

Application for Free Home to School Transport Assistance (under the age of 16 years)

General guidance on eligibility for transport can be found overleaf. A separate application form should be completed for each child that requires transport.

Surname of Child: Forename(s):

Date of Birth: Current Year Group Male Female

Current home address:
 Postcode:

Telephone No.: Mobile No.:

Name of Parent/Carer: (Mr/Mrs/Miss/Ms/Dr)

Relationship to child:

Previous Address:
 Postcode:
 Date of Move:

Previous/Present School:

School to which transport is requested:

Date transport required from*:

*** Please note that once we have confirmed you are eligible, it may take a further 20 working days to arrange your transport assistance.**

Reason why transport is required (see overleaf for guidance on eligibility criteria). You must provide supporting evidence in relation to requests on faith grounds, moving address, medical criteria or any special circumstances that are outside the normal entitlement criteria as detailed overleaf.

DECLARATION AND SIGNATURE OF APPLICANT

I certify that I have parental responsibility for the child named and that the information given is true to the best of my knowledge. I understand that any false or deliberately misleading information given on this form or in support of this application may render this application invalid and could lead to the withdrawal of transport assistance.

Data Protection Act 1998: The information you release to us will only be used for school transport purposes.

Signature: **Date:**

For office use only	Date Rec'd: <input type="text"/>	
Medical M : YES / NO Evidence: YES / NO	Catchment E : YES / NO Closest N : YES / NO	Faith Evidence Attached CH YES / NO
Exam year move C : YES / NO	Distance:	Unavailable route R : YES / NO
Transport refused <input type="checkbox"/>	Transport agreed code	End date:

Guidance criteria for free home to school transport assistance

The full home to school transport policy can be viewed at www.staffordshire.gov.uk/Schooltransport

Should you have any queries regarding the completion of this application form please contact the School Admissions and Transport Service, Tipping Street, Stafford, ST16 2DH (telephone 01785 278593), or email transport.entitlement@staffordshire.gov.uk

Is my child entitled?

Pupils of statutory school age (up to and including year group 11) are normally entitled to free home to school transport if they:

- Reside within Staffordshire – if you do not live in Staffordshire, you should contact the local authority for your address for transport assistance
- Live beyond the walking distance from the school which they attend, which is also the school they are registered at (the walking distance is determined as a maximum of two miles for pupils under the age of eleven, and three miles for pupils over 11 at the start of the school year). The distance is measured using the shortest available walking route from your home address to the closest available gate to the school site. When considering a walking route it is assumed that the pupil will be accompanied as necessary
- Live within the designated catchment area of the school, or are attending their nearest school, as determined by the Authority. Catchment areas also includes denominational transport areas (where they exist) which are determined by the Authority for individual denominational schools following consultation with the Diocese and any other bodies concerned

I want to apply for transport to a denominational (faith based) school - what criteria do you apply?

- Parents should be able to demonstrate their adherence to the religion/denomination of the school (for Catholic schools this means that a copy of the Catholic certificate of baptism or certificate of reception for the child should be provided)
- Live beyond the walking distance from the school which they attend, which is also the registered base (the walking distance is determined as a maximum of two miles for pupils under the age of eleven, and three miles for pupils over 11 at the start of the school year). The distance is measured using the shortest available walking route from your home address to the closest available gate to the school site. When considering a walking route it is assumed that the pupil will be accompanied as necessary
- Are attending the correct denominational school for their address as determined by the Authority

For what other reasons would you consider providing transport?

- **Moving address** - If a pupil moves address they are normally expected to transfer to the catchment school that serves their new home. However, if your new address is still in Staffordshire and you feel there are exceptional circumstances surrounding your move, we may provide transport assistance to the old school. Transport assistance if agreed will normally be in the form of a public service bus pass or petrol allowance. When assessing your application the Authority will consider the strength of the supporting evidence surrounding the exceptional circumstances of your move (which you **must** provide with your application), along with the cost of the transport provision.
- **Medical reasons** – if a pupil who is attending their correct catchment school is unable to walk to school due to a medical reason (for example a broken leg), and you can **provide supporting written medical evidence** that they are unable to walk to school, transport assistance may be provided.
- **Special circumstances** – individual consideration will be given to pupils who do not meet the criteria set out above. You must provide written details of any special circumstances you want to be considered. Please note when parents are working at the time their children need to travel to and from school, it is a parent's duty to make other arrangement for someone else to accompany their child as necessary.

How do I apply?

Fill in the application form overleaf and return it with any requested evidence to School Admissions and Transport Service, Tipping Street, Stafford. ST16 2DH or email address shown at the top of this form.

What type of transport assistance will I be offered?

Normally either

- a place on a contracted vehicle hired by the Authority, or
- a travel pass for public transport, or
- payment of travelling expenses at a rate determined by the Authority (this might include reimbursement of bus or train fares, or a petrol or cycling allowance, at a rate determined by the Authority)

The Authority will determine which type of transport assistance will be offered. In general, pupils eligible for free transport may be required to walk up to one mile to or from a designated pick up/drop off point

I've been advised I'm not entitled to transport assistance, but I disagree with your decision - what can I do?

You should write to the Head of School Organisation, Admissions and Transport at the address given at the top of this form, giving full details of why you disagree – further details of the review procedure can also be found on the website at the address given at the top of this form.