



Compass Learning Centre School Transport Policy 2022-23

Statutory Policy: NO	Governor Action: NO			
Governors' Committee Responsible:	Teaching & Learning Committee			
Link Governor:	Chair of Committee			
Link SLT:	School Business Leader			
Person Responsible:	School Business Leader			
Date Reviewed:	March 2022			
Next Review Date:	March 2023 unless advised by DC			
Key Link Policies / Documents: <i>This list is not exhaustive and further policies / documents may also need to be consulted in addition to these dependent on circumstances</i>	Dorset Council Admissions Policy (currently under review for Learning Centres)			
Policy Suite:				
HR	Curriculum	Student Behaviour & Welfare	Finance	Premises & Health & Safety
			✓	

Our aim is to help all our learners unlock their potential in life and work

Signed: *Alison Glazier* **Headteacher** **Date:** 11/03/22

Signed: **Link Governor** **Date:**

Equality Impact Assessment – initial screening record

<ul style="list-style-type: none"> What area of work is being considered? Upon whom will this impact? 	School Transport Policy Students (Curriculum & Finance)																																				
<ul style="list-style-type: none"> How would the work impact upon groups, are they included and considered? <table border="1"> <thead> <tr> <th>The Equality Strands</th> <th>Negative Impact</th> <th>Positive Impact</th> <th>No impact</th> </tr> </thead> <tbody> <tr><td>Minority ethnic groups</td><td></td><td>√</td><td></td></tr> <tr><td>Gender</td><td></td><td>√</td><td></td></tr> <tr><td>Disability</td><td></td><td>√</td><td></td></tr> <tr><td>Religion, Faith or Belief</td><td></td><td>√</td><td></td></tr> <tr><td>Sexual Orientation</td><td></td><td>√</td><td></td></tr> <tr><td>Transgender</td><td></td><td>√</td><td></td></tr> <tr><td>Age</td><td></td><td>√</td><td></td></tr> <tr><td>Rurality</td><td></td><td>√</td><td></td></tr> </tbody> </table>		The Equality Strands	Negative Impact	Positive Impact	No impact	Minority ethnic groups		√		Gender		√		Disability		√		Religion, Faith or Belief		√		Sexual Orientation		√		Transgender		√		Age		√		Rurality		√	
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Do you consider that a full Equality Impact Assessment is required? No																																					
Initial screening carried out by School Support Manager Signed:Kerry Taylor ... Dated: 20/8/2016																																					
Comment by Headteacher: Date																																					

HOME TO SCHOOL TRANSPORT ENTITLEMENT POLICY FOR CHILDREN ATTENDING MAINSTREAM SCHOOL

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Important information for parents and carers for students attending Compass Learning Centre

1. Guidelines for Entitlement/Non Entitlement to Transport

1.1 Children of Statutory School Age

1.1.1 The Education & Inspections Act 2006 (Section 508B) requires local authorities to ensure that suitable travel arrangements for “eligible children” in their area are made to facilitate their attendance at “qualifying schools”.

1.1.2 The terms “eligible children” and “qualifying schools” relate to the age of the child, the school which the child attends (including cross border schools) and the distance between the child’s home address and the school measured by the shortest available walking route (which may include rights of way). Walking routes are from where the property meets the adopted road to the nearest available entrance to school grounds as measured using the Dorset GIS system. This GIS system measures the distance from home to school according to the shortest available walking routes available. The term “parent” relates to any person responsible for the child. Transport entitlement (free provision) is provided to the end of the respective educational year in the following cases:

- (i) if the child is in Reception Year to Year 4 (aged between 4 & 9) and lives two miles or more from the catchment area or nearest school;
- (ii) if the child is in Year 5 to Year 11 (aged between 9 & 16) and lives three miles or more from the catchment area or nearest school.

1.1.3 **Catchment/nearest school or ‘nearest suitable school with places available considering efficient use of resources’.**

Your postal address will define your catchment school. If another school is the ‘nearest’, this may also qualify for transport entitlement. These schools may be Community, Voluntary Controlled, Voluntary Aided, Foundation/Trust, Academy or a Free School. If you are applying to a school on denominational grounds, you should refer to section 1.1.15 of this policy.

Entitled transport is currently provided to the nearest or catchment area school where the child meets the qualifying criteria. Whilst these agreed areas remain unaltered, schools will continue to have entitled transport provided by the LA. However, if any school* (including where this affects a relevant pyramid or network area) chooses to alter their catchment area or admissions policy, they will need to consult on their arrangements with the LA, as the LA is only legally required to provide transport to the nearest appropriate school. If schools change their arrangements, it will be their responsibility to inform parents.

*This refers to all types of schooling including maintained schools, voluntary controlled (VC), voluntary aided (VA), trusts, academies and free schools.

If the catchment and nearest school do not have places available you may be offered transport to the ‘nearest suitable school with places available considering efficient use of resources’ – this will be decided by identifying the transport options, routes and timings (see section 1.6.6). You will need to contact the admissions team to find out which school in the area would qualify under this category.

- 1.1.4 Additional criteria apply to children from low income families. If families are in receipt of *Maximum Working Tax Credit*, or the child is entitled to *Free School Meals*, transport entitlement will be provided;
- in the case of children in Year 5 and 6 (aged 9 – 11) – to their catchment area or nearest school where the distance between home and the school is more than two miles (shortest available walking route),
 - in the case of children in Year 7 to Year 11 (aged 11 -16) -to one of their three nearest qualifying schools (which includes schools in neighbouring authorities) with places available at the time of the original application by the parent, where the distance between home and the school is more than two miles (shortest available walking route) and less than six miles (shortest available driven route).

1.1.5 Children who are for any reason being educated outside their normal year group will have their transport entitlement assessed according to the year group which they are in.

1.1.6 Parents and guardians will only be sent a pass when they have confirmed that they wish to accept the transport provision offered. Those parents and guardians who do not take up the offer of a pass at the beginning of the academic year, may still apply, at any time, for a pass if their personal circumstances change. In some instances, the most appropriate transport may be a public bus route for which a season ticket will be provided. In some instances it may be more cost effective for parents to buy the ticket direct from the bus operator. Where this is the case, parents will be asked to purchase the ticket and a refund will be provided. Dorset Passenger Transport will endeavour to give the refund as soon as possible and no later than 30 September.

1.1.7 **Parental Preference:**

If a child is attending a school on “parental preference” grounds i.e. the school applied for is not the catchment/nearest school (or one of the three nearest eligible schools in the case of 1.1.4 above) there is no duty for the Local Authority (LA) to provide transport and the families are responsible for their own arrangements.

1.1.8 **Year Group Full Transport:**

If families apply ‘**on time**’ for the Normal Year of Entry to a School for their catchment/nearest school and are refused due to oversubscription (referred to as ‘year group full’) transport entitlement may be provided to the nearest suitable school with places available considering efficient use of resources subject to the age/distance criteria set out in paragraph 1.1.2. A school would only be considered unsuitable if there was a physical reason that the child could not attend. Reasons for this include a boy attending a girl’s school, secondary aged child attending a primary school or a private school to which we do not provide transport.

Transport provision, for the normal year of entry due to late applications (where the application could have been made on time) will be the responsibility of the parent.

A child who has attended an alternative school **nominated by the LA** (due to year group full or other such reason) will only be entitled to continued transport support at age of transfer to that school’s receiver school if the child’s catchment area school does not operate the same age of transfer or they would not have been able to offer a place.

The LA has a duty to offer an alternative school place if unable to offer a preferred/catchment or nearest school. Transport will not be provided to the alternative Dorset school if there is a closer school in a neighbouring authority which is under the qualifying distance. In this case parents will be informed of the space/s available in closer neighbouring school(s).

If one child in a family is eligible for transport entitlement to a specific school, other than the catchment/nearest, and remains on roll, transport support will normally be provided for all other children from the same family unit to attend that same school (until the standard age of transfer or a

change in circumstance). Transport arrangements for Statemented children are assessed in line with the SEN policy. Therefore there is no guarantee that siblings of a Statemented child will be entitled to transport. Applications need to be submitted to the SEN team and transport for a Statemented pupil's siblings will not automatically continue after the transport requirements for the Statemented pupil cease. This also applies if the transport does not run due to illness of the Statemented child.

1.1.9 Moving House:

Parents are advised to check availability of school places before moving house, as there are no guarantees places will be available at the new catchment or nearest school. Unless nearer schools do not have places available in the relevant year group, any request for a child to remain at the existing school upon a house move will be considered as parental preference and, therefore, families will be responsible for making their own transport arrangements.

Transport support provided on exceptional grounds will normally cease if a family move to an area served by a school with places available in the relevant year group.

The LA will not provide transport support for children who have been displaced from their home because of family related issues (e.g. family disagreements).

1.1.10 Temporary Housing:

Occasionally, families have to move involuntarily from their established home address to alternative accommodation on a temporary basis. Transport support to a child's existing school may be considered for a maximum period of two school terms when a family has had to be temporarily re-housed.

Agreement to transport support will depend upon the location of the temporary housing, the age/distance criteria, the basis of the original application (i.e. was the place secured on in-area or parental preference grounds), the cost of transport and satisfactory reasons for the loss of the registered accommodation. Transport support from the temporary address will cease at the end of the two school terms period (unless the cost of providing transport support to an alternative school is greater) or upon a return to the original property or permanent re-housing, whichever comes first.

The Authority will not provide transport support to those families whose main residence is located in another authority's area but who have to move to a Dorset based location on a temporary basis (it is assumed that the 'home' authority will meet transport support needs if proven).

1.1.11 Changing School for other reasons:

Applications for transport support following a parents' decision to change schools (whether or not the decision is supported/encouraged by the existing or receiving school) will not be approved unless the school they transfer to is the catchment/nearest school and/or all avenues of support at the current school have been pursued and the move is supported by the Children out of School Service or Education Social Work Attendance Service or other professional where the request for support may be considered.

1.1.12 Year 11:

If a family moves house when a child is in Year 11, transport support may be provided if it is sought to enable the child to remain at the existing school, if the following circumstances apply;

- The existing school remains the catchment area/nearest (subject to age/distance criteria) or the most appropriate alternative school with places available;

- Where exceptional circumstances apply, unavoidable reasons for move or the school(s) that serves the area where the new property is located is/are inappropriate.

1.1.13 Transport Issues Relating to Special Education Needs, Disability & Medical Needs

A child who attends their catchment, 'nearest suitable' or LA identified alternative school and is not entitled to transport support, but has a temporary/short-term medical condition which restricts access to and from school, may be granted transport support until the medical condition ceases to be a problem. Supporting evidence from the appropriate Health professional will always be necessary including identifying time scales. Family circumstances will also be taken into account, however an employment commitment is not in itself a reason to approve transport support. If a child is attending school on parental preference grounds, transport support will not be provided.

A child who has Special Educational Needs (but does not have a full Statement) may be granted short term or long term transport support if they are unable (physically or safely) to walk or cycle to school accompanied by an adult. *(It is the parents responsibility to ensure a suitable adult is available to accompany the child. However, if the child is registered as a 'young carer' or a parent is registered as disabled, this will be taken into consideration).*

Supporting evidence from the school (and health professionals for medical/disability) must be provided. The decision will be made based on advice from the SEN team having reviewed the evidence provided. Transport provision in very limited circumstances may operate to suit a reduced timetable and professional advice and evidence would be needed to support this.

*N.B. Children with a **Statement of Special Education Needs** are advised of transport support and criteria through the Directorate's SEN Team who liaise directly with Dorset Passenger Transport.*

1.1.14 Young Carers:

Children who are registered carers and who receive transport support may be considered for alternative methods of transport if the normal arrangements require the child to be away from home for an unreasonable length of time. (Support from Young Carers Association and health care professionals would be required.)

1.1.15 Exceptional Circumstances:

There may be exceptions to the general criteria set out above and these are considered on a case by case basis.

If a family has been identified by a Locality Team as requiring transport support in order to support their needs, it must be confirmed via the Locality Manager to the Admissions team identifying the reasons and any relevant time scale. Where a place could be offered in the catchment or a nearer school and there would be no cost, the alternative transport should only be considered on a temporary basis for a maximum of a year. In all cases there will be at least termly reviews.

Transport support may be considered where a temporary, part time timetable is agreed due to medical needs or reintegration programme. Evidence and the views of professionals would be required to support such cases.

1.1.16 Transport provided on Religious or Belief Grounds

It is important to note that a parent will need to satisfy the LA of the genuine nature of the

religious and or/philosophical belief. Providing evidence of any religion or belief lies with the child's parent/parents.

Examples of acceptable evidence are:

- a) The provision of baptismal certificate
- b) A statement of atheism
- c) A statement of adherence to a particular faith
- d.) A letter of support from a priest or equivalent religious leader stating that the child belongs to a particular congregation.

Normally two pieces of evidence will be required. Evidence may be checked with the school.

(a) Primary

If a child is admitted to the nearest denominational school in accordance with that school's denominational/religious admissions category(ies) families can apply for transport. This means that any seat made available will be at the same cost and arrangements as concessionary transport. (Refer to section 1.3)

Children, who meet the following criteria and whose families are in receipt of *Maximum Working Tax Credit*, or *the child is entitled to Free School Meals* are entitled to free transport to the nearest denominational school, provided the shortest available walking distance from home to school is between:

- 2 and 5 miles for children in Reception to Year 6 (aged 4 -11)

(b) Secondary Year 7 – Year 11 (Aged 11 – 16)

If a child is admitted to the nearest denominational school in accordance with that school's denominational/religious admissions category, families can apply for transport provided the shortest available walking distance from home to the school is between 3 miles shortest available walking route and 10 miles shortest available driven route. This will be at the same cost and arrangements as concessionary transport. (Refer to section 1.3)

Children, whose families are in receipt of Maximum Working Tax Credit, or the child is entitled to Free School Meals are entitled to free transport to the nearest denominational school, if the distance is between:

- 2 miles shortest available walking route and 15 miles shortest available driven route.

Parents and guardians will only be sent a denominational pass when they have confirmed that they wish to accept the transport provision offered. Those parents and guardians who do not take up the offer of a pass at the beginning of the academic year, may still apply at any time for a pass, if their personal circumstances change.

It is important to note that the LA will take into account the financial consequences of any applications for assistance on religious or belief grounds. The setting up of new coach services or taxi routes or specifically continuing them when they could be discontinued in order to accommodate new travellers would normally fall within the definition of 'unreasonable public expenditure'. However, where there are spare seats on already existing home to school transport routes, the LA will be able to consider applications for places under the concessionary travel arrangements. Any concessionary transport applications on religion or belief grounds which would

result in 'unreasonable public expenditure' will be refused.

1.2 Children of Non-Statutory School Age (including Post 16)

1.2.1 Transport for Children attending Pre-School Settings

Transport is not provided for children attending pre-school settings, nurseries, playgroups etc. It is the responsibility of families to make their own transport arrangements. However, if places are available on school transport vehicles, families can apply through the concessionary scheme for a seat.

1.2.2 Post 16 Transport Provision

Please refer to the Dorset Post-16 Transport Policy September 2014 – August 2015.

1.3 Concessionary Transport

1.3.1 Spare seats that are available on any of the County Council's (LA) contract routes (excluding most local public services) can be used by children who are not entitled to free transport. An annual charge is levied which will apply to all concessionary users irrespective of whether they have siblings already using a concessionary seat. Presently the concessionary fare is £460 (this is subject to annual review). Payment is required in instalments.

1.3.2 Concessionary seats are allocated under the following terms and conditions:

- 1 The concessionary transport scheme is only applicable on Dorset County Council contract vehicles where spare spaces are available. This scheme does not apply to public service routes.
2. Seats may be withdrawn at short notice under the following circumstances:
 - a. Seats are required for children who are entitled to free transport (proportional refund will be given).
 - b. If re-tendering or re-planning reduces the number of concessionary seats.
 - c. If payment is not received or parents fail to meet their direct debit payments the pass will be withdrawn and any future passes will only be issued if payment is received in full in advance.
 - d. If the behaviour of the ticket holder affects the safety of the vehicle and/or its passengers.
 - e. If the transport policy is changed.
 - f. If the route ceases to be required for the conveyance of entitled passengers.
 - g. Where passes are not being used (or are being abused) DPT reserves the right to withdraw the pass and offer the seat to another concessionary passenger.
3. The bus or taxi may only stop at listed pickups, details of which can be obtained from the Dorset Passenger Transport office. Requests for a new stop must be made in writing to Dorset Passenger Transport. No diversion of route can be made for a concessionary passenger.
4. Applications are only necessary for those applying for a concessionary seat for the first time.
5. Existing concessionary travellers will be contacted to check whether their circumstances have changed and whether a seat is still required for the following academic year.
6. If no entitled pupils require the transport (e.g. staff training days or other school closures), the bus will not run.
7. Please do not attempt to travel unless authorised to do so.
8. The fee for all concessionary transport is £450 per year irrespective of use, as partial use (e.g. one way journeys or irregular attendance during study leave) makes the seat unavailable for others.

1.3.3 Priority for concessionary seats:

New concessionary seats must be applied for by 31 May. The information on the forms will be assessed after which, available seats will be allocated in the following priority:

- (i) Children and Young People who are in any of the following categories -Special Educational Needs; Registered Disability; medical condition (supporting evidence from the school and/or appropriate Medical Officer will always be necessary); Young Carer; Vulnerable or living with a parent registered as disabled which significantly impacts on their ability to travel to school independently, but do not qualify for 'transport entitlement'.
- (ii) Young People in Year 12 and Year 13 (16 to 18 year olds) who would have previously met the criteria for 'transport entitlement' but no longer qualify solely due to age.
- (iii) Children and Young People who are attending their catchment school or for whom the school is the nearest appropriate school (including 'year group full' placements), but do not qualify for 'transport entitlement'.
- (iv) Children and Young People whose parents applied for the school on 'parental preference' and are in receipt of Maximum Working Tax Credit, or the child is entitled to Free School Meals and so do not qualify for 'transport entitlement'.
- (v) Children and Young People whose parents applied for the school on 'parental preference' and so do not qualify for 'transport entitlement'.

If there are insufficient places within any of the above criteria, those who travel the furthest distance (shortest available walking route) will be given priority

Applications received after 31 May or during the academic year will be offered a seat if available or placed (appropriately ranked) on the waiting list.

1.4 Out of School Activities/Work Experience

1.4.1 The LA will provide transport support to/from the allocated school only at the beginning and end of the normal school day. Families are responsible for meeting the transport needs of children involved in work experience programmes and attending before school activities such as breakfast clubs and after school activities, i.e. sports clubs etc. Only where a child is travelling individually may it be possible to alter the transport times and these would need to be made in advance with the agreement of all parties and at no additional cost.

1.4.2 Extended schools

The LA is not responsible for meeting the transport needs of children attending before school activities such as breakfast clubs and after school activities, i.e. sports clubs etc. Only where a child is travelling individually may it be possible to alter the transport times and these would need to be made in advance with the agreement of all parties and at no additional cost. The school may be able to arrange with the LA to amend transport times/ routes to improve access to before/ after school activities.

1.4.3 Childcare Arrangements

The LA would provide transport support to/from the allocated school only at the beginning and end of the normal school day to a nominated stop relevant to the home address. If concessionary spaces are available, and a childcare provider is on an established route, children may use school transport to transfer to/from the provider at the beginning/end of the school day by arrangement under the terms of 1.3.3 above.

1.5 Examples of When Transport Support Would Not Be Provided:

1.5.1 Notwithstanding exceptional circumstances, the following list contains details of cases not referred to above when transport support would not normally be provided and where families would be expected to make their own arrangements;

- Medical appointments or other approved activities which affect the start or end of and during the school day,
- When a child has missed the contracted transport,
- Transitional/integration placements in schools/colleges,
- Attendance at work experience programmes,
- Temporary/alternative drop off points other than the home address,
- To/from childcare addresses where they are not on an established route,
- To fall in line with childcare arrangements where they are off recognised transport routes,
- When a child is sick or excluded during a school day (arrangements will need to be made between school and family),
- Children withdrawn from school by their family and placed in an alternative education setting,
- Other family members travelling in the same direction,
- To support working arrangements for parents and/or children.

1.6 Points of Clarification

1.6.1 It is ultimately the responsibility of families to seek out information about schools and transport provision/arrangements. Lack of awareness is not a reason to provide transport support, if the case does meet the criteria identified in this policy.

1.6.2 A School place can only be based on one address -the home address (identified by the recipient of Child Benefit). However, where a child has split residency, transport support will be provided from the nominated home address, subject to meeting the criteria for transport support to be provided as identified above. Where this is unclear, disputed, or care is split equally and there is no agreement between the parents, the application considered will be that made by the parent at the address identified on the child's registered General Practitioner (GP) record.

1.6.3 The transport arrangements referred to in this policy relate to all children attending mainstream school with the exception of those who have a Statement of SEN. These are administered through the SEN Team.

1.6.4 Decisions made in Error

Where an application for transport support is approved in error, the LA will withdraw the provision as follows;

- Where the child is in Year 11 – on completion of the academic year,
- Where the transport support has not yet commenced immediately on discovery of the error,
- In all other cases, at the end of the half-term in which the error has been found.

Where possible a concessionary seat could be offered where available in such circumstances where free transport is withdrawn.

1.6.5 Cost

This policy regularly makes reference to efficient use of resources. Where a child is entitled to transport support then the Authority will meet those requirements. However, having regard to all other factors, the Authority will offer the most cost effective solution on a case by case basis and will not authorise alternative transport provision should the family of an entitled child reject the type of transport support being offered. Dorset Passenger Transport are responsible for the assessment and provision of transport support considering best use of resources. The Authority will not contribute the costs of the approved transport provision to a proposed alternative. If the family have use of a car, they may be offered a fuel allowance. This option will only be considered where there is no opportunity for a cost effective alternative and is currently 13p per mile.

1.6.6 Transport support will only be considered if the cost does not exceed £25 per child per day and other factors covered by this policy have also be taken into account (in exceptional circumstances, this amount may need to be exceeded for example where infant class size legislation must be

considered).

Applicants have the right of appeal against any decision to refuse transport support. This also applies where cost is the only factor which results in a decision to reject transport support.

1.6.7 Where a contract vehicle bus pass is provided but lost there will be a charge levied for the administration of replacement of the pass, of £10 for the first loss of the pass followed by payments of £20 for any loss at any time thereafter, subject to regular review. If the pass is provided directly by the bus company charges may differ.

1.6.8 Where transport is agreed either through School Admissions, the Transport Committee or on the basis of a Safety Audit, the local authority will be liable for the cost from the date authorisation is confirmed with the parent, the date of the appeal hearing or road safety audit, whichever occurs earliest. Any costs previously incurred by the parent will not be subject to a refund. Families experiencing financial hardship should refer to the Transport Appeal process.

1.6.9 **Measurement of Routes**

To ensure consistency all transport is considered using routes measured from the LA Geographical system which and are a final result of the measurement. Other measurements from outside systems will not be considered.

The system follows the shortest, safest, practicable walking route. This is assessed using roads, pavements, footpaths, bridleways as appropriate and from an appropriate point from the home to the nearest approved access to the school. The GIS maps follows information provided by Ordnance Survey and represent the position at the beginning of the Annual admission cycle i.e. September in the year prior to admission. Any footpaths or roads added after this time will not be taken into consideration until the following September. A map showing the route measured can be provided on request.

1.6.10 **Safety of the Route between Home and School**

Applicants may submit a request for an audit on the safety of a route between home and school. The criteria ruling all road safety assessments are taken from national guidance. If a route is deemed unsafe for a child to walk accompanied by an adult, that route will be disregarded. A separate policy and procedure is available on the website or telephone Dorset Direct.

2. Transport Arrangements

2.1 Methods of Transport

2.1.1 Upon determination of transport entitlement Dorset Passenger Transport will normally decide which is the most appropriate means of transporting children to and from school. Methods of transport used will be the most cost efficient and could involve:

- Public Bus Service (local bus networks will be supported where appropriate)
- Contract Bus/County Council Fleet
- Mini Bus
- Taxi
- Train
- Vehicle used by other County Council directorates

- Fuel contribution, if it is shown to be a cost effective solution (Families should be prepared to use their own vehicle where there are no suitable or appropriate alternative arrangements in place). The rate paid to families, is for the shortest available driven route only (13p per mile x return journey/s).

- 2.1.2 Whilst Dorset Passenger Transport endeavour to ensure continuity for the children they cannot guarantee that the same driver will remain on the vehicle for the duration of a particular child's need for transport.

2.2 Journey Times

- 2.2.1a The maximum journey times from 'gate to gate' for travelling to and from school following Government Guidelines are as follows;

- The maximum each way length of journey for a child of primary school age is 45 minutes
- The maximum each way length of journey for a child of secondary school age is 75 minutes

N.B. The length of journey does not include walking to the 'stop'. 'Gate to gate' represents where the property meets public paths and roads. For those families living on islands in Poole Harbour, this will be an appropriate point on the mainland.

- 2.2.1b Most schools have staff on duty to receive/hand over children 10-15 minutes before and after the school day and it is expected that school transport will arrive/depart within that time frame. Where this is not possible special arrangements will need to be made. It is recommended that children arrive at their stop 10 minutes before the departure time.

2.3 Pickup and Drop off Points

- 2.3.1 Every effort is made for children to be collected and dropped at a point close to their home. However, some pupils may have to walk a reasonable distance to and from their home/school to meet the vehicle. Where this is not possible the LA may arrange transport to and from the pick-up/drop off points if;

- A primary aged (4 – 11) child lives more than 0.75 miles from the nearest point,
- A secondary aged (11 – 16) child lives more than 1 mile from the nearest point.

- 2.3.2 Parents and children are responsible for being at the pick up point in good time to access the service.

- 2.3.3 Parents are responsible for their children's safety in getting to and from the notified pick up/drop off points (including awaiting or leaving transport) or to and from the vehicle, if they are picked up at home. Younger children should be accompanied and parents must ensure that they carry their bus passes (if applicable).

2.4 Accompanied Children

- 2.4.1 Bus Passes may be made available for adults who wish to accompany their children to and from school on local public bus services. This applies only to primary aged children, i.e. up to the end of Year 6. Bus Passes are not made available for adults who want to accompany secondary age children to school. Transport support is not available for adults if their children (of any age) use LA contract vehicles (Bus/Taxi).

2.5 Personal Luggage

- 2.5.1 Dependent on the capacity of the vehicle it may not be possible to carry large amounts of personal luggage for individuals. The driver reserves the right to refuse to carry excessive luggage or personal belongings.

3. Advice on Health, Safety and Behaviour on Vehicles

3.1 Advice for Parents

3.1.1 **Safety Belts**

Seatbelts should be worn where provided. However, the final decision on whether or not to wear a seatbelt is the responsibility of the parent.

3.1.2 **Behaviour**

Schools have a key role in ensuring that pupils behave in an acceptable manner whilst travelling to and from school on transport arranged and organised by the LA. Unacceptable behaviour by pupils whilst travelling should be dealt with initially by the school as part of their discipline policy.

3.1.3 Families and schools are expected to take whatever steps are necessary to ensure appropriate behaviour on LA provided transport and to take necessary action when incidents of unacceptable behaviour are reported and that endangers others will not be tolerated. Parents will be responsible for the cost of any wilful damage to the vehicle or property of other passengers caused by their child.

3.1.5 Schools have a legal right to impose reasonable sanctions if a pupil misbehaves and incidents of serious or persistent indiscipline can lead to transport support being suspended. Parents will be informed in writing of any such incidents by the Dorset Passenger Transport outlining any action to be taken. In such cases it will be the responsibility of parents to ensure that their child attends school.

3.1.6 **Medication**

The LA will not normally be responsible for administering medication to children whilst using LA arranged transport to and from school. However, should a specific medical need arise, support would be sought from the SEN team.

3.1.7 **Passenger Assistants**

Passenger Assistants are not provided on transport for mainstream schools. However, if a non-statemented child has a significant medical or special educational need a transport request may be submitted. The SEN Team will consider information from the school and the appropriate health professionals and recommend whether or not a passenger assistant should be provided.

3.2 **Advice for Children**

3.2.1 All students should behave in a way that is respectful of other transport users.

3.2.2 Students must not play at the bus stop, go near the bus wheels, go near the bus until it stops, cross the road in front of the bus or eat or drink on the bus. When children are on the bus they should always stay in their seat with the seat belt on (if provided). Students must not distract the driver.

3.2.3 Children must not wilfully damage or abuse the vehicle in any way. If this happens, parents will be sent the bill for the repairs.

3.2.4 Children who misbehave on the bus can be disciplined by the school or reported to the LA and can be banned from using the bus.

4. **Transport Provision Relating to Reorganisations and Other Admissions Related Protocols**

4.1 **School Reorganisations/Catchment Area Changes**

4.1.1 Area or individual school reorganisations may involve displacing children from one school or site to another. In such circumstances, transport entitlement for children whose education has been

disrupted will be continued or introduced for a period of three years after the date of implementation. In addition, the minimum distance at which transport entitlement will be provided will be determined on a case by case basis by the Director of Children's Services after consultation with the Cabinet Member for Children's Services.

- 4.1.2 On occasion the LA may decide to change a school's catchment area. As a result families may find that the area in which they live is served by a different school. In such cases children who attend the 'previous' catchment area school and receive transport support will continue to receive that support to that school for a period of up to six years following the date of implementation.

4.2 Children in Care

- 4.2.1 Admission authorities are required to give Children in Care (CinC) the highest priority and agree which school best meets the child's needs and also act in the best interests of the child. In accordance with the normal admission allocations process, transport entitlement arrangements for CinC will be the same as for all other children.

- 4.2.2 Transport support for in year applications will be considered in accordance with the following principles;

- Successful applications for catchment/nearest/parental preference schools will reflect the arrangements that apply to all other children,
- Where a school admits on the recommendation of the Child in Care (Looked After Children) Education Manager (subject to the age/distance criteria) irrespective of the location of and space availability at other schools.

4.3 (In Year) Fair Access

- 4.3.1 Transport support for applications considered under the LA's (In Year) Fair Access protocol will be considered in accordance with the following principles;

- Successful applications for catchment/nearest/parental preference schools will reflect the arrangements that apply to all other children,
- Where a place is allocated by the panel for an alternative (to the applicants preferred/catchment/nearest) school, transport support may be provided (subject to the age/distance criteria) irrespective of the location of and space availability at other schools.

4.4 Traveller Children

- 4.4.1 In recognition of the need for greater stability and consistency in the provision of education for traveller children, transport support will be provided in accordance with a separate Traveller Transport Protocol.

5. Complaints and Appeals Procedures

5.1 Complaints

The School Admissions Team will provide information relating to queries and complaints about transport entitlement. Dorset Passenger Transport will provide information relating to queries and complaints about the method of transport, vehicles, contractors, drivers, bus passes, costs/charges, behaviour and safety. Both are contactable through Dorset Direct.

5.2 Transport Appeals

Due to exceptional circumstances, it may be necessary to consider a case on its individual

circumstance. Applicants who are refused transport support have the right of appeal against the decision only under the following grounds:

- I. They are seeking for their child to be considered as an 'entitled' child or dispensation due to special circumstances
- II. They would have received either an entitled or concessionary seat if the application had been processed correctly
- III. They are appealing on route safety grounds

Applicants can submit a Transport Appeal form with full supporting evidence. Upon receipt the School Admissions Team will advise Democratic Services of the requirement for this to be heard at the next appropriate Children's and Adult Services Appeals Committee hearing. A copy of the Transport Appeal form together with the Local Authority's statement justifying the reasons for the decision will be submitted to the Committee.

If an appeal goes ahead, the applicant can attend to present the case and may be accompanied at the hearing. The Committee's decisions are binding on all parties (but do not necessarily set precedence) and may only be overturned following a ruling from the School Ombudsman or Secretary of State.

Transport appeals will only be heard for Dorset resident pupils. If you live in a neighbouring authority you will need to appeal to your home authority.



Important information for Parent/Carers

This is important Information regarding School Transport journeys

Compass Learning Centre is required to make you aware of the following information regarding school transport.

All students need to be ready for when the cars arrive to collect them as transport vehicles will only be allowed to wait for a maximum of 5 minutes. This will be particularly important for students during the exam period.

School Transport drivers are not required to knock the door or sound their horn, students need to be watching for their arrival because if the transport is missed a second vehicle will not be sent again on the same day.

If for any reason your son/daughter is not well or not attending their session can you please call the Learning Centre as early as possible on that day.
(There is an answer phone that you can leave a message on)

If a School Transport car turns up and is turned away or a student refuses to get in on 2 separate occasions then the School Transport will be withdrawn and it will then be your responsibility to transport your son/daughter to their educational provision.

The companies providing School Transport have an obligation to log all incidents of:

- Verbal, racial or physical abuse that is directed at the driver
- Refusal by students to comply with simple instructions from the driver
(E.g. wearing a seatbelt)

Please be aware that your son/daughter refusing to obey reasonable instructions, comply with safety requirements or being abusive could result in the company refusing to transport your son/daughter and again it would mean that you would then be responsible for transporting them to their educational provision.

We are asking for your support in ensuring these guidelines are met so that our students continue to access their education fully.

Alison Glazier

Alison Glazier
Head Teacher

March 2022