

ASSESSED BY	DATE	U/B	C/B	NIR	BB	OTHER
TICKET NO./PUPIL NO.						

SOUTH EASTERN EDUCATION AND LIBRARY BOARD

Application for Transport Assistance for Primary Pupils of Compulsory School Age

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

NOTES FOR PARENTS: - PLEASE READ CAREFULLY THE ATTACHED NOTES OF GUIDENCE

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.

NOTIFICATION WILL BE FORWARDED TO UNSUCCESSFUL APPLICANTS. SESSIONAL TICKETS WILL BE AVAILABLE AT THE SCHOOL ON THE FIRST DAY OF TERM.

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

- i. School to which transport is required
- ii. Forenames Surname of pupil
- iii. Parents permanent home address
.....
- iv. Pupil's date of birth Tel No
- v. Name of parent /guardian
- vi. Is the school chosen the nearest of its category to the child's home
If you answer NO please complete section (vii)
- vii. Please state all school preferences in order as expressed on application for Enrolment to Primary School

Please enclose written confirmation from all suitable schools within 2 miles that a place could not be offered

- 1 3
- 2 4

- viii. Give distance from pupil's home to school named at (i)
- ix. Date of first attendance at this school
- x. Means of travel required (Public Bus/Train/Board Bus/Private Car/Other)
- xi. Does a brother or sister already have assistance to the school named at (1).....
- xii. If travel is by Public Transport state bus route number.....
state boarding point
- xiii. If you have recently moved home please state:
Previous Address Date of removal.....

DECLARATION BY PARENT/GUARDIAN

I certify that the information given above is true and correct and I have read and retained the attached guidance notes.

Signed Parent/Guardian Date.....

ANYONE FOUND TO BE SUPPLYING FALSE INFORMATION MAY BE LIABLE TO PROSECUTION

PART B: FOR OFFICE USE ONLY

FORWARDED TO EWO.....RECEIVED BACK.....

1. Give exact distance (as measured by the shortest walking route) from pupil's home to school named at (i)

.....

If under the statutory distance please state route over which measurement was taken

.....

.....

.....

.....

.....

.....

2. State other suitable school/schools of the same type as the school named at (i) which are within the statutory distance of the pupil's home.

.....

Signed Date

Please return to:

South Eastern Education and Library Board, Grahamsbridge Road, Dundonald, BT16 2HS

SOUTH EASTERN EDUCATION AND LIBRARY BOARD
APPLICATION FOR TRANSPORT ASSISTANCE IN RESPECT OF ATTENDANCE AT A PRIMARY SCHOOL
Notes of Guidance - Please detach and retain this section for your own reference

To be eligible for transport in September a pupil must have attained the age of 4 years on or before 1st July.

Where there is/are a suitable school/schools within statutory walking distance (2 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 walking distance.

Where there is no suitable school within statutory walking 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 primary pupils is as follows: -

Controlled/and Other Maintained
Maintained
Integrated
Irish Medium

It is important that all sections of **PART A** are completed in full.

Where there is a suitable school or schools within statutory walking distance from a pupil's home and application is made for transport assistance for attendance at a more distant school the primary school enrolment form is the only document taken into consideration and a cross check will be made.

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. Board Bus Passes will be issued to pupils with a confirmation letter.

Any pupil whose details do not change will automatically have their tickets renewed each school year. Any pupil in receipt of a Board Bus Pass can continue to use their pass until their circumstances change.

LOST PASSES

If a pupil loses a travel pass, a duplicate pass may be purchased from the nearest Translink bus depot or rail station at a cost determined by the transport authority concerned. Duplicates will require two passport size photographs.

A duplicate Board bus pass should be requested in writing to the Transport Office of the Board.

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 on that pass then the original pass must be returned to Transport Unit together with details of the changes. A **new application** is required if the pupil changes school. If the pass has been lost or destroyed then a duplicate pass must be purchased as detailed in the previous paragraph, before the new travel pass can be issued.

Queries regarding route numbers and boarding stages on bus routes should be made to the local Translink Depot.

CHANGE OF ADDRESS

A change of address may affect eligibility. If there is a suitable school(s) within 2 miles of the new address transport will only be provided if any/all school(s) concerned supply written evidence that they are unable to provide a place. 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 walking distance to the school.

APPLICATIONS

FOR PUPILS ATTENDING SCHOOL FOR THE FIRST TIME (P1), COMPLETED FORMS SHOULD BE RETURNED TO THE BOARD NO LATER THAN 31ST MAY. THOSE PUPILS WHO ARE MOVING HOUSE OR SCHOOL DURING THE SCHOOL YEAR SHOULD RETURN COMPLETED APPLICATIONS AS SOON AS POSSIBLE.

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, 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.

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 Citybus, Ulsterbus and NIR claims are submitted to Translink, Accounts Office, Milewater Road Belfast
- 2 A claim for travel expenses must be submitted within 18 working days from the date of issue of the pupil's 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.

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". In cases of gross misconduct alternative assistance may be awarded to enable parents to make their own arrangements.

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.

The Board is required to assist with the cost of travel. Where the journey can be covered by one mode of public transport the maximum assistance will be one sessional ticket. The Boards consider public expenditure when deciding the most appropriate mode.

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.

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.

* A copy of this policy is available on request from the school or Board HQ Transport Department