

## TRANSPORT ASSISTANCE FOR STUDENTS OF STATUTORY SCHOOL AGE (UP TO 16 YEARS)

### Data Protection:

**Data Protection Act 1998: The information you release to us will only be used for school transport purposes**

### **All applicants must meet the following criteria;**

- ✧ Be resident in Warwickshire
- ✧ Be attending the nearest qualifying school to home. This is the closest school (using the shortest available route) to your home address with space available in the relevant year group.
- ✧ Be travelling over the statutory walking distance (using the shortest available route) from your home to the nearest qualifying school
  - Two miles for children under the age of 8
  - Three miles for children aged 8-16

### **Is there any extra help available for low-income families? (Extended Rights Eligibility Criteria)**

If your child is entitled to Free School Meals, or your family is in receipt of the maximum level of Working Tax Credit, free transport will normally be provided for;

- ✧ Children aged 8-11, attending the nearest qualifying school to home, provided it is more than two miles (by the shortest available walking route).
- ✧ Children aged 11-16, attending one of their three nearest qualifying schools, provided it is more than two miles (by the shortest available walking route), but not more than six miles (by motorised route) from their home.
- ✧ Children aged 11-16, attending the nearest qualifying school which accords with the parents' religion or belief, provided it is more than two miles (by the shortest available walking route), but not more than fifteen miles (by motorised route) from their home

Please complete the benefits section within the application form to be considered under these criteria.

### **What about transport to Church Aided Schools & Grammar Schools?**

Free transport is not automatically provided to these schools. Applicants will only receive free transport if they are attending the nearest qualifying school to their home address, or if they qualify for free transport as a low income family. The distance from home to school will also need to exceed the relevant walking distance. Proof of faith may be requested.

**Transport to these schools is not an automatic right.**

### **What do you mean by 'Walking Distance' and 'Walking Route'?**

These are not necessarily the shortest distance by road, but are measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways and other pathways, as well as recognised roads.

Walking distance will be measured from the home boundary to the nearest school gate.

### **What do you mean by 'Motorised Route'?**

Motorised routes are those passable by using a suitable motorised vehicle. Paths and roads not passable by motorised transport will not be considered. Measurements will be made by the Authority's Education Transport Office using Google Maps or any other appropriate measurement system used by the Authority at that time.

### **Direct Travel Payments**

Many parents prefer to make their own arrangements for their child's travel to and from school and are paid a set rate of 40p per mile. You will receive this as a half-termly payment into your bank account. Direct travel payments are only normally available when no Warwickshire County Council transport operates. If you would like to be considered for direct travel payments please indicate this at the relevant point on the application form.

### **Important Information**

We can only guarantee to process applications received before the end of July by the start of the Autumn Term. Any applications received after this date will be dealt with as soon as possible in the order they are received. **If you do not receive your pass before the beginning of term, you will need to make alternative arrangements until the bus pass arrives.** Any transport costs incurred as a result of a late application are non-refundable.

Transport provided may include dedicated school services, public buses, direct travel payments, taxis, or an appropriate combination. Pupils may be expected to make their own way to a pick up point which is within one mile of the home address.

Bus passes are issued for one academic year (subsequent passes may be sent to the school). On occasions, it may be necessary to transfer students to an alternative service. While as much notice as possible will be given, the safety of passengers may necessitate changes at short-notice.

Transport will not be provided for pupils attending extracurricular activities, afterschool clubs, college day release, work experience placements, or for other activities requiring other journeys, which would incur additional costs.

### **Replacement Passes**

If a pass has been lost, stolen or damaged it needs to be replaced. Students who attempt to board a service without a valid bus pass will not be able to travel or may be required to pay a daily fare (where possible). Any costs incurred whilst waiting for a replacement pass are non-refundable.

A new pass will only be issued upon payment of an administration fee of £10. For Johnsons passes the administration fee is £25 and for Stagecoach passes the fee is £25 (N.B. these prices are set by Johnsons/Stagecoach and are subject to change). For First Midland Red Passes please contact the operator directly.

Cheques or Postal Orders are to be made payable to Warwickshire County Council, alternatively you may call the Education Transport department to make payment by credit/debit card.

### **Moving House**

Your pass should be returned to us and a new application form will normally be required. Proof of your new address may also be requested.

#### **Queries about Transport Policy; arrangements;**

Education Transport  
Communities  
Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL  
[educationtransport@warwickshire.gov.uk](mailto:educationtransport@warwickshire.gov.uk)

#### **Queries about transport**

Transport Operations  
Communities  
P.O Box 43  
Shire Hall  
Warwick  
CV34 4SX  
[busservices@warwickshire.gov.uk](mailto:busservices@warwickshire.gov.uk)

01926 412929 (Option 1, Option 1)  
[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)

01926 412929 (Option 1, Option 2)  
[Twitter - @WccBusServices](https://twitter.com/WccBusServices)