PRIMARY / SECONDARY EDUCATION APPLICATION for ASSISTED HOME to SCHOOL TRANSPORT

[Please use BLOCK CAPITALS and complete details in BLACK ink.]

wrexham COUNTY BOROUGH COUNCIL CYNGOR BWRDEISTREF SIROL wrecsam

School Year SEPTEMBER ____ to JULY ____

School Name ____

PUPIL DETAILS

Surname ____ **Male/Female (Tick)** M ____ F ____

Forenames ____

Date of Birth __ __ / __ __ / __ __ **Current School Year (e.g. Year 9)** ____

Address ____

Post Code ____ **Telephone Number** ____

PARENT / GUARDIAN DETAILS

Title [Mr/Mrs/Ms/Miss] ____ **Surname** ____

Forename ____ **Relationship to Child** ____

Address ____

[if different from above] ____

Post Code ____ **Telephone Number** ____

Why are you applying for assisted travel? (Please tick)

Pupil living over 3 miles from nearest appropriate secondary school ____

Pupil living over 2 miles from nearest appropriate primary school ____

Other [Please specify] ____

[If the school above is not the nearest school to pupil's home, please indicate reason for choice.]

TRANSPORT DETAILS

Name of bus stop/pick up point from which you would like pupil to be collected (Leave blank if not sure).

____ **Is this school bus / local bus service / taxi? (delete as appropriate)**

If journey involves a change of bus/vehicle please repeat similar information for the second journey.

____ **Is this school bus / local bus service / taxi? (delete as appropriate)**

Declaration: Please read & sign this declaration on completion of the form;

1. To the best of my / our knowledge all information given is accurate and true.
2. I / We authorise Wrexham County Borough Council Local Education Authority (LEA) to verify this information should they wish to do so.
3. I / We note that this information will be held on a computer system in accordance with the Data Protection Act.
4. I / We shall advise the School Transport Officer of the LEA in writing immediately should the circumstances dealt with by this form change, in such a way that it affects eligibility for assisted school transport for my child.
5. I / We agree to return to the LEA any bus ticket/pass issued in respect of my child(ren) upon request if that child becomes ineligible for assisted school transport.
6. I / We have read and understood the Home to School Transport Guidelines printed overleaf.
7. I / We agree that the student above will follow the Welsh Assembly's Travel Behaviour Code (www.travelcode.org)

Signature(s) ____ **Date** ____

[Please note any claim suspected to be fraudulent will be referred to the County Borough Council's Audit Department for investigation]

Please return completed form to :

TRANSPORT CO-ORDINATION, ENVIRONMENT DEPARTMENT, ABBEY ROAD SOUTH, WREXHAM INDUSTRIAL ESTATE, WREXHAM, LL13 9PW. Tel.01978 292056 Fax :01978 297095

Office Use Only:

Pupil Ref Number: ____ Elig. Reason ____ Distance ____

Request Received: __ __ / __ __ / __ __ Route No 1 ____ Route No 2 ____

Transport Commenced __ __ / __ __ / __ __

HOME TO SCHOOL TRANSPORT GUIDELINES FOR THE 2010-2011 ACADEMIC YEAR

ELIGIBILITY FOR ASSISTED HOME TO SCHOOL TRANSPORT

The County Borough Council's policy on the provision of assisted home to school transport is summarised below. It is intended to act as a guide to parents who wish to apply for assisted travel and is not a definitive statement of County Policy. It refers to all pupils and students who are in full time education and who are under 19 at the start of the school year.

Parental Choice

The policy is generally based on the distance to the school and parents should be aware that, while they have the right to choose to send their children to another school, entitlement to transport is a separate issue which continues to be assessed on the distance to the school.

Provision Criteria

Wrexham County Borough will provide assisted home to school transport under the following circumstances:

i) where a child resides over two miles from their nearest appropriate primary school;
ii) where a child resides over three miles from their nearest appropriate secondary school.

Extensions Beyond Minimum Provision

The LEA is now in a position to consider applications:

i) where a child whose parents are in receipt of Income Support or Family Credit, resides more than 2.5 miles from their nearest secondary school;
ii) to the nearest Welsh medium (whether natural or designated) or Voluntary Aided school under the identified criteria;
iii) where the route to school is considered to be hazardous by the County Borough Council;
iv) where a child requires transport on medical grounds and no suitable public transport exists;
v) where transport to an identified school is essential in a pupil's statement of Special Educational Needs. This would normally be on medical, social or educational grounds, and would be deemed essential in the context of other criteria identified in this policy.

An appropriate school is deemed to be the nearest school that provides education for the relevant age and ability of a pupil; the nearest Welsh medium school (whether natural or designated) or the nearest Voluntary Aided school.

Concessionary Seats

The LEA may provide concessionary transport, at a cost, where a pupil does not qualify on the above criteria but can be placed on an existing contract transport route that has empty seats. In these circumstances:

i) the termly cost of £50, payable by parents, and subject to annual review
ii) concessions may be withdrawn at short notice, with pro-rata rebate, when circumstances dictate.

Under the Transport Act 1995, however, concessionary fares cannot be made available where registered local bus service transport runs along a school route at convenient times for the start and finish of the school day.

Parental Responsibility

Parents have the responsibility for:

i) getting their child to and from school, where they do not qualify for free transport;
ii) applying for free transport if their child qualifies;
iii) informing the LEA and the school of changed circumstance which may affect transport
iv) ensuring that their child is ready and waiting for transport at the appropriate time and place. It is the parent's responsibility to accompany the child to and from the vehicle;
v) ensuring that their child's behaviour while using school transport is socially acceptable.

Age Criteria

The LEA is required to provide free transport for eligible pupils of compulsory school age subject to the following conditions:

i) The LEA does not provide transport for pupils attending Nursery School or Nursery Classes at the age of three. Transport is provided from the commencement of the school year in which the child attains the age of five;
ii) The LEA presently makes provision for pupils above compulsory school age to be transported free of charge to the nearest appropriate school or college, on routes which are commissioned to provide transport.

Provision of Escorts

An escort may be provided by the LEA for pupils with statements of Special Educational Needs. Provision of escorts will take place after consideration by relevant Officers of the individual needs of the pupils or group of pupils and the nature of the transport available.

Behaviour

Any misbehaviour by pupils while travelling on school transport that could affect the safety of pupils, drivers, escorts and/or other road users may lead to sanctions. In such situations, pupils will be subject to the normal disciplinary rules of their school. The sanctions used in respect of misbehaviour on school transport could include exclusion from school and from transport.

Smoking on Vehicles

Smoking is not permitted on any vehicle contracted to the Council for the conveyance of school pupils to and from school. Drivers will report the names of any pupils breaking this rule to the Headteacher of the school concerned. The Headteacher is empowered to deal with these matters.

Mode of Transport

In determining the mode of transport required the following principles will apply:

i) the need for specialist transport;
ii) the Special Educational Needs of a pupil as defined in a pupil's statement.

In all cases the efficient use of resources will dictate the mode of transport (subject to the above conditions). Transport may be provided by means of school contract transport services or existing public transport services that, together with the type of transport (bus, minibus, train, taxi etc.) will be dictated by cost effectiveness. In some cases one contract bus may transport different pupils to more than one school site.

In particular circumstances, a cash payment to parents (currently 25 pence per mile) may be available for transporting pupils who meet all the criteria, if deemed by the LEA to be more cost effective.

Collection and Return

Transport will normally be to and from bus stops or pick up points for groups of pupils. It will only be provided from door-to-door if exceptional circumstances prevail. Pupils will be expected to make their own way to a designated pick-up point situated reasonably near to their home. No pupil/student who is eligible to be transported on a contract route will be eligible for transport provision outside the normal daily timetable of that contract.

Appeals

Parents may appeal against the decision taken not to provide transport and if they decide to do so they must indicate on what ground they base their appeal. Any appeal should be made in writing to the Chief Transportation and Asset Management Officer at the second address shown below.

Transport

The provision of School Transport is based on the distance from home to school. As parents you have the right to send your child to a school other than the nearest. This expression of preference is on the understanding that transport will be your responsibility.

John Davies
Chief Learning and Achievement Officer
16 Lord Street,
Wrexham
LL11 1LG.

John Bradbury
Chief Environment Officer
Abbey Road South
Wrexham Industrial Estate
Wrexham
LL13 9PW