



HOME TO
School
TRANSPORT
2019/2020



Lincolnshire County Council 01522 782060

If you have problems reading this booklet contact us on the phone number above to see how we can help.

如果您有问题读这本小册子，请以上面的电话号码联系我们，看如何能够帮助。

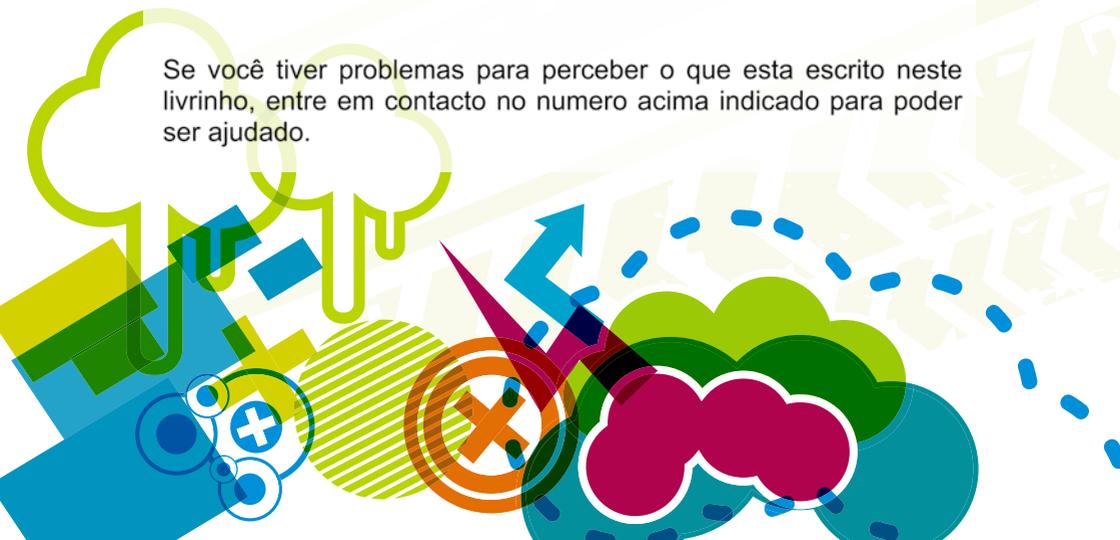
Jezeli masz problem z odczytaniem tej ulotki skontaktuj sie z nami uzywajac podanego numeru telefonu, zobaczymy jak mozemy ci pomoc.

Jei del kokiū nors priezasciu negalite perskaityti šio bukletu prasome skambinti mums numeriu nurodytu virsuje.

Если Вы не можете прочитать этот буклет, свяжитесь с нами по вышеуказанному номеру, и мы попытаемся Вам помочь.

Ja Jūs nevarat izlasīt šo bukleti, sazināties ar mums pa tālruni un mēs centīsimies palīdzēt Jums.

Se você tiver problemas para perceber o que esta escrito neste livrinho, entre em contacto no numero acima indicado para poder ser ajudado.



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Please read this booklet carefully before applying for transport. Entitlement cannot be given if you haven't taken correct advice. If you have any queries please telephone the Customer Service Centre on 01522 782020.

Lincolnshire County Council Home to School Transport Policy

Please note that there is a different policy for students of sixth form age. See additional information for sixth form students for more details.

Reception to year 11

The county council will provide or pay for transport to a school that is:

- in the designated transport area (DTA) for the home address and over:

4827 metres (3 miles) for secondary school children.

3218 metres (2 miles) for primary children.

- nearer to the home address than the nearest DTA school subject to the distance criteria as above.

If you choose a school that is not the DTA but is a nearer school please be aware that children may be expected to walk up to one, two or three miles to the bus pick up point depending on their age and that the bus we allocate may not take them into school premises.

- within the DTA and less than the statutory walking route but is on an unsuitable walking route.

Only applicable up to Year 11.

- allocated by the county council because there are no places in the DTA school and is over two or three miles from the home address provided this school is the nearest with a place.

Transport is only provided at each end of the school day and the transport arrangements (e.g. the bus service or other type of transport) can change during the period of entitlement.

Transport is only provided from the home address. Transport will not be given from a childminder's address.

If the parents or carers have shared custody of their child transport will only be provided from one address if this is within the DTA and over 2 or 3 miles from the home address. Parents need to agree which address they are applying for transport from. We will not provide transport from 2 addresses.

IMPORTANT:

Please also see the section giving information about extended transport rights for **SECONDARY SCHOOL PUPILS** for families on a reduced income.

Maps are available online at www.lincolnshire.gov.uk/schooltransport that show designated transport areas.

The information contained in this booklet is based on the policy and is correct at time of going to press.

Applying for transport

You can apply for transport at any time but if you are applying for transport to begin in September please be aware that if your application (and payment in the case of sixth form students) has not been made by 31 July we cannot guarantee that any agreed transport provision will be in place by the start of the new academic year.

Transport applications should be made when:

- Your child has their offer of a school place
- You change address.
- Your child changes school and you believe they will be entitled to transport.
- Your child enters the first year of sixth form.

Please do not re-apply when/if:

- Your child has lost their bus pass and you require a new one to be issued.
- You wish to make a payment for post 16 transport.

You will need to complete a different application form if your child is going to college. The most convenient way to apply is on-line.

Please note that parents are able to send their children to a school of their choice. However, where the school chosen is not the nearest with a place (at the point of application) or is the designated school but is not further than the statutory walking distances above, transport will not be provided by the county council. Please contact us for advice when the receipt of transport is an important factor in your decisions.

Applying for transport

Applying for transport following a change of address

Following a change of address please note that an application for transport will be assessed in accordance with the home to school transport policy. If a child was entitled to transport from a previous address they will not necessarily be eligible from their new address. For transport purposes we would expect the parent or carer to apply for a place at their nearest or DTA school through school admissions. If you are in doubt as to whether transport would be provided please contact us for more information.

Please be aware that School Admissions measure straight line distances to schools. For transport purposes driving or walking measures are taken. Therefore if transport provision is important please check with the Transport Commissioning Team whether your child will be eligible for transport.

How to apply for transport

If possible please apply for transport online. Go to: www.lincolnshire.gov.uk/schooltransport and complete the online form.

If you do not have access to the internet you can apply for transport over the phone by contacting the customer service centre on 01522 782020.

Transport agreed on the grounds of income for pupils aged 11 to 16

In addition to the normal transport policy, extended transport rights may be available for some secondary school age children (11 to 16) from families on a low income who are in receipt of certain qualifying benefits.

To qualify the child must:

- attend a school between 2 and 6 miles **and** the school **must** be one of the three nearest suitable schools to the pupil's home.

Suitable school refers to the school that is appropriate for the child's age and gender.

or

- attend a school because of their religion or belief. The child **must** be attending their nearest relevant school **and must** live more than 2 but no more than 15 miles from the school.

To qualify for transport on the grounds of income the family must be in receipt of one of the benefits listed below and, in the case of transport to a faith school, the local priest or religious leader must sign the application form confirming that the child regularly attends church or other place of worship

It is the faith of the family that is considered in this criterion but the **faith** schools that eligible children would get transport to are:

- Lincoln St Peter and St Paul's Catholic High School.
- Stickney William Lovell Church of England School.
- Welton William Farr CE Comprehensive School.

Qualifying benefits:

- Eligible for free school meals or the parent or carer must receive working tax credit or universal credit and have an annual earned income of not more than £16,190 .
- Income Support.
- Income Based Job Seekers Allowance.
- Child Tax Credit, with an annual income of not more than £16,190 (this may change in the future).
- Guaranteed Element of State Pension Credit.
- Your maximum level of Working Tax Credit, as shown on your Tax Credit Award Notice (TC602) issued the April prior to the date you require transport.
- Universal credit with an annual income of not more than £16,190 (this may change in the future).

If your qualifying benefit is working tax credit you will need to send us all the pages of your tax credit award Notice (TC602) for the relevant year or evidence of your universal credit and income.

Transport agreed on the grounds of income for pupils aged 11 to 16

If your circumstances change and you no longer receive the qualifying benefits at the end of the academic year then your child may no longer be entitled to transport.

Please contact us immediately if there are any changes that will affect your child's transport entitlement.

*Universal Credit, a new single payment, began to replace existing benefits in 2013 and is being rolled out in Lincolnshire from 2018. Once implemented the eligibility criteria for children in low income groups will be amended accordingly.

EXAMPLES



Tom gets free school meals.

He wants to go to the same school as his friend. This school is not his DTA school and it is 5.9 miles from his home address. There are two nearer schools and this school is the third nearest.

In this example **Tom would be eligible for transport** on the grounds of income because the school is one of three between two and six miles from his home.



Grace does not get free school meals but

the family receive the maximum level of Working Tax Credit and have an annual income of £12000. Grace is attending her DTA School.

Grace will be eligible for transport to the school on the grounds of income because she is attending her DTA school which is more than two miles from her home address.



Jozef is entitled to free school meals.

He would like to go to a school that is four miles from his address. There are three nearer schools.

Jozef will not get transport on the grounds of income because he is not attending one of his three nearest schools.



Carla is entitled to free school meals.

She is of the catholic faith and attends the nearest Roman Catholic School that is 14 miles from her home address. She applies for transport to this school ensuring that the application form is signed by her priest.

Carla will be entitled to transport to the faith school because this is her nearest catholic school and her application is supported by her priest.

Pupils with a Statement of Special Educational Needs or Disabilities (SENDs) or an Education, Health and Care (EHC) plan

If you are a parent or carer of a child who has a statement of special educational needs or disabilities or an Education, Health and Care (EHC) plan you may be able to apply to us for transport to a special school.

Before you apply please check with your child's caseworker whether they consider your child to have an exceptional transport need identified within their statement or EHC plan. If they do and they are attending their nearest suitable school, then their transport will be authorised by the caseworker and there is no need for you to do anything else.

If your child is not considered to have an exceptional transport need and they are attending their nearest suitable school that is over two or three miles (depending on whether they attend primary school or secondary school) from their home address, you can apply to us for transport. Our preferred method of application is online at www.lincolnshire.gov.uk/schooltransport or you can complete a paper application form.

Once we have received your application we will contact your child's caseworker to get more information about their needs. Before we can agree to transport we need to be sure that:

- your child is attending the nearest school that can meet their needs
- the school is more than two miles from your home for primary school pupils or three miles for secondary school pupils.

Once we have assessed your application we will let you know if your child is eligible for transport and what the transport will be.

If you think that the transport we have allocated is not suitable you will need to supply medical evidence to show that your child is not able to travel on the transport provided.

Special school numbers

Boston John Fielding Community Special School	925701001
Bourne Willoughby School	925702801
Gainsborough Aegir Community School (Secondary)	925703401
Gainsborough Warren Wood Community School (Primary)	925703301
Gosberton House School	925700801
Grantham Sandon School	925700501
Grantham The Ambergate Sports College Specialist Education Centre	925700201
Grantham Greenfields Academy	925702901
Horncastle St Lawrence	925702101
Lincoln Athena School	925703201
Lincoln St Christopher's School	925701501
Lincoln St Francis Special School	925701601
Lincoln The Fortuna Primary School	925703101
Louth St Bernard's School	925702501
Spalding The Garth School	925701101
Spalding The Priory School	925700901
Spilsby The Eresby School	925702401
Spilsby Woodlands Academy	925703001

Transport on medical grounds

Sometimes a child may have a medical condition that makes walking to school or travelling on a bus difficult.

If you live less than the statutory walking distance from the school but you think your child would be eligible for transport on medical grounds you will need to apply for transport in the usual way. You will also need to send us medical evidence from your child's GP or consultant supporting your application. If you do not send medical evidence with your application your request will be refused.

If your child already gets transport from us but is unable to travel on the bus then write to us explaining why they need alternative transport and send us a letter from your child's GP or consultant supporting your request. Any expenses incurred in getting medical evidence are the parent or carer's responsibility.

Please note that we will not automatically award transport provision just because the request is supported by a doctor. The evidence must be strong and clear and based on medical assessment.

Transport given on medical grounds is reviewed regularly.



Your child will only qualify for transport on medical grounds if he or she is attending the DTA school or a nearer school.

Additional transport or journeys will not be provided to support a child's part-time timetable. Transport will only be provided at each end of the normal school day.

Exceptional circumstances

Transport will not be provided outside of the policy unless there are exceptional reasons why the child is not attending the DTA or a nearer school. If you think this applies to you and you can provide evidence to support this then please apply in the usual way and send some supporting evidence.

If you are concerned that your child is being bullied then it's important that you take the correct steps to ensure that this is investigated properly. Contact the school in the first instance to find out about their procedures concerning bullying.

Please remember that if you choose to move your child to a non-transport designated school you will be responsible for transport arrangements and costs.

Emergency accommodation

If you are made homeless and have been found temporary accommodation by the district council transport may be approved for a temporary period to ensure the child continues with their education. Please apply for transport and include with your application either a letter from the district council confirming that you are homeless or supply us with a contact name and telephone number so we can speak to the housing officer concerned. Transport in these circumstances will only be provided for a time-limited period.

Transport appeals

If transport has been refused you can write to us or email querying whether the decision has been made correctly against the terms of the home to school transport policy. We will give your application further consideration and write to you giving a more detailed explanation of the policy.

If transport has still be refused and you believe the council has failed to apply its own policy or the law correctly and/or there are exceptional circumstances we should take into account you can make a stage 1 appeal. Stage 1 appeals are looked at by a senior officer who has not had any involvement in the previous decision. This officer will consider whether transport should be agreed exceptionally outside the policy. Stage 1 appeals must be made within 20 days of the transport refusal.

If your stage 1 appeal is unsuccessful and you still believe there is a case for transport to be awarded, you may make a stage 2 appeal which is dealt with by an independent panel that has had no involvement in any previous decisions. You have the right to attend the stage 2 appeal if you wish. A stage 2 appeal must be made within 20 days of the refusal of the stage 1 appeal.

More information about the appeals process can be found in the School and College Transport Policy guide, which can be accessed online at www.lincolnshire.gov.uk/schooltransport

EXAMPLES



Annie is about to transfer to secondary school.

She excels at science and would like to be a vet. Her parents want her to attend a school that specialises in science and technology. This school is not the DTA school or a nearer school.

Annie will not be eligible for transport because we do not take parental preference into account when assessing eligibility for transport.



Jonathan has passed the 11+ but has not got a place

at his DTA grammar school. Jonathan's carers would like him to go to another grammar school that is seven miles away. Jonathan's DTA comprehensive school is four miles from his address.

Jonathan will not be eligible for transport to the grammar school because his DTA comprehensive school is nearer.

Areas of Lincolnshire where special arrangements apply – up to age 16

The following information applies under the normal Home to School Transport Policy. However, if you are on a low income the following rules may not apply as your child could already be eligible for transport under the extended rights section of the policy. Please see Section 3 for more information.

Children living in areas that are served by more than one primary school

For transport purposes primary age children would be expected to attend their nearest school. Transport would only be provided if the nearest school with a place (as allocated by school admissions) is over two miles from the child's address.

Fishtoft Parish

Secondary age pupils living in Fishtoft who are within 3 miles of The Haven High Academy, Boston are not entitled to transport to The Giles Academy, Old Leake.

Pupils living in East Fen, Eastville, Midville, New Leake, Sibsey, Sibsey Northlands, Stickford, Stickney, West Fen and Westhouses are in the designated transport area for Stickney William Lovell CE School. Transport will also be given to Spilsby King Edward VI Academy if they qualify for the grammar stream, subject to the school being more than three miles from the home address. Children from these Parishes who do not qualify for the grammar stream will not be entitled to transport to Spilsby King Edward VI Academy.

Grantham area

If your DTA schools are in Grantham your child will only qualify for transport if all the non-selective Grantham schools are over three miles from the home address.

Qualifying children living in the DTA for the Grantham grammar schools will be entitled to transport subject to the schools being more than three miles from the home address.

Lincoln

If you live within the city of Lincoln the designated school for transport purposes is the school nearest to your address. Your child will not qualify for transport unless the nearest school with a place is over three miles from your address.

Schools that operate different year groups at different locations (e.g. Louth Academy, Boston Haven High)

Any applications for transport will be assessed in accordance with the home to school transport policy to the relevant site at the time of the application. When an entitled child reaches the year group where it is necessary for them to move to an alternative site, their transport entitlement will be re-assessed by the Transport Commissioning Team and applicants will be notified accordingly of any changes to their entitlement.

If a pupil does not qualify to the lower school site, but you feel that they would qualify to the upper school site it will be necessary for applicants to make a new application for transport at that point.

Schools in North East and North Lincolnshire

Some Lincolnshire villages near to the boundaries of the authorities mentioned above are closer to schools in those areas than to schools in Lincolnshire.

IMPORTANT:

The following gives information about the out of county and in county schools that are designated for transport purposes. Please be advised that transport will only be provided to the named schools. Transport will **not** be provided to any other in county school.

AREA	The designated school for transport is
Waddingham, Snitterby, Bishop Norton, Hemswell, Harpswell, Glentworth, Willoughton, Blyborough, Atterby, Brandy Wharf or Grayingham	Huntcliff Comprehensive School If a student obtains a place at Market Rasen De Aston School transport may be provided
Scotter, East Ferry, Scotton or Northorpe	Huntcliff Comprehensive School and Gainsborough Queen Elizabeth's High School If a student obtains a place at Gainsborough Academy transport may be provided
Keelby or Riby	Healing Comprehensive School If a student obtains a place at Caistor Yarborough Academy or Caistor Grammar School transport may be provided
Tetney, Holton le Clay Waithe, Grainsby, North Thoresby	Waltham Toll Bar School If a student obtains a place at the Louth secondary schools transport may be provided

Route assessments to schools and transport pick up points – only applicable for reception to year 11

Route availability

If a child lives less than the statutory walking distance from the DTA or a nearer school, the parent or carer is responsible for their children's transport arrangements and costs. However, if you think the route to the school may be unsuitable for an accompanied child to walk then please go online to find out the county council's criteria for route availability. If you then believe the route fails to meet the council's criteria contact us with more details and, if the route has not previously been assessed, an officer will arrange an inspection.

Please note this only applies to children up to year 11. Students in year 12 and above are responsible for their own travel arrangements if they live less than three miles from the school. The only exceptions to this are pupils who have a medical condition or learning difficulties/disabilities which prevents them from walking the route.

Routes to bus pick up points

Parents or carers are responsible for getting their children to the bus pick up point up to the specified distance, according to the age of the child. These are:

- 1 mile for primary school children.
- 2 miles for secondary school children aged 11 to 16.
- 3 miles for post 16 pupils.

However if you are concerned about the suitability of the route to the pick-up point and your child is of statutory school age (reception up to year 11), then please follow the action outlined above. An officer will assess the route and you will be notified of the outcome.

Students in Year 12 and above are responsible for their own travel arrangements if they live less than three miles from the pick up point. The only exceptions to this are pupils who have a medical condition or special educational needs or disabilities which prevents them from walking the route.

Transport arrangements

Pupils applying for transport for September will receive their passes in time for the start of term as long as the application is made in plenty of time and, in the case of post 16 pupils, they have paid their contribution. Details of transport arrangements (i.e. timetables) will be sent with the pass.

Transport arrangements are reviewed from time to time and may change. You will be given notice of any changes that affect transport provision.

Travel passes are the property of Lincolnshire County Council and should only be used by the person named on the pass and only on the designated service. Valid travel passes that are no longer required should be returned – not destroyed. The county council reserves the right to charge parents for any tickets that are misused or not returned.

Behaviour on Transport

Pupils are expected to behave well at all times on transport. Failure to do so could endanger other passengers on the vehicle.

The county council reserves the right to withdraw transport provision from any pupil who, despite a clear warning, fails to behave in an acceptable manner. If a child

is banned from transport the responsibility to make alternative arrangements to get the child to school will rest with the parents or carers. The county council may use closed circuit television equipment on vehicles to ensure reasonable standards of behaviour.

Refunds and lost travel passes

If we have made an error that has resulted in your child not receiving their pass in time for the start of term then we may reimburse you for any fares paid while you were waiting for your pass to arrive. Please ask your child to keep their bus tickets and contact the Customer Service Centre for advice on how to claim.

If your pass has been lost or stolen you can apply for a new pass online at www.lincolnshire.gov.uk/schooltransport and click the link for online payments. If you do not know your child's TRA number please ring the Customer Service Centre and they will let you have this information. You will need your child's TRA number to make a payment. Alternatively, send a cheque or postal order for £5.00 (for bus passes) or £10.00 (for train passes) made payable to Lincolnshire County Council with a covering letter to the Transport Services Group (TSG). The address is at the back of this booklet.

Additional information for sixth form students

Raising the participation age (RPA)

The Government has increased the age to which all young people in England must continue in education or training, requiring them to continue until their 18th birthday from 2015.

Raising the participation age does not mean young people must stay in school. They will be able to choose one of the following options at post 16:

- Full-time education, such as school, college or home education.
- An apprenticeship.
- Part-time education or training if they are employed, self-employed or volunteering full-time (which is defined as 20 hours or more a week).

These changes do not affect any entitlement to transport support under the county council's policy.

Please read the following post 16 policy criteria carefully:

- Students will only be entitled to transport to their nearest or DTA school subject to this being more than three miles from their home address. We no longer take individual courses into

account when assessing eligibility for transport provision.

- The designated sixth form will be (in most cases) the sixth form nearest to your home. Do not assume that schools designated for transport for your area for younger pupils will be the designated for sixth form. Transport will not be agreed to any alternative school even if the course is not available at the nearest. Neither will transport be provided to the next nearest with a place if the student is refused a place at their designated transport area sixth form.

There is an exception to this. Students who have previously been entitled to transport provision to the school will continue to get transport for sixth form as long as they apply and pay the contribution. However, this may not include students who were previously entitled to transport on the grounds of income where they are under the walking distance for sixth form (3 miles).

- The contribution for the academic year 2019/20 is £570 for a year or three termly payments of £193 (£579 for a year). Applicants paying online will also be able to pay instalments of £96.50 to be made at 6 times of the year. The Council's preferred option for payments is online at www.lincolnshire.gov.uk/onlinepayments.
- No transport will be provided to a school less than three miles from the home address. Neither will transport

be provided to a pick up point (e.g. a bus stop) that is less than three miles from the student's address.

In these circumstances transport will not be provided even if the county council has designated the route between the home address and the school or pick up point as unsuitable for school children to walk. In all cases students will be responsible for their own travel arrangements and costs. This may not apply where students are unable to make their own way to the college or pick up point because they have learning difficulties or a disability which prevents them from doing so.

- No additional transport will be provided if sixth form students finish school at a different time to the rest of the school.

To qualify for transport to sixth form the student must:

- Attend the nearest sixth form provided the distance between the home address and the school is more than 4827 metres (3 miles).
- Pay a contribution towards costs. For the academic year 2019/20 this is £570 for the year or £579 if you choose to pay in instalments. The options for payment are covered above. The contribution is reviewed annually.
- Be under the age of 19 on 1 September prior to the start of the course unless the student has special educational needs and/or disabilities.

- Transport is only provided at each end of the normal school day.
- All students of sixth form age (aged 16-18, extended to 19 for continuing learners who need one additional year to complete a course they began before the age of 19) who are in education and are entitled to transport have to pay a contribution towards transport. This includes students with a Statement of Special Needs or an EHC Plan and families on income support and other benefits.
- Transport will only be considered beyond the age of 19 for students with an EHCP and any necessary transport and financial contribution will be considered on an individual basis upon application.
- Students requiring transport for a third year or more need to make a new application annually. Transport provision for SEND learners aged 19 or over who have an Education and Health Care Plan and are starting a new programme of learning may qualify for free transport subject to application.

If you have any queries about which sixth form your child would get transport to please do not hesitate to contact us.

Applying for transport to sixth form

Young people transferring to sixth form will need to apply to us for transport – even if they are attending the same school as before.

The Council's preferred option for payments is on-line at www.lincolnshire.gov.uk/onlinepayments

If possible please apply for transport online. Go to www.lincolnshire.gov.uk/schooltransport and complete the online form.

After we receive your application, we will write to you to let you know if your application is successful. If you are eligible for transport we will send you a payment form with details about how you can pay your contribution.

Transport arrangements will not be made until we have received your contribution. Therefore it is very important that we receive the payment by 31 July to ensure that transport is in place in time for the start of term.

Please do not wait for exam results before applying for transport. We will refund your contribution as long as you let us know before the beginning of term that transport is no longer required.

Please do not send a cheque with your application form. Wait until you receive your entitlement letter and payment form before making the payment.

Transport contributions for sixth form students

The contribution for the academic year 2019/20 is £570 for a year or three termly payments of £193. (£579 for a year). Applicants paying online will also be able to pay instalments of £96.50 to be made at 6 times of the year. The Council's preferred option for payments is on-line at www.lincolnshire.gov.uk/onlinepayments.

If you wish to pay by cheque please remember to write the student's name and Transport (TRA) Number on the back of the cheque. This number can be found on the top of your entitlement letter and also in section B of the payment form. If payment is not received by the due date there may be a delay in arranging transport. Please make all cheques and postal orders payable to Lincolnshire County Council.

IMPORTANT:

Please be advised that you will not be sent reminders for payment of the instalments through the post. Reminders will be sent to email addresses you have registered with us. If you do not have online access you are responsible for keeping a note of the date the instalment is due and making the payment. Should you choose to split your termly payment over 2 instalments please be aware that any missed payments will be recouped from future payments and transport may not be provided until all payments are up to date.

If you cannot remember when the instalment is due or you are unsure about how to make the payment contact the customer service centre on 01522 782020 – they will be able to advise you. You can also inform the Customer Service Centre if you change your email address.

Concessionary transport

Concessionary transport is agreed at the discretion of the Transport Services Group. It may be given to a **non-entitled** student if there are spare seats on a school bus or taxi. It will **not** be given if there is a commercial (fare paying) service already travelling to the school. There is a charge for this service.

Concessionary transport must be re-applied for each year and can be withdrawn at any time although a notice period of five days is given.

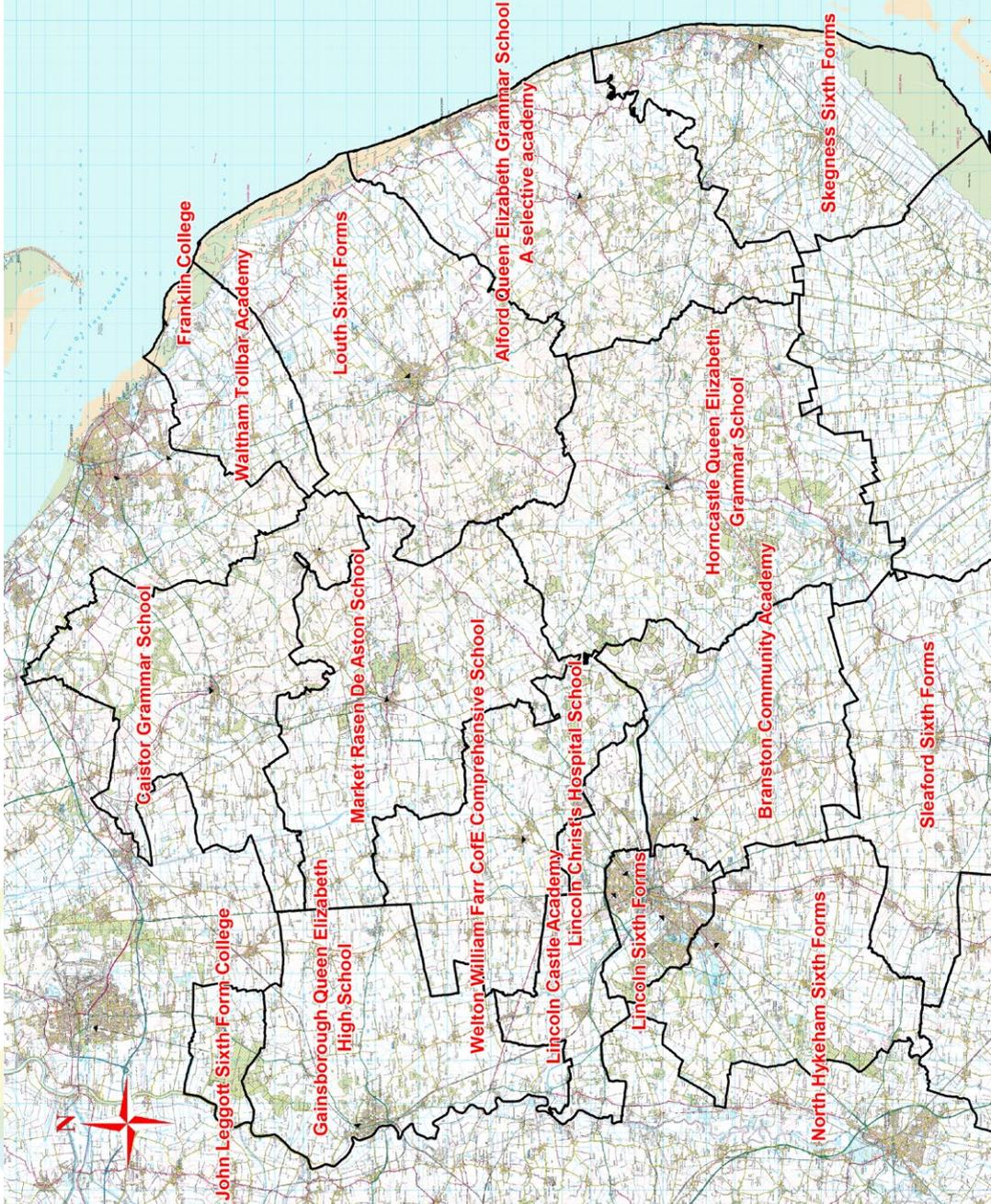
We would strongly advise parents or carers not to rely on concessionary transport. If it is withdrawn it is very important that the parent or carer has other means of getting their child to school.

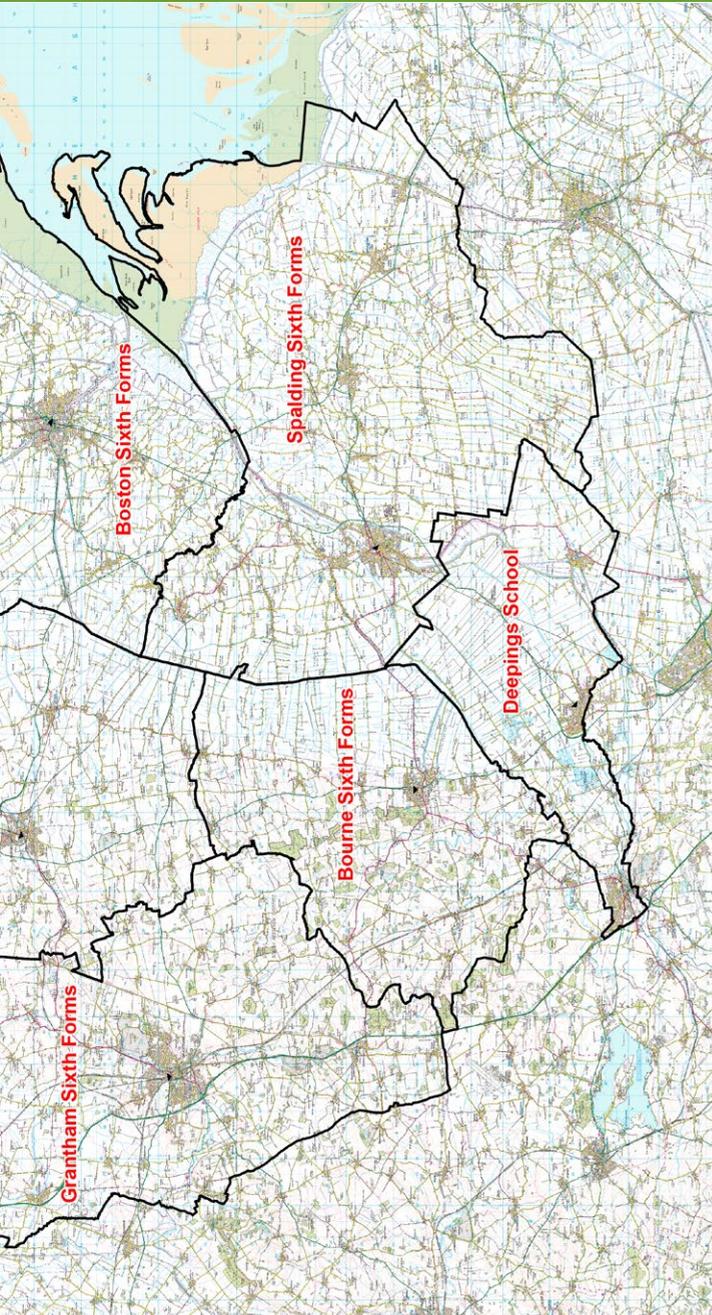
Children attending a nursery class are not entitled to concessionary transport.

Remember, if a child has no entitlement to home to school transport then it is the parent or carer's responsibility to get their child to school.

You can apply for concessionary transport online at www.lincolnshire.gov.uk/schooltransport and follow the link for concessionary transport.

Sixth Form DTA's as at September 2018





Working for a better future

CHILDREN'S SERVICES
Director: Debbie Barnes
County Offices, Newland,
Lincoln,
LN1 1YL.

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Questions and answers

Here are some of the most frequently asked questions by parents and carers.

Q
My local primary school does not have a place for my child. The next school is more than two miles away. Can I apply for transport to that school?

If there are no places at the local school or you have any queries about admission to schools please contact the admissions team (Tel:01522 782030) for advice.

application for a school place is made through school admissions although in certain circumstances we may accept a letter from the school confirming they have no places.

If your child cannot get a place at the local school then transport may be given to the next nearest school with a place if this is over the qualifying distance from the pupil's address. The only way the transport team can know that the school is the nearest with a place is if the

The fact that a school is full is only taken into account when a child is starting at a school. If you choose to put your child in an alternative school and then later find that the designated school is full your child will not then become entitled to transport.

A

Q
I have taken my child out of school because she is being bullied. Will she get transport to her new school?

No, not unless she is entitled to transport under the normal policy. If a parent chooses to send their child to a school outside of the designated transport area school for whatever reason then they are responsible for transport arrangements and costs.

A

Q
My child would like to go to breakfast club and stay to do after school activities? Would transport be available to attend these?

Transport is only provided at each end of the school day. Extra transport cannot be provided for clubs and activities outside these times.

A

Q
I know there is a nearer school than the DTA school.
Will my child get transport to that school?

A
Yes. As long as it is over the statutory walking distance from your address and is definitely nearer to your home address than the nearest designated school for transport. Please do not assume that this is the case and that transport will be available. If transport provision is important then check with us before making any final decisions.

You must also be aware that children may be expected to walk up to 1 mile (primary), 2 miles (secondary) or 3 miles (post 16) to the bus pick up point and that the bus we allocate may not take them into and/or pick them up from school premises.

Q
There were no places in my DTA school so my daughter gets transport to another school allocated by the county council. Will my younger children also get transport to this school?

A
No. Each application is considered in line with the transport policy. If the local school is full transport may be provided to the next nearest school with a place in your child's year group. This may be different for each child.

Q
My child has been offered a place in the nursery class at my local school. Can I apply for transport as we live more than two miles away?

A
No. Transport is not provided for children who attend nursery classes. Transport provision will not be considered until the September before they reach the age of five. Neither will children attending nursery classes be eligible for concessionary transport.

Q

The school has arranged for my child to attend a college placement. Will transport be provided?

Transport will not be provided to a college or any other establishment that the school has arranged for the child to attend unless this is a special arrangement agreed by the pupil reintegration team.

A

Q

Would my child get transport to a work experience placement?

No additional transport will not be provided. The parent or carer is responsible for getting the pupil to the work placement.

A

Q

I am about to move house. What should I do about transport?

If you think your child will be eligible for transport from your new address you will need to apply for transport in the normal way, either online at www.lincolnshire.gov.uk/schooltransport or by completing a paper application. If your child qualifies for transport on the grounds of income your application will be reassessed from your new address.

If your child qualifies for transport on the grounds of income your application will be reassessed from your new address.

A

Q

I live outside Lincolnshire but my child goes to a Lincolnshire School. Will she be eligible for transport?

A

You should contact the local authority to which you pay your council tax regarding any home to school transport matters. Lincolnshire County Council is only responsible for the transport of pupils/students who live within its borders.

Q
My child has moved from my ex-partner's address to my house and can't get to school. Can I get transport?

Q
My child is entitled to transport but I would prefer to take her to school myself. Could I claim a petrol allowance?

A
Transport will only be provided in these circumstances if the child is attending the designated transport area school. If a child lives at two different addresses transport will only be given from one address subject to the policy. It is for the parents to decide which address they would like to apply for transport from.

A
Private mileage would only be paid if there was no alternative transport available. Please also note that entitlement cannot be backdated prior to receipt of an application.

Q
My child has been banned from the bus. Will alternative transport be provided?

A
No. Pupils are expected to behave well at all times on transport. Failure to do so could endanger other passengers on the vehicle.

The county council reserves the right to withdraw transport provision from any pupil who, despite a clear warning, fails to behave in an acceptable manner. If a child is banned from transport the responsibility to make alternative arrangements to get the child to school will rest with the parents or carers. The county council may use the closed circuit television equipment on vehicles to ensure reasonable standards of behaviour.

Q
I am on low income/benefits.
Do I still have to pay?

A
*Yes, all students are required to pay the contribution.
You can choose to pay in instalments to break down the cost.*

Q
I attend sixth form and pay a contribution towards transport.
If I leave my course or move house part way through, will I
be able to claim a refund?

A
*If you no longer require transport part way through a term
there will be no refund due for the remainder of that term.
However, if you are still entitled from a new address, any
payment already made will be taken into account and you will
not have to pay again for the same term.*

Primary and secondary school numbers

Here are application numbers for all Lincolnshire primary and secondary schools. Please use these when filling in your application form to indicate to which school you want transport.

Primary school numbers

Alford Primary School	9252142
Allington with Sedgebrook CE Primary School	9253000
Ancaster CE Primary School	9253001
Bardney CE and Methodist Primary School	9253154
Barkston and Syston CE Primary School	9255222
Barrowby CE Primary School	9253004
Bassingham Primary School	9252002
Baston CE Primary School	9253005
Billingborough Primary School	9252003
Billinghay CE Primary School	9253007
Binbrook CE Primary School	9253116
Blyton cum Laughton CE Primary School	9253350
Boston Carlton Road Academy	9252234
Boston Hawthorn Tree School	9252113
Boston Park Primary School	9252237
Boston Pioneers' Free School Academy	9252010
Boston Saint Mary's RC Primary School	9253342
Boston Saint Thomas' CE Primary School	9253085
Boston St Nicholas CE Primary School	9253162
Boston Staniland Academy	9252239
Boston Tower Road Academy	9255221
Boston West Academy	9252116
Bourne Abbey CE Primary Academy	9253510
Bourne Elsea Park Academy	9252016
Bourne Westfield Primary Academy	9252072

Primary school numbers

Bracebridge Heath St John's Primary Academy	9252009
Branston CE Infant School	9253009
Branston Junior Academy	9252074
Brant Broughton CE and Methodist Primary School	9253163
Bucknall Primary School	9252146
Burgh-le-Marsh St Peter & St Paul CE Primary School	9253118
Butterwick Pinchbeck's Endowed CE Primary School	9255216
Bythams Primary School	9252243
Caistor CE and Methodist Primary School	9253156
Caythorpe Primary School	9252012
Chapel St Leonards Primary School	9255210
Cherry Willingham Primary School	9252241
Claypole CE Primary School	9253078
Coleby CE Primary School	9253015
Colsterworth CE Primary School	9253079
Coningsby St Michael's CE Primary School	9253119
Corby Glen Community Primary School	9252013
Corringham CE (Voluntary Controlled) Primary School	9253120
Cowbit St Mary's (Endowed) CE Primary School	9253337
Cranwell Primary School	9255207
Crowland South View Community Primary School	9252084
Deeping St James Community Primary School	9252062
Deeping St James Linchfield Community Primary School	9252232
Deeping St Nicholas Primary School	9252085
Denton CE School	9253017
Digby CE School	9253018
Digby The Tedder Primary School	9252017
Donington Cowley Endowed Primary School	9253098
Donington-on-Bain School	9252149
Dunholme St Chad's CE Primary School	9253121

Primary school numbers

Dunston St Peter's CE Primary School	9253021
Eagle Community Primary School	9252019
Edenham CE School	9253022
Faldingworth Community Primary School	9252151
Fishtoft School	9252007
Fiskerton CE Primary School	9253122
Fleet Wood Lane School	9252087
Friskney All Saints Church of England (Aided) Primary School	9253353
Frithville Primary School	9252152
Fulstow Community Primary School	9252153
Gainsborough Benjamin Adlard Community School	9252247
Gainsborough Castle Wood Primary Academy	9252018
Gainsborough Charles Baines Community Primary School	9252214
Gainsborough Hillcrest Early Years Academy	9252208
Gainsborough Mercers Wood Academy	9252008
Gainsborough Parish Church Primary School	9253354
Gainsborough St George's CE Community Primary School	9253169
Gainsborough White's Wood Academy	9252207
Gedney Church End Primary School	9252088
Gedney Drove End School	9252089
Gedney Hill CE (Controlled) Primary School	9253088
Gipsey Bridge Academy	9252157
Gosberton Clough and Risegate Community Primary School	9252091
Gosberton Primary School	9252090
Grainthorpe School	9252158
Grantham Belmont Community Primary School	9252070
Grantham Belton Lane Community Primary School	9252054
Grantham Cliffedale Primary School	9252055
Grantham Gonerby Hill Foot CE Primary School	9253029
Grantham Harrowby CE Infant School	9253310

Primary school numbers

Grantham Huntingtower Community Primary School	9252020
Grantham Little Gonerby CE Infant School	9253311
Grantham St Anne's CE Primary School	9253026
Grantham Saint Mary's Catholic Primary School	9253330
Grantham The Isaac Newton Primary School	9252024
Grantham The National Church of England Junior School	9253308
Grantham The West Grantham Academy Earl Of Dysart	9255230
Grantham The West Grantham Academy Spitalgate	9253027
Grasby All Saints CE Primary School	9253123
Great Gonerby St Sebastian's CE Primary School	9253313
Great Ponton CE School	9253314
Great Steeping Primary School	9252159
Grimoldby Primary School	9255217
Hackthorn CE Primary School	9253124
Halton Holegate CE Primary School	9253125
Harlaxton CE Primary School	9253031
Healing Primary School	8122154
Heckington St Andrew's CE Primary School	9253033
Heighington Millfield Primary Academy	9252075
Helpringham Primary School	9252025
Hemswell Cliff Primary School	9252210
Hogsthorpe Primary Academy	9252161
Holbeach Bank Primary School	9252092
Holbeach Primary School	9252093
Holbeach St Mark's CE Primary School	9253089
Holbeach William Stukeley Church of England VA Primary School	9253167
Holton-le-Clay Infants' School	9252162
Holton-le-Clay Junior School	9252229
Horbling Brown's CE Primary School	9253317

Primary school numbers

Horncastle Community Primary School	9252244
Huttoft Primary School	9255209
Ingham Primary School	9252166
Ingoldmells Academy	9252004
Ingoldsby Primary School	9252035
Keelby Primary School	9252168
Kelsey Primary School	9252182
Kirkby-la-Thorpe CE Primary School	9253036
Kirkby-on-Bain CE Primary School	9253359
Kirton Primary School	9252094
Langtoft Primary School	9252028
Lea Frances Olive Anderson CE Primary School	9253361
Leadenham CE Primary School	9253319
Leasingham St Andrew's CE Primary School	9253037
Legbourne East Wold CE Primary School	9253168
Legsby Primary School	9252169
Lincoln Birchwood Junior School	9252245
Lincoln Bishop King CE Community Primary School	9253505
Lincoln Bracebridge Infant and Nursery School	9252122
Lincoln Carlton Academy	9252006
Lincoln Ermine Primary Academy	9253508
Lincoln Hartsholme Academy	9255220
Lincoln Leslie Manser Primary School	9252246
Lincoln Manor Leas Infant School	9252137
Lincoln Manor Leas Junior Academy	9252136
Lincoln Monks Abbey Primary School	9252124
Lincoln Mount Street Academy	9255227
Lincoln Our Lady of Lincoln Catholic Primary School	9253347
Lincoln Saint Hugh's Catholic Primary School	9253346
Lincoln St Faith's CE Infant School	9253108

Primary school numbers

Lincoln St Faith and St Martin Church of England Junior School	9253107
Lincoln St Giles Academy	9252027
Lincoln St Peter at Gowts CE Primary School	9253111
Lincoln St Peter in Eastgate Church of England (Controlled) Infants' School	9253105
Lincoln The Lancaster School	9255219
Lincoln The Meadows Primary School	9253507
Lincoln The Priory Witham Academy – Primary	9252130
Lincoln The Sir Francis Hill Community Primary School	9252120
Lincoln Westgate Academy	9255224
Lincoln Woodlands Infant and Nursery School	9252135
Long Bennington CE Primary Academy	9253040
Long Sutton Primary School	9252095
Louth Eastfield Infants' and Nursery Academy	9252170
Louth Kidgate Primary Academy	9252171
Louth Lacey Gardens Junior Academy	9255206
Louth St Michael's CE Primary School	9253128
Lutton St Nicholas Primary School	9252105
Mablethorpe Primary Academy	9252005
Mareham-le-Fen CE Primary School	9253130
Market Deeping Community Primary School	9252065
Market Deeping William Hildyard CE Primary & Nursery School	9255228
Market Rasen CE Primary School	9253131
Marshchapel Primary School	9252174
Marston Thorold's Charity CE School	9253321
Martin Mrs Mary King's CE (Controlled) Primary School	9253041
Marton Primary School	9252175
Metheringham Primary School	9252030
Middle Rasen Primary School	9252176

Primary school numbers

Morton CE (Controlled) Primary School	9253044
Morton Trentside Primary School	9252177
Moulton Chapel Primary School	9252096
Moulton The John Harrox Primary School	9252097
Navenby CE Primary School	9253045
Nettleham Church of England Voluntary Aided Junior School	9253364
Nettleham Infant School	9255223
Nettleton Community Primary School	9252178
New Leake Primary School	9252179
New York Primary School	9252180
Newton-on-Trent CE Primary School	9253132
Nocton Community School	9252031
Normanby-by-Spital Primary School	9252181
North Cockerington CE Primary School	9253134
North Cotes CE Primary School	9253133
North Hykeham All Saints CE Primary School	9253047
North Hykeham Fosse Way Academy	9252057
North Hykeham Ling Moor Academy	9252064
North Hykeham Manor Farm Academy	9252036
North Scarle Primary School	9252033
North Somercotes CE Primary School	9255225
North Thoresby Primary School	9252183
Old Leake Primary and Nursery School	9255215
Osournby Primary School	9252034
Osgodby Primary School	9252185
Partney CE Aided Primary School	9253366
Pinchbeck East CE Primary School	9253091
Pinchbeck West St Bartholomews CE Primary School	9253092
Pointon St Gilbert of Sempringham CE Primary School	9253322
Potterhanworth CE Primary School	9253050
Quadring Cowley and Brown's Primary School	9253093

Primary school numbers

Rauceby School (Church of England)	9255202
Reepham CE Primary School	9253136
Ropsley CE Primary School	9253052
Ruskington Chestnut Street CE Primary School	9255226
Ruskington Winchelsea Primary School	9252224
Ryhall CE Primary School	8573116
Saxilby CE Primary School	9253139
Scamblesby CE Primary School	9253140
Scampton CE Primary School	9253141
Scampton Pollyplatt Primary School	9252187
Scothern Ellison Boulters CE Primary School	9253166
Scotter Primary School	9252188
Shepeau Stow Primary School	9252107
Sibsey Free Primary School	9253170
Skegness Beacon Primary Academy	9252014
Skegness Infant Academy	9252190
Skegness Junior Academy	9252000
Skegness Seathorne Primary School	9252191
Skegness The Richmond School	9252219
Skellingthorpe St Lawrence CE Primary School	9253056
Skellingthorpe The Holt Primary School	9252067
Sleaford Church Lane Primary and Nursery School	9252038
Sleaford Our Lady of Good Counsel Catholic Primary	9253331
Sleaford St Botolph's CE School, Quarrington	9252248
Sleaford The William Alvey CE School	9255203
South Hykeham Community Primary School	9252039
South Witham Community Primary School	9252042
Spalding Monkshouse Primary School	9252114
Spalding Parish CE Day School	9253338
Spalding Primary School	9255211

Primary school numbers

Spalding Saint Norbert's Catholic Primary School	9253343
Spalding St John The Baptist CE Primary School	9253339
Spalding St Paul's Community Primary and Nursery School	9252109
Spalding Wygate Park Academy	9252021
Spilsby Primary School	9252193
Stamford Malcolm Sargent Primary School	9255205
Stamford Saint Augustine's Catholic Primary School	9253332
Stamford Saint George's CE Primary School	9253325
Stamford St Gilbert's CE Primary School	9253077
Stamford The Bluecoat School	9252066
Stickney CE Primary School	9253171
Sturton by Stow Primary School	9252195
Surfleet Primary School	9252102
Sutterton Fourfields CE School	9253103
Sutton Bridge Westmere Community Primary School	9252238
Sutton St James Community Primary School	9252104
Sutton-on-Sea Community Primary School	9252196
Swinderby All Saints CE Primary School	9253066
Swineshead St Mary's CE Primary School	9253102
Tattershall Primary School	9252215
Tattershall Holy Trinity CE Primary School	9253146
Tealby School	9252197
Tetford The Edward Richardson Primary School	9252198
Tetney Primary School	9252199
Theddlethorpe Primary School	9252040
Thorpe-on-the-Hill St Michael's CE Primary School	9253068
Thurlby Community Primary School	9252046
Toynton All Saints Primary School	9252201
Tydd St Mary CE Primary School	9253340
Uffington CE Primary School	9253070

Primary school numbers

Utterby Primary School	9252202
Waddingham Primary School	9252203
Waddington All Saints Primary School	9252240
Waddington Redwood Primary School	9252061
Wainfleet Magdalen CE/Methodist School	9252015
Walcott Primary School	9252050
Washingborough Academy	9255212
Welbourn CE Primary School	9253071
Welton St Mary's CE Primary Academy	9253158
Weston Hills CE Primary School	9253096
Weston St Mary CE Primary School	9252023
Whaplode CE Primary School	9253097
Willoughby St Helena's CE Primary School	9253151
Willoughton Primary School	9252205
Witham St Hughs Academy	9253506
Withern St Margaret's CE School	9253152
Woodhall Spa St Andrew's CE Primary School	9255208
Wragby Primary School	9252206
Wrangle Primary School	9255218
Wyberton Primary School	9255214

Secondary school numbers

Alford John Spendluffe Technology College	9254048
Alford Queen Elizabeth's Grammar School	9255401
Boston Grammar School	9255424
Boston High School	9254022
Boston The Haven High Academy – Marian Road Campus	9254072
Boston The Haven High Academy – Tollfield Campus	9254604
Bourne Academy	9254000
Bourne Grammar School	9254501
Branston Community Academy	9255418
Caistor Grammar School	9255406
Caistor Yarborough Academy	9254049
Cherry Willingham The Priory Pembroke Academy	925404101
Corby Glen The Charles Read Academy	9254017
Deepings School	9254010
Donington The Thomas Cowley High School	9254507
Gainsborough Queen Elizabeth's High School	9254065
Gainsborough The Gainsborough Academy	9256908
Grantham Kesteven and Grantham Girls' School	9254004
Grantham The King's School	9255402
Grantham The Priory Ruskin Academy	9256910
Grantham The Walton Girls' High School & Sixth Form	9254019
Grantham The West Grantham Academy St Hugh's	9255422
Holbeach University Academy Holbeach	9254001
Horncastle Banovallum School	9254050
Horncastle Queen Elizabeth's Grammar School	9255411
Kirton Thomas Middlecott Academy	9254013
Lincoln Castle Academy	9255407
Lincoln Christ's Hospital School	9255408
Lincoln St Peter and St Paul Catholic Voluntary Academy	9255421
Lincoln The Priory Academy LSST	9256907

Secondary school numbers

Lincoln The Priory Witham Academy (Secondary)	9256905
Lincoln The Priory City of Lincoln Academy	9256906
Long Sutton The Peele Community College	9254030
Louth Academy	9254039
Louth King Edward VI Grammar School	9255405
Market Rasen De Aston School	9254514
North Hykeham North Kesteven School	9255412
North Hykeham Sir Robert Pattinson Academy	9255413
North Somercotes Somercotes Academy	9254018
Old Leake Giles Academy	9255423
Skegness Grammar School	9255400
Skegness Academy	9256911
Sleaford Carre's Grammar School	9255403
Sleaford Kesteven & Sleaford Selective Academy	9254005
Spalding High School	9254027
Spalding Academy	9254035
Spalding Grammar School	9254603
St George's Academy – Sleaford Site	9256909
St George's Academy – Ruskington Site	9254006
Spilsby King Edward VI Academy	9254002
Stamford The Welland Academy	9254067
Stickney William Lovell Church of England School	9254516
Tattershall Barnes Wallis Academy	9254011
Welbourn Sir William Robertson Academy	9255420
Welton William Farr (CE) Comprehensive School	9255415

Secondary school numbers

Schools or academies in other local authorities	Number
North Lincolnshire	
Huntcliff School – A Specialist College for Engineering and Technology, Kirton in Lindsey	8134074
St Bede's Catholic Voluntary Academy, Scunthorpe	8134700

North East Lincolnshire	Number
Healing School, A Specialist Science & Foundation College Healing, Grimsby	8124084
St Mary's Catholic High School, Grimsby	8124627
The Humberston Academy, Humberston, Grimsby	8124092
Tollbar Academy, New Waltham, Grimsby	8124078

Peterborough	Number
Arthur Mellows Village College, Glinton	8745417
St John Fisher Catholic High School	8745413
The King's (The Cathedral) School	8745404
The Thomas Deacon Academy	8746905

Rutland	Number
Casterton College	8575405

Norfolk	Number
St Clement's High School, Terrington St Clements	9265408

Glossary and checklist

DTA School	The school to which we would provide transport subject to it being over 3 miles (for secondary schools) or 2 miles (for primary schools)
Statutory walking distance	The distance a pupil or student is expected to walk to school or college – 3 miles for secondary and post 16 pupils and 2 miles for primary school pupils. See also section 3 – transport agreed on the ground of income for pupils aged 11 to 16.
Suitable school	That is the school that is appropriate to the child's age and gender.
Customer service centre	A trained, frontline staff member that will deal with all general enquiries and will liaise between you, transport commissioning team and the transport services group. The customer service centre is your first point of contact for all queries you have relating to home to school and college transport. If they cannot help you they will pass your query to the commissioning team or the transport services group. When phoning the CSC please ensure you have the necessary details at hand to give them.
Children's Services Transport Commissioning	The commissioning team deal with travel applications, eligibility for transport (including medical entitlement) and queries about unsuitable walking routes to school or college.
Transport Services Group (TSG)	Transport services issue bus passes (including lost bus passes), are responsible for travel arrangements and queries about unsuitable routes to the pick up point.
Entitled student	A student who is eligible for home to school or college transport
Oversubscription	A school or academy is described as being oversubscribed when it has received more applications for places than there are places available.

Contacts and telephone numbers

All telephone enquiries must be made to:

Customer service centre 01522 782020

Email address: **schooltransportapplications@lincolnshire.gov.uk**

Please put 'Home to School/College Transport' in the subject heading.

Travel application forms, appeal letters and queries about routes to school or college should be sent to:

Children's Services
Transport Commissioning
County Offices, Newland
Lincoln LN1 1YL
Fax: (01522) 516054

Letters regarding transport arrangements, concessionary transport and routes to pick up points should be sent to:

Transport Services Group
Crown House
Grantham Street
Lincoln LN2 1BD
Fax: (01522) 568735

We will try to respond to or acknowledge letters within five working days of receipt. However during busy periods this is not always possible.

If you wish to speak to someone regarding public bus/rail services in your area, please contact:

Traveline: 0871 200 22 33
www.traveline.info

Checklist

Please make sure you have:

- filled in all the sections of the application form and signed it.
- (in the case of an application for transport submitted on the grounds of income and faith) had the application form signed by your Priest.
- included any relevant supporting letters with your application.

Keep this booklet so that if you have any queries, you can contact us.

Please contact the customer service centre if

- you have applied for transport for September and not received a letter from us either approving or refusing transport provision by June

or

- you have applied for transport mid-year and not had a response from us within two weeks of sending us your application form.

