

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

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



## NOTES OF GUIDANCE

### **ELIGIBILITY CRITERIA**

Eligibility for transport assistance is set out in the **Department of Education Circular 1996/41, (updated September 2009)** and in the Education Authority's "**Booklet for Parents – school descriptions and admission criteria – transfer procedure**". The Circular states:-

*"Where there is/are 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 EA or Public transport already available to or in the vicinity of the school attended. The **transfer report form** is the only document taken into consideration for pupils transferring from primary to post primary. 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.

**Parents should also note that the transport policy makes no exceptions for those parents who disregard the requirements to apply to all suitable school(s) within the qualifying distance of a pupil's home on the basis of possible rejection by those school(s).**

**EXCEPTIONAL CIRCUMSTANCES** Paragraph 8 of Circular 1996/41 recognises that it may not always be appropriate to determine applications for home to school transport assistance by reference to the eligibility rules which it contains and the Authority reserves the right to provide assistance in cases falling outside those rules and which it considers to be exceptional in nature. The Authority will therefore consider all applications for home to school transport assistance in accordance with the contents of Circular 1996/41 and will also consider any applications in which the child is not eligible under its rules, which are **exceptional in nature**. The Authority's Home to School Transport Exceptional Circumstances Policy can be obtained from their website, [www.eani.org.uk](http://www.eani.org.uk) or by contacting your Regional Transport Office (see overleaf).

### **ADDITIONAL INFORMATION:**

#### **A. TRANSPORT OPERATIONAL DAYS**

**The first operational day for home to school transport in any academic year will be 1<sup>st</sup> September.** For details on agreed harmonisation holiday dates i.e. when transport will not operate, please refer to the Authority's website [www.eani.org.uk](http://www.eani.org.uk).

#### **B. BOARDING POINTS**

**Translink Services:** Queries regarding boarding stages on Translink bus routes should be made to the local Translink depot. As this is essential information for completion of section (xiv) of the transport application form, you should contact the **Translink Helpline at 02890 666630**. **Please do not contact the Authority regarding Translink boarding stages as they will be unable to assist in this area.**

***Where the journey can be covered by more than one mode of public transport, the maximum assistance will be one sessional pass e.g. one Ulsterbus pass or one NIR pass, not both. The Authority 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 Authority will consider alternative provision. It should be recognised that in such instances the Authority is unable to consider additional expenditure if there is/are suitable school/s closer to home and transport is available.***

**EA Services:** The Authority will where possible allocate the closest pick up point to the home address. As outlined in the Circular the Authority has '*no obligation to assist with travel for the whole of a journey, provided that the remainder of the journey does not exceed the statutory qualifying distance - 3 miles in relation to a pupil over 11 years of age*'. In this regard, parents are responsible for facilitating that portion of the journey.

### C. LOST BUS PASSES

**Translink Passes:** If a pupil loses a Translink 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.

**EA Passes:** Any queries regarding an EA Bus pass should be directed to your Regional Transport Office of the Authority.

### D. CHANGE OF ADDRESS

Please be aware that a change of address may affect eligibility. If there is a suitable school within 3 miles of the new address written application must be made to this school or schools and written refusal(s) received before being considered for transport assistance to any other school. Written evidence should be provided with the transport application form.

**Translink Passes** - In the event of a pupil who is already in receipt of a Translink sessional pass, and is moving address, changing schools or changing details, they must return their original pass to their Regional Transport Office together with a **new application** form. If the pass has been lost or destroyed then a duplicate of the old pass must be purchased as detailed in 'C' above, before any new travel pass can be issued.

**EA Passes** - In the event of a pupil who is already in receipt of an EA bus pass, and is moving address, changing schools or changing details, they must complete and forward a **new application** form to their Regional Transport Office.

### E. EXPENSES PRIOR TO RECEIPT OF TRANSLINK PASS

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 from Translink as follows:-

- 1 Metro, Ulsterbus and NIR claims are submitted to Translink, Account Office, Milewater Road, Belfast. A claim form can be obtained from your local Translink Depot.
- 2 Any 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 from Translink will be accepted for tickets issued after 31 October.

### F. LATE APPLICATIONS – AFTER 31 OCTOBER

Pupils who make application for transport assistance after 31 October will not have their fares reimbursed unless there has been a delay on the part of the Authority or Translink in processing the application. Tickets, in respect of these fares paid by the pupil should be retained and forwarded to the appropriate Regional Office of the Authority for refund.

### G. BEHAVIOUR

The Authority reserves the right to withdraw a pupil from transport arranged by the Authority, pending investigation, where a pupil has behaved in an unacceptable manner as outlined in the Authority's booklet "Procedure for dealing with Behavioural Problems on Public and Education Authority Transport". *A copy of this policy is available on the Authority's website [www.eani.org.uk](http://www.eani.org.uk)*

### H. WEARING OF SEATBELTS

Pupils are required by law to wear seatbelts where fitted on all School Transport in accordance with seat-belt legislation.

### I. CCTV

CCTV cameras may be operational on vehicles used to transport pupils. For details of the Authority's CCTV Policy you can download these procedures on the Authority's website [www.eani.org.uk](http://www.eani.org.uk).

### J. FERRY TRAVEL

Please refer to the Authority's website [www.eani.org.uk](http://www.eani.org.uk) for details regarding arrangements for travel on the Strangford Ferry or Rathlin Ferry.

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 outcome of your application for transport assistance will be notified to you in writing. **Sessional tickets for successful applicants will be available for collection at the school on the first day of term. Any continuing pupil whose details do not change will automatically have their tickets renewed each school year, except for school age leavers.***



# Application for Transport Assistance for

## POST PRIMARY PUPIL

<b>OFFICE USE ONLY:</b>						
ASSESSED BY:	DATE:	UB	MET	NIR	BB	OTHER
PROCESSED ON EMS BY:	DATE:	PUPIL ID:				

ALL APPLICATIONS RECEIVED AFTER 30<sup>TH</sup> JUNE ARE CONSIDERED TO BE APPLICATIONS FOR THE INCOMING SCHOOL YEAR – RETROSPECTIVE APPLICATIONS WILL NOT BE PROCESSED

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 ALL APPLICANTS. 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 the parent of pupil in **BLOCK LETTERS**)

- i. School to which transport is required .....
- ii. Pupil Surname (as recorded on the birth certificate) .....
- iii. Surname by which child is known .....
- iv. Pupil Forename .....
- v. Parent's permanent home address .....
- Postcode \*(Mandatory) .....
- vi. Pupil's date of birth \*(Mandatory) ..... Male  Female  (Please tick)
- vii. Name of parent..... Daytime Tel No .....
- viii. 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 (ix)
- ix. Please state all school preferences in order as expressed on pupil's **Transfer Report Form** (Please refer to Eligibility Section of the Notes of Guidance)

1 .....	4 .....	7 .....
2 .....	5 .....	8 .....
3 .....	6 .....	9 .....
- x. Give distance from pupil's home to school named at (i) .....  
(Distance will be verified by the Authority using Arc-View GIS software)
- xi. Date of first attendance at this school.....
- xii. School attended immediately prior to that named at (i).....
- xiii. Preferred means of travel required to school named at (i) (**Public Bus / Train / Education Authority Bus / Private Car / Other**)  
(The Authority must determine the most appropriate means of transport assistance that can be offered having regard for economy and efficiency)
- xiv. If travel is by Public Transport or EA Bus **state boarding point\*** (Mandatory).....  
(Please refer to Notes of Guidance Section B)
- xv. Does a brother/sister already have assistance to school named at (i) .....
- xvi. If you have recently moved home please state: (Please refer to Notes of Guidance Section D)  
Previous Address ..... Date you moved address .....
- Previous School Attended .....

### **DECLARATION BY PARENT:**

- (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 Authority 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.
- (iv) I have discussed with my child Sections G and H regarding Behaviour and the Wearing of Seatbelts whilst travelling on Home to School Transport.

Signed ..... Parent Date .....

**THE EDUCATION AUTHORITY RESERVES THE RIGHT TO WITHDRAW TRANSPORT ASSISTANCE FROM ANY PUPIL FOR WHOM FALSE OR MISLEADING INFORMATION HAS BEEN PROVIDED.**

**PART B**

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

I certify that:

1. The above named child is enrolled in this school YES/NO\* .....
2. The parents home address as stated in (v) 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 YOUR REGIONAL OFFICE OF THE AUTHORITY:**

**BELFAST REGIONAL OFFICE**  
40 ACADEMY STREET  
BELFAST  
BT1 2NQ  
Tel: 02890 564134  
Email: [Info.belb@belb.co.uk](mailto:Info.belb@belb.co.uk)

**NORTH EASTERN REGIONAL OFFICE**  
COUNTY HALL  
182 GALGORM ROAD  
BALLYMENA  
BT42 1HN  
Tel: 02825 653333  
Email: [School.Transport@neelb.org.uk](mailto:School.Transport@neelb.org.uk)

**WESTERN REGIONAL OFFICE**  
1 HOSPITAL ROAD  
OMAGH  
BT79 0AW  
Tel: 02882 411411  
Email: [info@welbni.org](mailto:info@welbni.org)

**SOUTH EASTERN REGIONAL OFFICE**  
GRAHAMSBRIDGE ROAD,  
DUNDONALD  
BT16 2HS  
Tel: 02890 566200  
Email: [info@seelb.org.uk](mailto:info@seelb.org.uk)

**SOUTHERN REGIONAL OFFICE**  
3 CHARLEMONT PLACE  
THE MALL  
ARMAGH  
BT61 9AX  
Tel: 02837 512200  
Email: [selb.hq@selb.org](mailto:selb.hq@selb.org)

