



Notes of guidance for
**School transport for pupils
of primary age**

www.essex.gov.uk/schooltransport



Essex County Council

Notes of guidance for school transport for pupils of primary age

Please read these notes carefully before completing the application form.

Children starting primary school education from September 2015

From September 2015, new entrants into Reception Year will be provided with free home to school transport if they attend the nearest available primary school to their home address and reside, as measured by the shortest walking route:

- 2 miles or more from that school, until the end of year 3.
- 3 miles* or more in years 4, 5 and 6.

* The exception to this is where a child qualifies by virtue of parental low income.

In the event that a faith or out of county school is nearer, an entitlement to transport will exist to that school as well as the nearest other maintained school or academy within the Essex County Council area, providing the distance criteria is met.

Low income families

Where a family is eligible for free school meals or has an annual household income less than £16,190**, the distance requirement remains at 2 miles or more when the child reaches year 4.

Evidence of a qualifying benefit will be required every academic year in order for transport to continue.

Further information can be found in the Primary Education in Essex booklet and on the Essex County Council website:

www.essex.gov.uk/schooltransport

**subject to parliamentary change.

Voluntary aided faith primary schools

Where a family is eligible for free school meals or has an annual household income less than £16,190, home to school transport will be provided to children that:

- Attends the designated Faith school for their home address.
- Are baptised into that Faith.
- Reside over 2 miles away by the shortest available walking route.

For Roman Catholic (RC) schools, the ‘designated faith school’ for this purpose is the school which the RC Diocese and the County Council have agreed as the RC school for the area of the home address. In the case of other faiths, transport will only be provided to the nearest school of that faith, if the relevant income and distance criteria are met.

Children of primary school age in the 2014/15 academic year

Essex County Council will provide free home to school transport for children that attend their designated (catchment) or nearer school and meet the ‘qualifying distance’ criteria which are:

- 2 miles or more from that school, until the end of year 3.
- 3 miles* or more in years 4, 5 and 6.

* The exception to this is where a child qualifies by virtue of parental low income.

What type of transport is provided?

The County Council has many contracts transporting children to schools. If your child is entitled to home to school transport, they will be provided with a seat on one of these contract vehicles. (Passenger assistants are provided on vehicles with 25 or more entitled children).

Fuel reimbursement

Essex County Council is able to offer parents/carers a payment in advance in order for them to take their children to school when the cost of the payment is less than the cost of Essex County Council providing transport.

The mileage rate is paid at 45p to cover fuel costs for return journeys at the start and end of the standard school day. Please tick the box on the application form if you would like to be considered for advanced fuel reimbursement. If 45p is in excess of the cost of Essex County Council providing transport, an alternative rate of 17p can be considered should this be cost effective for Essex County Council.

When can a student travel?

Parents/carers are responsible for ensuring that an application has been made to Essex County Council for their child to be provided with transport.

■ How should students get to and from the pick up point drop off point?

- Parents/carers are responsible for the safety and behaviour of their children and therefore must ensure that students know how to get to and from the bus safely and in time for the arrival of the vehicle. This may include accompanying them.
- Students should wait for the vehicle sensibly without inconveniencing local residents or businesses.
- Students should aim to be at the stop 5 minutes before the scheduled departure time.

Behaviour

Essex County Council is committed to maintaining acceptable standards of behaviour on all school transport and appropriate action will be taken against children who misbehave on vehicles. In extreme cases this may involve the withdrawal of transport provision.

Change of address

If you move address, or your child leaves school, you must inform us in writing immediately. If you move and wish your child to remain at their existing school, your application will be re-assessed from your new address. If you require transport from your new address to a different school you will need to complete a new application form. **Changes of address cannot be taken over the telephone, for security reasons we must receive notification in writing. This is for your child's protection.**

Please note the following important information before completing this form

Data Protection Act 1998: The personal information collected on this form will be used by Essex County Council for the administration of school transport. This information will only be shared with schools and other public bodies for the purposes of applying school transport policy. The Council may also use and share this data with other public bodies in connection with the prevention or detection of fraud or other crime. To see any personal information on your or a child for whom you have parental responsibility held by Essex County Council, please contact the Access to Records Team, PO Box 297, County Hall, Chelmsford, CM1 1YS, 0845 603 7627 access.records@essex.gov.uk

PLEASE NOTE:

OUR BUSIEST TIME IS BETWEEN APRIL AND SEPTEMBER. IF YOU WANT TRANSPORT TO START IN SEPTEMBER, PLEASE APPLY EARLY AS IT MAY TAKE UP TO 6 WEEKS THROUGHOUT THIS PERIOD.

Is transport available if I am not entitled?

Some school service operators have seats available to sell to parents on request. Please contact the relevant operator for details and prices. If you do not know the operator, please contact your child's school.

3. Agreement

I understand:

- I am applying for Home to School Transport on the terms and conditions as set out in the Notes of Guidance for parents.
- If my child leaves school or moves address I will notify Essex County Council and return any ticket issued to me immediately.
- I accept responsibility for my child while he/she travels to and from school on the transport provided. I also realise that any instances of bad behaviour may result in transport facilities being withdrawn for a set period or permanently.

Full name and title of parent/carer:

Signed:

Date:

4. Checklist

Have you provided evidence of income?

My child is receiving free school meals (If you applied to the school, please provide evidence)

I enclose a full copy of my current TC602 Tax Credits Awards letter

I wish to apply for fuel allowance

Return to: Education Transport & Awards

PO BOX 4261, Chelmsford, CM1 1GS

Please note: the application can only be discussed with named parent/carers

Full name and title of second parent/carer:

Signed second parent/carer:

Date:

This information is issued by

Essex County Council, Education, Transport & Awards

You can contact us in the following ways:

By email:

educationawards@essex.gov.uk

By telephone:

0845 603 2200

By post:

Essex County Council

Transport & Awards

PO Box 4261

Chelmsford

Essex CM1 1GS

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Published March 2015