

Home to School Transport Policy for 4-16 year olds 2020/21

1. Introduction

- 1.1 The legal responsibility for ensuring a child's attendance at school rests with the child's parent. Generally, parents are expected to make their own arrangements for ensuring that their child travels to and from school.
- 1.2 A local authority is only under a statutory duty to provide transport if the nearest qualifying school is not within statutory walking distance of the child's home by the nearest available route (section 444(5) of the Education Act) or to certain children whose families are on a low income (Schedule 35B to the 1996 Education Act). Otherwise the provision of transport is at the local authority's discretion.
- 1.3 Only where children meet the criteria in this policy will they be entitled to free transport between their home and school.
- 1.4 This policy does not apply to children with an Education Health and Care Plan (EHCP) or to children who are over compulsory school age and who are in sixth form or college. Separate policies apply in these cases.

2. Eligibility

- 2.1 Children must be resident in the administrative area of Surrey County Council in order to qualify for free transport.
- 2.2 Within this policy, a child's 'home' is considered to be their current, permanent place of residence. Transport will only be assessed from one home residence. Where a child has more than one residence, for example when parents live separately, transport will only be considered from the address where the child spends most of their time. Where a child splits their time equally between addresses, transport will be assessed from the address which is registered with the school as the home address or, prior to admission, the address used on the relevant school admission application form.
- 2.3 Assistance with travel can be granted, if:
 - A child is aged between 4 and 16 and attending reception up to Year 11; and
 - The school they attend/are due to attend is their nearest qualifying school (see paragraphs 4.1 - 4.8 for more details on nearest qualifying school), with exception to schools attended based on religion or belief (see Section 3); and
 - The shortest walking distance between their home and the school is more than two miles for a child under 8 years of age, or more than three miles for a child aged 8 years and over.
- 2.4 Children who are between the ages of 8 and 11 years (Year 4 to Year 6) and who are entitled to free school meals, or those whose families are in receipt of the maximum level of Working Tax Credit, will qualify for assistance with travel to their nearest qualifying school (see paragraphs 4.1 - 4.8 for more details on nearest

qualifying school and paragraphs 4.13 to 4.15 for more details on the assessment of free school meals or maximum Working Tax Credit), if the shortest walking distance between their home and the school is more than two miles. Assistance under this criterion will be reviewed annually.

- 2.5 Children who are of compulsory school age who are aged 11 or over (Year 7 to Year 11) and who are entitled to free school meals, or those whose families are in receipt of the maximum level of Working Tax Credit, will qualify for assistance with travel to one of their three nearest qualifying schools (see paragraphs 4.1 – 4.8 for more details on nearest qualifying school and paragraphs 4.13 to 4.15 for more details on the assessment of free school meals or maximum Working Tax Credit), where they live between two miles (measured by the shortest walking distance) and six miles (measured by the shortest road route) from the school (with exception to schools attended based on religion or belief, please see Section 3). Assistance under this criterion will be reviewed annually.

3. Children attending schools on grounds of religion or belief

- 3.1 Children who are of compulsory school age who are 11 or over (Year 7 to Year 11) and who are entitled to free school meals, or those whose families are in receipt of the maximum level of Working Tax Credit, will qualify for assistance with travel to their nearest faith school (see paragraphs 4.1 – 4.8 for details of the nearest school assessment) preferred on grounds of religion or belief, where they live more than two miles (as measured by the shortest walking distance), but not more than 15 miles (as measured by the shortest road route) from that school. Assistance under this criterion will be reviewed annually.
- 3.2 When considering whether a faith school is preferred on the grounds of religion or belief, Surrey County Council will take into account the nature of other schools that may have been named as higher preferences on the application form. For an application for travel assistance to be agreed under this section, the expectation will be that the school that is preferred on the grounds of religion or belief will be named above any non-faith schools that have been named on the application form.
- 3.3 Parents must provide supporting evidence regarding their genuine adherence to their religion or belief and this will normally be confirmed by asking their minister of religion to sign the application form

4. Assessment

Assessment of nearest qualifying school

- 4.1 A qualifying school is considered to be one that has a vacancy and that provides education appropriate to the age, ability and aptitude of the child, regardless of whether or not it is within the county of Surrey. In the case of entry to the junior stage of education, a qualifying school will either be a junior school or an all through primary school with a separate published admissions number at 7+. Qualifying schools under this policy are:
- Community, foundation, trust, voluntary-aided and voluntary controlled schools.
 - City technology colleges, city colleges for the technology of the arts, university technical colleges, free schools and academies.

- 4.2 For applications processed during the normal school admissions round, a school will be determined as having a vacancy if a place would have been offered according to the allocations made on the national offer day, assuming the parent either made or could reasonably have made an application. For applications made after the normal admissions round and those made during the school year, a school will be determined as having a vacancy if, at the point of processing the child's school application, a place could have been allocated to the child.
- 4.3 If according to this assessment a place would have been available at a nearer school, then free transport will not be given to a school which is further away. This is the case whether or not the nearer school was named as a preference on the application form.
- 4.4 When determining which qualifying school is the nearest to the home address, distances will be measured by the shortest road route. This assessment will exclude walking routes, such as footpaths, bridleways and pathways, and will not take into account whether the road route is safe to walk along¹.
- 4.5 In cases where a different school is assessed to be the nearest school by straight line distance when applying the nearest school assessment for admissions, as defined in the admission arrangements for community and voluntary controlled schools, transport will be provided to this school also, subject to the distance thresholds appropriate to the age of the child being met.
- 4.6 Where a school operates on multiple or split sites, the assessment of nearest qualifying school will take account of the sites used to prioritise admissions (as defined in each school's admission arrangements), regardless of which year groups are educated at which site or which site a child might attend.
- 4.7 The opening of a new school or the permanent relocation of an existing school might change which school is assessed to be nearest to an address when compared to assessments made in previous years.
- 4.8 If for any reason a school chooses to educate children on a temporary site, the assessment of nearest school will disregard the temporary site and will instead use the intended permanent site of the school or, if that has not yet been determined, the current main site of the school. However see paragraph 4.11 for confirmation of the site to be used to assess the home to school walking distance.

Assessment of walking distance

- 4.9 The walking distance between the home and the nearest qualifying school will be measured along available walking routes. A route will be available if it is a route that a child, accompanied as necessary, can walk with reasonable safety to school. If no safe walking route is available to the nearest qualifying school, because all routes are deemed as unsafe, transport assistance would be provided regardless of distance (see Section 5 for more details on safety of route).

¹ Measuring via road route provides a transparent and consistent method for assessing the nearest available school to an address. Such transparency and consistency could not be provided if safe footpaths were to be included or unsafe road routes excluded as it is not possible to ensure that, for every address in Surrey, all footpaths and road routes to schools, inside or outside of Surrey, have been assessed for safety.

- 4.10 Where an out of County school is identified as a child's nearest qualifying school and the distance of the walking route to that school would mean that transport would still need to be provided, free home to school transport will be made available to Surrey children attending their nearest geographical Surrey school (measured by the shortest road route), subject to the distance thresholds appropriate to the age of the child being met.
- 4.11 Where a school operates on a temporary site and that school's permanent/current site is deemed to be a child's nearest qualifying school, the home to school walking distance will be measured to the school's temporary site to determine if the child lives over the statutory walking distance and is eligible for transport assistance. Eligibility will be reassessed at the point a child ceases to be educated at the temporary site.
- 4.12 Distances will be measured using the Admissions & Transport Team's Geographical Information System from the address point of the pupil's house, as set by Ordnance Survey, to either the nearest school gate available for pupils to use when measuring to a Surrey school, or the address point of the school property, as set by Ordnance Survey, when measuring to a school outside Surrey.

Assessment of entitlement to free school meals or a family's receipt of the maximum level of Working Tax Credit

- 4.13 Applications submitted according to paragraphs 2.4, 2.5 and 3.1 must include evidence of the child's entitlement to free school meals or the family's receipt of the maximum level of Working Tax Credit.
- 4.14 Once a child has been assessed as entitled to transport under paragraphs 2.4, 2.5 or 3.1, entitlement will not be reviewed until the following academic year, even if the child ceases to be eligible for free school meals or a family ceases to be entitled to the maximum level of Working Tax Credit during the academic year for which transport has been awarded.
- 4.15 Applicants qualifying for transport under paragraphs 2.4, 2.5 and 3.1 will be sent a reminder during the summer term asking them to send in evidence to confirm that their child is still entitled to free school meals or that the family is still entitled to the maximum level of Working Tax Credit. If evidence is not received, transport will be withdrawn at the end of the academic year.

House moves that take place after the allocation of a school place

- 4.16 Assistance with travel will not normally be agreed to a child's existing school if a house-move results in the prescribed distance being breached but there are other nearer schools with an available place (but see enforced council moves in paragraphs 4.15 and 4.16). However, assistance may be agreed if the child is in years 6, 10 or 11 at the time of the move and if there are exceptional reasons for a move at that time. Where parents wish their case to be considered as an exceptional case they should provide details along with independent evidence of their case.
- 4.17 If a house-move results in the prescribed distance being breached and there are no nearer schools with an available place, transport will not normally be provided if:

- The school being attended was not assessed to be the nearest qualifying school at the time the place was originally offered; and
- Any school assessed to be a nearer qualifying school that the child could have been allocated at the time of allocation, remains nearer to the new address than the attended school, regardless of whether or not these schools now have available spaces.

4.18 Assistance with travel may be agreed if the prescribed distance is breached as a result of an enforced permanent council move within Surrey and if there is no nearer qualifying school to the new address. Evidence of an enforced permanent council move must be provided.

4.19 Assistance with travel may also be agreed if the prescribed distance is breached as a result of an enforced temporary council move within Surrey that is anticipated to last less than 6 months. Evidence of an enforced temporary council move must be provided.

Other conditions

4.20 Assistance with travel will not be agreed if a parent voluntarily takes a child out of a school and places them at an alternative school which is:

- further away from the home address than the previous school attended; or
- nearer than the previous school attended but is not the nearest available school with a place.

This will normally apply where a school transfer has not been instigated by a house move and includes changes of school that might be arranged as part of a managed move.

4.21 If a child has been offered travel assistance and they have a sibling, that child must also meet the terms of this policy in order to qualify for travel assistance in their own right.

4.22 Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school.

4.23 Patterns of admission change and as such parents should not presume that their child will be eligible to home to school transport on the basis that other children have been entitled in the past. Applications are considered on a case by case basis according to the home address of each applicant and the availability of other schools for that cohort.

4.24 Surrey County Council makes no provision for assistance with travel to children attending independent schools.

5. Safety of route

5.1 Not all roads and footpaths in Surrey will have been individually assessed for their safety. If a parent believes part of the assessed walking route to be unsafe and would otherwise be eligible for transport under paragraphs 2.3, 2.4, 2.5 or 3.1, they can submit the details for review.

- 5.2 Any queries regarding the safety of a route will be assessed by the Safer Travel Team in line with Road Safety GB's 'Assessment of Walked Routes to School' published in 2016. This will be an assessment of the road safety of a walked route by an accompanied child. This national guidance says:

“Case law has found that assessments must look at the relationship between pedestrians and traffic only. Personal safety issues of children travelling alone are not considered. Local authorities are not legally obliged to provide free transport just because parents perceive the route to be unsafe on the grounds of personal safety and security”.

- 5.3 Other factors such as the existence or otherwise of lighting may cause a parent to be concerned about the personal safety of a child when walking the route alone. However in such cases the local authority would consider it reasonable for a school age child to be accompanied by an adult. The national guidance confirms that a child should be “*accompanied as necessary*” and that “*a route would not fail to qualify as “available” because of dangers which would arise if the child was unaccompanied*”. In addition, it says that “*The presence of street lighting on a route is not considered to be a factor*”.
- 5.4 If measures are subsequently introduced which make a route safe which was previously assessed as unsafe, then the shortest walking distance will be reassessed for any affected children and transport may be withdrawn if the walking distance falls below the distance threshold appropriate to the age of the child.

6. Children and parents with medical conditions and/or disabilities

- 6.1 If, due to a medical condition or disability, a child has to attend a particular school that is not the nearest qualifying school but is over the statutory walking distance, then transport will be agreed to the allocated school. Medical evidence must be provided that demonstrates why the child needs to attend that school.
- 6.2 If, due to a medical condition or disability, a child is unable to walk to a qualifying school which is within the statutory walking distance and no arrangements can be made for them to attend a school nearer to their home, then transport will be agreed for them to attend their existing school. Medical evidence must be provided that demonstrates why the child is unable to walk to school.
- 6.3 If a route is only deemed to be safe when accompanied by a parent and if a single parent has a medical condition or disability or both parents have a medical condition or disability which would prevent them from accompanying the child, then the child would be eligible for home to school travel assistance even if the prescribed distance was not breached. In such cases medical evidence must be provided to confirm the nature of the parent's medical condition or disability and how it would impact them in accompanying their child to school. In such cases assistance might take the form of a walking escort. Travel assistance agreed under this provision will be subject to periodic review.

7. Children in Public Care

- 7.1 When a child is accommodated in a social services residential unit or in foster care on a long term basis and requires full-time education for longer than twelve months it will be expected that they will transfer to a local school within one term. During the period that attendance at their existing school is maintained, any transport costs will be shared equally between social services and the education department.
- 7.2 If a local school placement is not achieved within one term because nearer schools are full and the child continues to attend their previous school, then Surrey's education department will provide travel assistance to the school until an appropriate vacancy occurs at a nearer school.
- 7.3 If the child has less than twelve months to attend school then they will, if appropriate, continue with their existing school placement and the cost of any transport will be met by Surrey's education and social services departments equally.
- 7.4 In all cases travel assistance will only be agreed if the distance to the child's school breaches the maximum statutory walking distance appropriate to the age of the child.
- 7.5 Other travel assistance may be available to children in public care directly from social services.

8. Assistance available

- 8.1 Parents cannot choose the type of transport they will receive for their child. Wherever possible, children will be expected to travel by the cheapest form of public transport so Surrey County Council can provide the most cost-effective service.
- 8.2 A journey to school will be considered as suitable if it allows the child to reach the school without undue stress, strain or difficulty that would prevent them from benefiting from the education. To this end the following journey times are considered to be reasonable for a journey to school:
- 45 minutes for primary aged pupils.
 - 75 minutes for secondary aged pupils.

However, it may be deemed acceptable for a trip to exceed these journey times if it is considered that the additional time does not place undue stress, strain or difficulty on the pupil, which would prevent them from benefitting from the education.

- 8.3 Subject to meeting the eligibility criteria of this policy, the following assistance will be considered:
- A free bus or train pass.
 - A seat on a school coach.
 - Where a Surrey pass is not appropriate, such as where a child is travelling to an out of County school, parents can claim for reimbursement of the cost for their child to travel to school. Parents will be asked to submit a claim form at the end of each term and evidence of the cost of the tickets purchased must be

submitted. The refund will be for the lowest equivalent public transport rate between the pupil's home and the school.

- Where reimbursement is the most cost effective method of providing home to school transport, for example where no public transport service or contracted vehicle is available, parents who take their child to school by car may claim a petrol allowance for the journeys undertaken. The mileage rates to be used will be set in line with the Her Majesty's Revenue and Customs (HMRC) rates that are designed to cover fuel and running costs for each mile of travel. The mileage to be used will be the shortest road route from the home address to the school. For car users taking more than one child, only a single application will be considered per family.
- 8.4 Taxis will only be provided if there is no alternative mode of transport which provides a suitable journey to school (see paragraph 8.2) or if a child's medical condition and/or disability means that he/she is unable to travel using the alternative modes of transport that are available.
- 8.5 No tickets will be issued for part journeys of one mile or less unless that route has been deemed to be an unsafe walking route.
- 8.6 Provision will be reviewed periodically and if a more economical mode of transport becomes available then the parent will be given notice of a change to the mode of transport.
- 8.7 Assistance agreed under paragraphs 2.4, 2.5 and 3.1 of this policy will be reviewed annually.
- 8.8 Travel assistance is only available towards travel from home to school at the start and end of the day. Costs towards day release or school events will not be considered under this policy. In these circumstances parents should contact the school directly.
- 8.9 When children are given tickets on buses or trains it is the parent's responsibility to find out about the relevant timetables.
- 8.10 Parents will be issued with a policy on how their children are expected to behave on any transport provided, along with advice on procedural and safety issues. Failure of a child to conform to this policy might lead to a child being removed from the transport.
- 8.11 Assistance will be withdrawn if at any time it is discovered that a child lives within the prescribed distance.
- 8.12 Transport that has been agreed in error or as a result of incorrect, misleading or fraudulent information will be withdrawn. Surrey County Council will seek reimbursement of any costs that have been obtained fraudulently and reserve the right to take legal action against any person who has made a fraudulent application for free home to school transport.

9. How to apply

Starting school and transfer to year 3 and year 7

- 9.1 Surrey children who are due to transfer to Year 7 at a secondary school in September will be automatically assessed for school transport eligibility if their offer of a school place was received on the national offer day. As such, parents need not make an application. The Admissions and Transport team will write to parents to tell them if their child meets the criteria for free transport by the end of April for children due to transfer to year 7 at secondary school.
- 9.2 If they are eligible, parents will be sent a reply slip to return to the Admissions and Transport team to confirm that they wish to take up the offer of transport.
- 9.3 If a parent accepts an alternative school place after the offer of transport has been made, the offer of transport will be withdrawn and the parent will need to complete a transport application form if they believe their child is still entitled to home to school transport.
- 9.4 A transport application form will need to be completed for children under the following circumstances, if the parent believes that their child might qualify for free transport under this policy:
- Surrey children who are due to start primary school in reception or transfer to year 3 from another school.
 - Surrey children who are due to transfer to a University Technical College or Studio School at year 10.
 - Parents who are entitled to free school meals or those whose families are in receipt of the maximum level of Working Tax Credit and who believe they will qualify for free transport under the provisions in paragraphs 2.4, 2.5 and 3.1 of this policy. Evidence of free school meals or eligibility to the maximum level of Working tax Credit must be provided with the application form. Assistance on this basis will be reviewed annually.
 - Parents who apply late for their child to transfer to year 7 at secondary school and whose application is processed after the national offer day.
- 9.5 Transport application forms can be obtained by contacting Surrey Schools and Childcare Services on 0300 200 1004 or by downloading a form from Surrey County Council's website at www.surreycc.gov.uk/schooltransport.
- 9.6 Where an application is submitted by the end of May, we aim to notify parents of the outcome by the end of June. Where an application is submitted after the end of May, we aim to inform parents of the outcome by the end of June or within three weeks of receipt of a fully completed form, whichever is the later.
- 9.7 The Admissions and Transport team will share details of all eligible pupils with Surrey's Transport Coordination Centre, who are responsible for arranging the most appropriate transport for each child. They will write to parents to advise them of the transport arrangements that have been put in place, usually during the summer holidays. Surrey's Transport Coordination Centre is also responsible for sending any bus or rail passes, as appropriate.

In year admissions and changes to address

- 9.8 Parents who apply for their children to change school in year and those that have moved address will need to make an application for school transport. Application

forms are available from the Surrey Schools and Childcare Service - Telephone: 0300 200 1004 or to download on Surrey County Council's website at www.surreycc.gov.uk/schooltransport.

- 9.9 For in year admissions and changes to address, we aim to notify parents of the outcome of their application within two weeks of receipt of a fully completed form.

10. Special consideration and appeals

- 10.1 Parents of children who live in Surrey who do not satisfy the conditions of this policy but who wish their case to be given exceptional consideration and those who believe that a decision to refuse transport is incorrect may apply for their case to be considered at transport case review.
- 10.2 Parents must complete a transport case review form on which they must indicate whether they believe the original decision to be wrong or whether they wish their case to be considered as an exception to the policy. The form must be returned with a personal letter giving details of their case within 20 working days from receipt of the decision.
- 10.3 Applications for special consideration must be accompanied by independent supporting evidence such as from a GP or consultant, a social worker, the police, other local authority officers, copies of relevant court orders etc.
- 10.4 With the exception of paragraphs 2.4, 2.5 and 3.1, qualification for travel assistance is not means-tested, and family income will not be given special consideration under the terms of this policy.
- 10.5 Transport case reviews will be carried out as follows:
- where the applicant believes that a decision to refuse transport is incorrect, the case will be considered by a senior manager to verify whether entitlement has been assessed correctly against policy
 - where the applicant does not satisfy the conditions of this policy but wishes their case to be given exceptional consideration, the case will be considered by a panel of at least two senior managers

In each case the response will be sent to the parent within 20 working days of receipt of the transport case review form.

- 10.6 When considering transport case reviews, the following will not normally be taken into account:
- Parent/carers' work or other commitments.
 - Attendance by siblings at other schools.
 - A work experience placement.
 - An address other than the home address, including a childminder's address.
 - Ad hoc visits to other establishments or locations.
 - Out of hours clubs (e.g. breakfast club, after school activities).
- 10.7 If the parent remains unhappy with the decision at transport case review, they can request, within 20 working days from receipt of the transport case review decision, to have their application reviewed by a panel of three Surrey County Council Members.

- 10.8 The County Member review panel will aim to review the application within 40 working days of receipt of the parent's request and a response will be sent within 5 working days.

11. Changes in circumstances

- 11.1 Any change in circumstances, at any time, that might affect eligibility for assistance with the cost of travel, such as a change of address/school or the child leaving school, must be notified immediately in writing to the Admissions and Transport team who will need to reassess the child's eligibility to free transport.
- 11.2 If a child moves out of the administrative area of Surrey County Council, Surrey will cease being responsible for providing travel assistance. Parents will need to contact the local authority in whose area the child has moved in order to discuss transport eligibility.
- 11.3 If the child is no longer eligible for free travel or has moved out of Surrey, the travelcard/train pass must be returned immediately to the Transport Coordination Centre at County Hall, so that they can obtain a refund from the operator. Failure to do so will result in the parent/guardian being financially liable for the proportionate cost of the unused card.
- 11.4 If a parent who is claiming reimbursement for travel is temporarily unable to transport their child to school due to unavailability of appropriate transport, alternative arrangements must be made by the parent as Surrey is unable to provide for short term travel arrangements.
- 11.5 If a parent who is claiming reimbursement for travel is permanently unable to transport their child to school due to unavailability of appropriate transport, then a new application for transport assistance will need to be made.
- 11.6 Once a child has been assessed as entitled to transport under paragraphs 2.4, 2.5 or 3.1, entitlement will not be reviewed until the following academic year, even if the child ceases to be eligible for free school meals or a family ceases to be entitled to the maximum level of Working Tax Credit during the academic year for which transport has been awarded.

12. Concessionary seats

- 12.1 If the child is not eligible for free transport and the school that they go to is served by a contract vehicle, they may be able to purchase a spare seat at a concessionary rate. More details of the scheme and the current concessionary rates are available from Surrey's Transport Coordination Centre, Room 365, County Hall, Kingston on Thames, KT1 2DY or at www.surreycc.gov.uk/schooltransport.
- 12.2 Parents must make an application for a concessionary seat and are recommended to do so before the end of July in order to be considered in the initial allocation of concessionary seats. Pupils who had a concessionary seat in the previous academic year will not need to reapply but their application will be considered afresh each year, alongside any new applications that have been received. In this way there is no guarantee that a child will receive a concessionary seat for two consecutive years.

- 12.3 Where possible, spare seats on coaches will be offered in August. There may also be some spare seats available on taxis and minibuses. However these will not be offered until October half term in order to make sure that all entitled pupils have been allocated seats. As such if you are not offered a spare seat on a coach you should make your own arrangements for travel for the start of term.
- 12.4 Concessionary seats on contract vehicles are limited, so if an entitled child needs that seat in the future, a child may have their seat withdrawn at short notice.
- 12.5 Concessionary seats will be sold on the presumption that the child will travel five days each week. If there are still spare seats remaining on a vehicle once requests for seats for 5 days a week have been processed, concessionary seats may be considered for partial weeks on a discretionary basis. However, where a concessionary seat is made available for only part of the week, the concessionary seat may be withdrawn if a request is received for another child to travel five days a week and the parent of the existing child does not wish to increase their concessionary seat to five days.
- 12.6 If more families want a concessionary seat full time (ie for five days a week) than there are seats available, Surrey applicants will be given priority before out of County applicants. In this way, out of County applicants will only be considered once all Surrey applicants have been considered. Applicants for full time travel will be prioritised according to the following criteria, with statutory school age children being given priority within each criterion before post-16 students:
- 1) Children with a brother or sister who already travel on the vehicle.
 - 2) Children for whom there is no other public transport available to travel to school.
 - 3) Children based on straight line distance from their home address to the school, with priority being given to those who live furthest from the school.
- 12.7 Applicants who only wish to travel on a concessionary seat for part of the week will only be considered once all applications for full time travel have been considered and if there are more applications than seats available, applicants for a part time concessionary seat will be prioritised according to the criteria set out in 12.6. But see also paragraph 12.5 above.
- 12.8 When it is not possible to offer a seat on the coach, parents will be notified that their child's name is on a waiting list.
- 12.9 Where there is no waiting list, late applications will be considered on a first come first serve basis.
- 12.10 In being considered for a concessionary seat, either on a five day a week or part week basis, parents must commit to at least half a term of travel or ad hoc changes to travel arrangements within that period will not be considered.

13. Attendance at alternative provision

- 13.1 Responsibility for transport to alternative provision rests with the Area Inclusion Manager. Full details of the policy are set out in the document 'Transport for children attending alternative provision'.

- 13.2 Pupils who meet the eligibility criteria below will have a statutory entitlement to transport to their alternative provision.
- a. Pupils who are dual registered at a mainstream school and alternative provision will qualify for transport if:**
- They qualified for home to school transport to their on roll mainstream school; and
 - The shortest walking distance between their home and the alternative provision is more than two miles for a child under 8 years of age or more than three miles for a child aged 8 years and over; and
 - They only attend the alternative provision i.e. they do not split their attendance between the alternative provision and the mainstream school.
- b. Pupils who are registered at an alternative provision as sole provider will qualify for transport if:**
- The shortest walking distance between their home and the alternative provision is more than two miles for a child under 8 years of age or more than three miles for a child aged 8 years and over.
- 13.3 Children who are between the ages of 8 and 11 years (Year 4 to Year 6) and who are entitled to free school meals, or those whose families are in receipt of the maximum level of Working Tax Credit, will qualify for assistance with travel under the above criteria, if the walking distance between their home and the alternative provision is more than two miles.
- 13.4 For other pupils who do not meet the criteria above, the school will generally be responsible for paying transport costs. However discretionary transport support may be agreed for pupils who continue to be on roll of a mainstream school where alternative provision has been implemented to prevent exclusion from a Surrey school or where it links to a placement made under Surrey's Fair Access Protocol.
- 13.5 Children on the roll of a Surrey school will be considered for transport to alternative provision regardless of residency, however if the pupil is not resident in Surrey transport will only be considered from the on roll school to the alternative provision.
- 13.6 The Area Inclusion Manager will make arrangements to assess and determine eligibility for transport in line with this policy and in consultation with appropriate professionals at the time of agreeing the placement/provision. This will include liaison with the Head of the alternative provision, where appropriate.
- 13.7 Where alternative provision is made for children who are entitled to home to school transport, it is the responsibility of the school to notify the Admissions and Transport team that the child's provision has changed so that the child's eligibility might be reassessed according to the child's new provision and, where appropriate, amend the arrangements for transport.

14. Children with an Education, Health and Care Plan (EHCP)

- 14.1 Children do not automatically qualify for free travel because they have an EHCP. There is a separate transport policy for children with an EHCP.

15. Further Education

15.1 Please see Surrey County Council's separate policy for students of sixth form age.

16. Further advice on home to school transport

16.1 Parents can get more help or advice from the Surrey Schools and Childcare Service on 0300 200 1004 (calls are charged at the local rate) or visit Surrey's website at: www.surreycc.gov.uk/schooltransport.

17. How we use your data

17.1 Surrey County Council respects your rights and is committed to ensuring that it manages your data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). You can find out more about how we manage your data on the privacy notice section of our website at www.surreycc.gov.uk/your-council/your-privacy.