



SOUTH EASTERN EDUCATION  
AND LIBRARY BOARD

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

### NOTES OF GUIDANCE

*Please read carefully prior to completion of form. Detach and retain 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 qualifying 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 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 primary pupils is as follows: -

- Controlled/and Other Maintained
- Maintained
- Integrated
- Irish Medium

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 primary school enrolment form is the **only** document taken into consideration when assessing eligibility.

**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 – enrolment to primary schools**"

**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 also be available for collection on the first day of term..* 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.

#### A. TRANSPORT OPERATIONAL DAYS

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

#### B. BOARDING POINTS

Queries regarding Translink boarding stages on bus routes should be made to the local Translink depot. As this is essential information for completion of section (xii) 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. 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.

**D. 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.

**E. 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.

**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 1<sup>st</sup> 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](http://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.

**\*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.

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.



FOR OFFICE USE ONLY

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

**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

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 DETAILS IN MANDATORY FIELDS WILL DELAY PROCESSING OF YOUR APPLICATION**

NOTIFICATION WILL BE FORWARDED TO UNSUCCESSFUL APPLICANTS ONLY. SESSIONAL TICKETS WILL BE AVAILABLE AT THE SCHOOL 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(s) .....

iv. Parents permanent home address .....  
..... Postcode \*(Mandatory).....

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

vi. Name of parent /guardian .....

vii. Is the school chosen the nearest of its category to the child's home .....

viii. Please state all school preferences in order as expressed on application form 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 .....

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. **Preferred means of travel required to school named at (i) \*(Mandatory)**  
.....  
(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

xii. Please state boarding point for Public Transport or Board Bus \*(Mandatory) .....  
(Please refer to Notes of Guidance Section B)

xiii. Does a brother or sister already have assistance to the school named at (i) .....

xiv. If you have recently moved home please state:  
Previous Address ..... Date of removal .....

**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 .....

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

PLEASE RETURN COMPLETED FORM TO:

SOUTH EASTERN EDUCATION AND LIBRARY BOARD, GRAHAMSBRIDGE ROAD, DUNDONALD, BT16 2HS