



Nottinghamshire
County Council

Under 16 School Transport Travel Assistance

2010/2011

for all your school travel
assistance enquiries
please ring
08449 80 80 80



apply online at
www.nottinghamshire.gov.uk/buses

Under 16 Travel Assistance Scheme 2010/2011

This booklet contains information on home to school transport 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/buses

Assistance for Nottingham City residents is organised by Nottingham City Council, please ring 0115 915 0692 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 08449 80 80 80.

For enquiries about eligibility for travel assistance and your catchment school please ring:

08449 80 80 80



Minicom available 01623 434993

To confirm the catchment school for your home address you can visit our website at: www.nottinghamshire.gov.uk/school-catchment

Completed TA1 applications should be sent to:
**Nottinghamshire Transport Services, Communities Department,
Trent Bridge House, Fox Road, West Bridgford, Nottingham NG2 6BJ.**

**Copies of this booklet are available in large print, audio tape and Braille.
Please contact 08449 80 80 80 for assistance.**

This brochure and application form is also available at
www.nottinghamshire.gov.uk/buses

The application form can be submitted electronically.

1 What is a catchment school and why is it important?

The local authority divides the County of Nottinghamshire into smaller areas surrounding each school called catchment areas. There is a “**catchment school**” named for addresses within Nottinghamshire. These help us to determine the level of transport assistance that your child is entitled to. If you are unsure whether or not you live in the catchment area for the school you wish your child to attend you may wish to refer to the information on our website or contact us on 08449 80 80 80 for further assistance.

2 My child does attend the catchment school for my home address. What travel assistance can I expect?

The type of assistance available is based on the walking distance between your permanent home address and your catchment school. The walking route is not necessarily the same as the route by car because footpaths or paved areas may form part of the route. The following table shows the statutory walking requirements for entitlement to free transport. These requirements have been adopted by Nottinghamshire County Council.

Age on 1 Sept 2010	Walking Distance Between Home and School	Type of Assistance
UNDER 8 (travel assistance is given from the start of the term prior to the term in which the 5th birthday falls)	OVER 2 MILES	FREE TRAVEL Until the end of educational year in which 8th birthday falls (end of year 3)
	2 MILES OR UNDER	ASSISTED TRAVEL may be offered (on available bus services)
OVER 8 - 11	OVER 3 MILES	FREE TRAVEL Until end of educational year in which 11th birthday falls (end of year 6)
	3 MILES OR UNDER	ASSISTED TRAVEL may be offered (on available bus services until the end of educational year in which 11th birthday falls (end of year 6))
	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.

OVER 11	OVER 3 MILES	FREE TRAVEL Until end of educational year in which 16th birthday falls (end of year 11).
	3 MILES OR UNDER	ASSISTED TRAVEL may be offered (on available bus services until the end of educational year in which 16th birthday falls (end of year 11).
	2-6 MILES* (LOW INCOME FAMILIES)	FREE TRAVEL is available for pupils attending one of the nearest 3 schools between 2 and 6 miles, when 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.**

* 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.

2a 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 2 above. (For exceptions to this see 2b below).
- (ii) A travel pass is usually provided for transport between home and school on the most appropriate bus or rail service. If a service does not already exist the County Council may provide one. If this is the case 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 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.

2b 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. **Please note that 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 if they qualify for free school meals, or whose parents are in receipt of maximum level working tax credit, attend their catchment school, and live more than 2 miles from the 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.
- (ii) children aged over 11 will receive free travel when attending one of the 3 closest schools within 2-6 miles* if eligible for free school meals or whose parents are in receipt of the maximum level of 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.

* 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.

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

If your child attends a “preferred school” (ie not their catchment school):

- (i) Where available, an offer to purchase a season pass will be sent to you. **Please note that your family income is not taken into account in assessing travel assistance to school. There is an exception for low income families, please see 3(ii) below.**
- (ii) Sometimes both schools (ie the preferred and catchment) are over the maximum walking distance (see grid in question 2). 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 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.

PLACE PHOTO HERE

A photograph is required with this application if your child was born before 01/09/99.

Please ensure your child's name, school, and date of birth are written on the reverse of the photograph and attach it securely in this box.



Nottinghamshire
County Council

APPLICATION FOR UNDER 16 TRAVEL ASSISTANCE (TA1) 2010/2011

(Not for use by Post 16 Year 12 Students or Nottingham City residents)

PART 1 - FOR COMPLETION BY PARENT/GUARDIAN IN BLOCK CAPITALS (PLEASE USE BLACK INK)

1. Pupil's surname _____ 2. Pupil's first name _____ 3. Male Female

4. Date of birth _____ 5. Age on 1st Sept 2010 _____ Years _____

6. Parent's/Guardian's name Title _____ Surname _____ First Name _____

7. Pupil's home address _____

_____ Post Code _____

8. Home telephone number Area Code _____ Number _____ Mobile _____

9. E-mail address _____

10. School to which travel assistance is required _____ Date from _____

11. To which Local Authority do you pay Council Tax? _____

12. Are you in receipt of – _____ (please tick if appropriate)
maximum level working tax credit? If you have ticked the box please attach your latest HMRC award form to this application as confirmation

free school meals? (Please tick if appropriate)

If you are not in receipt of free school meals from Nottinghamshire County Council and you would like us to check whether either you or your partner/spouse are entitled to receive them, please enter your National Insurance number(s) and date(s) of birth here:

Parent/Guardian N.I. Number Date of birth

Partner's/Spouse's name Title Surname First Name

Partner/Spouse N.I. Number Date of birth

Please note that if you have completed the partner/spouse details they must also sign the declaration at the end of Part 1 overleaf.

13. If this application is made following a change of address please give previous details here
Previous address
Date of Moving
Previous School

14. Has your new address been provided to you as temporary accommodation? (Please tick if appropriate)
If you have ticked the box please provide a contact name and telephone number for the Housing Association/Refuge providing the accommodation.

Housing Association/Refuge name

Contact name

Telephone number – Area Code Number

PLEASE CONTINUE OVERLEAF

NOW PLEASE READ THE DECLARATION, AND SIGN AND DATE THIS APPLICATION (Delete where appropriate).

I/WE DECLARE THAT TO THE BEST OF MY/OUR KNOWLEDGE, THE INFORMATION I/WE HAVE GIVEN ON THIS FORM IS ACCURATE AND COMPLETE AND THAT I/WE WILL ADVISE THE COUNTY COUNCIL OF ANY CHANGES. I/WE AGREE TO ABIDE BY THE CONDITIONS SPECIFIED BY THE COUNTY COUNCIL IN RESPECT OF HOME TO SCHOOL TRAVEL ASSISTANCE. I/WE AGREE TO MY/OUR N.I. NUMBERS) AND DATE(S) OF BIRTH BEING USED TO CONFIRM MY/OUR ENTITLEMENT TO FREE SCHOOL MEALS.

SIGNED _____ DATE _____

Partner/Spouse signature (if appropriate) _____ DATE _____

IF YOUR CHILD REQUIRES TRAVEL ASSISTANCE TO A VOLUNTARY AIDED ROMAN CATHOLIC OR CHURCH OF ENGLAND SCHOOL ON THE GROUNDS OF RELIGION OR BELIEF YOU MUST NOW SEND THIS FORM TO THE SCHOOL WHERE PART 2 WILL BE COMPLETED BY THE HEAD TEACHER. THE SCHOOL WILL THEN FORWARD THE FORM TO NOTTINGHAMSHIRE TRANSPORT SERVICES ON YOUR BEHALF.

ALL OTHER APPLICATIONS SHOULD BE SENT DIRECT TO: NOTTINGHAMSHIRE TRANSPORT SERVICES, COMMUNITIES DEPARTMENT, TRENT BRIDGE HOUSE, FOX ROAD, WEST BRIDGFORD, NOTTINGHAM NG2 6BJ.

PART 2

FOR COMPLETION BY THE HEAD TEACHER WHERE THE SCHOOL NAMED ABOVE IS A VOLUNTARY AIDED ROMAN CATHOLIC OR CHURCH OF ENGLAND SCHOOL.

*PLEASE TICK THE APPROPRIATE BOX:

The above named pupil has been admitted on denominational grounds

The above named pupil has **not** been admitted on denominational grounds

SIGNED _____ NAME IN PRINT _____ DATE _____

FOR OFFICE USE ONLY

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U.S.R.N.

The personal information collected on this form will be processed on computer to provide and manage the information or service that you have requested. For further details regarding your privacy, please see our Privacy Statement: <http://www.nottinghamshire.gov.uk/privacystatement.htm>

4 My child attends a denominational (church) voluntary aided 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 voluntary **aided** school because of your religious 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 voluntary **aided** school for your home address, or it is the **nearest** appropriate denominational voluntary **aided** school to your address. Some areas of the county do not have specific denominational catchment areas named, or 2 school catchment areas overlap. In this instance a travel assistance assessment will be made based on the **nearest** appropriate denominational voluntary **aided** school to your home address. It is the responsibility of the parent or guardian to check which is the appropriate or nearest denominational voluntary **aided** 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 chart at question 2.

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.

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. It is also waived for a third or subsequent child whilst there are already two siblings attending a school on denominational grounds who are already subject to the charge. Please note that free passes will not be issued until confirmation has been received from Children and Young People's Services. Children already at school and receiving free travel under earlier policies will retain this until they leave the school concerned or until they move house.

Paragraph 2b will apply to pupils who live under the walking distances described in 2, 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.

5 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 Children and Young People's Services. 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.

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 1999. A recent photograph must be securely attached in the space provided on the application 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 in it and good behaviour is vital for a safe and comfortable journey. The County Council take incidents of bad behaviour very seriously, and we are increasingly using video recordings (CCTV) to identify badly behaved pupils. Pupils who are badly 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 that will be sent to you with the notification of your child's travel pass.

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 which provides best value for money.
- 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 1 mile from home to bus stop or from bus stop to school, or a combination of distance totalling no more than 1 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 £5.00 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 5 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 'smart' credit card size passes (*freedomcard*[™]). The *freedomcard*[™] has the holder's name and (for secondary school pupils) their photograph printed on the card, as well as a microchip embedded in the plastic. No personal data is stored on the electronic chip. When boarding the bus the electronic chip in the pass is read when it is placed against the on-board "reader". The driver and/or an inspector may also ask to make a visual check on the pass. If the pass does not read properly your child may be asked to report to the school office to collect a temporary pass whilst the *freedomcard*[™] is checked. Passes in good condition which are found to be faulty will be replaced free of charge. **Damaged cards which have to be replaced will incur an administration fee of £5.00. Please encourage your child to take appropriate 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 £5.00 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 retained 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 2010/2011 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 scheme outlined is managed by Nottinghamshire Transport Services, which is part of the Communities Department of Nottinghamshire County Council on behalf of Children and Young People's Services. Where referred to in this booklet "County Council" means Nottinghamshire County Council.

If you have a complaint about the actions of Nottinghamshire Transport Services, Communities Department, or its staff there is a formal complaints procedure. This procedure is set out in a leaflet entitled "Listening to You", copies of which are available from libraries or any other County Council office.

Any data held by Nottinghamshire Transport Services, Communities Department in relation to the travel application will be securely stored and maintained in line with the Data Protection Act 1998. The personal data collected will only be processed for the purpose of the provision and management of home to school/college transport, and to confirm entitlement to free school meals.

All travel assessments are made using the criteria set by the Children and Young People's Services Transport Policy in line with Government legislation, and as outlined in this booklet. Any requests for a review of an assessment should be addressed to the Transport Policy Officer, Children and Young People's Services, County Hall, West Bridgford, Nottingham NG2 7QP.



Nottinghamshire
County Council

Contacting us

email **travel.assistance@nottsc.gov.uk**

phone **08449 80 80 80**

fax **0115 977 4353**

post **Nottinghamshire Transport Services,
Communities Department, Trent Bridge House,
Fox Road, West Bridgford, Nottingham NG2 6BJ**

internet **www.nottinghamshire.gov.uk/buses**

traveline **0871 200 2233**



Typetalk 18001 0871 200 2233

BT callers charged 10p per min plus 6p set-up fee
per call. Mobile and other provider's charges vary.