

September 2014 – August 2015



GUIDANCE ON COMPLETING AN APPLICATION FOR TRANSPORT ASSISTANCE

FOR A **SECONDARY STUDENT** YEARS 7 - 11

[**not** attending Churston Ferrers Grammar School, Torquay Boys' Grammar School, Torquay Girls' Grammar School, Westlands School selective stream or St Cuthbert Mayne Joint Catholic and C. E. School]

PLEASE READ THIS INFORMATION CAREFULLY

If you decide to apply for transport assistance, you will need to complete an application form – one for each child – and then return to the address given on the last page.

Applications will **only** be considered if **all** relevant supporting documents are attached.

Applications for assistance for September 2014 must be returned by **23 June** to ensure that, where pupils are eligible, transport arrangements can be made. Applications received after the deadline are unlikely to be processed for transport to be put in place for the start of the autumn term.

Who is responsible for making sure my child gets to school?

It is the parent or carer's responsibility to get the child to school. You may be eligible to receive transport assistance but this is not automatic. You will need to complete a transport assistance application form for each child. If you are eligible to receive assistance, you need to understand that transport can take time to arrange.

How do I apply for transport assistance?

The parent or carer will need to complete a transport assistance application each year for each child. If you need any help, please contact the Transport Team.

The application form asks questions about the reasons that can qualify your child for transport assistance. You need to use the spaces on the form to give as much information as possible and you must attach additional information (such as a benefit statement or a letter from a doctor) where relevant. The form and the information you provide will be assessed against Torbay Council's Home to School and College Transport Policy.

Usually, only those children whose family or personal circumstances meet the criteria in the policy will receive transport assistance, but there may be exceptional reasons when transport assistance is granted.

Should you be unsuccessful, you will receive a letter which will give the reason. If you are turned down, you can use the Council's appeal process and a copy of the relevant form will be included with the letter.

If you are successful, the Transport Team will decide what form of transport will be provided, taking into account the child's needs. Transport assistance, if awarded, will normally be in the form of a bus pass but if a child has special needs, a disability or a medical condition, appropriate transport will be provided.

Will my child get free transport?

Each of the comprehensive schools in Torbay has a designated transport area and to be eligible for transport assistance, your child must attend the school designated for the home address. If your child attends the school designated to serve your home address, free transport assistance will only be provided if the walking distance from home to school is more than 3 miles or if your family is on a low income (see below), when it is 2 miles.

A child from a low income family – see below – will be eligible for free transport if the child attends one of the three schools closest to the home address and the walking distance from home to school is more than 2 miles but less than 6 miles

Distances are measured along the shortest available safe walking route from the nearest entrance to your home and the nearest entrance to the school using digitised mapping.

If you choose to send your child to a school that is not the closest suitable school to your home address, transport assistance will not normally be provided and it will be your responsibility to make all of the arrangements and to cover the cost to get your child to school for the whole time your child is at the school.

What does 'low income' mean?

You will be eligible for free transport if you are in receipt of the maximum Working Tax Credit or your child is eligible for free school meals because you receive a "qualifying" benefit as listed here:

- Income Support
- Income-based Job Seekers Allowance (IBJSA)
- guarantee element of state Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Employment Support Allowance (Income Based)
- Child tax credit, but not entitled to Working Tax Credit and household income is less than £16,190

When you send in your application, you must attach proof of your qualifying benefit or the full Department of Work and Pensions tax credit award statement from April 2014.

If you do not receive any of these qualifying benefits, there may be other financial circumstances that you would like to be taken into account. You will need to give as much information as possible on the form and attach copies of any relevant supporting documents.

My child has special educational needs – will I get free transport?

The rules about eligibility apply to all children, including those with special educational needs or a disability who attend a specified mainstream school, a special school, a special unit attached to a mainstream school or Pupil Referral Unit, provided that the local authority agrees that the child must attend this school to meet their special educational needs. Transport is not automatically provided for pupils who live within the walking distance as stated above. The assessment of the need for transport assistance will take into account whether the child could reasonably be expected to walk to school and whether the parents could reasonably be expected to accompany the child to school. If a child's special educational needs or disability affects their mobility, this will be taken into account and transport assistance may be provided. You will need to explain how you think your child's special educational needs and/or disability affects their transport needs, so include as much information as possible.

My child has a medical condition – will I get free transport?

If you do not meet the criteria about distance or low income, free transport may be given if your child's medical condition means that they cannot reasonably be expected to walk to school and if you cannot be reasonably expected to make other arrangements to get your child to school. You will need to provide information from a medical professional to support your case.

If you have a medical condition that prevents you from accompanying your child, you will need to explain and include information from an appropriate medical professional. If you have a partner, it would normally be expected that they will take responsibility for either accompanying your child to school or making arrangements.

Other exceptional reasons

There may be exceptional reasons or family circumstances not covered by the other categories that you feel should be taken into account when the transport assistance assessment is made. Please give details and provide any relevant evidence.

More information is available on the Torbay Council website <http://www.torbay.gov.uk/schooltravelsupport> or you can phone the Transport Team 01803 208233



**APPLICATION FOR TRANSPORT ASSISTANCE Sept. 2014 – Aug. 2015
FOR A SECONDARY STUDENT YEARS 7 - 11**

(NOT Grammar schools, Westlands selective or St Cuthbert Mayne)

Applications will only be considered if all relevant supporting documents are attached.

A separate form is needed for each child

DETAILS OF CHILD

Forename(s)				Surname/ family name			
Date of birth	DAY	MONTH	YEAR	Gender	F	M	school year group
Home address				Post code			
Which school is transport to?							
Current school if different							
Start date	DAY	MONTH	YEAR				
If attendance part time, give details							

Is the child in foster care?		If YES, which local authority?	
If the child has a social worker, name and contact details			

DETAILS OF PARENT OR CARER MAKING THE APPLICATION

TITLE	FORENAME	SURNAME
Home address (if different from child)		Post code
Telephone		Mobile
e-mail		
Do you work? If YES, please give details		
Do you have a partner?		If YES, and they work, give details

How is the child getting to school?		How many vehicles do you have?	
Are there are other adults who can help get your child to school?			

INFORMATION TO SUPPORT YOUR APPLICATION

Transport assistance will normally only be provided according to the policy. If there are specific factors that you would like taken into account, you must state what they are in the sections that follow, giving as much information as possible and attaching relevant information.

FINANCIAL CIRCUMSTANCES

If you are applying because you receive a qualifying benefit, please tick against the relevant one and attach proof of your qualifying benefit or the full Department of Work and Pensions tax credit award statement from April 2014.

You receive Income Support	<input type="checkbox"/>	You receive support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
You receive Income-based Jobseekers Allowance	<input type="checkbox"/>	You receive Employment Support Allowance (Income based)	<input type="checkbox"/>
You receive the guarantee element of state pension credit	<input type="checkbox"/>	You receive Child Tax Credit but are NOT entitled to Working Tax Credit and your household income is less than £16,190	<input type="checkbox"/>
You receive the MAXIMUM level of Working Tax Credit	<input type="checkbox"/>	You are in receipt of free school meals	<input type="checkbox"/>
PLEASE TICK BOX TO SHOW YOU HAVE ATTACHED RELEVANT EVIDENCE →			<input type="checkbox"/>

Is there is other financial information you would like taken into account?

If YES, please use this space to give details and attach all relevant supporting documents

PLEASE TICK BOX TO SHOW YOU HAVE ATTACHED RELEVANT EVIDENCE →

SPECIAL EDUCATIONAL NEEDS OR DISABILITY

Does the child have special educational needs and/or a disability? If YES, please give details and as Transport Team staff do not have access to statements of special educational need, include as much relevant information as possible.

Does the child's special educational needs or disability affect their mobility and/or their transport needs? If YES please use the space below to explain, giving as much relevant detail as possible. Transport assistance, if awarded, will normally be in the form of a bus pass. If the student cannot travel by public transport, you must give reasons.

PLEASE TICK BOX IF YOU HAVE ATTACHED EVIDENCE →

MEDICAL REASONS

If you and/or the child have a medical condition which you feel should be taken into account because it affects mobility and/or transport requirements, please provide evidence from a medical professional

Does the child have a medical condition that affects their mobility and/or transport requirements? If YES please use the space below to explain, giving as much relevant detail as possible.

PLEASE TICK BOX TO SHOW YOU HAVE ATTACHED EVIDENCE →

Do you have a medical condition that affects your ability to get the child to school?
If YES please use the space below to explain, giving as much relevant detail as possible.

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PLEASE TICK BOX TO SHOW YOU HAVE ATTACHED RELEVANT EVIDENCE →

Do you receive any assistance that could help in getting your child to school e.g. disability benefits, mobility vehicles or help from family or friends? If so, please give details

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OTHER EXCEPTIONAL REASONS

If there are any other exceptional reasons or family circumstances, not covered by the categories above, that you feel should be taken into account, please give details and attach any relevant evidence

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PLEASE TICK BOX TO SHOW YOU HAVE ATTACHED RELEVANT EVIDENCE →

PHOTOGRAPH OPTIONS Please tick one option	
<input type="checkbox"/>	I have enclosed a passport style photograph for my travel pass
<input type="checkbox"/>	I will ensure a passport style photograph is emailed to cstransportpics@torbay.gov.uk
<input type="checkbox"/>	I will visit a Connections office to have my photograph taken
<input type="checkbox"/>	My appearance has not changed. Please use the photograph I submitted last year
Signed	Date

Please return this form and all supporting documents

By post to: Children's Services, Transport Team, Torbay Council, Tor Hill House 4th Floor South, c/o Town Hall, Castle Circus, Torquay TQ1 3DR

In person: to a Connections Office

By email to: cstransport@torbay.gov.uk

Torbay Council Office use	Date	Distance
Entitlement	Route	Stop
FIMS SD Ref	FIMS Invoice Ref	Student ID

Data Protection Act 1998 – The information provided for this application will be used for the purpose of assisting Torbay Council in the assessment of transport assistance. This data may also be used to supply information to other departments within the council, schools or colleges and other local authorities.

It may also be used for the purposes of the prevention and detection of fraud; this may include disclosures to the police and other bodies.

If you would like information on how your data is used please contact Torbay Council's Information Governance team on 01803 207467. There is more information on Torbay Council's internet page.