



CHILDRENS SERVICES TRANSPORT TEAM
Room G18, Oldway Mansion,
C/O Town Hall, Castle Circus,
Torquay, TQ1 3DR
Entitlement Enquiries: 01803 208240
Bus Pass Enquiries: 01803 207688
Email: cstransport@torbay.gov.uk Fax: 01803 207699



TRANSPORT ASSISTANCE FOR PRIMARY & SECONDARY PUPILS – SEPTEMBER 2012

Please read the information below carefully and, if you think your Child may be eligible for School transport, complete and return the application form to the address above.

Please note once eligibility has been established, this will continue until the end of Primary or Secondary education unless you have a change in circumstances. This means that this application will cover the duration of your Primary or Secondary education.

Bus passes are only available to Students who qualify under the Torbay Council Transport Policies as set out, in full, in the TIPS6 booklet. This booklet can be downloaded from the website www.torbay.gov.uk/schooltravelsupport

Whose responsibility is it to get my Child to School?

All Parents/Guardians are encouraged to consider the practicalities of transport for their Child to a School that is not within walking distance, unless it is the designated or nearest School, because it is the **Parent/Guardian's responsibility to get their Child to School throughout the whole time the Child is there.**

Will my Child get free School Transport?

You can express a preference for a place at any School, but your Child may not be entitled to free transport. This is because certain criteria need to be met in order to qualify for free transport, see below for more details.

How do I check if my Child is eligible for free School Transport?

If you apply for a place at the School designated to serve your home address and you live more than 3 miles away by the shortest available walking route your Child will be entitled to free School transport. You can check which School is designated to serve your home address at www.torbay.gov.uk/Schooldesignatedareamaps

What if I am on a Low Income?

For the 2012/13 Academic Year, Low Income transport applies to Students in Years 7-11.

Pupils must be eligible for free School meals, or from a family in receipt of maximum Working Tax Credit. Families must provide evidence that they are entitled to the relevant benefits and that the entitlement is current at the start of the School year. Once a low income entitlement is established then it lasts for the whole of the Academic Year even if benefits cease.

Children from low income families are provided with free transport to Secondary School if they live more than 2 miles from School. The School attended must be one of the three Schools nearest to the home and be no more than 6 miles from home.

In Torbay, it is possible that the three nearest secondary Schools could include selective Schools, single sex Schools and the denominational School (St Cuthbert Mayne School) and that not all Children will be eligible to attend these Schools. Therefore, the Transport Team will provide free transport to the Children from low income families to St Cuthbert Mayne School or the designated selective School for their home address and then any other School within 6 miles of the home address or within 15 miles from the home address for St Cuthbert Mayne School. **To qualify for free transport, the home must be more than 2 miles from the School attended.**

QUALIFYING BENEFITS FOR FREE SCHOOL TRANSPORT

- i. Income Support
- ii. Income-based Job Seekers Allowance (IBJSA)
- iii. Guarantee Element of State Pension Credit
- iv. Support under part VI of the Immigration & Asylum Act 1999
- v. Employment Support Allowance (Income Based)
- vi. Child tax credit **BUT** Not entitled to Working Tax Credit & Annual Household Income does not exceed £16,190.

OR

IN RECEIPT OF THEIR MAXIMUM LEVEL OF WORKING TAX CREDIT (WTC)

When a person is first awarded tax credits, or following a change in their household circumstances, HM Revenue and Customs issue a "tax credits award notice" detailing the breakdown and amount of the award. Part two of the award notice gives details of "**How we work out your tax credits**" including details of the full WTC elements. This is the maximum amount a customer can receive in WTC in any year. It then lists "**any reduction due to your income**" and shows the

net amount payable. It is therefore apparent from the award notice whether a person is receiving maximum WTC or a reduced sum due to income.

Please note that if the eligibility is based on full WTC or a qualifying benefit for FSM, a copy of this evidence will be required before transport will be awarded. Updated evidence will then be requested before the start of each new Academic Year.

What if my Child is attending a Denominational or a Selective School?

If you apply for a place at a Denominational School or your designated Selective School, you live more than 3 miles away by the shortest available walking distance and you are in receipt of a qualifying benefit your Child will be entitled to free School transport. If you are not in receipt of any qualifying benefits the normal charges will apply. Please note, if you have more than 1 Child at a Denominational and/or Selective School a discount scheme applies – 1st Child is full price, 2nd Child is half price, 3rd Child is free.

How are distances measured?

Distances are measured along the shortest available walking routes using digitised mapping (GIS), or physical measurement by a Surveyor's wheel. For Low Income Entitlement only, distances of up to 2 miles are measured by the shortest available walking route and distances of 2 miles and over are measured by the shortest available driving route.

Can I choose the mode of transport?

Once eligibility has been established it is for the Transport Team to determine the mode of assistance which is safe, secure and cost effective. A Child's needs are taken into consideration when determining the mode of transport. Arrangements could include public bus pass, ferry pass, taxi transport or parental petrol allowance.

How can I pay for my Child's transport?

Invoices will be sent out to your home address periodically depending on how you choose to pay. Invoicing will be set up for the whole time your Child is in primary or secondary education.

Payments can be made by the following options:

- Annually – one invoice will be sent to you and payment is required before the transport assistance is supplied.
- Termly – one invoice with a payment plan will be sent to you. Each term's payment is required before the transport assistance is supplied at the start of each new term.
- Monthly – one invoice with a payment plan will be sent to you. Instalments can be paid by Direct Debit OR Monthly Instalments at a Post Office and are due on the 15th of each month. The 1st payment will be due on the 15th August 2012.

Payment methods include:

- Direct Debit
- Cheque
- Credit/Debit Card
- Cash at a Post Office branch.

Please note:

- For Direct Debit instalments please complete the enclosed mandate and return with this form.
- For Cheque payments make payable to Torbay Council, write Student's name on reverse & return with this form.
- Monthly Instalments are NOT the same as Direct Debit; Parents/Guardians will need to pay via Post Office, Internet or over the telephone using a Credit/Debit Card.

What about photographs?

Photographs can be taken, free of charge at the Torbay Council Connections offices in Torquay, Paignton or Brixham (no appointment necessary) OR emailed to cstransportpics@torbay.gov.uk (Students must be stood in front of a plain background).

What if my circumstances change?

If you change address or your Child changes which School they attend please contact us as soon as possible to ensure you are still entitled. Also if you no longer require transport please contact us as soon as possible as we may be chasing payment or you may be entitled to a part refund. Please note that refunds cannot be made until the pass is returned.

ACADEMIC YEAR SEPTEMBER 2012

APPLICATION FOR SCHOOL TRANSPORT – FOR PRIMARY & SECONDARY AGE PUPILS

*N.B: Please note this is a double-sided form, read and complete all relevant sections in BLOCK CAPITALS.

- If you are applying for **FREE** transport to your Child's **DESIGNATED** School, please complete sections **A** and **D**.
- If you are applying for transport to your Child's **DENOMINATIONAL/SELECTIVE** School, please complete sections **A, C** and **D** OR sections **A, B** and **D** if you are **EXEMPT** from the **DENOMINATIONAL/SELECTIVE** charge.
- If you are applying for **LOW INCOME TRANSPORT** please complete sections **A, B** and **D**.

SECTION A:

Name of School Requesting Transport to:

You must have secured a place at this School at the time of this application

SURNAME

FORENAME

Sex: M or F (please circle) Date of Birth: Age on 1st Sept 2012:

Address:

Postcode: Home telephone:

Mobile number: Email:

Ethnic Origin:

FULL name of Parent/Guardian: Mr/Mrs/Miss/Ms

Name(s) of Sibling at a Selective and/or Denominational School applying for or currently in receipt of transport assistance:

Form for sibling details

MODE OF TRAVEL: Once eligibility has been established it is for the Transport Team to determine the most suitable mode of travel.

Preferred mode of travel: Bus / Rail / Taxi (please circle)

For bus travel, please specify the route you would prefer to use (if known):

SECTION B:

FINANCIAL INFORMATION

- Do you receive free School meals? Yes/No (Please circle)
(Your eligibility will be checked with the free School meals department)
- If no, do you receive a qualifying benefit? (these are detailed overleaf) Yes/No (Please circle)
(Please enclose a copy of your benefit evidence)
- If no, are you in receipt of your maximum level of Working Tax Credit? Yes/No (Please circle)
(Please enclose a copy of your latest tax credit award including part 2)

SECTION C:

PAYMENT OPTIONS

Please confirm which method of payment you would like to use: (please tick one option)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Annual Invoice (£490)

Termly Invoice (£164 + £163 + £163)

Monthly Instalments (10 x £49.00)

Monthly Direct Debit* (10 x £49.00)

Please remember when you are choosing your payment method this is the same method that will be used throughout the whole time your Child is in Primary or Secondary education. If you wish to change it at any time, contact the Transport Team to request this.

SECTION D:

PHOTOGRAPH OPTIONS (please tick one option)

I have enclosed 1 photograph for the travel pass

Yes/No (please circle)

My Child will visit a Connections Office to have a photograph taken

Yes/No (please circle)

I will email a photograph to cstransportpics@torbay.gov.uk

Yes/No (please circle)

Please remember if your Child's appearance changes throughout the School year, photographs can be updated by using one of the three methods above. The bus companies are instructed to confiscate bus passes when the driver believes it doesn't belong to the person carrying it or it has been tampered with.

Signed: **Date:**

Please complete and return this application to the address stated on the guidance by no later than Friday 29th June 2012. You will be sent your entitlement decision w/c 6th August 2012 and if entitled, your travel pass will be sent out by w/c 13th August 2012. Late applications are accepted but may take several weeks to process therefore we cannot guarantee transport assistance for the start of term.

Data Protection Act 1998 – The information and photographs provided for this application will be used for the purpose of assisting Torbay Council in the assessment of transport assistance. This data may also be used to supply information to other departments within the council, Schools/colleges and other local authorities. It may also be used for the purposes of the prevention and detection of fraud; this may include disclosures to the police and other bodies.

If you would like information on how your data is used please contact Torbay Council's Information Governance team on 01803 207467. More information regarding this can be found on Torbay Council's internet page.

For Office use only:

EMS updated? **Date:** **Officer's signature:** **Distance:**

FIMS SD Ref: **FIMS Invoice Ref:** **Student ID:**