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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applications will only be processed if all relevant supporting documents are attached and all Sections are completed. If the completed form is not signed it will be returned to you.  A separate form is needed for each child. Applications received after the 18 June 2021 may NOT be processed in time for the start of the school/college term.  By submitting this form you agree to Children’s Services, NHS partners and schools sharing relevant information about your child to assist the Transport Team to assess your application and make the right arrangements for your child e.g. epilepsy, oxygen and asthma protocols. | | | | | | | | | | | | | |
| **Section 1 - Details of Child** | | | | | | | | | | | | | |
| Forename(s) |  | | | | Surname/  family name | | | |  | | | | |
| Date of birth |  |  | |  | Gender | | | |  | |  | school year group in Sept 2021 |  |
| **Day** | **Month** | | **Year** | **F** | | **M** |
| Home address |  | | | | | | | | | | | | |
| Post code | | | | |  | | | | | | | |
| Which school is transport needed to? |  | | | | | | | | | Public Transport bus pass / Door to door school transport | | | |
| Current school if different |  | | | | | | | | | | | | |
| Expected Start date |  |  | |  | | If attending part time timetable, please complete the table provided on page 3 | | | | | | | |
| **Day** | **Month** | | **Year** | |
| Is the child in foster care? |  | | If YES, to which local authority? | | |  | | | | | | | |
| If the child has a social worker, name and contact details |  | | | | | | | | | | | | |
| **Section 2 - Details of Parent Or Carer Making The Application** | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | | | |
| **Title** | **Forename** | | | | | | **Surname** | | | | | | |
| Home address  (if different from child) |  | | | | | | | | | | | | |
|  | | | | | Post code | |  | | | | | |
| Telephone |  | | | | | Mobile | |  | | | | | |
| email |  | | | | | | | | | | | | |

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| **Section 3 – Financial Information** | | | | |
| Do you receive any of the following benefits? If not, please go straight to Section 4 | | | | |
| Please tick against the relevant one and attach proof of your qualifying benefit or the full tax credit award statement from **2020-2021** | | | | |
| You receive Income Support |  | You receive support under part VI of the Immigration and Asylum Act 1999 | |  |
| You receive Income-based Jobseekers Allowance |  | You receive Employment Support Allowance (Income based) | |  |
| You receive the guarantee element of state pension credit |  | You receive Child Tax Credit but are **NOT** entitled to Working Tax Credit and your household income is less than £16,190 | |  |
| You receive the **Maximum** level of Working Tax Credit |  | You are in receipt of free school meals | |  |
| You receive Universal Credit with an annual net earned income not exceeding £7,400 | | | |  |
| Please **Tick Box** To Show You Have Attached Relevant Evidence 🡪 | | | |  |
| Please add any relevant additional information about your financial situation. | | | | |
|  | | | | |
| **Section 4 - Photograph Options - tick one of these if you are requesting a bus pass opt** | | | | |
| I have enclosed a passport style photograph for my child’s travel pass | | |  | |
| I have emailed a passport style photograph to cstransportpics@torbay.gov.uk | | |  | |
| My child’s appearance has not changed. Please use the photograph I submitted last year | | |  | |

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| **Section 5 – Mobility Issues – complete if appropriate or go to Section 6** | | | | | | | | | | | | | | | | | | | | | | | | | |
| You only need to complete this section if your child is unable to 1) travel by bus or 2) walk to school because of their mobility problems or because of health and safety issues related to their special educational needs.  Please give as much detail as possible in your answers. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Can your child walk to/from school if accompanied by an adult | | | | | | | | | | Yes | | |  | | | | | | No | |  | | | | |
| If No, please give reasons and provide medical evidence if applicable. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normally a child is expected to be accompanied by a parent where necessary unless there is good reason why it is unreasonable to expect the parent to do so. Please explain why you or another adult cannot accompany the child.  **If the parent/guardian has medical mobility problems, please provide up to date medical evidence** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| If your child is entitled to transport assistance the form of transport provided will be decided by the transport team taking into account the needs of the individual child, based on the information provided in this application. Bus passes and taxi or mini bus transport are available. However, if it is considered to be cost effective, a petrol allowance of 40p per mile may be paid to a parent/carer to transport their child to/from school. Would you be interested in receiving a petrol allowance if it was considered appropriate? | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | |  | | | | No | | | | | | | | |  | | | | | | | | | |
| If attendance part time, please state which days and times pupil is attending | | | |  | | | | MON | | | | TUE | | | WED | | | THUR | | | | | | FRI | |
| Morning arrival | | | |  | | | |  | | |  | | |  | | | | | |  | |
| Lunchtime arrival | | | |  | | | |  | | |  | | |  | | | | | |  | |
| Lunchtime leave | | | |  | | | |  | | |  | | |  | | | | | |  | |
| Afternoon leaving | | | |  | | | |  | | |  | | |  | | | | | |  | |
| Date part-time timetable ends (if applicable) | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Parents and carers should ensure that a responsible adult stays at the home address until the child is collected in the morning and is there when the child arrives home in the afternoon. Where possible, the Transport Team will try to take into account your family's commitments, but no guarantee can be made due to the number of children being transported. If you need to leave the house by a specific time in the morning and/or are unavailable until a specific time in the afternoon, please state the times and reasons. | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| The law states that children under a certain height and weight must use the appropriate car seat, booster cushion etc. It is vital that you tell us what their height and weight are so that the correct equipment can be provided for the child. | | | | | | | | | | | | | | | | | Height cm | | | | |  | | | |
| Weight kgs | | | | |  | | | |
| Does the child need a harness? | | | | | | | Yes | | | |  | | | | | No | |  | | | | | | | |
| If YES, please can you give some more information? e.g. Does the child try to escape from a seatbelt? Are they floppy and need posture support? Is their behaviour likely to put them or others at risk? | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does your child use a wheelchair or buggy? | | | | | | | Yes | | | |  | | | | | No | |  | | | | | | | |
| If YES does the wheelchair or buggy fold? | | | | | | | Yes | | | |  | | | | | No | |  | | | | | | | |
| Does your child travel in the wheelchair or buggy? | | | | | | | Yes | | | |  | | | | | No | |  | | | | | | | |
| What is the make and model of the wheelchair or buggy? We need to know to make sure the proper fixings are provided to make the buggy or wheelchair safe on the journey | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Please note: If your child needs to travel in their wheelchair it must be inspected by our Compliance Team and tagged to ensure that the correct fixing are used to hold the wheelchair securely while in transit. We cannot transport a child in a wheelchair unless the wheelchair has been tagged, as there are some models of wheelchair that we are unable to transport. If you are planning to purchase a new wheelchair please check with us if you want us to transport your child in it.** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does your child use any walking aids? | | | | | | | Yes | | | |  | | | | | No | |  | | | | | | | |
| If yes, tick which they use | Folding walking frame |  | | | Rigid walking frame |  | | | Walking stick(s) | | | | |  | | | | | | Crutches | | |  | | |
| Will your child need assistance to get in/out of the transport? | | | | | | | Yes | | | |  | | | | | No | |  | | | | | | | |
| If YES, give details | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| What special needs, disability, medical or other conditions does your child have? Tick all that are relevant. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Behavioural, emotional and social difficulties | | |  | | | | Autistic spectrum disorder | | | | | | | | |  | | | | | | | | | |
| Learning difficulties | | |  | | | | Partially sighted or blind | | | | | | | | |  | | | | | | | | | |
| Speech, language and communication difficulties | | |  | | | | Hearing difficulties | | | | | | | | |  | | | | | | | | | |
| Physical or mobility difficulties | | |  | | | | Medical condition | | | | | | | | |  | | | | | | | | | |
| Epilepsy | | |  | | | | Requires Oxygen | | | | | | | | |  | | | | | | | | | |
| Requires peg feeding | | |  | | | | Travel sickness | | | | | | | | |  | | | | | | | | | |
| Food allergies | | |  | | | |  | | | | | | | | |  | | | | | | | | | |
| Does your child have an emergency medical protocol? | | | | | | | Yes | | | |  | | | | | No | |  | | | | | | | |
| If yes, **it is extremely important that you enclose an up to date copy of the medical protocol in case of emergency** | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you have ticked any of the boxes above please give a brief description of how your child is affected by their special needs, disability or medical condition | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Does your child have any other special needs or medical conditions we should know about? If so please give a brief description. | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 6 – Unsafe Walking Route – complete if appropriate or go to Section 7** | | | | | | | | | | | | | | | | | | | | | | | | |
| If your child cannot reasonably be expected to walk to the nearest suitable school because the route is unsafe to walk, please give details and attach any relevant evidence. | | | | | | | | | | | | | | | | | | | | | | | | |
| Please say which part of the route is unsafe to walk and why. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 7 – Exceptional Circumstances – complete if appropriate or go to Section 8** |
| If there are any other exceptional reasons or family circumstances, not covered by the categories above, that you feel should be taken into account, please give details and attach any relevant evidence |
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| **Section 8 - Declaration** | |
| **Code of Conduct for pupils who use school transport**  We need your help and co-operation to make sure that everyone stays safe and travels in comfort. Please read the Code of Conduct (on the next page) carefully with your child then sign below to say that you agree to the Code.  **Transport will not be provided unless this section is signed by both parent or carer and pupil.** | |
| **I have read and agree to abide by the Code of Conduct** | **Pupil signature** |
| **I have read the Code of Conduct with my child and explained its importance. I understand that if the**  **transport is withdrawn because of poor behaviour, or if my child fails to comply with the Code of**  **Conduct, it will be my responsibility to get my child to school.** | **Parent signature** |
| **Parent name (BLOCK CAPITALS)** |
| **Date** |

Please return this form and all supporting documents

By post to: Student Services Transport Team, Torbay Council, Room SF338 Electric House, c/o Town Hall, Castle Circus, Torquay TQ1 3DR

In person: to Children’s Services Reception

By email to: [cstransport@torbay.gov.uk](mailto:cstransport@torbay.gov.uk)

# How we use and handle your information: School Admissions, School Transport and Free School Meals

## What information do we need?

Torbay Council is the Data Controller for personal data collected for the purpose of allocating and offering school places for children. We will need to collect, information such as your name and contact details, details about your child including their name, date of birth and any other information which may support your application for a school place, for transport of for free school meals, which could include information about your child’s health.

## Why we need it?

We need this information so that we can deliver services to you, allocate a school place and determine eligibility for school transport or free school meals.

Our lawful basis for processing yours and your child’s personal data is legal obligation.

Our lawful basis for the processing of any health information is that this is necessary for the performance of a task carried out in the substantial public interest.

## Information Sharing

We will share your information with schools, other local authorities and the Department of Education for the purposes of allocating a school place and confirming an allocation, or to determine and confirm eligibility for school transport and/or free school meals.

We do not trade personal data for any commercial purpose and will only disclose your personal information if we have a lawful basis to do so (as above) or if we have your consent.

## How we will store your information

We will hold your information on a secure electronic database and we will stop using your data upon completion of the relevant service.

Your data will be deleted 25 years after we stop using it.

Your personal information will not be subject to any overseas transfers.

## Your rights

At any time you can request to have a copy of the information we hold about you, and if you feel the information we process about you is incorrect you can request to have it corrected or deleted. If you wish to exercise any of [your rights](http://www.torbay.gov.uk/council/information-and-data/data-protection/your-rights/) please contact us by emailing [infocompliance@torbay.gov.uk](mailto:infocompliance@torbay.gov.uk)

If you are not happy with the way the Council has handled your personal information, please contact us so that we deal with your complaint. However, you are also entitled to raise a complaint with the Information Commissioner’s Office, contact details can be found on their website [www.ico.org.uk](http://www.ico.org.uk)

# Home to School Transport - Code of Conduct

By accepting transport assistance arranged by Torbay Council’s transport team pupils, students and their parents/ carers agree to follow the expectations stated below. If a pupil or student’s behaviour does not follow these guidelines, transport arrangements will be reviewed. In serious cases, the transport team has the right to end transport provision and it will then be the responsibility of the parents/ carers to ensure the child gets to school. Parents/ carers will also be responsible for the cost of repairs if deliberate damage has been caused to transport.

## Pupils and Students

* You must behave safely at all times so must not distract the driver, throw anything or try to open the doors or windows
* You must not annoy the other passengers or the escort on a taxi or minibus by your behaviour and must not swear or use abusive language
* You must not bully other passengers
* On vehicles with seatbelts or harnesses, you must always wear your seatbelt or harness, keep it fastened and stay in your seat throughout the journey
* If there is an escort, you must always do what they say
* You must not take any dangerous or unsuitable items on to the transport
* You must not cause any damage to the transport
* You must not eat, drink or smoke on the transport and must not drop litter
* You must take all your belongings with you, with assistance where necessary, when you get off
* If you have a bus, coach or rail pass, you must always have it with you and show it when you travel. If you lose your pass, you will not be able to travel unless you pay the fare.

## Parents and Carers

Your child is expected to follow what is stated above. If your child misbehaves or causes any damage on transport to school, or is excluded from school, it will be your responsibility to organise their travel back home. You will be liable for the cost of any damage.

### Bus pass holders

* You must make sure your child gets to the appropriate pick up point in time.
* If your child loses their pass, they will not be able to travel unless they pay the fare; a replacement bus pass will cost £10

### Travel on taxis and minibuses

* You must make sure your child is ready 5 minutes before the expected pick up time. Transport will only wait for 5 minutes after the stated pick time and if it is missed, it is your responsibility to get your child to school
* You must make sure your child is delivered to the vehicle and that someone is at home when the child is dropped off
* Your child’s transport can only be changed by the transport team so please do not ask the driver or escort to change the journey.

**If transport does not arrive** contact the transport team or the escort (if there is one)

**If there is a delay**, the vehicle breaks down or is in an accident the transport team will make sure you are contacted as soon as is possible and given all relevant information

**If your child is ill** and will not need transport, please contact the transport team or the escort if there is one, as soon as possible

**If you move home** you must inform the transport team as this may affect eligibility for transport or transport may need to be rearranged. Also you must update the team if your contact details change.