

HOME TO SCHOOL TRANSPORT APPLICATION PACK

Academic Year 2017–2018

INTRODUCTION

TRANSPORT ON SCHOOL BUSES

St Leonard's School has entered into a partnership with Durham County Council to ensure school buses continue to be available for pupils who do not qualify for free travel from Durham County Council. This application pack gives details of the special St Leonard's school travel scheme and an application form.

Durham County Council continues to provide free transport where pupils are eligible under its policy. Details of who is eligible can be found at www.durham.gov.uk/concessionaryspareseats or by ringing Durham County Council's school transport line on 03000 264444 (option 2).

Please read the guidance notes in full as they may have changed from previous years.

Years 7 – 11 (September 2017 – July 2018)

If you will have a son/daughter in Year 7 and/or Year 8 in the next academic year (September 2017 - July 2018) and, if you wish your son/daughter to travel to and from school, on a school bus, please complete and return the enclosed forms. Any pass issued will be under the terms outlined in this document.

Years 12 & 13 (September 2017 – July 2018)

Sixth Form students have never been entitled to free travel on school buses. If you will have a son/daughter in Year 12 or 13 in the next academic year (September 2017 – July 2018) and, if you wish your son/daughter to travel to and from school, on a school bus, please complete and return the enclosed forms. Any pass issued will be under the terms outlined in this document.

If you wish to apply for transport under the St Leonard's travel scheme, please complete the enclosed forms as appropriate and return them to St Leonard's Catholic School as soon as possible and preferably no later than **Monday 5th June 2017** in order to be sure of consideration in time for the start of the Autumn Term 2017. Late applications are possible but the availability of Bus Passes for 4th September 2017 cannot be guaranteed for late applications. Copies of all documents relating to school transport are available on our website: www.st-leonards.durham.sch.uk

Should you have any questions or require any further information please do not hesitate to contact the school.

HOME TO SCHOOL TRANSPORT GUIDE FOR PARENTS

This guide provides information about St Leonard's Catholic School Home to School Transport Seats Scheme. It is intended for parents who already know that their child is **not** entitled to provision of free travel to school by DCC.

Durham County Council's revised policy for home to school travel will mean that most new pupils will not qualify for free travel. The number of pupils receiving free travel from Durham County Council will reduce considerably, and this would enable the Council to achieve the savings they need to make by using fewer and smaller buses or minibuses. This would have meant there would be little opportunity for other pupils to travel to the school. The school has therefore entered into a partnership with Durham County Council to ensure that the school bus network is maintained. The school is underwriting the extra costs of maintaining larger buses and to recover part of these costs a charge will be made for travel under the St Leonard's travel scheme.

1. How much does a seat cost?

In order to make the scheme as affordable as possible, the scheme offers a variety of tariffs.

The **Standard Fare** will be £494.00 per year, the equivalent of £2.60 per day. This can be paid in monthly instalments. This charge is reduced for pupils qualifying under the **Siblings Subsidy Scheme** and a **Reduced Income Scheme**. For those families with two or more paying pupils, the second and subsequent paying pupils will be entitled to travel for a reduced cost equivalent to £2.10 per day. The Reduced Income Scheme will allow those pupils who qualify to travel for a reduced cost equivalent to £2.10 per day. In order to be eligible for the financial subsidy you must declare that the learner is living in a household with an annual income under **£25,521** before tax and national insurance.

Summary of Tariffs

Fare Status	Equivalent Daily Cost	Equivalent Yearly Cost
Standard Annual Fare	£2.60	£494.00
Siblings Reduced Annual Fare	£2.10	£399.00
Reduced Income Annual Fare	£2.10	£399.00

Annual fares for Year 11 and Year 13 students will be charged at a reduced rate as their Summer Term is typically 20 days shorter than normal.

If you apply after the start of the school year, the cost of the seat will be calculated for the number of days remaining in the school year.

2. Is the price fixed?

The Governors of St Leonard's Catholic School will review the tariffs periodically. The price was originally set in 2012 and reviewed in 2016 and 2017. The tariffs given above will apply for the whole of the 2017/18 school year unless the cost of running the scheme is affected by exceptional cost increases due to reasons beyond the control of the Governing Body.

3. How do I apply for a seat?

Simply complete the application form and send it to "Home to School Transport", St Leonard's Catholic School, North End, Durham, DH1 4NG, as soon as possible. You can apply at any time but to be certain of being considered for a seat from the start of the Autumn Term 2017, we will need to receive your application by **Monday 5th June 2017**.

Durham County Council will write to you to confirm that we have received your application form. You will need to re-apply for a seat for each school year.

4. Can I choose my bus route?

All bus routes are listed on our website (www.st-leonards.durham.sch.uk). You can find out what bus routes are available and tell us your first and second preference on the application form. If you do not list your preference, Durham County Council will choose a suitable route for you.

Please note the details of bus routes and times may be changed if this is necessary to meet travel needs efficiently. Seat allocations are not guaranteed, and we reserve the right to move pupils between vehicles or re-route vehicles in order to manage loadings.

If your child is not travelling from their home address, please provide details of the journey they wish to make on a separate sheet and attach it to the form. This will help us to ensure your pupil is allocated to the correct bus.

5. What should I do if I have more than one child travelling?

If you want to apply for a seat for more than one child, you will need to fill in an application form for each child. Each application will be considered separately, reflecting the year groups of the pupil and the other allocation rules that apply.

6. What happens after I have applied?

After we receive your application, we will record your request for a seat. St Leonard's will assess applications for reduced rate annual passes and forward all the applications to Durham County Council. Durham County Council will send you an acknowledgement to confirm that your form has been received.

Seats will be allocated as follows:

- Pupils in Years 7 to 11 will be assured of an offer of a seat on an existing school bus so long as applications are received by **Monday 5th June**. Later applications will be accommodated wherever possible.
- Pupils in Years 12 and 13 will be offered a seat wherever possible. However, in exceptional circumstances it may be necessary to cancel the allocation of a seat in order to accommodate a younger pupil. St Leonard's will decide which Year 12/13 pupils will receive priority, and may take into account the alternative journey opportunities for the pupils affected.

7. When will I know if a seat is available?

If you apply by **Monday 5th June**, Durham County Council will contact you in July 2017 to let you know if your application was successful. If your application is successful, the Council will send you an invoice for the cost of the seat for the school year.

If you apply after **Monday 5th June**, Durham County Council will write to tell you if we can offer you a seat. If your application is successful, the Council will send you an invoice for the cost of the seat.

If you apply late and term will already have started by the time you get your pass, the charge will be calculated from the date the seat is allocated plus one week, to allow for posting time. You will also receive a temporary pass to allow you to travel with immediate effect. A full pass for the current term will not be issued until at least the first instalment due is received by Durham County Council.

If there is a suitable route but no seat available, your child's name will be added to a waiting list and Durham County Council will contact you if a seat becomes available.

If there is no suitable route, Durham County Council will write to tell you. You may be interested in travelling on a local bus service instead – see **21. How do I find out about alternative local bus services?**

8. How do I pay for a seat?

When you apply for a seat, the adult who will be responsible for paying for the seat must be named on the form and they must sign the form to confirm their agreement. Once a seat is allocated, this person will receive an invoice from Durham County Council for the total cost of the seat for the school year. Payments can be made in monthly instalments. Details will be given on the invoice.

You should pay the first instalment payment (or more) against your invoice immediately. Once your first payment has been received, Durham County Council will post a full bus pass for the current term. You will be sent bus passes for the later terms in the school year if you keep up to date with your payments.

Your monthly payment plan will show the dates by which your payment needs to be received. These are the latest dates for each payment, and you may wish to arrange your payments in advance of these dates.

There are several ways to make your payments, including by telephone, cheque, online, at your local Paypoint, by Direct Debit or by standing order. Details will be given on the back of your invoice.

If you have paid for a seat by Direct Debit in the last year, this arrangement will continue and you will not need to set up a new Direct Debit mandate. If you have not, you will be sent a Direct Debit mandate form when your invoice is raised.

You can pay in advance of the monthly instalments if you wish: for instance, in termly or annual amounts.

9. What if I fall behind with my payments?

If your payments are not up to date, you will receive payment reminders for each outstanding monthly instalment. You will not receive bus passes for future terms. Eventually your seat will be withdrawn and may be allocated to another pupil. You must keep up to date with your payments to continue to travel.

If you continue to have an outstanding debt for a period of travel, then you may ultimately be referred to Durham County Council's debt collection process.

Debts for transport may be offset between school years, and payments for one year must be completed before passes for the next year will be issued (in addition to the appropriate payments for the next year).

10. Who will you contact?

All correspondence regarding payment for the Concessionary Seat will be sent to the adult named on the application form. If you are not the main Parent / Carer of the pupil, you will be responsible for ensuring that the main Parent / Carer of the pupil is aware of any correspondence we send (for instance, if payments fall behind and a bus pass cannot be issued, we will write to the adult named on the invoice only). If a seat is cancelled due to payment issues, we will write to the named adult.

Bus passes and letters regarding allocation of seats will be sent to the pupil's principal home address. Any correspondence regarding general transport issues or behaviour will also be sent to the pupil's principal home address.

11. Will I get a seat in time for the start of the school year in September?

If you apply by **Monday 5th June** and a seat is available, you will receive a pass in good time for the start of term (so long as you have made the initial payment). If you apply later, we will make our best efforts to process your application in time to allow you to travel from the start of term.

12. Can a seat be withdrawn?

If a bus is overloaded, then St Leonard's will work with Durham County Council to resolve the issue. In rare circumstances, it may be necessary to withdraw a seat. You will be given a minimum of one week's notice if a seat needs to be withdrawn.

Travel on school transport is subject to Durham County Council's Behavioural policy. Any seat may be withdrawn if a pupil does not behave appropriately on the vehicle. You would then need to make your own transport arrangements for getting your child to school.

13. Will I get a refund if my seat is withdrawn?

If a seat is withdrawn, a refund of any unused portion will be due when you return your pass to Durham County Council. The refund will be calculated at the appropriate daily rate. If you have not paid the full amount for the period when the bus pass was in use, you may instead have an outstanding balance to pay.

14. Will I get a refund if I no longer want my concessionary seat?

If you decide that you no longer want your seat, a full refund of any unused portion will when you return your pass to Durham County Council. The refund will be calculated at the appropriate daily rate. If you have not paid the full amount for the period when the bus pass was in use, you may have an outstanding balance to pay.

15. What happens if I move address?

You must get in touch with Durham County Council if your circumstances change. If the pupil still wishes to travel on the same bus, your existing invoice will be cancelled and a new invoice for the balance still owed will be sent to your new address. This invoice will contain a revised payments schedule. You will need to use the new invoice reference for your payments.

If the pupil wishes to travel on a different bus, this will be processed as if it were a new application. If a seat is available, your existing invoice will be cancelled and a new invoice for the balance still owed will be sent to your new address. This invoice will contain a revised payments schedule. You will need to use the new invoice reference for your payments.

16. The bus did not operate one day due to bad weather or other circumstances. Will I get a refund?

The passes you will receive are termly ones, and we will not normally make adjustments for one-off or unforeseen failures to operate.

17. My child will be absent from school for a period. Will I get a discount?

The passes you will receive are termly ones and we will not usually make adjustments for one-off absences. However, we may consider applying a discount and keeping your seat available if the absence is a continuing one and there is reasonable evidence to support it (for instance, medical information). We will assess this on a case-by-case basis. You should inform Durham County Council on 03000 264444 (option 3) of any special circumstances as soon as possible. Any discount will be calculated on the daily rate of the scheme multiplied by the number of days of absence.

18. What should I do if I have more than one child travelling?

If you want to apply for seats for more than one child, you will need to fill in an application form for each child. Each application will be considered separately, reflecting the year groups of the pupils and the other allocation rules that apply.

19. What will happen if my child does not have a bus pass?

Pupils attempting to travel without a bus pass may pay a fare to travel of £2.00 per single journey, if there are available seats. Pupils without a valid pass who do not pay this fare will not be allowed to board the bus. Pupils are encouraged to provide the correct fare when paying. High-value notes may not be accepted. It is the parents' or carers' responsibility to ensure pupils have their pass or a fare. If a pupil is not allowed to board the bus, parents / carers must make other arrangements for transport.

Pupils who are at school may be issued with a temporary bus pass to get them home if they visit the school office and are eligible to travel.

20. What should I do if I lose my bus pass?

You must obtain a replacement bus passes. A charge of £5.00 is payable. You can apply for a replacement pass and pay by credit or debit card by calling 03000 264444 (option 5).

Alternatively, you can send a cheque or postal order for £5.00, made payable to 'Durham County Council', to the address below. Please include a note of the pupil's name and address.

Sustainable Transport
Durham County Council
County Hall
Durham
DH1 5UQ

You should receive the replacement bus pass by post within seven days.

21. How do I find out about alternative local bus services?

Check with Traveline (www.traveline.info or Tel 0871 200 22 33) for details of local bus services your child could use to make the journey. A weekly or termly student pass bought from the bus operator may provide best value.

Home to School Transport

Application Form

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND IN BLACK INK

Section I BUS APPLICATION – to be completed by all applicants			
I.1 Personal Details			
Child's First Name:		Child's Surname:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Date of Birth:	Year Group: (2017/18)
Home Address:			
Postcode:		School Attending: St Leonard's Catholic School	
I.2 Preferred Bus Route			
Your Preferred Bus Route(s) if known - see school website: www.st-leonards.durham.sch.uk			

First preference: _____		Bus Stop: _____	
Second preference: _____		Bus Stop: _____	
I.3 Payment Details			
Name for invoice (this person must be over 18 years of age)			
Title:	First Name:	Surname:	
Home Address: <i>(if different from above)</i>			
Postcode:		Relationship to child:	
Telephone Number:		Email address:	

1.4 Conditions of the St Leonard's Seat Scheme:

- (1) Applications must be made on the official form.
- (2) There will be a charge for travel as detailed in the charges document.
- (3) Your pass will not be issued until your first monthly instalment is received. If payment is not received by the due dates, the seat will be withdrawn and may be reallocated.
- (4) If your payments fall behind your payment plan, DCC will pursue you for any outstanding debt.
- (5) Pupils must carry their pass as proof of right to travel. Any pupil failing to carry a pass may be charged again for the journey or denied travel.
- (6) Parents are responsible for their children until they board/alight the transport provided.
- (7) Parents and children are responsible for ensuring that behaviour on the vehicle is acceptable. Unacceptable behaviour or misuse of the pass will result in withdrawal of the seat.
- (8) In the event of the seat being withdrawn or no longer required, a refund will be given for the unused portion.

1.5 Declaration

Please sign below if you accept the outlined conditions. The application will not be processed unless you sign and date this declaration.

I wish to apply for a seat on school transport for my child. I agree to be invoiced for the cost of the concessionary seat for the pupil above.

I have read and accept the conditions of the seat scheme as outlined above.

I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform St Leonard's Catholic School of any changes in the information given concerning my circumstances.

Signed _____ **Date** _____

Full name (in block capitals) _____

FOR SCHOOL USE ONLY

Date received into school: _____

Evidence Copies Attached: YES / NO

Evidence seen by: _____

Signature: _____

Route Number: _____

Subsidy Applicable: Yes No

Subsidy Type: Sibling Financial

SUSTAINABLE TRANSPORT USE ONLY

Received by: _____ on: _____

Bus Pass and Route Confirmed: _____

Section 2: SIBLING SUBSIDY SCHEME – for those who wish to apply for a subsidy

2.1 Sibling’s Details (please record only those **not** entitled to free travel)

First Sibling			
Sibling’s First Name:		Sibling’s Surname:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Date of Birth:	Year Group: (2017/18)
Second Sibling			
Sibling’s First Name:		Sibling’s Surname:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Date of Birth:	Year Group: (2017/18)
Third Sibling			
Sibling’s First Name:		Sibling’s Surname:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Date of Birth:	Year Group: (2017/18)
Please continue and attach an additional sheet where necessary			

FOR SCHOOL USE ONLY

Sibling Scheme Eligibility Confirmed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Confirmed by: _____ on _____
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Section 3: FINANCIAL ASSISTANCE SCHEME – for those who wish to apply for assistance

3.1 Parents / Carers within the household

	Parent / Carer 1	Parent / Carer 2
Surname		
First Name(s)		
Relationship to pupil		
Contact Telephone Number		
National Insurance Number		

In order to be eligible for the financial subsidy you must declare that the learner is living in a household with an annual income under **£25,521** before tax and national insurance.

3.2 Declaration of Parent / Carer Income					
	Parent / Carer 1		Parent / Carer 2		Evidence Please attach this evidence to the completed application form.
	Yes	No	Yes	No	
Are you employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes please provide the last three months worth of payslips or your P60 for tax year 2016-2017.
If yes, please state your current annual income before tax and national insurance	£ _____		£ _____		
Are you self-employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes – SA302 form or certified accounts.
If yes, please state your current annual income before tax and national insurance	£ _____		£ _____		
3.3 Receipt of Grants and/or benefits					
Do you receive of the following any grants of benefits?	Parent / Carer 1		Parent / Carer 2		Evidence Please attach this evidence to the completed application form.
	Yes	No	Yes	No	
Income Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Job Seekers Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Employment Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Council Tax Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working Tax Credit Award Notice marked 2017-2018. It must be for the full year award and not partial awards.
Any other benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Grants or bursaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant paperwork detailing entitlement and amount paid.
Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Did you receive any other income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant paperwork that includes details on the income received.

If you have difficulty producing the evidence required for your application please telephone us on 0191 384 8575 or email HeadTeacher@st-leonards.durham.sch.uk and we may be able to help.

3.4 Financial Assistance Declaration

I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform St Leonard's Catholic School of any changes in the information given concerning my circumstances.

St Leonard's Catholic School is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. If you knowingly provide misleading or false information you may be liable to prosecution.

Signed _____ Date _____

Full name (in block capitals) _____

Section 4 DECLARATION to be completed by all applicants

I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform St Leonard's Catholic School of any changes in the information given concerning my circumstances.

Signed _____ Date _____

Full name (in block capitals) _____

Please return this form and any required documentation to
Home to School Transport, St Leonard's Catholic School, North End, Durham, DH1 4NG
preferably no later than **Monday 5th June 2017**.

Late applications will be processed as quickly as possible but no guarantees for September 2017 can be made.