



## Home to school transport policy for children aged 5-16



This booklet will tell you about home to school transport.

- Who can get help
- How to get help
- What the rules are

### Who can get help

We expect most parents or carers to take their children to school by walking, cycling, driving or using buses.

We have to provide travel support if:

- Children would struggle to get to school without help
- The distance is too far

This is called our **Statutory Duty**.

The children who can get free travel to school are called **eligible**.



For children to get help, they must:

- Live in Cheshire West and Chester area AND
- Attend their nearest school to your home.

The school needs to be a certain distance from your home:

- If the child aged 5-7 years, the distance has to be more than 2 miles away. OR
- If the child is aged 8-16 years, the distance has to be more than 3 miles away.





Some children may need extra help. We will provide travel to school if:

- The child has a disability or special educational needs that makes it difficult to walk to school.



- The walking route to school is unsafe.



- The child receives Free School Meals

## Children we cannot help

We can't usually help children who live under the distances to school.

We can't help children who do not attend their nearest school to their home.





If the child goes to more than one school, the main school has to help sort out the travel to the other school.

## Travel that may be offered

We could offer you **one** of the following options:



- A bus pass
- A rail pass
- Money to help pay for fuel
- A contracted taxi, minibus or coach from an agreed pick-up point
- Independent Travel Training for children with an EHCP.



We can only help with travel to and from school at the normal times.





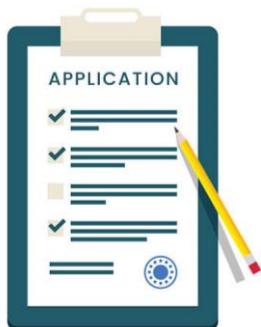
We cannot help with travel meetings, school trips or before and after school clubs.



If we are not able to help you with travel, you may be able to buy a spare seat on a vehicle. This will cost £880 per year. If your child receives Free School Meals, then the cost will reduce to £440 per year.



## How can I ask for help?



Children moving to Year 7 in September will be assessed to see if they are eligible for help.

Children with a new EHCP will also be assessed to see if they are eligible.

If your child is not moving school, you will need to fill in an application form. You can fill in the form here: [Apply for school transport | Cheshire West and Chester Council](#)



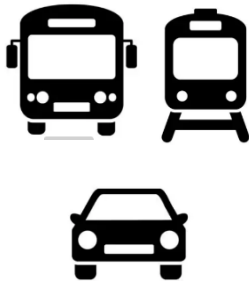
You can get help to fill in the form by calling the Contact Centre on 03001238123.

Or you call the Special Educational Needs Team on 0151 3376505 if your child has special educational needs.

## Travel Support



When we have your form we will tell you in about 2 weeks if you can get help. Between June and October we are very busy so it could take longer.

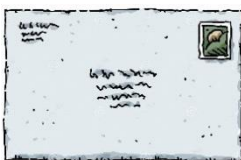


We might help by paying for one of the following choices:

- a bus pass
- a rail pass
- money to pay for fuel for a car
- pick up from an agreed place by a taxi or minibus or coach



We will think about what is best for each child. This might mean we think of different ways to help that are flexible or unusual.



If your child is getting a bus or rail pass for the start of the term in September it will be posted to you in August. If it is a different time of year you will get it by post in about 3 weeks.



You will be told where and when your child will be picked up. For most children this is not at home.

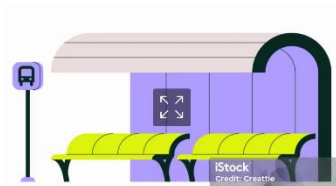


If your child has Special Educational Needs and will be travelling in a contracted vehicle, you will also get contact details for the driver.



You can arrange a day and time for the driver to come and meet you and your child.

### **Travel Support Rules**



- You must get your child to the drop off place and pick them up from the pick up place.



- Your child must be on time. The driver might wait for up to 3 minutes. But not every time.



- You must tell the Transport Commissioning Service if someone different needs to collect your child.
- You must tell the Transport Commissioning Service if your child is ill and is not going to school.
- If you or an arranged person do not collect your child the driver will take them somewhere safe and will call Social Services.



- If your child has Special Educational Needs and will be picked up and dropped off from home you need to take them to the vehicle. The driver will NOT come to the door.

- Parents, carers and children must treat staff well



- No fighting, bullying or spitting



- Children must stay in their seat with a seatbelt on.

We know that some children can be challenging because of their special educational needs.

We will work together to try and keep everyone safe and happy.

The extra help with travel will stop straight away if a child hits someone or behaves very badly.

If that happens, we will try and find another way to help.







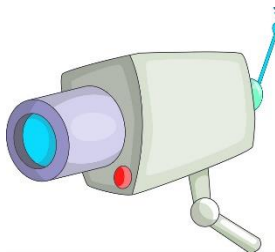
You might need to travel with your child if they need medication. We can NOT give medication. We will call 999 if there is an emergency.



In bad weather we will text you if transport to school is cancelled because it is not safe.



We will call you if the school closes early. If you do not answer we will leave your child at school. You will need to pick them up from there.



We may put cameras on some transport. We will tell you if we do.



You must tell the Transport Commissioning Service if you move house or your child changes school. You will need to be assessed again.