

**Regeneration &**

**Neighbourhoods Department**

Passenger Transport Services

# **Home to School Travel Assistance Scheme**

**ACADEMIC YEAR 2019/2020**

‘NOTES OF GUIDANCE’ TO PARENTS

The purpose of this leaflet is to provide you with information about the Authority’s scheme for assisting mainstream pupils with travel to and from school. It includes details on how you may qualify for help, and how to apply for assistance.

What help is available?

**Primary and secondary aged pupil entitlement**

Travel Assistance will be provided free of charge for those pupils of primary and secondary age who are travelling over the statutory walking distance (see below) to/from the main entrance of their nearest suitable school (please note in some instances the nearest school may not be the’ partner’ school. Please also refer to “parental preference” overleaf)

The Statutory walking distances are:

* 2 miles up to the age of 11 years (primary pupils)
* 3 miles from the age of 11 – 16 years (secondary pupils)

Any pupil who applies for home to school travel assistance must reside within the Borough of Hartlepool.

The Education and Inspections Act 2006 extends Local Authority duties and powers relating to home to school transport by extending entitlement to free travel assistance for low income families, this is called ‘Extended Rights’

**Primary School Extended Rights to Free Travel (low income families)**

Children of compulsory school age, but under the age of eleven are entitled to free travel to their nearest qualifying school if it is more than two miles from their home.

**Secondary School Extended Rights to Free Travel (low income families)**

These rights extend to free travel assistance to pupils of secondary school age who are entitled to free school meals and/or those whose parents are in receipt of the maximum level of Working Tax Credit and includes travel assistance to any one of their:

* Three nearest schools between 2 and 6 miles from their home
* To the nearest suitable school preferred on grounds of Religion or Belief up to a distance of 15 miles from their home

**Distance Measuring for Free Travel Assistance for Children of Low Income Families**

The 2 mile limit is measured in the same way as the “statutory walking distance”. However, the 6 mile and 15 mile upper limits are not walking routes. These routes are those which are passable using a suitable motorised vehicle. In short, the two upper limits will be measured along road routes

**Home Address**

Travel assistance is based upon the distance from the home address to school and will be verified using the information supplied by the parent / carer to the School Admissions Team within the Child & Adult Service’s Department. The Admission policy defines a home address as being the address at which the parent / guardian ordinarily reside and with whom the child normally lives.

In situations of joint parental custody, the home address would be the address which the parent / guardian, who is in receipt of the child benefit for that pupil, resides.

**Parental preference**

If a child is attending a school due to parental preference i.e. not the school that the Authority considers being the nearest suitable school, within the terms of sections 444 (4) and 509 (1 & 2) of the Education Act 1996, there is no duty to provide free travel assistance.

**Discretionary Travel Assistance**

Each application for discretionary assistance will be dealt with on a case-by-case basis and assistance may be granted for a set period of time. Discretionary award of home to school transport is subject to review more frequently than other circumstances. You will be required to apply in writing to the Passenger Transport Services Team Leader and provide information and evidence of family circumstances.

**Concessionary Fares**

Pupils who do not qualify under the statutory home to school transport policy, may be able to access a vehicle under the concessionary fare scheme, which allows them to purchase a seat where the vehicle has spare capacity. For further information please contact the Passenger Transport Services Team using the numbers below

# **How do I apply for transport assistance?**

You will need to complete and return the attached application form to the address shown on the form.

**If you require further assistance please contact Tel 01429 284382 / 523695**

**For further information about travel assistance please read the Authority’s ‘Home to School Transport Policy’ which can be downloaded from** [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk) **: This includes further information on Special Educational Needs Travel Assistance, Medical Cases, Passenger Assistant Provision and the Appeals Process**

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# **HARTLEPOOL BOROUGH COUNCIL**

# **PASSENGER TRANSPORT SERVICES**

**REQUEST FOR HOME TO SCHOOL TRAVEL ASSISTANCE**

# Section 1: Details of Parent/ Carers / Guardians

Name of School:

Date Commenced:

**Name of Previous School:**

# Section 2: Details of Pupil

Address:

Telephone No: Mobile No:

# **Parent (2)/Legal guardian:**

**Title: Mr / Mrs /Miss / Ms**

**Name**

# **Parent (1)/Legal guardian:**

**Title: Mr / Mrs /Miss / Ms**

**Name**

**Full name of Pupil:**

**Is your child currently receiving Home to School Transport? Yes No**

Year Group:

Date of Birth:

**Section 3: Low Income Entitlement (Only)**

**Does your child receive a Free School Meal? Yes  No **

**By ticking this box and signing the declaration below, you agree to the PTS Team accessing the information held in respect of your free school meal application**

**Section 4: Declaration**

**I have read and understood the attached guidance and agree to comply with the guidance therein. I accept that the entitlement to travel assistance may be removed if I fail to comply with this guidance.**

**Parent / Guardian Signature : Date:**

**The Council currently process your personal information for the purpose of administering the Home to Travel Assistance, we will process the information you provide on this form in accordance with the General Data Protection Regulations (GDPR) in order to comply with our legal obligations in relation to Section 508A (the duty to promote the use of sustainable travel and transport) of the Education Act 1996. Information provided in this application will be retained by the Council during the period the child is eligible plus a further 12 months after eligibility ceases or notification is given by the Council that a child is not eligible.**

**Details on how your information will be processed can be found on the Council’s website** [**www.hartlepool.gov.uk/GDPR**](http://www.hartlepool.gov.uk/GDPR)

**Completed forms should be returned to Passenger Transport Services, Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool TS24 8AY or**

**Emailed to :** [**passengerts@hartlepool.gov.uk**](file:///C:\Users\cecsls\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\FCCKA8UT\passengerts@hartlepool.gov.uk)

**If you require further assistance please contact Tel 01429 284382 or 523695**

**No days to administer:**

Tel No:

Budget Code:

# **Date**:

# **Action Taken by**:

**Route:**

Date Received:

**Low Income Applications Only:**

**Type of Benefit: N I No from Evidence: FSM No:**

Arrangements agreed in writing with: Parents Provider Other Authority

Provider:

**Section 5: For Office Use Only (to be completed by Passenger Transport Services)**

**Are you receiving Maximum Level Working Tax Credit? Yes** ** No **

***If yes please provide supporting information – TC602 Work tax credit award letter***

***This information will only be used for the purposes of assessing eligibility and will then be returned or destroyed***