



Application form for assistance with home to school travel – September 2022 to July 2023

Form:
H2S1

Please read through the eligibility criteria below and complete this form to apply for assistance with home to school travel as appropriate.

A: Distance to school

Up to 8 years of age	Travel assistance is available to children attending their nearest appropriate school more than two miles walking distance from home along the shortest safe walking route.
Between 8 years and 16 years	Travel assistance is available for children attending their nearest appropriate school more than three miles walking distance from home along the shortest safe walking route.

B: Low income:

Children will meet low income criteria if entitled to:

- 1) free school meals on grounds of low income, or
- 2) If parents are in receipt of the maximum level of Working Tax Credit (the level of entitlement to Working Tax Credit is shown on the notice issued by H.M. Revenue and Customs) and if:
 - ☐ The nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11 years);
 - ☐ The school is between 2 and 6 miles (if aged 11-16 years and there are not three or more suitable nearer schools);
 - ☐ The school is between 2 and 15 miles and is the nearest school preferred on grounds of religion (aged 11-16 years). Please Note: A certificate of baptism is required to confirm eligibility on grounds of religion and free travel will not be provided if places are available in another suitable faith school closer to home

Please Note: Evidence of low income will be required and should accompany your application form

C: Unsafe walking

Travel assistance will be available where children live within statutory walking distance but the nature of the route is such that a child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety.

In determining whether a route is safe, the Council will consider whether the child could reasonably be expected to walk if accompanied and if so, whether the child's parent can reasonably be expected to accompany the child.

When determining eligibility, a range of factors will be taken into consideration as stated in the Council's Home to School Policy.

In reaching decisions on suitable safe routes, the Council will not override a parent's legal responsibility to ensure their child attends school regularly and punctually. The fact that parents may face other pressures at this time, such as the need to go to work, is not in itself sufficient reason for the Council to provide travel support. In all cases it will be at the Council's discretion to determine whether or not it is reasonable for parents to accompany their children on the school journey.

Other support

If your child has special education or medical needs, please contact **Children & Families Services for advice.**

Please send completed forms to:

Redcar and Cleveland Borough Council
Children & Families
Fairway House, Redcar, TS10 5JU

Further information from:

Children & Families:
Free school meals enquiries:

Phone: 01642 776 906

Phone: 01642 771 106

www.redcar-cleveland.gov.uk

Please complete one application for all children for whom you are applying

	Full name:	Date of birth	School they will be attending in 2022-2023
1 st child:			
2 nd child			
3 rd child			
4 th child			
This section must be completed including Contact Number	Child's Home Address:-		
	Post-code:	Phone:	

Please provide passport style photos for each child.

Child 1
Please attach a passport sized photograph with the child's name, and date of birth written on the back.

Child 2
Please attach a passport sized photograph with the child's name, and date of birth written on the back.

Child 3
Please attach a passport sized photograph with the child's name, and date of birth written on the back.

Child 4
Please attach a passport sized photograph with the child's name, and date of birth written on the back.

Criteria: Please tick one or more of the following categories to indicate the eligibility criteria under which you are applying for transport assistance. Guidance on each category is shown overleaf:

Reason for your application for free travel:

A: Distance to school	Tick
B1: Low Income Free School Meals	Tick
B2: Low Income – Maximum Tax Credits	Tick
C: Unsafe Walking	Tick
D. Nearest School Full	Tick
E. EHCP	Tick

Further Information in Support of your Application|:

Data Protection Act 1998

Please read the leaflet 'This is Your Personal Data' which explains how we use the information you provide.

Declaration by parent / carer

It is important you read this declaration before signing this form.

- I confirm that the above information provided is correct to the best of my knowledge.
- I have read and understood this form and accompanying guide "Home to School Travel in Redcar and Cleveland, A guide for children, young people, parents and carers".
- I understand that if I knowingly provide false information, travel assistance will be withdrawn.
- I undertake to ensure that where a permit has been issued that any permit no longer required will be returned immediately to the Council.
- I understand that a change of address may mean that I am not longer eligible for assistance with transport and I undertake to inform the Council of any such changes.
- By signing this application form I undertake to pay any charges which may be due under the eligibility criteria detailed and applied for above.

Signed by Parent/Carer: _____ Date: _____

This is Your Personal Data

Transport Services

How we handle your information

Information for the public



Everyone working for Transport services has a legal duty to keep and process information about you in accordance with the law.

This leaflet explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We use information about Home to School Transport to enable us to carry out specific functions for which we are responsible and to provide you with a service. This is lawful because it is the duty of the council to provide transport to and from school as imposed by the Education Act 1996

We keep records about children travelling on home to school transport. These may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- Basic details about you, for example, name, address, date of birth.
- Contact we have had with you, for example, appointments & letters of correspondence,
- Notes and reports about your relevant circumstances
- Details and records about the service you have received,
- Relevant information from other people that we have been in contact with in relation to the service that you have received
- Passport photographs for travel permits
- Name of the school a child is attending.
- Relevant health information
- Support required for assistance with travel

What is the information used for?

Your records are used to help ensure that we provide you with the home to school transport service that you need.

It is important that your records are accurate and up-to-date as they will help make sure that our staff are able to provide you with the help, advice or support you need.

If you do not provide us with this information then we will not be able to provide free home to school transport.

How long for?

In order to provide you with this service, we do this in accordance with public task. Your details will be kept for the duration of attendance at school. Processing is kept to a minimum and will only be processed in accordance with the law.

When other agencies are involved in the service, we may need to share details about you to enable us to work together for your benefit.

Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information needs to be disclosed (shared) include:

- checking entitlement to free school meals
- with our drivers and passenger assistants to assist in supporting children's needs
- companies who provide transport to arrange routes and times
- where the health and safety of others is at risk,
- when the law requires us to pass on information under special circumstances,

Anyone who receives information from us has a legal duty to keep it confidential

We are required by law to report certain information to appropriate authorities – for example:

- where we encounter infectious diseases which may be a public health concern
- where there are any safeguarding incidents
- when there is a road traffic accident

Partner organisations

We work with partner organisations to ensure we provide an efficient and professional service.

These could include:

- Private hire vehicle services which includes local taxi companies who may transport your child/children.
- Public Hire vehicle services such as Skelton Coaches.
- Arriva bus service.

Information will be processed within the EEA and will not be shared with overseas recipients.

Can I see my records?

The Data Protection Act 2018 allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Transport Services records along with all other personal records.

If you wish to see a copy of your records you should contact the Data Protection officer. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

The Data Protection Act 2018 allows you other rights; for example if there is an error in your records you have the right to make sure it is rectified or erased. In some circumstances you can restrict or object to processing, request data portability and request not to be the subject of solely automated decision making.

You have the right to withdraw your consent that you have provided, at any time and we must cease processing. This may restrict the service that we are able to provide.

You have the right to be told if we have made a mistake whilst processing your data and we will self report breaches to the Commissioner.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Contact the Data Protection Officer:

Name: Alison Haver
Redcar & Cleveland Borough Council,
01642 774 774
DataProtection@redcar-cleveland.gcsx.gov.uk

You can also complain to the Information Commissioner : <https://ico.org.uk/>