

# 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 & School Planning Team  
Northgate House  
Northgate  
Halifax  
HX1 1UN

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If your child has a statement of special educational needs or education health and care plan 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 یفدی ایہ تہیٰ انیٰ کون ماہیٰم اٹہوا ہاہای چان  
تاہلے دیا کرے یوگاہوگ کرن ۛ

Tel: 01422 392749

اگر آہیوہ معلوماٹ کسی دوسری زبان  
یا شکل میں چاہیے تو رابطہ کریں:

Tel: 01422 392749

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## **Guidance Notes**

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

Completion of the 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 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 pass or boarding pass 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 pass 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 West Yorkshire Combined Authority (WYCA) 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.

### **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](http://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 WYCA (formerly 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 addressed 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 & School Planning Team or is available on the Council's website at the address below:

[www.calderdale.gov.uk/education/schools/travel/pupilbehaviour/index.html](http://www.calderdale.gov.uk/education/schools/travel/pupilbehaviour/index.html)

## 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

\_\_\_\_/\_\_\_\_/\_\_\_\_

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

\_\_\_\_ miles

Nearest schools

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Checked

FSM  Y6   
WTC  Y10   
EXC  Y11   
LAC  1<sup>st</sup>

#### Approved?

**YES**  **NO**

#### Reason for failure

\_\_\_\_\_

\_\_\_\_\_

#### Letter sent

\_\_\_\_/\_\_\_\_/\_\_\_\_

by \_\_\_\_\_

#### Pass ordered on

\_\_\_\_/\_\_\_\_/\_\_\_\_

by \_\_\_\_\_

#### Parent Mail

\_\_\_\_/\_\_\_\_/\_\_\_\_

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 & School Planning Team of any changes immediately;
- if my application is successful, I will return the pass to the Access & School Planning 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 & School Planning 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.**