

## Photographs

Travelpasses issued to secondary school pupils include a photograph of the pass holder. Parents are required to provide a passport type photograph of Year 7 (first year) and Year 10 (fourth year) pupils and for new applicants in other age groups. If parents wish to update photographs at other times, these can be sent with the reissue forms. Travelpasses cannot be issued for secondary school pupils without photographs.

## Appeals

Parents may appeal against a decision not to provide transport or against the detailed arrangements made, if there are mitigating circumstances. Particulars of the appeal procedure are available from the Area Education Office or by accessing our website as explained earlier in this leaflet.

## Quality of Service

The County Council is committed to providing a high quality service at all times. However, should there be dissatisfaction with the way an application for transport assistance is dealt with, please contact the Area Education Office in the first instance.

## Not Entitled to Free Transport

If you are not entitled to assisted transport then you can still travel on most contracted school buses/taxis provided by the County Council. You can pay a daily fare to the driver or if you want to save money you can purchase a season ticket. Both term and annual season tickets are available and offer a 20% discount on daily fares\*. Please contact the School Traveline 01772 534588 for more information.

*\*In addition, these can be paid by debit/credit card and by interest free instalment payments.*

## SAFER TRAVEL

### GOOD BEHAVIOUR - TAKE IT ON BOARD

Reducing anti-social behaviour on public transport in Lancashire –  
**Hotline 0845 053 0040** or visit  
[www.safertravelunit.co.uk](http://www.safertravelunit.co.uk)

**Travel Pass Enquiries**  
School Traveline **01772 534588**  
Open Mon-Fri 9am to 5pm  
[schooltransport@lancashire.gov.uk](mailto:schooltransport@lancashire.gov.uk)

## Area Education Offices

Further information or advice on the contents of this leaflet may be obtained from the Area Education Office.

### NORTH

(LANCASTER, WYRE AND FYLDE DISTRICTS)

Area Education Office

PO Box 606, White Cross Education Centre

Quarry Road, Lancaster LA1 3SQ

Telephone (01524) 581134/581267

### SOUTH

(PRESTON, SOUTH RIBBLE, CHORLEY

AND WEST LANCS DISTRICTS)

Area Education Office, East Cliff,

Preston PR1 3JT

Telephone (01772) 533608

### EAST

(RIBBLE VALLEY, HYNDBURN, BURNLEY, PENDLE

AND ROSSENDALE DISTRICTS)

Area Education Office

1 Globe Way, The Globe Centre,

Accrington BB5 0FQ

Telephone (01254) 220717

Or alternatively, please view our website

[www.lancashire.gov.uk](http://www.lancashire.gov.uk)

Just select 'S' for School Transport on the A-Z option



Every effort has been made to ensure the accuracy of this leaflet, however Lancashire County Council are not able to accept any responsibility for inaccuracy. March 2011.

home  TRANSPORT  
school



Guide to Home to School Transport

## Assistance with Home to School Transport

The County Council's policy for assistance with home to school transport is summarised below. This is intended to act as a guide for parents and is not a definitive statement of policy. A copy of the full policy may be obtained from Area Education Offices which are listed on the back of this leaflet, or it may be downloaded from our website.

This guide applies to pupils who are under the age of 16 at the beginning of the school year and who attend schools maintained by the County Council, including Voluntary Aided (Church) schools. Separate information about assistance with transport is available for parents of pupils with statements of special educational needs, for students in further education and school sixth forms who are in exceptional circumstances and for other students attending school sixth forms and colleges.

A parent's right to express a preference for a place at a particular school does not necessarily mean that assistance with home to school transport will be provided by the County Council and **if transport costs are an important factor in your decision to accept a school place, you are strongly advised to seek further information from the Area Education Office.**

## Summary of Policy

- (a) Assistance with home to school transport is given where a pupil attends the **nearest suitable school at which a place is available**, if the shortest suitable walking route as accompanied by an adult as necessary, from home to that school is two miles or more for pupils aged 4 but under 8 years of age and three miles or more for pupils aged 8 and over. The County Council determines the nearest suitable school (usually the geographically nearest school able to provide education suitable to the age of the pupil at which a place is available) and the shortest available route in individual cases.

The qualifying walking distance to determine eligibility is two miles for those primary aged pupils attending their nearest suitable school if they are eligible for free school meals or their parents are receiving the maximum amount of working tax credit.

Pupils attending secondary schools who are eligible for free school meals or their parents are receiving the maximum amount of working tax credit will receive assistance with travel costs if they attend one of their three nearest schools provided the distance to the school attended is between two and six miles. In addition, pupils whose parents meet the low income criteria may also receive travelling expenses if they choose to attend a particular school on the grounds of religion or belief (and can provide evidence to substantiate this conviction) if that school is the nearest school which meets the parental belief or religion and the distance to that school is between two and 15 miles from their home.

- (b) Denominational and non-denominational reasons for expressing a preference for a school are taken into account in assessing applications for assistance with transport. From September 2011, children from non low income families who are starting new at their nearest denominational school of their faith which is over the statutory walking distance and where this is not their nearest school will be required to pay a contributory charge of £380 for a full school year before a travelpass can be issued.
- (c) Where parents change address within Lancashire whilst pupils are in their final year of primary education (Year 6) or the final two years of secondary education (Years 10 and 11), assistance with transport is given provided the home to school distance criterion is met, the travelling time is not excessive and they previously attended their nearest school.

The financial circumstances of the family or family associations with a particular school are not normally considered in assessing eligibility for transport assistance; except under (a) above. A preference for a single sex, selective or for a mixed school is not regarded on its own as a valid claim for travelling expenses.

The type of transport provided is at the County Council's discretion. Normally pupils are issued with a travelpass allowing free travel on a bus or train. In exceptional circumstances, a taxi may be provided. Pupils who qualify for free transport and whose parents prefer them to travel by bicycle can claim an allowance. In exceptional circumstances a vehicle mileage allowance may be paid. Details for these allowances are available from the Area Education Office.

Transport is provided from a point reasonably near to the pupil's home, normally the nearest bus stop, to a point reasonably near the school.

## Special Circumstances

The County Council considers cases where there are special circumstances (for example medical difficulties, unsuitable journeys) on their merits and enquiries should be made to the Area Education Office.

## Applying for Assistance with Transport

Where a pupil has not received assistance with transport before, and is not transferring to secondary schools, an application form is available from the Area Education Office (please see list on the back of this leaflet), County Information Centres or download the form from our website [www.lancashire.gov.uk](http://www.lancashire.gov.uk) and click on S on the A-Z and scroll down to School Transport. After completion, the form should be sent to the Area Education Office where a decision is made on whether or not assistance can be provided.

Pupils transferring to secondary schools are normally sent an application form in May if the Area Office feels they may be entitled to assistance. If you have not received your application by 31 May and you think you may be entitled please ring the School Traveline on 01772 534588.

Where a pupil currently has a travelpass, parents are sent a reissue form to complete for each school year, normally in April. Please note, however, that reissue forms are not sent to parents of pupils who are in Year 6 and are transferring to secondary school. Again, if you have not received your reissue form by 30 April, please ring the School Traveline.

## When to Apply

An application for assistance with transport should be made as soon as a pupil's school placement for the following school year is definitely known, where possible by 1 June. Each Summer about 12,000 travelpasses are issued and late application may mean that a travelpass is not available for the start of the new school year. Normally travelling expenses are not reimbursed when a late application has been made.