

**PETERBOROUGH**



**CITY COUNCIL**

**CHILDREN'S SERVICES**

# **CHILDREN'S SERVICES TRANSPORT POLICY**

**For children aged 4 – 16 years**

**Effective from September 2010**

**Children's Services Department  
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# CHILDREN'S SERVICES 4 – 16 TRANSPORT POLICY

## Introduction

Parents and carers have a duty to ensure that their children attend school and to make any necessary transport arrangements, including accompanying them where necessary on their journey to and from school. Parents and carers are responsible for their children until they are received onto the school premises and after they leave the school premises at the end of the school day.

Peterborough City Council will exercise its responsibilities as a corporate parent for those children who are in its care And provide transport in accordance with agreed policy and procedures.

Through Peterborough's Local Transport Plan and Bus Strategy the Council is committed to improving travel in Peterborough through the following eight objectives:-

**Accessibility** – Better accessibility for all sectors of the community to the transport network (with particular reference to those living in rural areas and those with mobility difficulties).

**Economy** – Support local economic performance by the provision of an integrated transport network.

**Efficiency** – Make the best use of existing transport infrastructure.

**Environment** – Reduce the environmental impacts of transport.

**Healthy travel** – Improve community health by increasing walking and cycling and reducing transport-related pollution.

**Integration** – Greater integration between different means of travel and with other policy areas.

**Safety** – Reduce the number of personal injury accidents amongst those using Local Authority transport provision, and reduce travel-related crime.

**Travel choice** – Increase choice and improve quality.

Wherever possible, the Council will encourage children to walk, cycle or travel by bus to school for their health, education and social development. The Council will aim to reduce the number of school journeys by car, which add to traffic congestion, pollution and danger for those children walking or cycling to school, by the availability of spare seats on contracted services, and through the implementation of school travel plans and the promotion of Safer Journeys to School projects.

## Definitions

## LA

Local Authority, which, for this policy, is the Children's Services Department, Peterborough City Council.

### **Low income groups (applies to secondary children only)**

Children who are entitled to free school meals, or whose family is in receipt of their maximum level of Working Tax Credit. Proof will be required with application forms.

Arrangements for those not on the above benefits are clearly set out in all relevant areas of this policy.

### **Religion or belief (as directed by the Department for Education & Skills (also refers to a lack of religion or belief):**

Religion: Those religions widely recognised in this country, such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarianism, Baha'is, Zoroastrians and Jains. Denominations or sects within a religion can be considered as a religion or religious belief, i.e. Catholicism or Protestantism within Christianity.

Belief: Equates to conviction. Some examples:

- belief in single sex education where that belief is based on the parent's religious views

#### **Not included as beliefs:**

- a wish for a child to attend a particular category of school, ie grammar or grant-maintained schools
- preference for a particular type of management or government which does not affect the curricula or teach at the school
- a belief that a pupil should be educated privately
- a wish for a child to attend a school where they will be taught in a particular language
- objection to rules requiring that a school uniform must be worn
- content of school curriculum (sex education) provided that the curriculum did not amount to indoctrination incompatible with a parent's religious or philosophical convictions
- objections to the curriculum, where special arrangements made by the school or authorities (such as allowing children to be withdrawn from class) ensure the curriculum is not forced on them contrary to their convictions
- belief that a child should receive a particular type of educational provision

#### **Nearest Suitable School**

The "nearest suitable school" will be the LA maintained school (Community, Voluntary Aided or Foundation school) nearest to the pupil's family home, by the shortest safe walking route (measured from the gate or access to the pupil's home to the gate or access to the school), which offers an efficient full time education suitable for the pupil's age, ability and aptitude and any special educational needs he or she may have, and at which the LA is able to arrange admission.

For secondary pupils from low income groups\*\*: the nearest suitable school can be one of the three nearest suitable schools not more than six miles from the family home, or to a school or institution up to fifteen miles where the education provided is in accordance with their religion or a belief. The two mile lower limited will be applied for transport purposes.

(\*\*Definition of low income groups – See Page 4 above)

#### **Designated School**

The 'designated school' (for transport purposes) is the relevant school identified in the LA's Guides for Parents on school admissions, which are published annually.

### **Available Route/Walking Distance**

Home to school distance is measured by the shortest safe walking/cycling route, from the gate or access to the pupil's home to the gate or access to the school, along which a child, accompanied by an adult as necessary, may walk with reasonable safety. The route is not necessarily the shortest distance by road, but could include footpaths and bridleways.

For primary pupils, the two mile maximum limit will be applied and for secondary pupils the three mile maximum limit will be applied, with exceptions:

For low income groups<sup>\*\*</sup>: the distance for secondary pupils is to a school up to six miles from the family home, or to a school or institution up to fifteen miles where the education provided is in accordance with their religion or a belief. The two mile lower limit will be applied for transport purposes. This two mile limit will be measured in the same way as the statutory walking distance - ie the shortest safe walking route - but the six mile upper limit to a choice of schools, and the fifteen mile upper limit to a school on the grounds of religion or belief will be measured along road routes.

*(\*\*Definition of low income groups – See Page 4)*

### **Parental Choice**

Parents may choose to send their child to a school which is neither the nearest suitable school to the family home, nor the designated school. Where this is the case, parents are responsible for home to school transport arrangements.

For secondary pupils from low income groups, if all other criteria are met, free transport will be provided to one of the three nearest LA maintained schools more than two and less than six miles from the family home, or to a school or institution more than two and less than fifteen miles where the education provided is in accordance with their religion or belief.

*(\*\*Definition of low income groups and religion or belief – See Page 4)*

### **Emergency situations**

Some examples:

Families made homeless as a result of social problems, house fires, eviction etc.  
Pupils with no financial support from parents/carers.

### **Panel – Emergency circumstances**

The Panel is made up of officers from within Children's Services

### **Panel – Medical conditions**

The Panel is made up of officers from within Children's Services and the Health Authority

## **Legal Background**

Sections 509(1) and (2) of the Education Act 1996 place a duty upon Local Authorities (LAs) to provide free transport where necessary to facilitate the attendance of pupils at school. Section 509(3) allows LAs to pay the whole or any part of reasonable travelling expenses incurred by pupils when not making provision under 509(2) above.

Section 509(4) requires LAs to take certain factors in account when deciding whether or not it is necessary to make arrangements for a pupil's transport. These include:

- the pupil's age
- the nature of possible routes; and

- the wishes of the parent/carer for their child to be educated at a school or institution where the religious education provided is that of the denomination to which the parent adheres.

The Education and Inspections Act 2006 places a duty on local authorities to provide free transport to secondary pupils of compulsory school age **from low income groups\*\***.

Certain extra factors need to be taken into account:

- the wishes of the parent/carer for their child to be educated at one of the three nearest LA maintained schools more than two and less than six miles from the family home,
- the wishes of the parent/carer for their child to be educated at a school or institution more than two and less than fifteen miles from the family home where the education provided is in accordance with their religion or belief  
(\*\**Definition of low income groups – See Page 4*)

This statement of policy sets out the way in which Peterborough City Council has decided to exercise its powers and duties to provide home to school transport as laid down in Section 509 of the Education Act 1996, and in the Education and Inspections Act 2006. This policy relates to transport to all schools maintained by the LA (Community, Voluntary Aided and Foundation schools) for pupils aged 4-16.

## 1 PUPILS AGED 4-16 AT MAINSTREAM SCHOOLS

This policy applies to all schools maintained by the LA (Community, Voluntary Aided and Foundation schools). The entitlement for transport to denominational schools, ie Church of England and Catholic schools is set out in Section 3, or to a school or institution based on a belief is set out in Section 4.

Peterborough City Council will provide free transport for a pupil if:

- he or she lives within the boundaries of Peterborough Unitary Authority (ie the family's Council Tax is paid to Peterborough City Council)

**and**

- the nearest suitable school (at which the pupil is registered) is not within walking distance of home, ie more than two miles for primary pupils and more than three miles for secondary pupils.

**For secondary pupils from low income groups\*\*** - one of three suitable schools which are more than two miles and less than six miles (measured by the shortest available walking route)

**or**

- where the pupil lives further than the maximum distances referred to above, and is registered at the designated school (as designated by the LA for transport purposes) measured by the shortest available walking route

**or**

- where the school attended is not the nearest suitable school or the designated school (as designated by the LA for transport purposes) for the pupil's home address, and is further than the qualifying walking distances, and the Admissions Team can confirm that at the time of transferring to the school there were no available places at the designated school or at any school nearer to the pupil's home.

(\*\**Definition of low income groups – See Page 4*)

### Points to note:

- The normal arrangements for school transport provide for a return journey to and from school at the beginning and end of each official school day. For journeys on public transport, there may be a restriction on the hours of use of the ticket.
- Assistance with transport will only be given from and to the nearest pick-up point for public or other transport.
- The maximum distance pupils will be expected to make their own way to a pick-up point is half a mile for primary pupils and one mile for secondary pupils, unless determined otherwise by Children's Services.
- Wherever possible, transport assistance is provided through the issuing of bus passes on public transport or other contracted routes.

## 2 PUPILS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

### 2.1 Pupils with Statements

#### Pre-school pupils

All placements to meet a pre-school pupil's identified special educational needs at pre-school provision must be agreed by the Assessment & Review Team.

Pre-school pupils will not normally have a Statement of SEN. Where they do, any need for transport to enable them to attend appropriate educational provision will be considered as part of the assessment process for that Statement.

#### School-aged pupils

Pupils of statutory school age (4-16 years) who have a Statement of SEN will receive free transport if it is appropriate to their needs and if, without it, they would therefore be unable to receive the appropriate educational provision specified in their Statement.

The provision of transport, once agreed by the Assessment and Review Team, is written into Part 6 of the Statement. It is then subject to Annual Review alongside the other elements of provision in the Statement.

#### Pupils attending out-of-City placements

In exceptional circumstances, some pupils with complex and severe special educational needs are placed by the LA in out-of-City schools, either LA-maintained, independent or non-maintained, because appropriate provision is not available in a local maintained school within this Authority. Such pupils are eligible to receive free transport if they have a Statement of Special Educational Needs. For such pupils, the travelling arrangements will be such as to minimise the length of the journey time as much as possible.

- **Day placements:**

The maximum recommended journey time for day attendance at school is 45 minutes each way. All such placements and transport must be agreed by the Assessment & Review Team.

- **Residential placements:**

This transport will only be provided at the start and end of each term, and at other school closure times, ie half-term breaks, exeat weekends, or weekends for weekly boarding placements. Transport may also be provided for hospital appointments etc.

All such placements and transport must be agreed by the Assessment & Review Team.

### **Pupils receiving out-of-school provision**

The need for the LA to provide transport for pupils with Statements of SEN, who are attending out-of-school provision, will be dealt with on a case-by-case basis by the Peterborough Assessment & Review Team.

## **2.2 Pupils without Statements**

### **Pre-school pupils**

Free transport may be provided at the discretion of Children's Services for pre-school age pupils who do not have a Statement but where there is an identified special educational need which requires transport. Where relevant, transport will be recommended to the Assessment & Review Team by the Early Years Team.

Where the recommended placement is the most local provision to meet the pupil's needs, but parents choose a more distant placement, transport will not be provided.

### **For secondary pupils from low income groups\*\*:**

If the parents' choice is for a school more than the maximum six miles - or more than fifteen miles to a school or institution where the education provided is in accordance with their religion or belief – transport will not be provided if a suitable school under these distances could offer a place.

*(\*\*Definition of low income groups – See Page 4)*

### **FOR ALL SEN PUPILS:**

If the school placement is not agreed by the Assessment & Review Team on the basis that the most local mainstream provision would meet the pupil's needs, rather than the parents' more distant choice, transport will not be provided.

All pupils will be encouraged to use public transport as soon as possible as part of their development of independence skills.

### **PUPILS ATTENDING SOUTHFIELDS ENHANCED RESOURCE PROVISION:**

Pupils who are offered a place at the Enhanced Resource Provision at Southfields Infants and Junior Schools may not have a Statement of Educational Needs. Placement at the Provision is offered by a multi-disciplinary panel. Transport will be provided for these pupils, who live further than 2 miles away, by the Local Authority until the end of the Key Stage. If a pupil moves out of the Enhanced Resource Provision into the main school, transport will continue to be provided until the end of the Key Stage.

## **3 DENOMINATIONAL TRANSPORT ASSISTANCE for families not from a low income group (See Page 4 for definition of low income group)**

**PLEASE NOTE: Denominational Transport is no longer available for new applicants after the end of the summer term 2010. This section applies only to those pupils who are already in receipt of Denominational Transport assistance and are staying at their current faith school.**

- 3.1** The LA assists with the transport costs of those pupils aged 4-16 attending the nearest denominational school with available places, and who meet all the following criteria:
- the home to school distances involved are beyond the walking distances specified in Section 1;
  - the pupil is a baptised member of the denomination appropriate to the school (proof of baptism will be required); **this criterion does not apply to The King's School;**
  - the pupil is at least in the school year in which he/she will attain his/her fifth birthday;
  - the journey from home to school can be achieved within the time constraints applicable to all children, ie 45 minutes for primary pupils and 75 minutes for secondary pupils, (See Section 19).

**For The King's School only:**

Denominational transport has been awarded only to those who meet the criteria above (excluding b) and have also been admitted under one of the following criteria:

- A1- Looked After Children whose parents/carers are worshipping members of the Church of England
- A3 – Children of worshipping members of the Church of England including those worshipping at the Cathedral
- A4 – Cathedral choristers
- A5 – if their sibling (who should be in attendance at the school at the time of the closing date for applications) was admitted under one of the above three criteria – currently numbered A1/A3/A4.

- 3.2** Eligible pupils required to use public transport to reach their denominational schools will be provided with a bus pass. The issuing of a public transport bus pass or a pass for contracted services will be subject to the receipt of a parental contribution, subject to the exceptions below:

- the contribution shall apply only once per family unit in respect of denominational transport. Parents will be required to pay the higher of the two contributions where one child attends a denominational school and the other a post-16 centre.

Children's Services is authorised each year to vary the parental contribution to the cost of denominational transport (Appendix B) .

**4 PUPILS FROM LOW INCOME GROUPS\*\* ATTENDING A SCHOOL OR INSTITUTION ON THE GROUNDS OF RELIGION OR BELIEF (\*\*Definition of low income groups – See Page 4)**

Peterborough City Council will provide free transport for eligible secondary children from low income groups\*\*, to a school which is more than two and less than fifteen miles from the family home if that school has been selected because of a religion or belief.

Once eligibility has been confirmed on low income grounds, the pupil will be eligible for the entirety of the academic year in which they are awarded

transport assistance, Parents have a duty to inform the Local Authority of a change in their circumstances.

## **5 PUPILS WITH MEDICAL NEEDS**

In exceptional circumstances, pupils with medical conditions which affect their ability to walk or cycle to school may be eligible for assistance with transport to their nearest, specialist or designated school, whilst the condition persists. Application should be made to the Transport Officer for mainstream transport – Children’s Services.

Such assistance is at the discretion of Children’s Services and will require verification by the consultant looking after the pupil. ( A letter from a GP is not sufficient.)

### **Pupils with visual/hearing impairment**

In exceptional circumstances, pupils with a sensory condition which requires particular specialist provision, only available at specified schools within the LA, may be eligible for assistance with transport.

Such assistance is at the discretion of Children’s Services and will require verification by the consultant looking after the pupil (if relevant) or the manager of the appropriate sensory service.

## **6 CHILDREN OF DISABLED PARENTS**

In some circumstances, the LA will provide transport support where a parent/carer is unable to accompany their child to school because of their disability. Decisions will be made on a case by case basis by a panel made up of representatives from within Peterborough City Council and the Health Authority. See also Section 10.

## **7 PUPILS IN FOSTER CARE OR RECEIVING RESPITE CARE**

### **7.1 Foster care**

- **For a pupil with a Statement of Special Educational Needs**

The (re)-arrangement of transport will not normally be considered for pupils who will remain at a foster-care address for less than six weeks. At the end of that period, the Peterborough Assessment & Review Team will require written confirmation from Children’s Social Care that the foster placement has lasted for six weeks and is expected to continue. If the pupil is to remain in the school named in that Statement, Children’s Social Care will cover the cost of transport for a period of six weeks, after which the cost will revert back to Inclusion (SEN).

- **For a pupil who is Looked After**

Transport should be provided for those children in care to remain at their school after six weeks and until reunification. For those in permanent placements consideration to which school they attend will be decided in care plan and statutory review

### **7.2 Respite Care**

Transport to respite placements is parental responsibility. It may be taken into consideration if it incurs no additional costs to the Authority.

- **For a pupil with a Statement of Special Educational Needs**  
When a pupil is receiving respite care (ie pupils with disabilities, living with their parents, or placed with foster carers) it is the expectation that parents/carers will make appropriate transport arrangements. In exceptional circumstances, and only on the authorisation of the Assessment & Review Team, transport may be provided to enable the pupil to travel to and from respite care.

## **8 PUPILS WHO MOVE HOME WHILE IN YEARS 10 AND 11 (CONTINUITY OF EDUCATION)**

Free transport, or assistance with transport costs, will be provided from the new home (parental or foster) to the existing school providing **all** of the following conditions are met:

- that the school attended was the designated or nearest suitable school to the family/foster home before the move;
- that the pupil is undertaking public examination courses in Years 10 and 11;
- that the new home is within the Peterborough City Council boundary.
- that the new home to school distance is beyond the walking distances specified for a secondary pupil in Section 1;
- that the proposed journey time from home to school, using existing transport, does not exceed 75 minutes each way.

Provision will be made only until the end of the course.

## **9 DISCRETIONARY SEATS FOR NON-ELIGIBLE PUPILS**

In certain cases, pupils who do not qualify for free or denominational transport may be allowed to travel on existing transport services contracted by Peterborough City Council, by purchasing discretionary (spare seat) places where they are available.

### **Please note:**

- Passes for discretionary transport can be purchased termly or half-termly and are issued strictly on a 'first come, first served' basis. The Council cannot guarantee to give advance warning if seats are no longer available at the commencement of the period following the term or half term for which payment has been made.
- It is the parents' responsibility to remember to re-apply for their child's pass in advance of each term or half term. Reminders will not be sent.
- Applications may take up to ten working days to process and pupils may not use the transport in question until the pass is received.
- Discretionary seats are not available on all transport services contracted by the Council.

- The route and timetable of an existing transport contract will not be adapted to accommodate any applications for discretionary transport, and availability of seats may vary.

### **Conditions of Acceptance:**

It will be a condition of acceptance of any offer of discretionary transport that parents acknowledge that:

- discretionary places on contracted transport will be guaranteed only for the period for which payment has been accepted and a ticket issued – ie per term or half-term;
- the offer of a seat may be withdrawn in the event of any serious misbehaviour on the part of the pupil concerned;
- the issue of a bus pass for a term or half-term does not guarantee the issue of subsequent passes;
- the Council may alter, withdraw or amalgamate a transport service, at short notice, without consideration to the pupils travelling on that service who have discretionary passes. The Council will not provide alternative transport for pupils who are not eligible for free or denominational transport, and parents will remain responsible for their child's transport throughout their school career.

## **10 PROVISION FOR SAFETY FACTORS RELATING TO A ROUTE**

The maximum distance pupils will be expected to travel, to make their own way to a pick-up point, will be half a mile for primary pupils and one mile for secondary pupils, unless determined otherwise by Children's Services.

Home to school distance is measured by the shortest, safe walking route from the gate or access to the pupil's home to the gate or access to the school, along which a child, accompanied as necessary, may walk or cycle with reasonable safety. The route may include footpaths, bridleways and other pathways as well as recognised roads.

The six mile upper limit to a choice of schools, and the fifteen mile upper limit to the choice of a school on the grounds of religion or belief, will be measured along road routes.

If a parent believes that the walking/cycling route to school is unsafe, an assessment of that route will be made by the Integrated Passenger Transport Unit in association with the Traffic Management Team. All safety assessments will be made with the assumption that pupils will be accompanied by a responsible adult. The following factors will be considered, but other factors will not be excluded if found pertinent to the assessment of the safety of the walking route:

- If a public footpath, totally separated from roads, is available, it must normally be made up with a hard all weather surface, ie tarmac, gravel etc. to be acceptable as a route;
- The presence of suitable refuges adjacent to a road (eg a verge);
- The volume, speed and type of traffic;

- Visibility, ie sharp bends with a high hedgerow or bank;
- The accident record of the road during times of high usage by school pupils.

The safety of a walking route may also be considered if the responsible adult available to accompany a pupil to school is registered disabled. See also Section 6. An adult's disability does not automatically preclude the ability to accompany their child to school. The route will be assessed by the Council's Passenger Transport Team, if necessary with the advice of a professional working for one of the agencies representing people with the disability in question.

Entitlement to transport on safety grounds may be withdrawn if there are changes to the nature, structure and the alignment of the route to school, resulting in a route that is deemed to be safe. For example, if an existing route, deemed unsafe due to the density of traffic use, is bypassed resulting in a quantifiable change in the nature of the road hazards, transport may be withdrawn if the pupil lives less than two miles from their nearest or designated primary school, less than three miles from their nearest or designated secondary school, or less than two miles from their nearest or designated secondary school for low income families.

## **11 PROVISION FOLLOWING A SCHOOL CLOSURE OR REORGANISATION**

Peterborough City Council may use its discretion to provide transport assistance for pupils affected by a school closure or by reorganisation of schools.

Only pupils in attendance at a school affected at the time of closure or reorganisation who live within the recognised area for the school may, at the discretion of the Director of Children's Services, be provided with transport assistance to the new school for as long as they continue to live within the area of their previous school. The level of assistance will be determined by the Director of Children's Services during the review process.

## **12 PUPILS NOT ATTENDING THEIR DESIGNATED OR NEAREST SUITABLE SCHOOL OR FOR LOW INCOME GROUPS ONE OF THE NEAREST THREE SUITABLE SCHOOLS**

For pupils who have been attending the designated or nearest suitable school and who are withdrawn by their parents from that school, assistance with transport to an alternative school will not be provided by the Council.

## **13 PUPILS WHO HAVE BEEN PERMANENTLY EXCLUDED OR ARE AT RISK OF EXCLUSION**

Peterborough City Council will consider assistance with transport in the following circumstances;

- Where a pupil has been permanently excluded from school, LA officers will involve the pupil's parents in making arrangements for continuing the pupil's education. LA officers will ensure that they consider a school or educational provision, where a place is available, which is closer to the pupil's home, since the LA will not normally pay for transport to a more

distant school. However, the identified schools or educational provision may not be the nearest establishment in all cases.

## **14 PUPILS IN DIFFICULTY WITHIN SCHOOL**

- In exceptional circumstances, and subject always to prior discussion and agreement with the headteacher and Children's Services, transport to an alternative school or educational provision may be provided. This very limited discretion will only be exercised where it is clear that:
  - all reasonable efforts to resolve the difficulty within school have been exhausted;
  - parents are in full support of the move;
  - transfer of school or educational provision is clearly in the best interest of the pupil concerned, and the pupil is not responsible – to a significant extent – for the difficulties being experienced.

## **15 EMERGENCY CIRCUMSTANCES** (Definition on Page 5)

For emergency short term situations, temporary emergency funding may be provided – usually in the form of a weekly ticket for public transport – to enable pupils to continue attending their current school. Appropriate verification from one or more of the relevant agencies (eg child care professionals, the Health Authority or the Police) will be required for a decision to be made.

## **16 OTHER TRAVEL ASSISTANCE**

When considering applications for assistance with transport, the LA will take account of current transport provision, distance, journey times and the efficient use of resources.

### **16.1 Parental Allowance**

Parents of pupils who are eligible for free transport under this policy, (eg those who live in isolated locations) may be eligible for financial assistance to transport their children themselves. This arrangement will not apply if a contractor is able to make transport provision at a lower cost.

### **16.2 Cycle allowance**

A termly allowance of £30 may be paid (at the discretion of the Director of Children's Services) to parents of secondary age pupils who are entitled to free transport but use a cycle to travel to school. Such allowances will only be payable where the cost of transport would exceed the amount of the cycle allowance. Allowances will not be payable to pupils travelling on any other form of transport.

## **17 ESCORTS**

For Looked After Children who are under ten years of age, escorts will be provided for taxi travel.

For all other children, escorts will be provided only if deemed necessary by the Director of Children's Services. Consideration will be given to:

- the nature and length of the journey;
- the pupil's special educational needs;
- the age of the pupils using the transport
- the number of pupils using the transport
- where there are more than sixteen pupils aged under seven years travelling together on a vehicle.

## **18 TRANSPORT MONITORING**

The Council has a duty to provide safe and non-stressful journeys to ensure pupils can gain maximum benefit from the education they receive at school or college. Transport services are monitored on a regular basis and also in response to any incidents which may occur. Action is taken to ensure the safety of the pupils and to resolve any operational issues.

## **19 TRAVELLING TIME**

The maximum journey times for day attendance at school are 45 minutes for primary pupils and 75 minutes for secondary pupils, each way.

Where parents insist on a pupil attending a school to which the journey time exceeds these limits, the LA will not be responsible for making, or meeting the cost of, travel arrangements.

**Travelling time for pupils who have a Statement of Special Educational Needs, see Section 2.1.**

## **20 WITHDRAWAL OF TRANSPORT PROVISION**

### **Behaviour of pupils:**

Pupils travelling to school by public transport or contract bus, using a bus pass supplied by the Council, who misbehave, cause damage or injury (either to the vehicle or to other passengers) will have their bus passes withdrawn, or transport provision cancelled, either temporarily or permanently. Any permanent withdrawal will be following consultation between the Integrated Passenger Transport Unit, the headteacher of the school, and Children's Services. In such situations, the parent or guardian will be responsible for ensuring subsequent attendance at school.

### **Applications approved in error:**

Where an application for home to school transport provision is approved in error, the Council will withdraw the provision as follows:

- Where the pupil is in the final two years of a public examination course:- on completion of that course.
- For all denominational schools (with the exception of The King's School), where a parent/guardian has signed the denominational application form stating that the child is baptised in the denomination of the school, and it

is subsequently found that this is not the case:– at the end of the current half term in which the error is found.

- For The King's School, where a parent has signed the denominational application form stating that the child meets the criteria for transport provision to that school, and it is subsequently found that this is not the case:- at the end of the current half term in which the error is found.
- In all other cases:- at the end of the term in which the error is found.

## 21 OTHER USERS OF SCHOOL TRANSPORT

Other persons, in approved circumstances, may travel on contracted transport (eg school staff, parent-helpers, exchange students) provided no additional costs to the Authority are incurred, that a seat is available and that the use is authorised, with the express permission of the Integrated Passenger Transport Unit. The Authority may request a Criminal Records Check.

## 22 HOME TO SCHOOL TRANSPORT CHARGES

Where the policy above necessitates a charge, the price applicable can be found at Appendix B. The charges are reviewed on an annual basis for application each September.

## 23 APPEALS PROCEDURE

If parents/carers wish to appeal against a transport decision made by Peterborough City Council, they should write to:

The Transport Officer  
Peterborough City Council  
Children's Services  
Bayard Place  
Broadway  
Peterborough  
PE1 1FB

within ten school days of written notification of the decision against which the appeal is being made. Appeals will be dealt with in accordance with the Appeals Procedure at Appendix C.

### CONTACT DETAILS:

<b><u>Peterborough City Council</u></b>		
Passenger Transport Operations Team	telephone:	01733 747474
	e-mail:	<a href="mailto:childrenstransport@peterborough.gov.uk">childrenstransport@peterborough.gov.uk</a>
	website:	<a href="http://www.peterborough.gov.uk/schooltransport">www.peterborough.gov.uk/schooltransport</a>
Transport Officer	telephone:	01733 863970
Children's Services	e-mail:	<a href="mailto:jane.aldous@peterborough.gov.uk">jane.aldous@peterborough.gov.uk</a>
	website:	<a href="http://www.peterborough.gov.uk">www.peterborough.gov.uk</a>
Travelchoice Team	telephone:	01733 747474
	e-mail:	<a href="mailto:Travelchoice@peterborough.gov.uk">Travelchoice@peterborough.gov.uk</a>

Assessment & Review Team – Children’s Services	telephone: e-mail:	01733 863700 clair.george2@peterborough.gov.uk
<b><u>Traveline</u></b>		
	telephone:	0871 200 22 33
	website:	www.traveline.org.uk

**This policy is available on our website:** [www.peterborough.gov.uk/schooltransport](http://www.peterborough.gov.uk/schooltransport)

Signed off by: \_\_\_\_\_

John Richards,  
Executive Director Children’s Services  
May 2010