



## Notes of guidance - travelling assistance for Hampshire children attending mainstream Infant, Junior or Primary schools

Free Home to School travel will be provided for children who live within the Hampshire county boundary, in the following circumstances:

- The child is attending the **nearest designated catchment school** or one that is **nearer** to the **primary home address** (Please note – you may be asked to provide proof of residency)
- and**
- the distance, measured by the **nearest available walking route**, between the **primary home address** and the **school**, is more than:  
**2 miles** – for children in year R to year 3 inclusive  
**3 miles** – for children in year 4 to year 6 inclusive
  - Where parents name the designated catchment school as one of their three preferences and a place is not available, assistance may be offered to the next nearest school with a place as confirmed by the Admissions Team, providing the distance and other policy criteria are met. **Written confirmation of a refusal must be provided by the designated catchment school or the Admissions Team.**

**For advice on school admissions please contact the Admissions Team on 0300 555 1377**

**Travelling assistance may also be offered in the following circumstances:**

### **Low Income Families:**

Children commencing year 3, 4, 5 or 6, and who live between 2 and 3 miles from the school, will continue to receive free transport if the family **can provide evidence** to show that:

- The child is entitled to free school meals **or**
- Their parent/legal guardian is in receipt of the **MAXIMUM** level of Working Tax Credit (Years 3-6)
- If the child is in Years R – 2 and is in receipt of income based pupil premium

**Evidence of low income** - The TRAV3P form must be completed and authorised by the school as proof of free school meals. Parents in receipt of the **MAXIMUM** level of Working Tax Credit must attach their **complete** current Tax Credit Summary for **2016/17** to the TRAV2P application form.

**We will require evidence of continued low income for the start of each new academic year**

**If entitlement to the maximum level of Working Tax Credit or Free School Meals ceases during the academic year, free school transport will continue to be provided until the end of that academic year**

### **Change of Home Address:**

- **You must contact this office if you change address at any time.**
- If travelling assistance is required from your new address you will need to complete a new application form and the entitlement will then be re-assessed

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### Applying for transport:

- Transport will not be arranged until an application form, signed by the parent/legal guardian, has been received and approved by the Passenger Transport Group.
- Please allow a minimum of 10 working days **for an entitlement decision to be made, following receipt of the completed TRAV2P application form by the Passenger Transport Group.** Up to 10 days should be allowed for transport **to be arranged or public service season tickets to be ordered.**
- **Please note that from mid August to mid September entitlement etc may take longer.**
- If the Passenger Transport Group considers that you are **not** entitled to travel assistance you will be informed of this in writing.

Reimbursement cannot be made for costs incurred before the TRAV2P has been received in this office.

### New Academic Year Applications:

- Completed applications should be submitted to the Passenger Transport Group as soon as your child has a confirmed place at the school. This is to allow time for the application to be processed by the beginning of the autumn term. Applications received after the end of **June** may be subject to delay.
- You will normally be notified of transport arrangements during the summer holiday.

**Please advise this office if an application for transport is made and your child does not take up the place at the school**

### Transport provision:

- Only the most cost effective mode of transport, as determined by the Passenger Transport Group, will be provided. In some cases, taxis are used, with booster cushions for small children; hence your child's height is required. Please note parents are not permitted to travel in the taxis.
- Children can be expected to walk up to 1 mile between a pick-up point or drop-off point and their home. Parents are responsible for their child between their home and the stop.
- If children are attending school on a part-time basis, for example for reasons of age, transport will only be provided at the beginning and end of the normal school day.
- **Parents are responsible for the behaviour of their children whilst travelling and must accept that unacceptable behaviour will lead to further action being taken or the withdrawal of transport.**

**LOST PASSES: Please note that parents/guardians are responsible for obtaining replacement bus/rail passes and for paying any associated charges.**

### Medical information:

- Parents have a duty to notify the County Council if their child suffers from any medical condition. If the child is attending the designated school but lives less than the minimum qualifying distance from the school, assistance may be provided on medical grounds if the child is physically unable to walk to school. In this instance a medical certificate or letter from a doctor must be provided, with the application form, to confirm this.

### Further enquiries to:

Operations Team, Passenger Transport Group, Economy, Transport and Environment Department, Hampshire County Council, Capital House, 48-52 Andover Road, Winchester, Hampshire, SO23 7BH  
Telephone: 01962 846924 or 845332 Fax: 01962 834527

Email: [passenger.transport.operations@hants.gov.uk](mailto:passenger.transport.operations@hants.gov.uk)