please state reason for applying for Free School Transport by putting a tick (✓) in the appropriate box below**

**Pupil in full-time attendance at the nearest or catchment primary school and living 2 miles or more from school.**

**OR**

**Pupil in full-time attendance at the nearest or catchment secondary school (not including sixth form) and living 3 miles or more from school.**

**OR**

**Pupil in full-time attendance at the nearest or catchment primary or secondary school and reasons for applying shown overleaf.**

**Details of Parent or Guardian (PLEASE USE BLOCK CAPITALS)**

MR./MRS./MISS/MS. FORENAME AND OTHER INITIALS SURNAME

FULL POSTAL ADDRESS   **Box if other siblings attend school**  
  **Box if change of address**  
  **Box if student has Statement of Special Educational Needs**

POSTCODE  Telephone Number:   
 Email address:

**Details of Pupil (PLEASE USE BLOCK CAPITALS)**

SURNAME FORENAME AND OTHER INITIALS

SEX OF PUPIL DATE OF BIRTH  
 M/F DAY MONTH YEAR  
       
 Name of School to be attended:   
 Date Transport Required:

**Details of Transport Assistance Requested including exact pick up point (if known)**

Pick Up Point:   
 Bus Company/Route No.:

*I agree that if transport is granted it will be conditional on my son/daughter adhering to the Terms and Conditions.*

**Parent's Signature:**  **Date:**

*I certify that this pupil will be/is attending full-time at this school.*

**Signed:**  (Head) **Date:**

**OFFICE USE ONLY**

Entitlement Letter sent  Non-Entitlement Letter sent  Entered on EMS

**Signed:**  **Date:**

Entitlement

Route No.  **ROUTE 1**

Start Point

End Point

Route No.  **ROUTE 2**

Start Point

End Point