

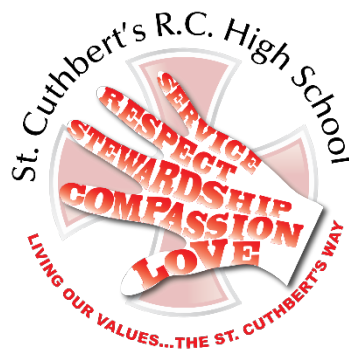


**St. Cuthbert's**  
Roman Catholic High School

# WHOLE SCHOOL POLICY

## HOME TO SCHOOL BUS PASS POLICY

### NOVEMBER 2021



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**St. Cuthbert's**  
Roman Catholic High School

Policy: Home to School Bus Pass Policy		
Type: School Policy	Website: Yes	Author: Diana Mains
Approved: November 2021	Next Review: Autumn 2023	
Frequency: 2 Yearly	Delegated: Finance and Personnel Committee	
Notes:		

## **POLICY STATEMENT**

1. This policy explains the entitlement to assistance with travel for children and young people attending St Cuthbert's RC High School. The policy sets out the criteria for eligibility to assistance with travel, how parents may apply, how decisions are made and how parents/carers may appeal against decisions with which they are unhappy.

## **LOW INCOME FAMILIES**

2. Support from the Local Authority is available to children from families who are entitled to free school meals or are in receipt of the maximum level of working tax credit.

Parents from low income families should apply for travel assistance to the Local Authority using the Local Authority application forms. Such applications will be dealt with by the Local Authority under the terms of the Local Authority policy.

## **CHILDREN and YOUNG PEOPLE COVERED BY THIS POLICY**

3. This policy applies to all pupils who attend St Cuthbert's RC High School. The policy relates to attendance at St Cuthbert's RC High School only.

## **ENTITLEMENT TO ASSISTANCE WITH TRAVEL- ELIGIBLE CHILDREN**

4. The children eligible for free home to school transport are children living beyond the maximum walking distance.

Assistance with home to school transport costs will be considered for children who attend the School and the distance between the home address and the School is over the maximum walking distance. The maximum walking distance is 3 miles. Below this distance the responsibility for the journey to school rests with the parent.

The maximum walking distance is measured by the shortest route along which, accompanied as necessary, the child may walk with reasonable safety. The route measured may include footpaths and other paths, as well as recognised roads.

## **APPLYING FOR TRAVEL ASSISTANCE**

5. Parents must make a formal application for travel assistance before any assistance is considered. Each application will be processed as quickly as possible. During the application process it remains the responsibility of the parent/carers to ensure that their child attends school regularly.
6. If parents feel that special circumstances exist with regard to an application for assistance with travelling expenses, but are not covered by this policy document, the appropriate form can still be completed, and consideration may be given to payment of travelling expenses. In this case the application should be accompanied by a written statement giving full details of the reasons for requesting special consideration.
7. Parents should complete the claim form "Application for Assistance with Travelling Expenses", available from the School web-site or School office, and return it with any additional information to the School office marked 'Bus Pass'.
8. Assistance, if agreed, is given as a free bus pass for use on public transport.

## **DEADLINES FOR APPLYING FOR TRAVEL ASSISTANCE**

9. Deadlines will be in place for submitting a Travel Assistance Application. If the deadline for returning an application is missed, late applications will be accepted but will be submitted on a monthly basis. This means for eligible applications there may be a considerable delay between submitting the application and receipt of the bus pass. School will not be liable for costs incurred due to these delays. No further late applications will be accepted after 31<sup>st</sup> May 2022 as bus passes for the following academic year will be processed after this date.

## **HOW ENTITLEMENT TO TRAVEL ASSISTANCE WILL BE DECIDED**

10. It is the responsibility of the School to decide the travel assistance necessary in the case of each child. The decision will take into account distance travelled from home to School.

Relevant distances will be measured by a computerised mapping system.

## **CHANGE IN CIRCUMSTANCES**

11. Once eligibility for free travel has been confirmed, the child will remain eligible for the entire period of the school year for which the assessment has been made, subject to any change in circumstances.
12. The School must be told of any changes in the home address, in which case a new application should be made for assistance with home to school transport. If a bus pass has been issued under the previous address this must be returned to the school office as this will no longer be valid, no new application will be considered until this has been returned.
13. If a child who is in receipt of a school bus pass should leave school within the school year for which the bus pass applies, the bus pass must be returned to the school office when they leave, as it will cease to be valid upon leaving school.

## **LOST PASSES**

14. If a bus pass should become lost a replacement pass will need to be applied for. This is not done through school but directly to Transport for Greater Manchester. Application forms can be obtained from the school office but they will need to be returned directly to Transport for Greater Manchester. The current fee for replacement passes is £5.00. The telephone number for TfGM is 0161 244 1050 or email is [WWW.tfgm.com](http://WWW.tfgm.com)

## **HOME TO SCHOOL- clarification:**

15. What is meant by Home to School - and what is not covered:

This policy applies to home to school travel arrangements at the start and the end of the school day.

The school day is deemed to be the session times as approved by the governing body of the School.

“Home” means the permanent address where the child lives during the normal school week. This will be the address used by the School for school admission purposes.

## **APPEALS**

16. Parents whose application for assistance with travelling expenses has been declined can request special consideration be given to their request in accordance with a Scheme of Delegation agreed by the governing body of the School. Should the request still be declined there is no further right of appeal.

