

EDUCATION OFFICE USE ONLY

PUPIL REFERENCE NUMBER

NOTES

1 WALKING DISTANCE

This is the shortest safe walking distance between your child's home and his/her catchment school.
Free school transport thresholds are 1 mile for primary school pupils and 3 miles for secondary school pupils.

2 MEDICAL

A request for free school transport on medical grounds should, in the first instance, be supported by a letter from your child's GP. This request will then be referred to the school's medical officer who will arrange an examination of your child.

3 SAFETY

Please note that if there is no safe walking route between your home and the school, we will make a decision after checking with Planning and Transport Road Safety Section.

4 PLACING REQUESTS

Please note that if your child attends a school by means of a placing request you are responsible for arranging transport to and from the school.

Contact Details

Renfrewshire Council

Education and Leisure Services

Operations Section

Renfrewshire House

Cotton Street

Paisley

PA1 1LE

Tel: 0141 842 5604/5625

Strathclyde Partnership for Transport

Bus Agencies Section

Consort House

12 West George Street

Glasgow

G2 1HN

Tel: 0141 333 3362

**This form is also available in large
Print, braille, tape and disk.**



Renfrewshire
Council

Education & Leisure Services

**Free
School
Transport**

Do you qualify?

HOW WE CAN HELP GET YOUR CHILD TO SCHOOL

Whilst it is the parents/guardians/carers' responsibility to ensure that their children receive an education, Renfrewshire Council is happy to help you get your child to school, safely and on time, where s/he qualifies for home to school transport. Our school transport policy is more generous than the law requires for primary age pupils. The policy for secondary pupils is in line with the statutory provision.

The policy states that we provide **FREE** school transport if your child:

- Lives more than one mile away from his or her catchment primary school (by the shortest safe walking route).
- Lives more than three miles away from his or her catchment secondary school (by the shortest safe walking route).
- Has been recommended on health grounds by a designated medical officer.
- Has been assessed to attend a school to meet the requirements of his/her additional support needs.
- (These assessments involve input from the department's psychological services who also recommend appropriate transport arrangements).
- Has to walk a route which, after seeking advice from Planning and Transport, is considered to be unsafe.

What free school transport means

Education & leisure service identify the need for the provision. For primary and secondary schools we work with Strathclyde Partnership for Transport (SPT) who contracts the operators to provide school transport. For pupils with additional support needs, education and leisure services make the necessary arrangements.

The chosen mode of transport depends upon a variety of factors and is decided by education & leisure services after taking account of all circumstances. This can result in any of the following being used:

- Dedicated school contract bus (service solely for pupils).
- Bus pass on local service bus which can either be a commercial service or subsidised local service also carrying members of the public (secondary school pupils only).
- Train pass on service train (secondary school pupils only).
- Taxi or private hired cars and minibuses.
- The council's own school transport vehicles.

School transport normally covers one return journey, to school in the morning and home at the end of the school day. Parents of pupils wishing to return home for lunch have to make their own arrangements. Children finishing early, who are not collected by parents, are supervised until the end of the normal school day.

When to apply for free transport

If your child is starting primary school you should apply when you register him or her for school. If your child is going into secondary school you should apply in February of his or her last year at primary school. You can apply at a later time but there could be a delay while arrangements are being made. Should you move house at any time during the year and your child has been awarded free school transport, you should contact us to check whether or not your child still qualifies for free school transport.

What happens after you apply?

You will be informed by education & leisure services by letter as to the outcome of your application. Staff will be happy to discuss with you any matter connected with your child's application. If your application relates to a child due to start school in August, and the application is successful, we will aim to notify you of the arrangements before the end of June, although there may be a delay into the summer holiday period.

Appeals

If you wish to appeal against any decision made regarding your application for free school transport, you may do so by writing to the director of education & leisure at the address shown on the back of this form, indicating the grounds on which you wish to make your appeal. Appeals can only be made against the application of the council's policy or against the safety of the route in relation to road safety. The criteria for assessing a safe route to school are contained in the document "Guidelines on Assessing Walking Routes to and from School". This document is available on the council's website under school transport.

Responsibility of parents/guardians/carers

We would ask you to encourage your child to behave properly and safely when boarding, travelling on and alighting from the transport. As a parent/guardian/carer, you are responsible for ensuring that your child arrives at the pick-up point on time.

Pupil's Behaviour

Misbehaviour could result in your child losing the right to free transport. The responsibility of ensuring safe and acceptable behaviour remains yours while your child is travelling in the vehicle provided. In the case of misbehaviour, the driver may retain children's passes for the purpose of identifying the pupils involved. The incident will be reported to the driver's supervisor and details will be sent to the head teacher. Parents/guardians/carers will be invited to an interview with the head teacher so as to obtain assurances on their child's future good conduct, prior to the return of the free travel pass. During this period parents/guardians/carers will be responsible for making their own arrangements for transporting their child to and from school.

If you need to know more or wish to comment on the service, please contact the director of education & leisure at the address shown on the back of this form.

Parents/guardians/carers who have a concern or complaint on the provision of school transport should contact the school their child attends by telephone giving the details which will then be recorded and submitted to SPT. (Parents/guardians/carers may also complain directly to SPT in writing to reinforce their concerns). SPT will respond directly to parents/guardians/carers and advise the school on the outcome of their investigations.

SPT is responsible for placing primary and secondary school contracts and for their day-to-day operation. SPT actively monitors the performance of school transport contracts through the deployment of a team of specialist inspectors. To assist with its monitoring, SPT welcomes any issues of concern raised by schools or parents/guardians/carers. SPT can be contacted at the address given on the back of this form.

APPLICATION FORM

Name of school (to be attended)

PUPIL'S DETAILS

Surname

First name

Date of birth

Home address (Road / Street including number)

Town

Post Code

Date from which transport is required

If currently in receipt of free school transport, please state which school.

This application is based on reason of: (please tick as appropriate)

- Walking distance (see note 1 on back page)
- Medical (see note 2 on back page)
- Safety (see note 3 on back page)

Please note that the authority's granting of free school transport is bound by the operator's and SPT's conditions of carriage which, as a result of mischievous behaviour, may be withdrawn until suitable terms of agreement can be reached on future behaviour.

Data Protection Act

We are registered under the Data Protection Act 1998. We must manage public funds properly and may use the information you have provided on this form to prevent and detect fraud. The information provided by you will be held by the council in computer files for use by the council, Strathclyde Partnership for Transport and transport operators, in planning and administering school transport services.

Signature of parent/guardian/carer

Home telephone number

Date

Please complete and return to the school or education & leisure services at the address shown overleaf.