

## **TRANSPORT TO SCHOOL**



**Do you qualify?**

Inverclyde  
council

## How can we help get your child to school?

Inverclyde Council is happy to help you get your child/children of school age to school, safely and on time. That is why school crossing patrols are provided and we operate a school transport policy which is more generous than the law requires. Indeed, our home to school transport provision is amongst the most generous of any Scottish Council.

We will provide free school transport if:

- your child lives more than one mile from their local catchment primary school, including Whinhill Gaelic Medium Education (by the acceptable walking route and when accompanied by a responsible adult);
- your child lives more than two miles away from their local catchment secondary school;
- your child had been recommended on health grounds by the additional support needs forum;
- your child has been assessed to attend a school to meet the requirements of their additional support needs. (These assessments involve the Educational Psychology Service who also recommend appropriate transport arrangements); or;
- your child has to walk a route, which after seeking advice from the Road Safety Team, is considered not acceptable.
- your child lives within Inverclyde, is in secondary education and attends Glasgow Gaelic School.

## What free school transport means

Education Services identifies the need for provision. For primary and secondary schools we work with Strathclyde Partnership for Transport (SPT) who engage the operators to provide school transport.

The mode of transport depends on a variety of factors and is decided by Education Services after taking all circumstances into account.

This can result in the following:

- Dedicated school contract bus (service solely for pupils);
- Bus pass on local service bus (which can either be a commercial service or a subsidised local service also carrying members of the public);
- Train pass on service train;
- Taxi or private hired cars, minibuses and ferries; or;
- Inverclyde Council's own school transport vehicles.

Free school transport covers one return journey to school in the morning and home at the end of the school day.

Parents of pupils wishing to return home for lunch have to make their own arrangements. Special arrangements are made locally where possible to cover pupils taking part in activities after the end of the normal school day.

## When to apply for free transport

If your child is starting primary school you should apply when you enrol them for school. If your child is going to secondary school you should apply by the end of April on their last year at primary school.

You can apply at a later time but there could be a delay while arrangements are being made.

**Should you move house at any time during the year a new application for transport should be made.**

## What happens after you apply

You will receive an acknowledgement within 5 working days. You will be informed by letter of the outcome of your application. Staff at the office will be happy to discuss this or any other matter connected with your child's application.

If your application relates to any child already attending school and it is successful, we aim to notify you of the arrangements before the end of June each year, although there can sometimes be a delay into the summer holiday period. If your child has been awarded school transport on the grounds of distance or the lack of an acceptable walking route, it is not necessary to re-apply the following year as your child's application is automatically renewed. However, should your child move address you are required to submit a new application. If your child was successful in obtaining a privilege pass you must reapply every year as the availability of seats on the vehicle varies from year to year.

## Data Protection Act

Inverclyde Council is obliged to comply with current Data Protection Laws.

Information provided by you will be held by the Council. Such information will be used to recognise the right of parents to make an application for transport to school. The Council is under obligation to manage public funds properly. Accordingly information that you provide may be used to prevent and detect fraud. It also possible that we may share this information for the same purpose with public bodies, including neighbouring Councils, government organisations or other organisations, which handle public funds. By signing this form you have given your consent for data processing.

Please note that information provided by you may be held by the Council in computer files for use by the Council, SPT and transport operators in planning and administration services.

## Completed application forms should be returned to:

Inverclyde Council  
Customer Service Centre  
Municipal Buildings  
Clyde Square  
Greenock  
Inverclyde  
PA15 1LY  
Phone:01475 712850 (option 4)

E-mail: [transport-asn.hq@inverclyde.gov.uk](mailto:transport-asn.hq@inverclyde.gov.uk)

<b>Application From</b>			
Name of Current School:			
Name of school in which transport is required:			
School Stage/Year			
Pupil Surname:			
Pupil Forename:			
Pupil Address:			
Town:			
Post Code:		Pupil D.O.B	
Date Transport Required to Start:			
<b>Reason for Application:</b>			
<b>Are you applying for free transport due to your child's medical condition:</b>			
<i>(please circle one)</i>		Yes	No
<i>If Yes, Please provide supporting documentation from your health professional along with your application</i>			
<b>Are you applying for a Privilege Pass at a cost of £7.25 per child, per week:</b>			
<i>(Please circle one)</i>		Yes	No
<i>Please note that when the authority grants free transport it is bound by the operator's/SPT's conditions of carriage which as a result of unacceptable behaviour may be withdrawn until suitable terms of agreement are reached on future behaviour</i>			
Signature of Parent:			
Telephone Number:			
Email Address:			
Date			

**FOR OFFICE USE ONLY:**

Ref No:

Distance:

Checked By:

Date:

**Notes:**