

If you are applying for home to school transport please read this leaflet to ensure your child is eligible for transport prior to completing the attached S20 application form.

We can only provide free home to school transport under the following two policies:

1) General Policy

To qualify for free home to school transport, children of compulsory school age are required to attend the nearest suitable school, where the home to school distance (based on the child's address) using the shortest route is over 2 miles for children up to the age of 8 years. When the child reaches 8 years old (i.e. at the start of Year 4) a reassessment will take place, as children 8 years and over will only qualify for transport assistance if the shortest route is over 3 miles.

2) National Extended Transport Rights Policy

If you do not qualify for transport under the General Policy (1), a national policy provides extended rights to children who are eligible for free school meals (FSM) or whose parents receive their maximum level of Working Tax Credit (WTC) or any level of Universal Credit. This policy provides transport for:

**Primary Children** – age 8 but under 11 years, transport will be provided to the nearest suitable school where that school is more than 2 miles from the child's home.

**Secondary Children** – 1 of the 3 nearest suitable qualifying secondary schools where the school is more than 2 but less than 6 miles from the child's home AND the nearest suitable school preferred because of religion or belief for children

For full details of our Home to School Transport Policy please go to [www.durham.gov.uk/schooltransport](http://www.durham.gov.uk/schooltransport)



Children & Young People's Services

# Home to School Transport Information Leaflet (S20)



## An Information Leaflet For Parents

Please ask us if you would like this document summarised in another language or format

Please ask us if you would like this document summarised in another language or format.



Braille



Audio



Large print

[cypscommunications@durham.gov.uk](mailto:cypscommunications@durham.gov.uk)

03000 265896

## Applying for travel assistance to a Roman Catholic or Anglican Secondary School

If you are eligible for travel assistance under the national extended transport rights policy we will consider the nearest suitable school preferred because of religion or belief for children whose parent(s) adhere\* to that particular faith, where that school is more than 2 but less than 15 miles from the child's home. \*Parental adherence is defined as to the Roman Catholic faith where at least 1 parent and the child are baptised Roman Catholic or to the Anglican faith where at least 1 parent is a confirmed Anglican and the child is baptised Anglican. You will be required to provide the following:

Baptismal Certificates will be required for travel assistance to attend a Roman Catholic Secondary School. If this is not available please attach a letter from your Parish Priest confirming that at least 1 parent and the child are Baptised Roman Catholic. Confirmation and Baptismal Certificates will be required for travel assistance to an Anglican Secondary School. If this is not available please attach a letter from your Vicar confirming that at least 1 parent is a confirmed Anglican and the child is Baptised Anglican.

## Other General Information

**Application Deadline.** In order that children who are eligible for travel assistance have a travel permit to start school we should receive this application by the following deadlines:–

**Primary - 30 April and Secondary - 31 March.**

**Exceptional Circumstances.** It may be that you wish your child's application to be considered due to exceptional circumstances. If you are applying on the basis of exceptional circumstances, please email [schooltransportteam@durham.gov.uk](mailto:schooltransportteam@durham.gov.uk) with all supporting evidence.

**Mileage Allowances.** If your child is eligible for free home to school travel assistance but you would prefer a mileage allowance to enable you to transport your child to and from school please email [schooltransportteam@durham.gov.uk](mailto:schooltransportteam@durham.gov.uk). Please note we can only consider a mileage allowance if there are no additional costs to us.

**Concessionary Seats.** If you are not eligible for free transport assistance under either policy, you may be able to access a spare seat on a school vehicle and pay a concessionary charge. For full details please see our website [www.durham.gov.uk/concessionaryseats](http://www.durham.gov.uk/concessionaryseats) or contact us on 03000 264444 Option 4. Some schools have their own concessionary travel schemes with different charges please contact the relevant school for details of their scheme.

**How we measure home to school distance.** We use a Geographic Information System (GIS) to identify and measure the shortest route using only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. **We will not include any other routes or any other method of measurement.** Routes are measured from the centre point\* of the child's house, or in the case of a flat from the centre point\* of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point\* of the child's house to the closest point on the nearest route on the ITN/UPN. \* In accordance with the coordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

If your child attends a school which operates on 2 sites please refer to the Home to School Transport Policy for further details or contact us on 03000 265896 or email [schooltransportteam@durham.gov.uk](mailto:schooltransportteam@durham.gov.uk).

**Nearest Suitable School/Academy/College.** A suitable school is the maintained school/academy/college which, in our view offers an efficient, full time education suitable to the age, ability, aptitude and any special educational needs of the child and at which there is a place available for the child. Individual subject choices will not be considered. For those children whose nearest school is within another Council area we will provide transport to the nearest suitable school within Durham providing the other eligibility criteria are met. If the nearest suitable school is a Voluntary Aided (Church) maintained school, transport will be provided over the distance limit to this and the nearest suitable non-Voluntary Aided maintained school\*.

**For further information and advice please contact The School Places and Admissions Team, Children and Young People's Services, County Hall, Durham DH1 5UJ 03000 265896 or email [schooltransportteam@durham.gov.uk](mailto:schooltransportteam@durham.gov.uk)**