



**SOUTH EASTERN EDUCATION
AND LIBRARY BOARD**

Application for Transport Assistance in respect of attendance at POST PRIMARY SCHOOL

NOTES OF GUIDANCE

Please read carefully prior to completion of form. Detach and retain for your own reference.

Where there is/are a suitable school/schools within statutory qualifying distance (3 miles) from a pupil's home and a pupil attends a more distant school, transport assistance will be provided only where the pupil has been unable to gain a place in any suitable school/schools within statutory qualifying distance.

Where there is no suitable school within statutory qualifying distance from a pupil's home, transport assistance will be granted provided there is Board or Public transport already available to or in the vicinity of the school attended. The definition of a suitable school for post-primary pupils is as follows: -

Secondary: Controlled; Maintained; Integrated; Irish Medium
Grammar : Denominational and Non Denominational

The categories of school as defined above do not extend to take account of other factors such as single sex or co-educational schools. Preferences expressed on grounds of single sex or co-educational schools will not qualify for transport assistance if an otherwise suitable school exists within statutory qualifying distance and the chosen school lies outside this limit.

Where there is a suitable school or schools within statutory qualifying distance from a pupil's home and application is made for transport assistance for attendance at a more distant school the **transfer report form** is the only document taken into consideration for pupils transferring from primary to post primary.

ADDITIONAL INFORMATION on eligibility for transport assistance may be obtained in **Department of Education Circular 1996 / 41, (updated September 2009)** and in the Board's "**Booklet for Parents – school descriptions and admission criteria – transfer procedure**"

*Notification will be forwarded to ineligible pupils only. **Sessional tickets for eligible pupils will be available for collection at the school on the first day of term.** Any pupil whose details do not change will automatically have their tickets renewed each school year.*

A. TRANSPORT OPERATIONAL DAYS

The operational transport days in any academic year are **1st September to 30th June inclusive.** There will be non-operational transport days between these dates, please refer to the Board's website www.seelb.org.uk for details.

B. BOARDING POINTS

Queries regarding boarding stages on bus routes should be made to the local Translink depot. As this is essential information for completion of section (xiii) of the transport application form, you should contact the Translink Helpline at 02890 666630. Please do not contact the Board's Transport Department enquiring about your child's travel pass as this causes delays in the administration process.

The Board is required to assist with the cost of travel. Where the journey can be covered by more than one mode of public transport, the maximum assistance will be one sessional ticket e.g. one Ulsterbus ticket or one NIR ticket, not both passes. The Boards must consider public expenditure when deciding the most appropriate mode of transport.

If the journey at either end of the nearest boarding/alighting point exceeds the statutory distance the Board will consider alternative provision. It should be recognised that in such instances the Board is unable to consider additional expenditure if there is/are suitable school/s closer to home and transport is available.

C. LOST PASSES

If a pupil loses a travel pass, a duplicate pass may be purchased from Translink Pass Office, Milewater Road, Belfast – 02890 354074, at a cost determined by Translink and must be accompanied by one passport size photograph.

D. CHANGE OF DETAILS

In the event of a pupil who is already in receipt of a sessional pass, and is moving address, changing schools or changing details, they must return their original pass to the Transport Unit together with details of the changes. A **new application** is also required if the pupil changes address or school. If the pass has been lost or destroyed then a duplicate of the old pass must be purchased as detailed in the previous paragraph, before the new travel pass can be issued. Any queries regarding Board bus passes should be directed to the Transport Office of the Board.

E. CHANGE OF ADDRESS

A change of address may affect eligibility. If there is a suitable category of school(s) within 3 miles of the new address written application must be made to this school and written refusal received before being considered for transport assistance to any other school. Written evidence should be provided with the transport application form. Pupils in their final two years at school will continue to receive transport assistance to the school attended, provided that their new address is over the statutory qualifying distance to the school attended.

F. LATE APPLICATIONS

Pupils who make application for transport assistance during August or September are required to pay the appropriate fare for the journey undertaken pending confirmation of their entitlement to transport assistance and the issue of a bus/train pass. **Tickets, in respect of fares paid by the pupil from 1st September, should be retained in order to secure refund of fares.** A refund will only be made to pupils who qualify for transport assistance and are issued with a travel pass. Refunds will not be paid for tickets issued after 31 October.

G. EXPENSES PRIOR TO RECEIPT OF TICKETS

Pupils who have incurred the cost of public service fares whilst awaiting their sessional pass during the months of September and October should make application for reimbursement as follows:-

- 1 Metro, Ulsterbus and NIR claims are submitted to Translink, Account Office, Milewater Road, Belfast;
- 2 A claim for travel expenses must be submitted within 18 working days from the date of issue of the students travel pass. Used tickets must be retained and submitted with relevant claim form;
- 3 No refunds will be accepted for tickets issued after 31 October.

H. BEHAVIOUR

The Board reserves the right to suspend a pupil from transport arranged by the Board, pending investigation, where a pupil has behaved in an unacceptable manner as outlined in the Board's booklet "Procedure for dealing with Behavioural Problems on Public and Board Transport". *A copy of this policy is available on the Board's website www.seelb.org.uk.* In cases of gross misconduct alternative assistance may be awarded to enable parents to make their own arrangements.

I. CCTV

CCTV cameras may be operational on vehicles used to transport pupils. For details of the Board's CCTV download procedure please contact Board Headquarters.

J. STRANGFORD FERRY

Any pupil who travels from the Ards Peninsula to school by Strangford Ferry should be aware that on occasions when the ferry does not operate on the morning journey due to adverse weather conditions alternative transport **WILL NOT** be available from the Board. The Board will make alternative transport arrangements should the ferry be cancelled for the return journey.

Parents on the Ards Peninsula should note that there is no transport available to the ferry in the morning. The Board will pay an allowance to parents who reside in the Ards Peninsula area and live more than 3 miles from the Ferry Terminal. Special transport will not be arranged.

***IMPORTANT* SESSIONAL TICKETS ARE PAID FOR BY THE BOARDS THEREFORE ANY SESSIONAL TICKETS NOT BEING USED SHOULD BE RETURNED TO THE ISSUING BOARD IMMEDIATELY TO AVOID UNNECESSARY PUBLIC EXPENDITURE.**

It is important that all sections of **PART A** are completed in full. Forms should be forwarded to the school named at **PART A** for completion of **PART B**.

The information on this form is required by the Board for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1988. Your signature to the form is deemed to be an authorisation by you to allow the Board to process and retain the information for the purpose(s) stated.



ASSESSED BY:	DATE:	UB	MET	NIR	BB	OTHER
PROCESSED ON EMS BY:	DATE:	PUPIL ID:				

Application for Transport Assistance for POST PRIMARY PUPILS

ALL APPLICATIONS RECEIVED AFTER 30TH JUNE ARE CONSIDERED TO BE APPLICATIONS FOR THE INCOMING SCHOOL YEAR – NOT THE SCHOOL YEAR JUST PAST

LATE APPLICATIONS MAY RESULT IN DELAYED TRANSPORT ASSISTANCE

IT IS IMPORTANT THAT ALL SECTIONS OF PART A OF THIS FORM ARE COMPLETED TO AVOID A DELAY IN PROCESSING YOUR APPLICATION. ***FAILURE TO SUPPLY ALL MANDATORY FIELDS WILL DELAY THE PROCESSING OF YOUR APPLICATION**

NOTIFICATION WILL BE FORWARDED TO INELIGIBLE PUPILS ONLY. SESSIONAL TICKETS WILL BE AVAILABLE AT THE SCHOOL ON THE FIRST DAY OF TERM FOR PUPILS WHO QUALIFY FOR TRANSPORT ASSISTANCE.

PART A (to be completed by parent or guardian of pupil in BLOCK LETTERS)

i. School to which transport is required.....

ii. Pupil Surname (at birth) Chosen Surname.....

iii. Pupil Forename

iv. Parent's permanent home address

Postcode *(Mandatory)

v. Pupil's date of birth *(Mandatory) Daytime Tel No

vi. Name of parent/guardian

vii. Is there a suitable school or schools of the same category to the one named at (i) within statutory qualifying distance (3 miles) from the pupil's home? **YES/NO** If you answer YES please complete section (viii)

viii. Please state all school preferences in order as expressed on pupil's Transfer Report Form *(Please refer to Notes of Guidance)*

1 4 7

2 5 8

3 6 9

ix. Give distance from pupil's home to school named at (i)
(Distance will be verified by the Board using Arc-View GIS software)

x. Date of first attendance at this school.....

xi. School attended immediately prior to that named at (i)

xii. **Preferred means of travel required to school named at (i)** *(Public Bus / Train / Board Bus / Private Car / Other)*
.....
**the Board must determine the most appropriate means of transport assistance that can be offered having regard for economy and efficiency*

xiii. If travel is by Public Transport/Board Bus state boarding point* (Mandatory)
(Please refer to Notes of Guidance Section B)

xiv. Does a brother/sister already have assistance to school named at (i)

xv. If you have recently moved home please state: *(Please refer to Notes of Guidance Section E)*
Previous Address Date of Removal.....
Previous School Attended

DECLARATION BY PARENT/GUARDIAN

- (i) I certify that the information given above is true and correct and I have read and retained the attached notes of guidance
- (ii) I will inform the Board of any change in circumstances at any time which might affect this transport assistance and
- (iii) If any financial assistance provided to me, for whatever reason is an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

Signed Parent/Guardian Date.....

PART B

TO BE COMPLETED BY THE PRINCIPAL OF THE SCHOOL NAMED AT PART A (i) AND DESPATCHED WITHOUT DELAY TO THE BOARD HEADQUARTERS FOR THE AREA IN WHICH THE PUPIL RESIDES **NO LATER THAN 30TH JUNE.**

I certify that:

- 1. The above named child is enrolled in this school YES/NO*
- 2. The parents home address as stated in (iv) corresponds with pupils address on school records YES/NO*

**DELETE AS APPLICABLE*

PRINCIPAL'S SIGNATURE DATE

SCHOOL.....

(Official School Stamp)

For Office Use Only

**PLEASE RETURN TO:
SOUTH EASTERN EDUCATION AND LIBRARY BOARD,
GRAHAMSBRIDGE ROAD,
DUNDONALD
BT16 2HS**