

Preliminary Application Form for Home to School Transport

for pupils
who live in Calderdale and attend
a state-funded school

Issued by:
Children and Young People's Services
Access Team
Northgate House
Northgate
Halifax
HX1 1UN

If your child has a statement of special educational needs and may need transport other than a bus pass please contact the number below for an alternative form.

If you would like this information in another format (e.g. Braille, large print, audio type or computer file), or another language please contact Tel: 01422 392749.

آپانی یادی ای تھی انی کون ماٹیم اٹھا باسای چان
تاهله دیا کرے یوگا یوگا کران :

Tel: 01422 392749

اگر آپ کو یہ معلومات کسی دوسری زبان
یا شکل میں چاہیے تو رابطہ کریں :

Tel: 01422 392749

Guidance Notes

If you feel you meet the eligibility criteria set out in the home to school transport policy, you need to complete the preliminary application form and return it to the Access Team who will assess and provide a written response as soon as possible.

Completion of the Preliminary Application Form does not mean your child is eligible for free transport; the form is an expression of interest in order that the Council can undertake an assessment.

What do I need to send?

Please complete the application form fully and provide:-

- a stamped addressed envelope;
- a passport sized photograph (35 mm x 45 mm) with their name, date of birth and school written clearly on the reverse; and
- the evidence requested on the enclosed application form.

What sort of help could my child get?

The Authority decides what form of transport assistance to offer in individual cases. In most cases either a school card or boarding card will be issued depending on the location of a pupil's home address. Other types of assistance include mileage or cycling allowances.

In some instances, however, if it is more cost effective, the Authority will reimburse bus fares at the current half fare rates.

Where there is spare capacity on a boarding card bus provided by the Authority it may be possible for parents of pupils who do not qualify for free transport to purchase a pass from Metro whilst space is available.

What If I qualify

The appropriate pass will be ordered and you will receive a letter confirming this. For a Year 7 pupil the pass will be sent to your child approximately one week prior to the start of the academic year.

What if I apply for help, but my child does not qualify?

We will send a letter explaining why and returning your photograph and stamped addressed envelope where provided.

Where can I get more information about public transport?

If you need to find out which buses serve the area in which you live you can visit www.generationm.co.uk or call the Metroline on 0113 245 7676.

SUMMARY OF GUIDELINES FOR MANAGING BEHAVIOUR ON SCHOOL TRANSPORT

AIMS

The Council aim to ensure that:

Home to school transport for young people in Calderdale is as safe and secure as is possible.

1. It operates to the advantage of pupils.
2. It works to the advantage of road users, bystanders, the general public and Calderdale Council.

Parents are responsible for ensuring their child/children:

- Conduct themselves at all times in a safe orderly, courteous and responsible manner.
- Respect the rights and feelings of others, including passengers, drivers and escorts, bystanders and other road users.
- Comply with the guidelines issued by WYPTE (Metro) and any issued by your school.
- Assist schools and the council in any investigations related to behaviour on transport problems.
- Carries and shows bus passes at all times when using school transport.

In return your child/children can expect:

- A safe, secure and non threatening travel experience on school transport.
- To have your views and concerns listened to and addresses as appropriate.
- To know about the conduct we expect on school transport and the consequences which may be applied where these expectations are not met.
- To receive a good service on the school transport provided by the Council.
- Be made aware of the seriousness of your behaviour where there are problems.
- To be treated consistently and fairly.

Examples of Unacceptable Behaviours:

Multiple or serious incidents of the examples listed below may lead to an immediate exclusion, irrespective of your child/children's statutory entitlement.

- Bullying/intimidation
- Damage to vehicle
- Distracting driver
- Drug abuse
- Failure to follow instructions from driver
- Health and safety breaches
- Inappropriate gestures
- Physical abuse of passengers/driver
- Sitting in stairwell
- Smoking
- Spitting
- Standing forward of driver
- Tampering with safety equipment, such as CCTV cameras, smoke alarms
- Throwing missiles
- Verbal abuse of passengers/driver

This list is not exhaustive.

What will happen?

- Your school may apply their behaviour policy which could include; detention, exclusion or withdrawal of privileges.
- Your parent/carer may be charged for any damage caused through acts of vandalism.
- Your parent/carer may be charged for replacement bus passes.
- Your bus pass may be taken away for a period of time.
- Your bus pass may be withdrawn permanently.
- You could be refused travel if you don't carry the correct pass.
- The police may take action if necessary.

Further Information

The full copy of the document can be obtained from the Access Team or is available on the Council's website at the address below:

www.calderdale.gov.uk/education/schools/travel/pupilbehaviour/index.html

Preliminary Application form for free home to school transport

Data Protection – Please be aware that the information you supply on this application will be used in the evaluation and development of transport services as well as to assess eligibility for free transport. If successful, data will be recorded on computer and passed to relevant transport providers and ParentMail for processing. All data will be held in accordance with the Data Protection Act 1998.

Please read the attached guidance notes. All sections must be completed in **black ink** using **CAPITAL LETTERS**.

PUPIL DETAILS

First name: _____ Last name _____

Date of birth: ____/____/____ Age: _____ Year group: _____

School attending/due to attend: _____

Permanent home address: _____

Postcode: _____

PARENT OR GUARDIAN DETAILS

Mr/Mrs/Ms/_____ Initials: _____ Last name: _____

Address (if different to the child's): _____

Postcode: _____

Contact Number(s): (Hm) _____ (M) _____

Email Address: _____

Have you moved house in the last 12 months? **Yes** **No**

What was your previous address

Postcode: _____ Date of removal: _____

Is the child in public care or fostered? Yes No

Has the child been permanently excluded from a different school? Yes No

INCOME DETAILS

Is this child entitled to free school meals? Yes No

Are you in receipt of the maximum level of Working Tax Credit? Yes No

Only tick Yes if your recent tax credit award notice from HM Revenue & Customs has a figure of £0.00 in Part 2 Working Tax Credit Elements against "Reduction due to your income". This means you will be in receipt of Maximum Working Tax Credits. Please attach a copy of your tax credit notification form.

FOR OFFICE USE ONLY

Received on

Photo SAE

____/____/____

Walking distance between the child's home and the named school

_____ miles

Nearest schools

Checked

FSM Y6

WTC Y10

EXC Y11

LAC 1st

Approved?

YES **NO**

Reason for failure

Letter sent

____/____/____

by _____

Pass ordered on

____/____/____

by _____

EXTRA INFORMATION – please continue on a separate sheet if necessary

DECLARATION OF PARENT/GUARDIAN

I declare that:

- I have read the guidelines for managing pupil behaviour on school transport and understand that a breach of these guidelines could result in the permanent withdrawal of the pass;
- I understand that the Council and its agents may use the information contained in this application for communicating with parents/carer via ParentMail and for the evaluation and development of transport;
- I also understand that all data will be held safely in accordance with the Data Protection Act 1998.
- to the best of my knowledge, the information given on this form is correct and complete and undertake to inform the Access Team of any changes immediately;
- if my application is successful, I will return the pass to the Access Team if my child moves house or changes school; and
- I understand that I will be required to pay for a replacement pass and any fares incurred whilst this is processed if my child loses or defaces his/her pass.

Signed: _____ Date: _____

When you have fully completed the application form, please return to:

Access Team (Bus Pass Application)
Children and Young People's Services Directorate
Northgate House
Northgate
Halifax, HX1 1UN

Please check that you've:

- **filled in the form properly**
- **attached a passport-sized photograph;**
- **included a stamped addressed enveloped; and**
- **used the correct postage.**