

Application Form for Home to School Transport

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

Issued by:
Public Services
Transport Operations Team
Battinson Road
Halifax
HX1 4PL

If your child has a statement of special educational needs or an 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 393532.

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Tel: 01422 393532

Application form for free home to school transport

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/____ First name: _____ 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
CLA	1 st

Approved?
YES **NO**

Reason for failure

Letter sent

____/____/____

by _____

Pass ordered on

____/____/____

by _____

Parent Mail

____/____/____

by _____

Complete overleaf

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آپانی یفدی ایہ تہیہ انیہ کون ماہیہم اہوا ہاہای چان
تاہلہ دیا کرہ یوہاہوہہ کرہن :

Tel: 01422 393532

اگر آہکویہ معلوماہ کسی دوسری زبان
یا شکل میں چاہیے تو راہلہ کریں :

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Complete overleaf

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.

What If I qualify

The appropriate pass will be ordered and you will receive a letter or email 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 or email explaining why.

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.

GUIDELINES FOR MANAGING BEHAVIOUR ON SCHOOL TRANSPORT

The Council aims to ensure that:

- Home to school transport for young people in Calderdale is as safe and secure as is possible.
- It operates to the advantage of pupils.
- 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 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 driver instructions | • Health & Safety breaches |
| • Inappropriate gestures | • Physical/verbal abuse of passengers/driver |
| • Sitting in a stairwell | • Smoking |
| • Spitting | • Standing forward of the driver |
| • Tampering with fixtures/fittings | • Throwing missiles |

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 or 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 Transport Operations Team or is available on the Council's website at www.calderdale.gov.uk/education/schools/travel/pupilbehaviour/index.html

EXTRA INFORMATION – please continue on a separate sheet if necessary

PRIVACY NOTICE - How we use your information

Calderdale Council is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected by Calderdale Council's Transport Operations Team. The information is collected in order to maintain accurate records of parent/guardian/young person's name, contact details and eligibility. The information collected will help us check eligibility for home to school transport assistance.

Completion of this form constitutes explicit consent from you for us to process your data for this purpose. The information provided by you will be shared within Calderdale Councils I.T Systems, Transport Services and partner agencies including the Department of Education, NHS and Schools. The information may also be shared with West Yorkshire Combined Authority and Taxi Providers (where deemed necessary).

You may withdraw this consent at any time by writing to the Transport Operations Team.

In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it, and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Councils Data Protection Officer is Tracie Robinson and can be contacted at information_management@calderdale.gov.uk

Your name, contact details, eligibility and bank details (where necessary) are recorded electronically on our system to maintain up to date records. This information will be kept from the date of application until six years following the last day transport assistance is provided.

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/carers via ParentMail and for the evaluation and development of transport;
- I understand that all data will be held safely in accordance with the Data Protection Act 1998;
- I understand that the authority may look to contact other involved agencies to consider my application and give my permission for the local authority to contact a third party organisation to obtain further information to support my application;
- to the best of my knowledge, the information given on this form is correct and complete and undertake to inform the Transport Operations Team of any changes immediately;
- if my application is successful, I will return the pass to the Transport Operations 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:

Transport Operations Team
Public Services
Battinson Road
Halifax, HX1 4PL

Please check that you've:

- **filled in the form properly**
- **attached a passport-sized photograph.**