

School Transport

Main Details

As a guide, travelling expenses are normally paid to pupils who attend the nearest suitable school and the distance from home is:

Two miles or more by the shortest available walking route if your child is under 8 years of age.

Two miles or more for pupils aged eight years of age or over, who are eligible for free school meals or the parents are in receipt of the maximum amount of working tax credit and attending a primary school.

Three miles or more if your child is eight years old or over.

The County Council's policy for assistance with mainstream home to school transport is summarised above and is intended to act as a guide for parents and is not a definitive statement of policy. A copy of the full policy is downloadable from this site.

An application form (E7/10) available from Area Education Offices, or downloadable from this site, is required to be completed the first time an application is made. Once an application has been made and granted each year (normally in June) a re-issue form is automatically sent to you to confirm that you still require a travel pass for your child for the following year. This form should be returned immediately to the address stated on the re-issue form to ensure that you have the new pass for the new academic year. The only exception to this rule is those children transferring from primary to secondary school, where re-issue forms are not issued. In these cases if the Area Education Office thinks that your child may be entitled to free travel they will automatically send you an application form (again usually in June). This form should be returned immediately to the Area Education Office. If you have not received your form by July and think you may be entitled then please contact the School Traveline on 01772 534 588.

These arrangements only apply to pupils until the end of their Year 11 in secondary schools. Different policies apply for students attending sixth forms, colleges and special schools. Details of the schemes that are available for students aged 16+ can be found in the Education Benefits leaflet downloadable from this site.

From September 2008, additional entitlement is now provided which allows the payment of travelling expenses for pupils in years 7 - 11 in secondary schools who are eligible for free school meals or whose parents are receiving the maximum amount of working tax credit. Travel Expenses will be paid for those pupils to any of their three nearest schools provided the distance to the school attended is between two and six miles or where the nearest school of the parent's faith or belief is between two and fifteen miles.

From September 2011 new pupils starting at denominational schools where this is not their nearest school will be required to contribute an annual fee of £380 pro rata (equivalent to £2 per day) before an award of travelling expenses can be made.

Appeals

If your application for home to school transport has been refused and you feel that you have some exceptional mitigating circumstances which you believe should have been taken into account when you submitted your application, then you have the option to submit a written appeal to the Student Support Appeals Committee. Please see the FAQ tab for further details.

Index of Additional Information

- [The Basis for Payment of Travelling Expenses - Primary](#)
- [The Basis for Payment of Travelling Expenses - Secondary Schools \(years 7-11\)](#)
- [Other Allowances](#)
- [School Transport Appeals](#)

The Basis for Payment of Travelling Expenses - Primary

1 The Basis for Payment of Travelling Expenses - Primary

If your child attends the nearest suitable school, as determined by the County Council, at which a place is available, assistance with the cost of travel will be provided if the walking route recognised by the County Council from your home to the school is two miles or more (for pupils aged 4 but under 8 years of age) or three miles or more for pupils aged 8 or over.

For pupils aged eight years or over who are eligible for free school meals or their parents are in receipt of the maximum amount of working tax credit, the qualifying walking distance for entitlement will be two miles or more from the nearest school.

2 Special Cases for Payment

a Denominational Education

In areas served by Church of England or Catholic schools, denominational reasons for choosing a denominational school will be taken into account when the County Council determines which is the nearest suitable school for travel expenses purposes, provided the pupil has been admitted to the school on denominational grounds. From September 2011 entitled pupils from non-low income families newly starting at church schools will be required to make an annual contribution of £380 towards the cost of travel if this is not their nearest school.

b Removal from an Area

If parents move and the new address is three miles (two miles for pupils eligible for free school meals or parents in receipt of the maximum amount of working tax credit) or more from the school (but journey time is not excessive, and they previously attended their nearest school), travelling expenses will be paid for pupils who have commenced Year 6 at the time of the move, to enable them to remain at the same school. This provision does not extend to any brothers or sisters who are outside this age group.

c Other Special Cases

Where other special circumstances exist (eg medical or social difficulties or unsuitable journeys for pupils), special arrangements may be made. Please contact the Area Education Office for advice.

3 Non-Payment of Travelling Expenses

The following factors are not considered in determining the nearest suitable school for payment of travelling expenses:

- Travelling expenses are not paid simply so that a child may go to the same school as a brother or sister.
- Family associations with a school are not grounds for payment of travelling expenses.
- Financial circumstances are not taken into account when assessing eligibility for travelling expenses., except under the conditions outlined in '*The Basis for Payment of Travelling Expenses - Primary Schools*' above.

The Basis for Payment of Travelling Expenses - Secondary Schools (years 7-11)

1 The Basis for Payment of Travelling Expenses - Secondary Schools (years 7-11)

If your child attends the nearest suitable school, as determined by the County Council, at which a place is available, assistance with the cost of travel will be provided if the shortest walking route recognised by the County Council from your home to the school is three miles or more.

For pupils from low-income families (i.e. those pupils eligible for free school meals or whose parents are in receipt of the maximum working tax credit) then additional provision is made for those pupils which allows the payment of travelling expenses if they attend one of their three nearest schools provided the distance to those schools is between two and six miles.

In addition, pupils from low income families will receive assistance if they attend the nearest school of their parent's religion or belief if the distance is between two and fifteen miles.

2 Special Cases for Payment

a Denominational Education

In areas served by Church of England or Catholic schools, denominational reasons for choosing a school will be taken into account when the County Council determines which is the nearest suitable school for travel expenses purposes, provided the pupil was admitted to the school on denominational grounds.

From September 2011 entitled pupils from non-low income families who are new starters at a secondary church school will be required to make a contribution of £380 annually towards the cost of travel.

b Moving House

If parents move and the new address is three miles (two miles for parents meeting the low income criteria in 1 above) or more from the school (but journey time is not excessive, and they previously attended their nearest school), travelling expenses will be paid for Year 10 and Year 11 pupils who have commenced external examination courses at the time of the move, to enable them to remain at the same school. This provision does not extend to any brothers or sisters who are outside these age groups.

c Philosophical Convictions

In areas where the nearest suitable school is a denominational school, assistance with travel to the next nearest suitable non-denominational school will be considered for those pupils whose parents can demonstrate that they have strong religious or philosophical convictions as to why the nearest denominational school is not appropriate for that child and the distance to the next nearest school is three miles or more.

This limit will be reduced to two miles for low income families who meet the criteria in 1 above.

d Other Special Cases

Where other special circumstances exist (eg medical or social difficulties or unsuitable journeys for pupils), special arrangements may be made. Please contact the Area Education Office for advice.

3 Non-Payment of Travelling Expenses

The following factors are not considered in determining the nearest suitable school for payment of travelling expenses:

- Travelling expenses are not paid simply so that a child may go to the same school as a brother or sister.
- Family associations with a school are not grounds for payment of travelling expenses.
- Financial circumstances are not taken into account when assessing eligibility for travelling expenses, except in 1 above.
- Preference for a single sex school, or for a mixed school, is not normally sufficient on its own for the chosen school to be considered as the nearest suitable school for payment of travel expenses.
- The passing of an entrance examination for a school is not regarded on its own as a valid claim for travelling expense.

Other Allowances

Bicycle

Where a pupil who qualifies for travelling expenses uses a bicycle to attend school, either for the whole or part of the journey, the County Council may pay an allowance.

Motor Cycle/Car Allowance

In the absence of suitable public transport or contract hire arrangements, parents may receive reimbursement for the whole or part of the journey at the County Council's discretion.

School Transport Appeals

What can I do if my application for home to school transport has been refused?

If your application for home to school transport has been refused and you feel that you have some exceptional mitigating circumstances which you believe should have been taken into account when you submitted your application, then you have the option to submit a written appeal to the Student Support Appeals Committee.

This committee of elected members meets approximately every six weeks to consider the parental written submissions.

If you wish to submit your appeal you can do so by requesting one from your local Area Education Office, or downloading the form from the 'downloads tab' on this site.

You should submit your completed application form to the County Hall address on the application with any supporting evidence you can provide.

Your application will be acknowledged and you will be advised the likely date of your appeal, normally within ten working days of receipt of your appeal form.

The Council will advise you why they have not been able to award travelling expenses and provide you with their comments in an appeal schedule, on your case which you can consider before the appeal is formally submitted to the Committee in an appeal schedule. You need to ensure that your appeal schedule is signed and returned to the Council at least ten days before the appeal hearing is due to take place in order for it to be heard on that date.

Once your appeal has been heard you will be advised in writing the outcome of the appeal.

Should your appeal not be accepted then there is no further right of appeal unless you are able to provide any new evidence which was not originally provided for the Committee.

Contacts

Address:	School Transport Enquiry Line
Phone:	01772 534 588
Email:	schooltransport@lancashire.gov.uk
Opening times:	Monday - Friday 9:00am - 5:00pm

Address:	Area Education Office North (for Lancaster & Morecambe, Wyre, Fylde) Education Welfare Benefits Lancashire County Council, White Cross Education Centre, Quarry Road Lancaster Lancashire LA1 3SF
Phone:	01524 581 207

Address:	Area Education Office South (for Preston, South Ribble, Chorley, West Lancs) Education Welfare Benefits JOINT DIVISIONAL OFFICES EAST CLIFF PRESTON PR1 3JT
Phone:	01772 533 608

Address:	Area Education Office East (for Hyndburn, Ribble Valley, Burnley, Pendle, Rossendale) Education Welfare Benefits Area Education Office East, The Globe Centre 1 Globe Way Accrington BB5 0PQ
Phone:	01254 220 711