

**Under-16 School Travel Assistance
Academic Year 2018/2019**



Under-16 Travel Assistance Scheme

2018/2019

This booklet contains information on home to school travel assistance available to Nottinghamshire County Council residents. Please take time to read it before you complete the application form (TA1).

You can also apply online at
www.nottinghamshire.gov.uk/education/travel-to-schools

Assistance for Nottingham City residents is organised by Nottingham City Council. Please ring **0115 8765049** for further information.

If you are a resident of the County but your child will be attending a City school or a school in another County and you have a query, please ring **0300 500 80 80**.

For enquiries about eligibility for travel assistance please ring:
0300 500 80 80.



Minicom available
01623 434993

Completed TA1 applications should be sent to:

**Transport & Travel Services,
 Nottinghamshire County Council,
 County Hall, West Bridgford,
 Nottingham NG2 7QP.**

Copies of this booklet are available in large print, audio tape and Braille.

Please contact **0300 500 80 80** for assistance.

This booklet and application form is also available at
www.nottinghamshire.gov.uk/education/travel-to-schools
 The application form can be submitted electronically.



traveline
 public transport info
www.traveline.info
0871 200 22 33
 calls cost 12p per minute
 plus your phone company's access charge

Under-16 Home to School Transport Provision

The Under-16 Home to School transport provision is detailed in the Home to School Transport Policy 2018/19 academic year which can be accessed at:

www.nottinghamshire.gov.uk/education/travel-to-schools

The local authority divides the County of Nottinghamshire into smaller areas surrounding each school called catchment areas. There is a **Local Authority catchment** school named for each address in Nottinghamshire.

These help us to determine the level of transport assistance to which your child is entitled.

Schools may publish different information about geographical area in their admissions literature. This will not be considered by Nottinghamshire County Council when assessing home to school transport entitlements. Entitlements will be assessed on the basis of the catchment area as defined by Nottinghamshire County Council

Age on 1st September 2018	Walking Distance Between Home and School	Type of Assistance
Children aged 4-7 (travel assistance is given from the start of the academic year in which the 5 th birthday falls)	Over 2 miles	Free Travel until the end of educational year in which 8 th birthday falls (end of year 3).
	2 miles or under	Assisted Travel may be offered (on available bus services).
Aged 8-11	Over 3 miles	Free Travel until end of educational year in which 11 th birthday falls (end of year 6).
	3 miles or under	Assisted Travel may be offered (on available bus services).
	2-3 miles (low income families)	Free Travel is available for pupils under 11 years of age who are eligible for free school meals, or whose parents are in receipt of maximum level working tax credit, if over 2 miles from school, for the duration of the educational year in which the award is made. This award is reviewed at the end of each educational year in August.

Age on 1st September 2018	Walking Distance Between Home and School	Type of Assistance
Over 11	Over 3 miles	Free Travel until end of educational year in which 16 th birthday falls (end of year 11).
	3 miles or under	Assisted Travel may be offered (on available bus services).
	2-6 miles* (low income families)	Free Travel is available for pupils attending one of the nearest 3 schools between 2 and 6 miles, and who are eligible for free school meals or whose parents are in receipt of maximum level working tax credit, for the duration of the educational year in which the award is made. This award is reviewed at the end of each educational year, in August**.
<p>Please note: to ensure families are not disadvantaged during the introduction of Universal Credit, protection arrangements have been put in place in respect of eligibility for free school meals. Details of these arrangements are outlined at http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk/changes-to-free-school-meal-entitlement</p>		
<p>* Please note: 2 mile distance is measured by the shortest available walking route. 6 mile distance is measured by the shortest vehicular route.</p>		
<p>** Low income families whose children attend a denominational school on grounds of religion or belief have different criteria. Please see frequently asked question 3.</p>		

Frequently - asked questions

1. My child attends the catchment school for my home address. What travel assistance can I receive?

Your child may receive assistance under the Home to School Transport provision described on pages 2-3. Eligibility is based on the walking distance between your permanent home address and your catchment school. It is not necessarily the same as the route by car, because footpaths or paved areas may form part of the route.

1a. I believe I may live over the walking distance

- (i) Free transport is normally awarded to those pupils attending the catchment school for their home address and who live beyond the walking distances as set out in Part 1. (For exceptions to this see 2b).
- (ii) A travel pass is usually provided for transport between home and school on the most appropriate bus service. You will be advised of the service which your child will be travelling on. The travel pass will **only** be valid on this service.
- (iii) Where it is considered that no appropriate public transport exists and cannot be provided, a travel grant in lieu of a free pass may be offered. This grant will be withdrawn if a suitable service is made available at a later date.

Travel grants are based on the Public Transport Rate which is reviewed from time to time. If more than one child from the family is travelling from the same address to the same school on the same site, only one grant is payable.

1b. I believe I may live under the walking distance

If you live under the walking distance you will not normally be entitled to free travel. If there is a bus service available you may be offered an opportunity to purchase a termly or annual season pass. The pass will be offered at a flat rate price. On most buses you can pay separate fares for each journey and, in some cases, this may be a cheaper option.

Your family income is not normally taken into account in assessing travel assistance to school. There are two exceptions:

- (i) children between the ages of 8 and 11 will receive free travel for the duration of the educational year if:
 - they attend their catchment school, and
 - they live more than 2 miles from the school, and
 - they qualify for free school meals, or
 - their parents are in receipt of maximum level working tax credit.

This award is reviewed at the end of each educational year, in August.

(ii) children aged over 11 will receive free travel for the duration of the educational year if:

- they attend one of the three closest schools within 2-6 miles*, and
- they qualify for free school meals, or
- their parents are in receipt of maximum level working tax credit.

This award is reviewed at the end of each educational year, in August.

Please note:

* 2 mile distance is measured by the shortest available walking route.
6 mile distance is measured by the shortest vehicular route.

** Low income families whose children attend denominational schools on grounds of religion or belief have different criteria. Please see question 4 of this booklet.

2. My child does not attend the catchment school for my home address. What transport assistance can I expect?

- (i) Where available, an offer to purchase a season pass will be sent to you.
- (ii) Sometimes both schools (i.e. the preferred and catchment) are over the maximum walking distance (see grid in Part One). If the preferred school is nearer to the home address, then free transport will be awarded. Pupils aged over 11 and eligible for free school meals or whose parents

are in receipt of maximum level working tax credit will qualify for free travel to one of the 3 nearest schools within 2-6* miles of the home address, for the duration of the educational year in which the award is made.

This award is reviewed at the end of each educational year, in August.

* *Please note:*

*2 mile distance is measured by the shortest available walking route.
6 mile distance is measured by the shortest vehicular route.*

3. My child attends a denominational (church) school. What can I expect?

Your child may qualify for assisted travel provided they fulfil all of the following criteria:

- (i) They are attending the denominational school because of your religion or beliefs. Part 2 of the Travel Assistance Application Form must be signed by the school to confirm admission on denominational grounds.
- (ii) They are attending the appropriate catchment denominational school for your home address, or it is the **nearest** appropriate denominational school to your address.

Some areas of the county do not have specific denominational catchment areas named, or two school catchment areas overlap. In this instance a travel

assistance assessment will be made based on the **nearest** appropriate denominational school to your home address. It is the responsibility of the parent or carer to check which is the appropriate or nearest denominational school for their home address. Where catchment areas for denominational schools do exist, they are determined by the appropriate Church Diocese.

- (iii) You live over the statutory maximum walking distance from the school your child is attending. For distances please see the charts in Part 1.

If the above criteria are met, a season pass will be offered at a flat rate of £300 per year for secondary school pupils and £250 per year for primary school pupils. These may be purchased termly. On most buses it will be possible to pay a separate fare for each journey and in some cases this may be a cheaper option.

Where a family has three or more siblings attending schools on denominational grounds (up to age 16), the charges for the eldest

child will be waived where the two youngest children are already subject to the charge.

Low income families

The charges for the pass are waived for parents on low income who are receiving the maximum level of working tax credit, or where the pupil is entitled to free school meals, for the duration of the educational year in which the award is made (please see chart below). This award is reviewed at the end of each educational year, in August. (Please note: to ensure families are not disadvantaged during the introduction of Universal Credit, protection arrangements have been put in place in respect of eligibility for free school meals. Details of these arrangements are outlined at <http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk/changes-to-free-school-meal-entitlement>)

Paragraph 1b will apply to pupils who live under the walking distances described in the tables on pages 2-3, and who are attending their nearest or catchment denominational school.

The exception is for low income families as described in the paragraph above. In these circumstances the following walking distances will apply.

All Ages	Under 2 miles	Assisted Travel may be offered (on available bus services)
Primary (5-11 [end of year 6])	2-20 miles	Free Travel for the duration of the educational year in which the award is made. This award is reviewed at the end of each educational year, in August.
Secondary (11-16 [end of year 11])	2-25 miles	Free Travel for the duration of the educational year in which the award is made. This award is reviewed at the end of each educational year, in August.

4. My circumstances do not seem to fit those mentioned above. Is it still possible to be considered for travel assistance to school?

Decisions to award free transport as an exception to policy are unusual but they do occasionally happen. These may be as a result of circumstances such as being made homeless, sudden illness within the family resulting in a temporary move, or a need to change schools which has had the involvement of an appropriate Council Officer. Such cases will only be considered if the child has previously been attending their catchment area school. The walking distance rules as mentioned in question 2 would still apply. Please complete the additional information box on the application form or send in your application form with an explanatory letter attached.

5. How do I apply for school travel assistance?

The quickest way is to make an on-line application at www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-school-travel-assistance/apply-for-under-16-travel-assistance

Alternatively, you can ring our Customer Service Centre on **0300 500 80 80** and they will do it over the phone with you and email the completed form to us.

If desired, a paper form can be downloaded from the above website, or the Customer Services Centre can send one to you.

6. Do I need to send a photograph of my child?

A passport size photograph is required for free and discounted travel passes for all pupils born before 1 September 2007. If you apply on-line you will be asked to upload a photograph. If you apply on a paper form, a recent photograph must be securely attached in the space provided on the form. Please make sure that the pupil's name, school and date of birth are written on the reverse of the photograph

7. Are there any rules about safety and behaviour on school buses?

The safety of the bus is dependent upon all who travel on it and good behaviour is vital for a safe and comfortable journey. The County Council takes incidents of poor behaviour very seriously, and we use CCTV where available to identify poor behaviour. Pupils who are poorly behaved on buses may be banned from the service and parents will be asked to make alternative arrangements for their children to attend school. **As a parent you can play your part by making sure that your child understands how important good behaviour is for everyone.** Please make sure that your child reads and understands the safety guidelines set out in the Council's School Transport Travel Pass Guide which can be downloaded at www.nottinghamshire.gov.uk/media/1601/school-transport-travel-pass-guide.pdf

8. GENERAL CONDITIONS

Please note that your signature on the application form confirms you accept these conditions.

- a) The County Council is not always responsible for the whole of the journey or the whole cost of the journey between home and school.
- b) Free and assisted travel is limited to one return journey per day at the start and end of the official school day.
- c) The County Council reserves the right to determine the method of home to school travel. Whilst we aim to provide consistent travel arrangements, transport contracts are subject to change from time to time as new pupils start at school and other pupils leave. We also have a legal obligation to undertake periodic re-tendering of contracts to ensure we are obtaining best value for the contracts we run.
- d) Free and season travel passes are issued subject to such terms and conditions as the County Council may specify from time to time.
- e) Purchase of a season pass does not guarantee a seat on the bus. A place allocated on a school bus will be subject to seven days notice of withdrawal if it is required for a pupil entitled to free transport.
- f) In determining the most appropriate bus service, pupils may be expected to walk up to one mile from home to bus stop or from bus stop to school, or a combination of distance totalling no more than one mile in either direction each day.
- g) If your child moves home address or changes school you must complete a new travel application form TA1 and return the current travel pass.
- h) If you purchase a season travel pass and you change address, your child changes school or is absent from school due to illness for more than 28 consecutive days, you may apply for a refund on the unused part of the pass. Form TA13 (obtainable from school) should be completed and returned with the pass to school. Please note a £10.00 administration charge will be deducted from your refund which will be calculated on receipt of the pass.
- i) If a bus service is unable to operate for five or more consecutive days owing to inclement weather or other reason, then refunds for a proportion of a season pass will be considered upon application.

- j) Travel passes are credit card size passes (freedomcard). The freedomcard has the holder's name and (for secondary school pupils) their photograph printed on the card. When boarding the bus the pass must be shown to the driver. The driver / inspector may ask to make a visual check on the pass. Damaged cards which have to be replaced will incur an administration fee of £10.00. Please encourage your child to take care of their freedomcard as they are not replaced every year.
- k) Lost bus passes may be replaced on completion of form TA12, obtainable from the school office. An administration fee of £10.00 will be charged. If a pass has been stolen and a crime number supplied by the police is submitted, the pass will be replaced free of charge.
- l) Requests for passes to be changed to enable use on a different vehicle / boarding point will be subject to a £10.00 administration fee.
- m) Following issue, providing entitlement to travel continues, passes should be kept for future use and should not be destroyed at the end of term / academic year. Season Passes will only become valid for use once the appropriate payment has been received by the County Council.
- n) In the interest of safety for all involved, all pupils are expected to abide by the safety code as outlined in the Safety Guide issued with every new pass. Failure to do so may result in the pupil being banned from school bus services and their *freedomcard*™ pass being hotlisted (the pass will not be valid for use and can be withdrawn by the driver).

Please note

Information contained in this booklet is subject to review from time to time and any scheme for travel assistance may be varied without prior notice to parents. Whilst every effort has been made to accurately state the position for the 2018/2019 school year at the time of publication of this booklet, Nottinghamshire County Council will not be liable for any inaccuracies, omissions or misrepresentations contained therein, or for any changes in practice, legislation or interpretation which may be adopted, without notice, by the County Council subsequent to the date of this publication.

The travel schemes outlined are managed by Transport and Travel Services, which is part of Nottinghamshire County Council. Where referred to in this booklet "County Council" means Nottinghamshire County Council.

If you have a complaint about the actions of Transport and Travel Services or its staff there is a formal complaints procedure.

This procedure can be accessed at **www.nottinghamshire.gov.uk/thecouncil/contact/comments/** or by ringing: **0300 500 80 80**

For information about how the Council manages the personal data that it collects, please see the Council's Privacy Statement: **www.nottinghamshire.gov.uk/global-content/privacy**

All travel assessments are made using the criteria set by the Home to School Transport Policy in line with Government legislation, and as outlined in this booklet. Any requests for a review of an assessment should be submitted on a TA2, School Travel Review Form which can be obtained by ringing **0300 500 80 80** or can be downloaded at **www.nottinghamshire.gov.uk/education/travel-to-schools/how-to-request-a-review**



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education/travel-to-schools](http://nottinghamshire.gov.uk/education/travel-to-schools)
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Nottinghamshire County Council, County
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