



# PARENTAL INFORMATION AND TRANSPORT REQUEST FORM

## Pupil Details

Surname: .....

Forename: .....

Sex:      Male       Female       Date of birth:    /    /

Home address: .....

Town: .....      Post Code: .....

If making an application on medical grounds please provide information:

.....  
.....  
.....

Date transport required from:    /    /

## School Details

Primary/Secondary School you wish to receive transport to:

Name of School: .....

Primary/Secondary School currently attended (if different from above):

Name of School: .....

Parent / Carer Details

FST1

Name of Parent / Carer Title: ..... Initial: ..... Surname: .....

Telephone No. Home: ..... Mobile: .....

Signature of Parent / Carer: ..... Date: / /

Free school transport may be withdrawn as a result of inappropriate behaviour. Reinstatement of free school transport may be subject to agreement being reached on future standards of behaviour.

Additional information is available at www.south-ayrshire.gov.uk

Please return your completed form to:

Children & Community
School Management
County Buildings
Wellington Square
Ayr
KA7 1DR

Tel: 01292 612284/612786

FOR CHILDREN & COMMUNITY USE ONLY

AGREED

Distance: [input]

Safety: [input]

Medical: [input]

Other: [input]

REFUSED

Distance Not Met: [input]

Outwith Catchment: [input]

Pupil Reference No: [input]

Processed by: [input]

Comments: [input]

Date: / /

Data Protection Act 1988

Your information may be used by South Ayrshire Council for the purpose of administration of school transport and to confirm and update the Council's records held for this purpose.



## When to Apply

- If your child is starting primary school you should apply at enrolment in January.
- If your child is starting secondary school you should apply in the February of his/her last year at primary school. Applications can be made after this date; however, this could result in a delay in arrangements being made.
- If you move house during the year you should notify Children & Community, in writing, at least 2 weeks prior to moving.

## Outcome of Application

You will be notified, in writing, of the outcome of your application prior to the start of the school session. If you have any queries concerning your application please contact School Management on 01292 612284/612786.

## If Your Application is Refused

If your application is refused you may write to the Executive Director of Children & Community, stating any exceptional circumstances you wish to be considered.

## Parent / Carer Responsibilities

- To ensure that your child arrives at the pick-up point on time.
- To ensure that your child behaves in a safe and proper manner when boarding, travelling on, and alighting from school transport.

Inappropriate behaviour could result in your child losing the right to free transport either temporarily or on a permanent basis. Should this be the case, parents will be responsible for making their own arrangements for their child's journey to and from school.

## Complaints / Concerns

If you have any concerns about school transport or wish to make a complaint about an operator you should contact your child's school. The school will record the information and send it to Strathclyde Partnership for Transport who will undertake the necessary investigation. You may also wish to write directly to Strathclyde Partnership for Transport at Consort House, 12 West George Street, Glasgow, G2 1HN. Helpline Tel: 0141 333 3362. Strathclyde Partnership for Transport monitors the operation of school transport contracts and welcomes feedback from parents.

## Placing Request

If your child is attending school as a result of a successful placing request no transport will be provided.

## Lost Bus Passes

In the event of a child losing his/her bus pass, you should contact the operator to arrange a replacement. Please note the operator may charge for this.

## General Information

South Ayrshire Council operates a School Transport Policy, which provides free school transport for qualifying children, in accordance with its statutory obligations as an Education Authority. Strathclyde Partnership for Transport (SPT) organise school contracts on behalf of South Ayrshire Council. In providing this service the care and welfare of the pupils are key to the whole process.

## Criteria

Free school transport is provided on the basis of the criteria indicated below:

- Your child lives more than 2 miles walking distance from his or her catchment primary school using the shortest safe walking route.
- Your child lives 3 or more miles from his or her catchment secondary school using the shortest safe walking route.
- Your child has been recommended for free school transport as a result of health issues which may prevent them walking to school safely. Applications on health grounds must be supported by a letter from the child's own doctor.
- Your child's walking route is considered to be unsafe by Children & Community after consultation with the Council's Road Safety office.

## Transport Provided

Free school transport may be provided by:

- A dedicated school contract bus for pupils only
- A bus pass for a local service bus which may also carry members of the public
- A train pass
- Taxi, private hire car or minibus

## Journeys Covered

- Free school transport normally covers one journey to school in the morning and home at the end of the school day.
- No additional provision is made for home journeys for P1 pupils who have a shorter school day until the first Monday in September.
- Parents of pupils wishing to return home for lunch are responsible for making their own arrangements. Special arrangements are made locally, where possible, for pupils taking part in school activities after the end of the normal school day.