

# Application for Home to Secondary **Faith School Transport 2013/2014**

Notes of Guidance



Essex County Council

## Application for Home to Secondary Faith School Transport 2013/2014

### Notes of Guidance

**Please read these notes carefully before completing the attached form.**

These Notes of Guidance are issued with the application form for secondary faith school transport assistance. This is for transport to faith schools for Essex students of secondary school age (years 7 - 11). Transport is awarded on an annual basis. You may be required to submit further income evidence each year.

### What is a faith school?

For the purposes of transport, a faith school is defined as a Voluntary Aided Catholic or Church of England School or Jewish School or a school that is financially supported by a particular religious group, usually for children from that religion.

### Am I entitled?

Following extensive consultation, Essex County Council has recently taken the decision to amend the home to school transport policy to remove the subsidy for travel to faith schools, whilst retaining it for low income families. The subsidy will not be given to entrants to a secondary faith school with effect from September 2012, unless the family is on a low income, or, the faith school is closer than the designated non-faith school. In order to qualify for transport to a faith school, the following must apply:

- Family must be eligible for free school meals or have an annual household income of less than £16,190 before deductions
- and**
- Must attend their designated faith school and live between 2 and 15 miles as measured by the shortest available walking route
- and**
- Child must be baptised into the faith of the school and evidence of this provided, or, if the school was chosen by reason of parent's religion or belief, a written statement giving reasons for choosing the school must be provided

**Or**

- The faith school must be nearer to the home address than the designated (catchment) non-faith school, as measured by the nearest **road** route (no evidence of income is required)
- and**
- Must live at least 3 miles from the school

### Not on low income?

If you are not in receipt of a low income, transport will only be provided if the faith secondary school is closer than the designated (catchment) non-faith secondary school and you live over 3 miles from the school. If you think this may apply to you, please complete the application form. The distance will be measured by Essex County Council from your home address to the school, using the nearest road route to each school. If your chosen faith school is closer, free transport will be provided.

### Children on Roll Before September 2012

If your child was already on roll at their secondary faith school during the 2011/2012 academic year, their transport entitlement is protected, whether you were claiming transport or not before September 2012. Therefore, if you reside within the designated area of the school, your child is baptised into the faith of the school, and you reside at least 3 miles from the school, your child will qualify for transport assistance until the end of their statutory education. If this applies, please complete section 4 of the application form. There is a statutory

contribution of £110 per term for transport assistance under this policy. This fee is waived if you are in receipt of Income Support or Income-Based Job Seekers Allowance or your gross annual income is less than £16,190 (subject to parliamentary change for 2013/2014).

### When should I apply?

You can apply for free transport as soon as you have received an offer of a place at the school. The deadline for receiving completed applications with all necessary supporting evidence is **21st June 2013**. If we receive your application after this date, we cannot guarantee to have your transport in place for the start of the Autumn term 2013.

If you are applying after the start of the school year, your application may take up to 4 weeks to process.

### What type of transport is provided?

The transport provided will be either contract or public transport. There are other options available in lieu of transport being provided by Essex County Council:

#### 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.

### No ticket - No ride

If a pupil does not produce their travel pass they will be unable to board contract buses and will have to pay full fare on public transport. This is non-refundable. This policy was introduced to prevent over-crowding and provide safe, seated transport for children with a legitimate place on the bus.

### 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. Students will not be able to travel until Essex County Council has sent their written confirmation of the transport arrangements.

### 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.
- Students should wait for the vehicle sensibly without inconveniencing local residents or businesses
- They must ensure that they are familiar with a safe procedure for getting to and from the pick-up/drop-off point and ask their parent/care for advice should there be any concerns. Students should aim to be at the stop 5 minutes before the scheduled departure time.

### Is transport available if I am not entitled?

Many school transport operators are able to sell seats on schools services. Please contact the operator direct. If you are unsure of the operator contact details, please contact your child's school, or Passenger Transport on **0845 603 2200**.

Public transport information and a journey planning tool can be accessed at **[www.travelinesoutheast.org.uk](http://www.travelinesoutheast.org.uk)**

## Change of circumstances

If you move address, or your child leaves school, the ticket must be returned immediately with an explanatory letter. If you require transport from your new address to a different school you will need to complete a new application form. If you move and wish your child to remain at their existing school, your application will be re-assessed from your new address.

**You may be liable to the full statutory fee if the ticket is not returned.**

**Changes of address cannot be taken over the telephone. We MUST receive notification in writing.**

## Parental agreement

Please read the parental agreement on this page carefully and sign the agreement on the reverse of the application form. The application cannot be assessed unless the form has been signed by the parent/carer.

Your signature on the application form confirms you have read and understood the parental agreement and agree to these terms and conditions.

I understand and agree that:

- The County Council can withdraw the transport facility for my child in certain circumstances.
- I will return the tickets should my child leave the school before the end of the academic year, stop travelling or be requested to do so by the County Council or by the school on the Council's behalf.
- If I do not apply with the correct income evidence by the published date, I will not be eligible for a refund if the bus pass is late.
- Essex County Council may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the Authority.
- Only correctly completed applications can be assessed for entitlement.

- 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.
- The County Council has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
- The information I have given is, to my knowledge, true and correct.
- I have read the attached notes of guidance.

## Please note the following important information before completing this form

**Essex County Council is collecting your personal information in order to process your claim for home to school transport. This information will not be shared with any other third party unless the law requires us to do so. In completing this form you will be agreeing that:**

- The personal information you have provided will be used to decide whether home to school transport will be provided for your child and to administer that service. If Essex County Council is made aware that transport has been entitled using false information, then transport will be withdrawn immediately.
- The information you have supplied will be shared with other parts of ECC who are involved in providing school transport and also companies and organisations outside ECC who provide school transport services. This could include your child's school and transport operator.
- Your supplied information will be kept by us for 25 years after your child leaves school.

# Application for Secondary Faith School Transport Assistance 2013/14

Office use only

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## 1. School to be attended:

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School address:

Postcode

## 2. Pupil details:

Surname
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First name
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Date of birth
Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>

Gender
Male <input type="text"/> Female <input type="text"/>

Home address:

Postcode

Telephone:

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Mobile:

--

Email address:

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Which borough/district do you pay council tax to?

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## 3. Please arrange for your local parish priest, vicar or rabbi to complete the following section or alternatively attach a copy of your child's baptism certificate or a written statement confirming your reasons for choosing this school.

I confirm that the above child is a baptised member of the Church of England/ Roman Catholic faith or a member of the Jewish or other faith (\* please delete as appropriate)

Signed:

--

Designation:

--

Parish/Church/Synagogue/Other:

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If you have other children attending this school, please state their full names:

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*Continued overleaf...*



#### 4. Did your child start at this school before September 2012?

Was your child on roll at this school during the 2011/2012 academic year? Yes ☐

If yes, what was their start date?

Please provide written confirmation of their start date from the school or request the school to stamp the form here to confirm the above start date.

Please enclose evidence of baptism or ask your priest vicar or rabbi to sign the application form

#### What do I have to pay and when?

Term	Contribution	Payment must be made by
Autumn	£110	by 21st June 2013
Spring	£110	by 22nd November 2013
Summer	£110	by 21st March 2014

School stamp

Essex County Council is no longer accepting cheque payments for transport.

Information about payment by debit or credit card, or by Direct Debit, will be sent to you once we have determined that you are entitled to transport assistance.

Requests to pay by **direct debit** can only be accepted for the complete academic year and must have been submitted by **27th September 2013**.

#### 5. Agreement

I understand and agree:

- I am applying for Home to School Transport on the terms and conditions as set out in the Parent Agreement on page 4 of 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 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

Parent's Name

Parental Signature

Date

Please tick the appropriate box to confirm which school term(s) you are applying for:

Autumn Term

☐

Spring Term

☐

Summer Term

☐

#### 6. Checklist (please tick)

Do you receive free school meals? Yes ☐ No ☐

If yes, please state your family reference number...

(If you claim free school meals via your child's school, please provide a letter confirming current entitlement from the school)

If no, have you enclosed a full copy of your current TC602 Tax Credits Award letter, showing that your taxable annual income (as assessed by the Inland Revenue) does not exceed £16,190\*.

\* subject to parliamentary change for 2013/14

#### Do you wish to select an alternative transport option?

I wish to apply for fuel allowance ☐

Completed applications should be returned to: Education Transport and Awards, PO Box 4261, Chelmsford, CM1 1GS

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, Education Transport & Awards  
PO Box 4261, Chelmsford, Essex CM1 1GS**

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