



# School and College Transport Policy

2023 to 2024

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## Section A: Details of the policy

### A1. Why we have a school and college transport policy

- a. The purpose of the policy is to meet the council's legal duties to provide education transport to qualifying pupils and students, and to provide whatever additional transport assistance the council deems necessary to support learners in Lincolnshire. The following elements of the council's Transport Policy are discretionary and is the support offered which goes beyond the legal duties the council is bound by:
  - Transport support to 4 year olds in the Reception Year;
  - Transport to a school within a Designated Transport Area (DTA), which may not be the nearest school, where the distance criterion described in section A2 below is met;
  - Transport for pupils aged 8 to 11 to the nearest or designated school that is 2 miles distant (not the 3 miles stated in the legislation);
  - Transport support for Post 16 learners;
  - Offering up spare seats on vehicles to non-entitled pupils on a concessionary basis subject to a financial contribution being made (see Section A9).
- b. The council's main legal duties for children of school age are defined in Section 508B and 509 and Schedule 35B of the Education Act 1996. The council's duties in respect of post-16 pupils and students are published annually following guidance issued by the Department for Education (DFE). This document summarises the policy in total. It is not however, a statement of law. See Appendix A for a summary of the legal framework.
- c. When an application for education transport is made, we will use the criteria in this policy to assess entitlement. If transport entitlement is refused, an explanation will be given in writing and there will be an opportunity to appeal.
- d. We will explain and help an applicant to understand any part or all of this policy on request. This includes information about which school or schools a child may get transport to. Ring 01522 782020 or email [schooltransportapplications@lincolnshire.gov.uk](mailto:schooltransportapplications@lincolnshire.gov.uk).
- e. Some of the terms used in this document are defined in the glossary at the back.

### A2. Summary of school and college transport policy

- a. Lincolnshire County Council (LCC) provides home to school transport for eligible primary and secondary pupils to their designated school for transport, or to a nearer suitable school, subject to defined legislative and policy criteria for distance, nature of route and age. Children of some families at the secondary stage (i.e. 11 to 16 yrs) may be entitled to free transport to schools on grounds of low income (see sections A5 and A6). This policy does not apply to independent fee paying schools.
- b. Children's Services (CS) Transport Commissioning Team is responsible for determining who is eligible to receive home to school or college transport. The Transport Services Group (TSG) acting on behalf of Children's Services,

allocates pupils to the most appropriate and economic transport, and procures, monitors and manages the transport provided.

- c. Our preferred method of application is online at [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport). Alternatively, and only where an applicant has no access to the internet, a telephone application can be made by contacting the Customer Service Centre on 01522 782020.
- d. The basis of Lincolnshire's policy is:

### **Distance to school or college**

Eligibility for home to school or college transport is determined in accordance with our legal duties, by measuring the distance from home to school or college. LCC is not normally obliged to offer transport to school or college where the distance from home to school or college is less than 3218 metres (2 miles) up to age 8 and 4827 metres (3 miles) from age 8. This stipulation does not apply where the route in question is unsuitable for a school age child, accompanied if necessary, by a responsible adult, to walk. LCC provides transport to qualifying pupils to their designated suitable school or nearer if the school is over 2 miles at the primary stage and 3 miles at the secondary stage.

For post-16 pupils and students, the requirement to provide transport is not clearly defined legally, but transport access must be available to post-16 learners. LCC offers transport support to post-16 learners on the same distance criterion as for secondary school pupils, subject to an annual student contribution.

Transport is only offered from one home address to one school or to the main college site

### **Designated Transport Areas**

LCC operates Designated Transport Areas (DTAs) which are areas around schools and colleges indicating transport eligibility. If you live within the DTA for the school or college you or your child attends, you can normally get transport to that school provided you live further than two miles (at the primary stage) or three miles (at the secondary stage) from that school. There are DTAs for all schools or academies and specifically for primary schools, all-ability secondary schools, grammar schools, colleges of further education and sixth forms. DTA maps are available in Appendix G.

Children who live within a town which is served by more than one primary or secondary school will only be eligible for transport if the nearest school with a place is more than 2 miles (primary stage) or 3 miles (secondary stage) from the child's home address.

### **Families with a low income**

For secondary age children from families with a low income free transport is available to a wider choice of schools. The duty is that transport will be provided if both of the following **two** criteria are met:

- The school is between 2 and 6 miles from the family home **and**
- It is one of the nearest three secondary schools to the home.

See Section A5 for details.

Free transport is also available to secondary-age children from families with a low-income who are attending the nearest school chosen on grounds of religion or belief where the school is between 2 and 15 miles from the family home. See section A6 for details.

### **Special arrangements in some areas of Lincolnshire**

There are some areas of Lincolnshire where special arrangements apply for historical reasons. These do not affect the eligibility criteria already defined and are set out in more detail in Appendix B, and cover Fishtoft Parish, William Lovell School, Grantham area, Lincoln, Louth, Stamford and the Crowland area.

### **School-age Pupils (5 to 16 years)**

- Parents are asked to consider their transport entitlement when choosing a school place for their child. Where parents choose a further distant school to that of the nearest or designated school they cannot assume transport will be provided to that school. Transport entitlement will be assessed in accordance with this home to school transport policy. The Commissioning Team can provide advice about nearest and designated transport area schools if this is requested by a parent or carer.
- Where a parent has chosen the nearest or designated school and it is oversubscribed transport may be provided to the next nearest school if this is allocated as the nearest school with a place by School Admissions. This will be subject to the school being more than 3218 metres (2 miles) from the home at the primary stage, and 4827 metres (3 miles) at the secondary stage, from their home. The measures used by the School Admissions Service, when calculating the distance to a school from a child's home address, is different to that used by the Transport Commissioning Team. Therefore, when applying for a school place, the parent or carer is encouraged to check the transport eligibility criteria for their school choice with the Transport Commissioning Team before submitting their school application – particularly if transport entitlement is an important consideration.
- Home to school transport is provided free of charge for eligible children of compulsory school age (5 to 16 years), who are attending their nearest or designated school to their home address, and the school is more than 3218 metres (2 miles) from the home at the primary stage, and 4827 metres (3 miles) at the secondary stage, from their home. See Section A3.
- Home to school transport is provided free of charge for eligible children who start full-time school before they are 5 years old, provided their 5<sup>th</sup> birthday falls on or before 31 August of the school year. Midday journeys to support part-time attendance are not provided.
- Eligible children aged 5 to 16 years with special educational needs and, or disabilities have their transport needs specifically assessed on a case by case basis. See section A4.

- Transport is only provided at the beginning and end of the school day.
- Transport will not be provided for induction or taster sessions, assessment sessions, work or work experience placements or interviews.
- Children who are subject to shared custody and divide their time between 2 homes will only be entitled to transport provision from one address and only if this falls within the designated transport area and is more than 3218 metres (2 miles) from the home at the primary stage, and 4827 metres (3 miles) at the secondary stage, from their home.

Transport will not be provided from 2 addresses. If both addresses fall within the correct designated transport area the parents must come to an agreement as to which address to register for school transport. A new application for transport will override any current transport entitlement and this will be cancelled. It will be assumed both parents have agreed to the application and the transport entitlement officer will not check this with the parents and the parents will not be notified of the cancellation of any previous entitlement. A child travelling without a valid bus pass could be removed from the bus.

### **Post-16 Pupils and Students**

- For eligible students aged 16 to 19 (extended to age 21 or 25 for students with learning difficulties and, or disabilities), school or college transport is provided to a DTA school or college or a nearer one, subject to a student contribution, which is reviewed annually. See Section A7.
- Eligible students aged 16 to 25 who have learning difficulties and, or disabilities may be provided with any special transport arrangements that LCC considers necessary to meet their needs. See Section A8

The policy as it applies to different age groups and learners is detailed below.

### **A3. School age pupils 5 to 16 years**

- a. Home to school transport is provided free for children of compulsory school age who attend the nearest suitable and, or designated transport area school to their home address, provided they meet the distance and age criteria below.
- b. Distances to schools are measured using the shortest route that is available for a child to walk accompanied if necessary, by a responsible adult, up to two miles (primary) or three miles (secondary). Distances to schools over two or three miles are calculated using the shortest driving route. The council uses a measuring system that calculates the distance from the child's home (from where the property meets the public highway) to the nearest accessible school gate.
- c. Secondary age children from families with a low-income may be entitled to free transport to one of the nearest three suitable schools to the home address **if** the school chosen is between two and six miles from the home address.

- d. Secondary age children from families with a low income may also be entitled to free school transport to the nearest school that they attend on the grounds of their parent's or carer's religion or belief if the school lies between 2 and 15 miles from the family home.
- e. It is for parents to make suitable arrangements for children to get to a transport pick up point unless LCC has determined that the route to the pick-up point is unsuitable to walk. Parents may wish to make sure the child is accompanied as necessary by a responsible adult.
- f. Where a school has a satellite centre transport will only be provided to the main site of the school as determined by LCC.

#### **A4. School age pupils and students 5 to 16 years with special educational needs and, or disabilities (SENDS)**

- a. Pupils who are subject to an Education, Health and Care Plan (EHCP), whether attending a special school or a mainstream school, do not normally have an automatic entitlement to home to school transport. Transport entitlement and provision is assessed against the distance and other criteria outlined in Section A2 and also with regards to needs arising from the nature of the SENDs.
- b. Pupils with SENDs have their transport needs assessed first against the distance criteria summarised in Section A2. Eligibility for free home to school transport is established if the child is attending the nearest and, or designated suitable school over 2 miles (primary stage) or 3 miles (secondary stage) to their home address. This criterion applies to pupils with SENDs irrespective of whether or not they have an EHCP.
- c. Some pupils with SENDs may, by reason of their needs and, or disability, be unable to walk even relatively short distances to school accompanied by a responsible adult. At the time the EHCP is written or reviewed, LCC will determine if the student has an exceptional transport need which needs to be included as part of the EHCP. Where such pupils attend a school that is within statutory walking distance (2 or 3 miles from the home – see Section A2) and they have been determined by LCC as having an exceptional transport need, they will be entitled to free home to school transport. This provision is only available to the nearest suitable school, as identified by LCC, to meet their needs.
- d. Pupils with SENDs who do not have an EHCP may also have a need for transport assistance. Upon the provision of suitable medical evidence supporting the application, these will be considered on an individual basis. See Section A13.
- e. Transport to an alternative address may be considered in exceptional circumstances for pupils with SENDs where this is deemed necessary to ensure their attendance at school.
- f. Where a school or college has a satellite centre transport will only be provided to the main site of the establishment as determined by LCC.



#### **A5. Transport for secondary pupils from low income families to a school of choice**

- a. Secondary age children from families with a low-income may be entitled to free transport to one of the nearest three suitable schools to the home address *if* the school chosen is between two and six miles from the home address. Any parent or carer who thinks they may qualify for this benefit should complete an online application form which can be found at [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport).
- b. To qualify for free transport on these grounds, the child should be eligible for free school meals or the parent or carer should be receiving one of the following:
  - Income Support
  - Income-based Job Seeker's Allowance
  - Child Tax Credit, with an annual income below an amount determined annually by the government
  - The Guaranteed Element of State Pension Credit
  - The maximum level of Working Tax Credit, as shown on the Tax Credit Award Notice (TCAN) issued in the April prior to the date transport is required and an annual income below an amount determined annually by the government
  - Universal Credit with an annual income below an amount determined annually by the government.

Evidence of the above documents may be required to confirm entitlement. If the child is not eligible for free school meals, they may still be entitled to extended transport rights. In these circumstances it will be necessary for the parent or carer to supply evidence of their Working Tax Credit Notice or their Universal Credit.

- c. Entitlements to transport on grounds of low income are created for one school year at a time and reviewed at the end of the school year.
- d. If parents lose the entitlement due to changes in their circumstances, they will need to make their own transport arrangements.

#### **A6. Transport for secondary pupils from low-income families to a school chosen on grounds of religion or belief**

- a. Children whose families have a low income are entitled to free transport to the nearest secondary school chosen by the parents on grounds of religion or belief, where: the school is between 2 and 15 miles (by the shortest available route) from the family home. Evidence of religious affiliation or belief will be requested.
- b. To qualify for free transport on these grounds, the child should be eligible for free school meals or the parent or carer should be receiving one of the following:
  - Income Support
  - Income-based Job Seeker's Allowance
  - Child Tax Credit, with an annual income below an amount determined annually by the government
  - The Guaranteed Element of State Pension Credit

- The maximum level of Working Tax Credit, as shown on the Tax Credit Award Notice (TCAN) issued in the April prior to the date transport is required with an annual income below an amount determined annually by the government
- Universal Credit with an annual income below an amount determined annually by the government.

Evidence of the above documents may be required to confirm entitlement. If the child is not eligible for free school meals they may still be entitled to extended transport rights. In these circumstances it will be necessary for the parent or carer to supply evidence of their Working Tax Credit Notice or their Universal Credit.

- c. If parents lose the entitlement due to changes in their circumstances, they will need to make their own transport arrangements.

#### **A7. Post-16 pupils and students (mainstream provision)**

- a. LCC provides subsidised home to school or college transport for post-16 pupils to their nearest designated school or college, provided that the distance from home to the school or to the college is more than three miles (4827 metres).
- b. To qualify, a pupil or student must:
- Live in Lincolnshire
  - Be at least 16 years and under 19 years of age (on 1 September in the year the course starts)
  - Be attending a full time course (i.e. minimum of 12½ hours of taught study)
  - Be attending their nearest or designated school with a sixth form provision, or their nearest or designated college subject to distance
- c. Transport provision is conditional upon the payment of a pupil or student contribution which is determined annually by LCC. Details are available at the time of application.
- d. Transport provision consists of one return journey a day, at the start and end of the normal school or college day (Monday to Friday), during LCC published term dates.
- e. Transport is not provided to induction or taster sessions, work or work experience placements, assessment centres or interviews.
- f. LCC will transport students to Riseholme College where they are accepted to study the following level 2, or above, courses provided the journey is over 3 miles but does not exceed 45 miles (daily journeys will be arranged for the beginning and end of the normal college day on weekdays only). Transport may also be provided to a college nearer to the student's home address that offers one of the following courses at the discretion of the Local Authority:
- Agriculture
  - Environmental studies

- Horticulture
- Arboriculture
- Equine

LCC will also transport students to Lincoln Access Creative College where they are accepted to study a level 2 or above course provided the journey is over 3 miles but does not exceed 45 miles (daily journeys will be arranged for the beginning and end of the normal college day on weekdays only).

- g. Where an FE College has a satellite centre transport will only be provided to the main site of the college as determined by LCC.
- h. The policy does not apply to higher education courses, apprenticeships, internships or traineeships.
- i. Transport must be applied for by post-16 students.
- j. Post 16 students may be expected to make their own way, up to three miles, to and from a transport pick up point or drop off point. The suitability of walking routes are not considered at the post-16 phase.
- k. Transport is not provided to work placements, assessment centres or interviews.
- l. If students are wishing to complete a third year of study it will be necessary for them to complete a new application for transport. Transport will be subject to the eligibility criteria and the student being under 19 years of age at the start of the course. Transport will not be provided for repeat years and evidence from the college may be required to evidence the course progression. Transport will only be approved beyond the age of 19 for pupils with special educational needs and, or disabilities.
- m. The policy statement for post 16 transport provision is published each year by 31 May, in line with statutory guidelines. It can be accessed at: [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport).

#### **A8. Post-16 learners with special educational needs and, or disabilities (SENDs)**

Pupils who have completed Year 11 studies and who stay on at school or join a further education college or a different school to follow a course may be entitled to transport support. The policy is summarised below.

- a. Transport support for learners with SEND is available under the policy until they reach 25 years in certain cases, in order to complete an appropriate programme of learning. Transport support beyond the age of 19 will only be provided where it has been determined by the council as necessary for individual learners.
- b. LCC will provide transport or a travel pass to enable post 16 students who live in the County to access a recognised course at their nearest or designated school or college that meets their assessed learning needs. This entitlement is normally subject to the school or college being 3 miles or more from the student's home.

- c. Post 16 Learners with SENDs will have their transport needs assessed on an individual basis. This process is initiated during Year 11 by the secondary school the child attends, and the SENDs caseworker.
- d. The policy for home to school and college transport is written in the light of the guidance issued by the Department for Education (DFE) each year and is published on LCC's website by 31 May each year. For more details see: [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport).
- e. Learners with SENDs who began their programme of learning before their 19th birthday (a date of 1st September is used to determine the notional start date of the programme of learning) will be asked to pay a financial contribution towards the transport. Details of how to make the payment are provided at the time of the application.
- f. Learners with SEND, who began a new programme of learning after their 19th birthday and the council have determined that it is necessary to support their transport arrangements, will not be asked to make a contribution towards the transport provision.
- g. Transport support consists of one return journey a day, at the start and end of the college day (Mon – Fri). Transport is not normally offered for part-time attendees.
- h. An initial transport entitlement will normally be given for 2 years. Any further applications for transport must be made annually by post 16 students, or their parent or carer.
- i. Transport will be provided to one establishment. Where a school or college has a satellite centre transport will only be provided to the main site of the school or college as determined by LCC.

#### **A9. Concessionary transport (spare seats)**

Concessionary transport is the term given to the provision of spare seats on LCC contracted vehicles for school or college transport which are not needed for entitled children and there is no alternative fare paying service available.

The provision of concessionary seats is made subject to the payment of an annual contribution. The annual contribution is reduced in proportion to the number of school or college days remaining in the year when transport is provided.

The allocation of concessionary seats is normally made only after the main body of entitled children's transport has been arranged. The allocation of seats is made according to the criteria which are set out in Appendix F.

Concessionary applications can be made online at [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport).

## **A10. Appeal against a decision to refuse home to school transport**

Parents or carers who have been refused help with transport to school or college may appeal the decision. There are two stages to the process. The appeal or review process is explained in Appendix C of this document

## **A11. Exceptional circumstances**

- a. Free home to school transport for pupils aged 5-16, and subsidised home to school or college transport is available to pupils or students aged 16-19 who qualify under the policy criteria outlined in Sections (1) to (9) above. Transport is offered to the nearest or to the designated school or college, subject to the criteria being met, summarised in Section A2.
- b. Free transport can only normally be offered to children or students of school age, who live within the statutory walking distance (2 miles or 3218 metres at primary stage and 3 miles or 4827 metres at secondary stage) if the route to the school is deemed to be unsuitable to walk (see A12 below).
- c. With the exception of the specific instances of low income based entitlement outlined in A5 and A6 above, income or lack of income or non-availability of private transport **is not used as a determinant** of transport eligibility. In this respect parents are advised to check carefully their transport entitlement position before applying for the admission of children to particular schools, if transport provision is an important factor in their decision. See the summary of the policy in Section A2.
- d. LCC is obliged to consider any exceptional circumstances which parents cite in support of their application for home to school transport or subsidised home to school or college transport for post-16 study. The term 'exceptional circumstances' is not exhaustive and thus parents may bring forward any circumstances they consider to be exceptional and which might prevent them from ensuring that their child attends school. These could include medical or other grounds (either of the child or the parent or carer) where the child is attending their nearest or designated school, or sudden traumatic changes in the family's circumstances arising from factors outside the parents' or child's control and where Children's Services or health professionals support the provision of transport in exceptional circumstances. Evidence to support the provision of transport exceptionally will be required. The final decision is made by the officer in Children's Services Transport Commissioning subject to right of appeal.
- e. Applications for transport in exceptional circumstances should be made on the standard online form. Any supporting evidence should be included with the application. The application is considered against the policy, which has provision for certain defined circumstances (for example emergency housing provision) and if the application is refused by the Transport Entitlement Officer the parent or carer is entitled to appeal the decision, using the Review Procedure outlined in Appendix C and Appendix E.
- f. The following types of circumstances, which is not an exhaustive list, may be argued as exceptional circumstances in claims for transport to a school which is not the nearest or designated one to the home address:

- Sudden and traumatic changes in family circumstances, outside the control of the family and which could not have been foreseen and which prevent the family making their own arrangements.
- A change of school due to exceptional circumstances where it is agreed by both the school formerly attended and the receiving school that the change of school is necessary. An application on these grounds should be made and agreed in advance by the Local Authority **before** the change of school. This is known as a 'managed move'. See Section A21.
- Circumstances outside of the control of the pupil or the family which prevent them carrying out their duty to ensure that the pupil travels to school safely.

However, the following circumstances would not normally be considered as exceptional under the policy:

- Change of address
- Parent(s) unable or unwilling to transport child to a school or college, or to a pick-up point where transport is not provided by the LCC under an entitlement
- Change of school due to alleged bullying or other problems, unless these have been investigated and a recommendation made to LCC **before** the change of school (a managed move).
- Non-entitlement which arises from a particular school or college choice by the parent or carer or student or pupil
- Loss of employment
- Loss of private transport arrangements
- A request for transport for a sibling unless they qualify under the policy
- Children subject to shared custody whose parents or carer request transport from both addresses. Please note, a court order determining contact between parents is court order for the parents to adhere to and is not an order placed on the Local Authority to provide transport from two addresses. Parents in these circumstances will need to collectively decide which address they wish to apply for transport from.

#### **A12. Determining available walking routes to school or to a transport pick up point or drop off point (reception to year 11)**

- a. Walking routes to a school or to a transport pick-up point are deemed available if they can be used by a pupil, accompanied as the parent deems necessary by a responsible adult, in reasonable safety. The determination of route availability is made according to the policy. Route availability can be reassessed at any time and if found to be suitable transport provision will be removed with reasonable notice.

- b. See Appendix D for LCC's policy on suitability of walking routes and guidelines on determining route suitability.

### **A13. School transport for medical or other related reasons**

Transport for medical reasons, in relation to a child or parent, will only be considered if the pupil is attending their nearest or designated transport area school or college.

- a. Pupils who have medical conditions or needs which are considered as part of their special educational needs will have their transport needs assessed as part of the process of drawing up their EHCP.
- b. If the pupil is not subject to an EHCP and has a condition which prevents him or her walking to school, or to a travel pick up point, to attend the nearest or designated school or college, this should be noted on the transport application form.
- c. LCC will provide home to school transport in this case on production of medical evidence that walking is not possible for medical reasons or due to special educational needs and, or disabilities. In these circumstances, transport provision is normally reviewed at least annually, unless it is clear that the condition is to last for an indefinite or longer period.
- d. There is no exhaustive list of medical conditions that would cause an entitlement to be created exceptionally and each case is considered individually. In general, LCC's policy is guided by its basic responsibility in law to secure the attendance of children by making whatever transport arrangements might be necessary. LCC does not seek to take the responsibility from the parent or guardian in this respect, where an entitlement to home to school or college transport has not been established. Only in the situation where the parent or guardian cannot be reasonably expected to discharge their responsibility would LCC consider providing transport. Chronic conditions such as Asthma, Autistic Spectrum Disorder (including Aspergers Syndrome) and other well-known conditions would not normally constitute a medical condition that would lead to an automatic transport entitlement from LCC.
- e. Any request for transport assistance on the basis of a medical condition should be noted on the application form at the time of applying, or in writing to LCC when the condition is identified. Medical and, or expert evidence will always be sought in support of the application.

### **Temporary medical condition of pupil**

- a. Transport may be provided for a pupil or student who would be entitled to transport under the policy to attend their nearest or designated school or college, if they develop a temporary medical condition which prevents them from walking, cycling or taking the bus. In this case, transport may be provided on a temporary basis to enable the pupil or student to continue to attend school or college.
- b. Temporary medical transport is reviewed and a termination date is set for the transport. Prior to the end date, a review may authorise a further temporary period.

### **Medical condition of parent**

- a. Home to school transport is not normally provided for pupils of secondary age on account of the medical condition of the parent or guardian who would normally accompany the pupil to school or to a pick up point.
- b. In exceptional circumstances, transport may be provided for a secondary aged child from home to school or to a pick up point for transport if medical evidence is available that the parent(s) cannot reasonably make their own arrangements, which might involve arranging a suitable other adult to accompany their child, if this is deemed necessary. It is generally for the parent or carer to make a judgement that it is necessary for the child to be accompanied.
- c. If the exceptional circumstances warrant transport support, this will usually be given temporarily, with a review date.
- d. If the parent(s) cannot be reasonably expected to ensure their children are accompanied to school or to a pick up point, medical evidence would need to be provided to the council.

### **A14. Determining nearest and, or designated school or college**

School or college transport is provided to qualifying pupils and students to their designated or nearer school or college. LCC operates Designated Transport Areas (DTAs) which are based largely on parish or village boundaries or postcodes, and which indicate the schools or colleges to which pupils and students may receive transport, subject to meeting the criterion on distance. Details of DTAs are in Appendix G. Transport will be offered to the school or college named in the DTA or to a nearer school or college, subject to the distance criterion being met (see section A2).

### **A15. Progression and number of years entitlement to transport provision or support**

#### **Primary school children**

Transport entitlement is offered to qualifying children whose parents apply at the primary stage until the end of primary school (end of year 6). Transport would not normally be removed before this time unless there was a change of school or a change of address necessitating a new application or in the case of an unsuitable route where the route is subsequently adjudged to be suitable to walk (see Appendix D). Pupils who are entitled to make use of council transport can do so when they are able to attend school full-time. If transport entitlement is awarded in error, LCC reserves the right to remove the transport entitlement at one term's notice.

#### **Secondary school children**

Transport entitlement to qualifying secondary age children is normally awarded until the end of the secondary stage (the end of Year 11). Transport entitlement would not normally be removed before this time unless there was a change of address or a



change of school, necessitating a new application, or in the case of an unsuitable route where the route is subsequently adjudged to be suitable to walk (see Appendices D). If transport entitlement is awarded in error, LCC reserves the right to remove the transport entitlement at one term's notice.

### **Sixth form or further education students**

Subsidised home to school or college transport is made available on an annual basis for students until age 19. Entitled students are advised to apply for home to school or college transport prior to the beginning of the school or college year in question. To qualify for home to school or college transport the student must meet the distance criterion, be attending the nearest or designated school or college, and be aged under 19 years on 1 September of the school or college year for which transport is being applied for.

Travel arrangements are made only upon payment of the student contribution. Students are encouraged to research any alternative travel options from their local transport providers or school or college before choosing to utilise and paying for the transport provided by the council. See section A7.

### **Post 16 Students with SEND**

Subsidised travel for post-16 students with SENDs is provided on an annual basis, up to age 19. Further subsidised travel support may also be provided where necessary beyond the age of 19 until age 25 years for students with SENDs who need to study beyond age 18 to complete a programme of learning and who began this programme of learning before age 19.

Learners with SENDs, who began a new programme of learning after their 19th birthday and the council has determined that it is necessary to support their transport arrangements, may continue to receive transport support until age 25. These learners will not be asked to make a contribution towards the transport provision and this will be determined on an individual basis by the council annually. LCC's policy in this respect is consistent with guidance on post-16 education travel issued by the DFE.

### **A16. Progression and repeat years**

Home to school transport entitlement is intended to facilitate progression through the educational phases. Free or subsidised home to school transport is not available for repeat years or to take courses at the post-16 phase which are not considered to be a progression from courses already taken. It is thus not normally possible to obtain transport support to take a second Level 3 course if this level has already been achieved. This policy does not apply to students with SENDs for whom a longer period of study is sometimes necessary provided it is to facilitate progression.

### **A17. Train travel**

- a. Transport is provided to pupils and students using the most efficient or cost effective mode of travel that meets LCC's minimum standards in relation to safety and security.

- b. Train travel is included in the range of options available to us and will be offered where it is the most appropriate solution. There is however, no right to opt for train travel if this is not offered.

### **A18. Alternative Provision Centres**

Transport is considered to Alternative Provision Centres in the County which are intended to provide temporary placements for pupils at risk of exclusion or those that have been permanently excluded and whose needs can be best met in this type of provision. Pupils are funded in these settings following negotiations between their current school, the alternative provision provider and, or the Pupil Re-integration Team at the council. Transport entitlements from home to the placements are made against the normal criteria and will only be considered to the nearest placement that can meet the child's needs and the centre is over the distance criterion mentioned above. See Section A2.

### **A19. Children permanently excluded from a previous school**

Children permanently excluded from a school must continue to undertake full-time education. In these circumstances transport support may be provided to an alternative setting for the child concerned, provided the new setting is the next nearest suitable establishment. The placement of pupils is usually supported and agreed by the council's Pupil Re-integration Team.

### **A20. Home tuition**

Where it is deemed appropriate for a child to receive one to one tuition, often referred to as 'home tuition', it may be necessary for the learning to take place at localised centres rather than at the home. In these cases, transport entitlements from home to the placements are made against the normal criteria and will only be considered to the nearest placement that can meet the child's needs and the centre is over the distance criterion mentioned above.

### **A21. Managed moves between Lincolnshire Schools**

- a. A managed move is a move by a pupil from one school to another for exceptional reasons, which is arranged and agreed by the Heads of both schools involved in the move, as well as by LCC and the pupil's parents. Managed moves are arranged under the guidance issued by the Department for Education to Local Authorities on managing behaviour.
- b. In some circumstances it is necessary to provide home to school transport for pupils subject to a managed move. In cases like this transport is normally provided only to the next nearest school with a place.
- c. A move of school arranged by a Headteacher or parents which is not agreed by LCC under the terms of the guidance is not classified as a managed move, and the normal criteria for home to school transport will apply in such cases.

## **A22. Children in the care of Lincolnshire County Council**

Children in the care of the Local Authority often experience sudden changes of placement. In the event that a request or application is received for home to school transport the following will apply:

- Children in Lincolnshire County Council's care who are in a temporary placement will be entitled to transport to their current school to ensure continuity of education. Transport provision will be reviewed with the responsible Social Worker regularly throughout the period of entitlement.
- Children in Lincolnshire County Council's care in a permanent placement will be entitled to transport to a school that has been assessed as suitable by Social Care, subject to the distance criterion being met as described in Section A2. Usual conditions regarding the designated transport area school and distance criterion will be considered by social care when determining the most suitable school. However, it is acknowledged that exceptional circumstances may be at play which means the young person may not be able to attend the nearest or designated school. Social Workers will be expected to provide evidence of this at the point of application. Additionally, if transport is required for distances less than 2 miles (primary age) or 3 miles (secondary age) the Social Worker will be required to provide evidence that the child is not able to walk to school, accompanied as necessary by a responsible adult.

If school transport is required in the longer term it may be necessary for Transport Commissioning to liaise with a senior Social Worker for more information about the child's care plan for the future.

- The Children's Commissioning Manager for Transport will make the final decision regarding suitable transport arrangements following consultation with the responsible Social Worker or Social Care Team Manager.
- It is the duty of the Social Worker to inform Transport Commissioning immediately of any change in a placement that affects transport arrangements or entitlement.
- Post 16 students, in or leaving care, will not be subject to a charge for transport provision.
- Children subject to a Special Guardianship Order (SGO) are not entitled to the same transport rights as looked after children. Applications for transport will be assessed in accordance with the home to school transport policy.

## **A23. Children in the care of a Local Authority outside of Lincolnshire**

Children looked after by another Local Authority will be entitled to free school transport provision only if they are attending their designated transport area school or a nearer school subject to the distance criteria.

- In all cases the home Local Authority must complete a transport referral form if they wish to apply for school transport. Forms can be requested by emailing [transportreferral@lincolnshire.gov.uk](mailto:transportreferral@lincolnshire.gov.uk).

- Where a child is attending a further distant school that is outside the designated transport area they will not be entitled to transport provision. If the home Local Authority still wishes for transport to be arranged, Lincolnshire County Council will seek payment for the provision from the home Local Authority. Following receipt of a referral, the cost of the transport will be provided to the home Local Authority and it will be asked to confirm that it is willing to meet the cost of the provision. Once a purchase order number has been provided, the transport arrangements will be made.
- Children in the care of another Local Authority and who are subject to an Education Health Care Plan will only be entitled to school transport if the home Local Authority agrees to meet the transport costs and a purchase order number has been supplied.
- Post 16 pupils in further education will be subject to the post 16 transport contribution if they are attending their designated transport area sixth form or college or a nearer school or college subject to the distance criteria.
- Post 16 pupils who are attending a further distant school or college that is not within the designated transport area will not be entitled to transport provision unless the home Local Authority agrees to meet the cost of the transport and has provided a purchase order number.

#### **A24. Schools and Academies wishing to change arrangements for term times and sessions**

Once school term dates are published by LCC, a form will be sent to schools requesting information about their term dates. If a school intends to set differing dates to those proposed by the council, the school will be asked to complete the form stating their intended dates. If the differing term dates incur additional transport costs because transport is shared by a number of schools in a local area and all affected schools are not adopting the same dates, schools will be asked to meet these charges.

Schools and academies who want to change their term dates outside those set by the Local Authority are encouraged in the first instance to liaise collaboratively with any schools to which their pupils share transport with to avoid any additional transport costs and implications. If schools are unsure of the other schools that share transport with their pupils, this information can be obtained by contacting [TSG@lincolnshire.gov.uk](mailto:TSG@lincolnshire.gov.uk).

If a school wishes to change the start and finish time of the school day, it is again asked to liaise collaboratively with other schools that may be impacted by this change. If the change results in shared transport between schools no longer being a feasible option, schools will be asked to make provisions for their pupils until such time as the shared transport can be utilised to avoid any additional transport costs being incurred by the council or it will be asked to meet the additional costs incurred. If the council is able to make any changes to the transport network without incurring any additional expenditure, it requests that a year's notice is given for the intended change to enable the transport network to be re-procured in accordance with procurement legislation.

In order for schools to be fully informed before making a decision to change its term dates and, or school session times, the council requests that it is included in the school's consultation period so it is able to provide the relevant information to schools. See Appendix H for further details.

## Section B: Procedures, Processes and Guidelines on transport or safety and security

### B1. Applying for transport

- a. A guide, Going to School in Lincolnshire, is produced by Children's Services and is available on request. Email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) to request a copy. This guide helps parents or carers make decisions about their child's education.
- b. Transport applications may be made online at: [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport) or if a parent or carer is unable to do this, they can request a telephone application by ringing the Customer Service Centre on 01522 782020.
- c. Where parents choose a further distant school to that of the nearest or designated school they cannot assume transport will be provided to that school. Transport entitlement will be assessed in accordance with this home to school transport policy.
- d. Requests for transport on grounds of low income based on a particular faith or belief are made on the form and require confirmation from a minister of the religion that the pupil is a regular attendee at the Church of the same faith as the school.
- e. Where transport is requested on medical grounds, supporting evidence is required. If a parent or carer has a medical condition that makes it impossible for them to ensure their primary aged child arrives safely at the bus stop or school, medical evidence is required from the relevant medical professionals. Any fees charged are the responsibility of the parent or carer.
- f. Completed forms are to be returned to the Transport Commissioning Team.
- g. Defined policy and legislative criteria are applied by the Transport Commissioning Team to determine the eligibility status of each applicant.
- h. If any doubt exists about the measurement and safety of a route to school or to the transport pick up point, the route is assessed to determine its suitability.
- i. All applicants are notified of the eligibility decision in writing (letter or e-mail).
- j. Where an annual payment or contribution is required, the payment must normally be received by LCC before the transport arrangements are put in place. The contribution can be paid as follows:
  - In full;
  - In three instalments;
  - In six instalments;

### B2. Time guidelines for processing application

- a. After receipt of a valid application, the Transport Commissioning Team aims to process applications and make a decision on the application within 5 working days. At busy periods (July – September), this guideline is dis-applied if it cannot be reasonably met, but as far as possible a valid application is processed quickly.

- b. The council's Transport Services Group also operates a 5 day guideline for transport provision, which is dis-applied during busy periods (July to September). We advise that transport is applied for in good time, to ensure that there is sufficient time to allow for transport provision to be made, where appropriate.

### **B3. Length of journey**

There are no legally-binding guidelines regarding the length of journey to and from school or college, other than the requirement that the LA must provide non-stressful transport. However, the previous guidelines of 45 minutes for a single journey at the primary stage and 75 minutes at the secondary stage continue to be applied. For pupils making long journeys, normally to special schools or to college, the council will strive, wherever possible to meet those guidelines where feasible.

### **B4. Pick up and drop off points**

Pupils may be required to make their own way from their home to a transport pick up point for the onward journey to school. The reverse may be true for the end of the school or college day. At present pupils may be expected to make their own way to a pick up point, accompanied as a parent deems necessary by a responsible adult, up to 1 mile at the primary stage, two miles at the secondary stage, and three miles at the post-16 stage. Pupils of school age (Reception to Year 11) are only expected to walk routes to a pick up point that is designated as suitable to walk (see section A12 above).

### **B5. Pupils' safety when walking to school or to or from a transport pick up or drop off point**

Where pupils eligible for transport of school age have to make their own way to or from home to a transport pick up point or a school, the council is not normally responsible for ensuring their specific safety en route. Parents or carers are expected to take responsibility for ensuring their children's reasonable safety in these circumstances.

If the route from home to school or home to a pick up point for eligible children (5-16 yrs) is considered unsuitable to walk, then the council will arrange transport from a point nearer or at the home address to remove the need to walk. Route suitability is determined by the council, using its criteria published in this policy document (See Appendix D).

### **B6. Safety on school transport**

#### **a. Legal duties and responsibilities**

The council is responsible for the safety of all pupils and children on its contracted transport operations. In arranging and providing home to school transport, the council works with its transport partners and other key stakeholders to ensure its operations meet or exceed all statutory health and safety requirements, and promote a culture of safe transport. These partners include the police, the Lincolnshire Road Safety Partnership (which also includes the police), schools, our transport operators and contractors, the Health and Safety Executive and others.

b. Max Respect

Max Respect is the name of the council's initiative to promote safety awareness and good behaviour on buses and school transport. Max Respect is a toolbox of initiatives, programmes, training and development highlighting the need to promote good behaviour and safety awareness concerning young passengers.

c. Seatbelts

Seatbelts are compulsory in all cars on public roads and all private vehicles, including numbers with up to 16 seats and must be worn in these vehicles.

Seatbelts are not compulsory on coaches or public transport vehicles and are not fitted on trains, but the council promotes the use of seatbelts whenever they are fitted in vehicles. Where seatbelts are fitted the council expects them to be used and may refuse to provide transport if a passenger refuses to use one.

d. Child Protection and Disclosure and Barring Service (DBS) checks. (Previously Criminal Records Bureau)

The council has a legal duty to ensure that children are protected from harm by others whilst they are in the care of the council. This duty specifically applies when they are being transported to and from school.

In order to enhance child protection en route to school, the council requires all drivers and escorts of children on contracted vehicles to be checked by the Disclosure and Barring Service (DBS) at enhanced level, at least every three years. Drivers and escorts (passenger assistants) are offered training and development to enable them to discharge their duties well, and there are procedures for registering concerns and complaints should these arise. Passenger assistants are employed to help where this is needed.

## **B7. Pupil conduct issues**

- a The on-going management of pupil conduct that arises on home to school transport is a time-consuming function for the council. Approximately 17,500 pupils are provided with home to school transport each year, which involve around 9 million journeys annually. Problems can and do arise relating to pupil conduct. In response to this, the Transport Services Group has developed Max Respect, a toolbox of actions, initiatives and guidelines aimed at encouraging and rewarding good behaviour on home to school transport. For further details see [www.lincolnshire.gov.uk/school-college-transport/max-respect](http://www.lincolnshire.gov.uk/school-college-transport/max-respect)
- b The council has used grant funding to invest in CCTV on many of the buses used for home to school transport. The purpose of the investment is to help ensure the safety and security of passengers. Unless the film footage is needed to verify reported incidents it is deleted shortly after being recorded.
- c Pupils behaving in an unacceptable manner can be issued with a warning or in serious or repeated cases, be suspended from home to school transport (the purpose of suspension is to protect other passengers).



- d When a transport provider is requiring payment for the cost of damage caused by a pupil, this will be the responsibility of the parent or carer.

## **B8. Driver conduct issues and safeguarding**

- a. Max Respect has been extended to incorporate issues relating to driver training and conduct. All drivers are now offered specialised training in issues relating to conduct, with training updated regularly. Drivers of all contracted vehicles are required to hold valid DBS checks. The council has produced a Driver's Pack which summarises the roles and responsibilities of drivers, children and others involved in the provision of home to school transport. Regular training and updating is offered to drivers of contracted services and to passenger assistants. Concerns about driver or passenger assistant issues should be reported to Transport Services Group using the Max23 form which can be found on the LCC website at <https://www.lincolnshire.gov.uk/school-college-transport/max-respect>.
- b. Where an allegation is made against a driver the situation is fully investigated in accordance with legal guidelines. Further information about how to report a safeguarding concern about a driver can be found via the Lincolnshire Safeguarding Children Partnership's (LSCP) [Managing Allegations of Abuse Made Against Persons who Work with Children and Young People](#) policy and the [LSCP Website](#).

If a driver has safeguarding concerns regarding a child or young person they should make a referral to Children's Services Customer Services Centre. Further information and guidance can be found on via the [LSCP Website](#). The driver should also advise the named Designated Safeguarding Lead at the child or young person's place of education. If the driver believes a crime has been committed and there is an immediate risk of danger, they should call the police on 999 or 112.

## Appendix A: **The statutory background to the council's Education Transport Policy**

### **The National Policy**

The Education Act of 1996, as amended by the Education and Inspections Act of 2006, section 508, 509 and Schedule 35B puts forward the statutory requirements that all councils within England responsible for school transport must follow regardless of the circumstances.

A council has a statutory duty to make such travel arrangements as it considers to be necessary to ensure an eligible child's attendance at school. In general terms, under the 1996 Act a council must provide transport to and from school for a child aged 5 to 16 between its home address and the nearest qualifying school, under certain conditions. It states that children are eligible to free transport if they are attending their nearest qualifying school and their address is located further than the statutory walking distance (2 miles for children up to age 8 and 3 miles for children aged 8-16). The statutory walking distance is disappled if the child could not be expected to walk a distance due to a disability or learning disability.

Furthermore, children entitled to free school meals and from low-income families are eligible to free transport if they attend a school between 2 and 6 miles and one of their three nearest suitable qualifying schools. If the child attends a faith school and they are from a low-income family, then the distance increases to between 2 and 15 miles. Children from low-income families have been defined in multiple ways within the councils' home to school transport policies, but generally they can be described as such: in order to be qualified as a child from a low-income family, the parent or carer has to be receiving either Income Support, Income-based Job Seeker's allowance, Child Tax Credit whilst having an income below a certain amount per annum as determined by the government, State Pension Credit, the maximum level of Working Tax Credit or Working Tax Credit with an income below a certain amount per annum as determined by the government, or Universal Credit with an income below a certain amount per annum as determined by the government. These children are therefore entitled to an additional level of transport assistance.

Paragraph 15 of Schedule 35B of the 1996 Education Act (inserted by the Education and Inspections Act 2006) defines the meaning of a qualifying school and lists them as:

- Community, foundation or voluntary schools;
- Community or foundation special schools;
- Schools approved under section 32(non-maintained special schools);
- Pupil referral units;
- Maintained nursery schools or
- City technology colleges, city colleges for the technology of the arts or academies

Statutory Guidance ("Home to School Travel and Transport Guidance – Statutory Guidance for Local Authorities") issued in July 2014 expands this statutory definition by stating that the duty extends to the nearest suitable school which it describes as the nearest qualifying school with places available that provides education suitable to the age, ability and aptitude of the child and any special educational needs of the child.

In law, a qualifying school is simply a school falling within the list set out in the Act.

A council has discretion to provide transport to those children who do not qualify under the statutory duties (Section 508C of the 1996 Act as amended). The guidance issued to Local Authorities gives them discretionary powers to provide transport to children who are not automatically entitled to free transport. The guidance states that it is for Local Authorities to decide whether and if it will apply its discretion and offer transport support to non-entitled learners. Discretionary transport support does not have to be provided free of charge.

### **The Local Policy on Home to School Transport**

The Home to School and College Transport Policy is published annually by Lincolnshire County Council, in line with statutory requirements. It is amended as required by changes in the law or by decisions taken by the council to change aspects of the policy. The council may only amend those elements of the policy which are at its discretion. Statutory requirements in respect of school transport must always be met.

Entitlement to school transport in Lincolnshire is based on the statutory duties outlined above, and the council's own policy to provide free transport to a school from an address in a Designated Transport Area (DTA) for a particular school, subject to the walking distance criterion of 2 or 3 miles being met. A DTA is an area around a school, indicating a transport entitlement. The council has DTAs for:-

- Primary mainstream schools
- Secondary grammar schools
- Secondary non-grammar mainstream schools
- Sixth form centres
- Colleges of further education

### **Post 16 Education and Training**

The council has a statutory duty under Section 10 of the Education and Skills Act 2008 to exercise its functions so as to promote the effective participation in education or training of persons belonging to its area with a view to ensuring that those persons participate in appropriate full time education or training, an apprenticeship, or are in full time occupation and participate in sufficient relevant training, all pursuant to section 2 of the 2008 Act.

The council also has a statutory duty to publish a Post 16 Transport Policy Statement every year, setting out the arrangements for the provision of transport or otherwise that the authority considers it necessary to make for facilitating the attendance of persons of sixth form age at schools, any institution maintained or assisted by the authority which provides further education or higher education or both, any institution within the further education sector, any 16 to 19 academy or any other establishment at which the authority secures the provision of education or training.

Post 16 transport to education and training statutory guidance dated January 2019 requires the council, in planning transport provision to take into account its duty to promote effective participation under the 2008 act and the duty under section 2 of that act on young people to participate in education or training up to age 18. To

achieve the aim of ensuring access the council subsidises the cost of Post 16 travel in Lincolnshire to support access to education and training opportunities for learners of sixth form age. This subsidy ensures that the cost of this travel is not a barrier to accessing opportunities, as is required in the guidance issued to Local Authorities by the department for education.

## **Equality Act 2010**

The council must, in the exercise of its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it: Equality Act 2010 Section 149(1) refers.
- The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation: section 149(7).

Having due regard to the need to advance equality of opportunity involves having due regard, in particular, to the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to tackle prejudice, and promote understanding.

Compliance with the duties in this section may involve treating some persons more favourably than others.

A reference to conduct that is prohibited by or under this Act includes a reference to:

- A breach of an equality clause or rule
- A breach of a non-discrimination rule

An Equality Impact Analysis (EIA) supports the conclusion that the policy does not breach equality clauses or rules or breach non-discrimination rules. In particular, the specific transport needs of all children are assessed, and a child or young person who did not qualify for transport on distance grounds, would not be expected to make

use of a walking route if they could not be expected to walk even a relatively short distance to a school or other educational setting.

## **Human Rights**

Article 2 of the First Protocol to the European Convention on Human Rights provides that "No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the state shall respect the right of parents to ensure such education and teaching in conformity with their own religious and philosophic aims."

However English case law establishes that this Article is not engaged in relation to considerations of school transport. The Article is concerned with access to educational institutions and the policy does not deny access to any of the educational institutions which are provided within Lincolnshire.

## Appendix B: **Special arrangements for transport in some areas of Lincolnshire for secondary schools, grammar schools and colleges of further education**

### **Bracebridge Heath**

Following the implementation of the Lincoln Eastern Bypass, entitlements to Lincoln Castle Academy, Lincoln Christ's Hospital Academy, North Kesteven Academy and North Hykeham Robert Pattinson Academy may no longer be granted from some addresses in Bracebridge Heath as the designated school, Branston Academy, is now closer than these schools. Parents are therefore encouraged to make contact with the entitlement team, who can offer advice and conduct distance measures, if parents are considering choosing one of these schools and the provision of transport is an important factor in the decision making.

### **Fishtoft Parish**

Secondary age pupils living in the parish and whose homes are within 3 miles of the Haven High Academy, Boston are not entitled to transport to the Giles Academy, Old Leake.

### **Pupils living in some areas served by William Lovell Church of England Academy, Stickney.**

If you live in East Fen, Eastville, Midville, New Leake, Sibsey, Sibsey Northlands, Stickford, Stickney, West Fen and Westhouses may be entitled to school transport to go to either the William Lovell Church of England Academy or the grammar stream at King Edward VI Academy, Spilsby, as long as the distance between your address and the school is over 4827 metres (three miles). However if you are from this area and you want your child to go to the other stream at King Edward VI Academy, Spilsby you will be responsible for any transport arrangements and costs.

### **Grantham area**

If you live in the area served only by the secondary schools within Grantham town, you will be entitled to school transport to any school in the town as long as the distance between your home address and the nearest non selective secondary school within Grantham is over **4827s metre (three miles)**.

### **Lincoln**

If you live within the city of Lincoln, which is served by a number of secondary schools, you will only be entitled to transport to the nearest school to your home address if the distance between home and school is over **4827 metres (three miles)**.

### **Schools that operate different year groups at different locations (for example 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.

### **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.

### **Schools in the unitary authorities of North-East Lincolnshire 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. The following arrangements apply:

- If you live in Waddingham, Snitterby, Bishop Norton, Hemswell, Harpswell, Glentworth, Willoughton, Blyborough, Atterby, Brandy Wharf or Grayingham, your child may be eligible for transport to Huntcliff School in Kirton Lindsey. However, if you live in the Lincolnshire villages named above and get a place for your child at the Market Rasen De Aston School, you may also get home-to-school transport.
- If you live in Scotter, East Ferry, Scotton or Northorpe, your child may be eligible for transport if offered a place at Queen Elizabeth's High School, Gainsborough or to The Gainsborough Academy or Huntcliff School in Kirton Lindsey.
- If you live in Tetney, Holton le Clay, Waithe, Grainsby or North Thoresby, your child may normally receive transport if offered a place at Toll Bar Academy, Station Road, New Waltham, Grimsby. If you are offered a place for your child in one of the Louth secondary schools, your child may also be eligible for home-to-school transport.
- If you live in Keelby or Riby, your child may normally be eligible for transport to Healing School – a Science Academy, Low Road, Healing, Grimsby, Caistor Yarborough Academy or Caistor Grammar School

## Appendix C: **Guidance for applicants on appealing a decision to refuse home to school or college transport**

Lincolnshire County Council's Home to School and College Transport policy sets out the criteria for determining transport entitlement to schools and colleges. The policy meets the requirements of the law and explains other circumstances for which LCC uses its discretion to further entitle children and young people living in Lincolnshire to education transport support. The criteria explained in the policy are applied to all applications.

You will find details of those criteria in this policy document, on the LCC website at: [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport) or by calling the council on tel: 01522 782020.

Once your application has been considered, you will receive a letter to tell you whether the decision on your transport application – either an acceptance of the application, or a refusal to provide transport, with an explanation of the reason for the refusal.

If you believe that a mistake has been made in considering your application, or there is other information which we were not aware of at the time the application was considered, which would have affected the decision, you can contact us to discuss this within 20 working days at:

- By ringing the Customer Service Centre on 01522 782020. An adviser who is trained to deal with transport queries may be able to help. If not, they will take a message for the Transport Commissioning team to contact you.
- By emailing [SchoolTransportApplications@lincolnshire.gov.uk](mailto:SchoolTransportApplications@lincolnshire.gov.uk) with your query or information. We will get back to you within 10 working days wherever possible.
- By writing to: The Transport Commissioning Team at County Offices, Newland, Lincoln. LN1 1YL. We will respond to you within 10 working days wherever possible.

This will be considered by a Transport Entitlement Officer and a response to your points will be provided at this initial enquiry stage. If necessary, a further more detailed explanation will be provided regarding why the refusal has been issued. If, following receipt of this, an applicant feels they have grounds to appeal further they will be advised of the next stage of the appeals process at this point.

### **Review of application (first stage of appeal process)**

If, after receiving more detailed information regarding the decision to refuse your application, you believe that the decision to refuse transport is wrong against the policy or the law and you can evidence this, you may appeal the decision within 20 working days of the refusal of transport. Grounds for appealing the decision would be:

- The council has failed to apply its own policy or the law correctly to an application, and, or



- There are exceptional circumstances (see below) that you feel should be taken into account in considering the application, or
- The refusal is based on the existence of an available walking route to a school or pick-up point for transport and you are challenging the suitability of the route after an assessment has been conducted (see appendix E for details of assessment of route suitability).

An appeal should be made in writing, either on the form reproduced as Appendix E, or by email or letter to the address above, including the pupil's name, your name and the TRA reference number from the decision letter.

At this stage the appeal will be considered by a senior officer of the service, who will not have dealt with the original application, and your application will be looked at again, and the information you have supplied in the letter of appeal considered. A decision on your application will normally be given, in writing, within 20 working days.

### **Second review of application (final stage of appeals process)**

You may make a further and final appeal within 20 working days of your appeal stage one refusal if your first stage appeal has not been accepted and you believe the decision to be wrong against the policy or the law, or you believe that there are exceptional circumstances which have not been considered properly or at all, and which should cause transport to be given.

The second appeal should be in writing, to the same address as before. The second stage appeal will be decided by an independent panel that will consider all the information available to him or her, and ask for information from any relevant source. The panel will be convened within 20 to 40 working days from the receipt of your second stage appeal. The earlier decisions will be reviewed and any new information presented in the second stage appeal will also be considered. At this stage you should expect to have to supply evidence in sufficient detail to demonstrate that the council's earlier decisions were wrong, or that there are exceptional circumstances which mean that the council should provide the transport where there is no entitlement against the published criteria.

You can supply any information verbally, by telephone, in addition to your written information. This should be done by ringing the Customer Services Centre (01522 782020) and asking to speak to a transport officer, who will take note of your verbal information.

Following the panel meeting, a decision will be notified to you in writing within 5 working days.

### **What are 'exceptional circumstances'?**

The term 'exceptional circumstances' is not categorical or exhaustive and circumstances are always considered on an individual basis. Thus parents or carers may bring forward any circumstances they consider to be exceptional and which prevent them from ensuring that their child(ren) attends school, where there is no automatic entitlement to transport under the published criteria.

The following types of circumstances, which is not an exhaustive list, may be argued as exceptional circumstances in applications for transport to a school which is not the nearest or designated one to the home address over the statutory walking distance from the child's home address:

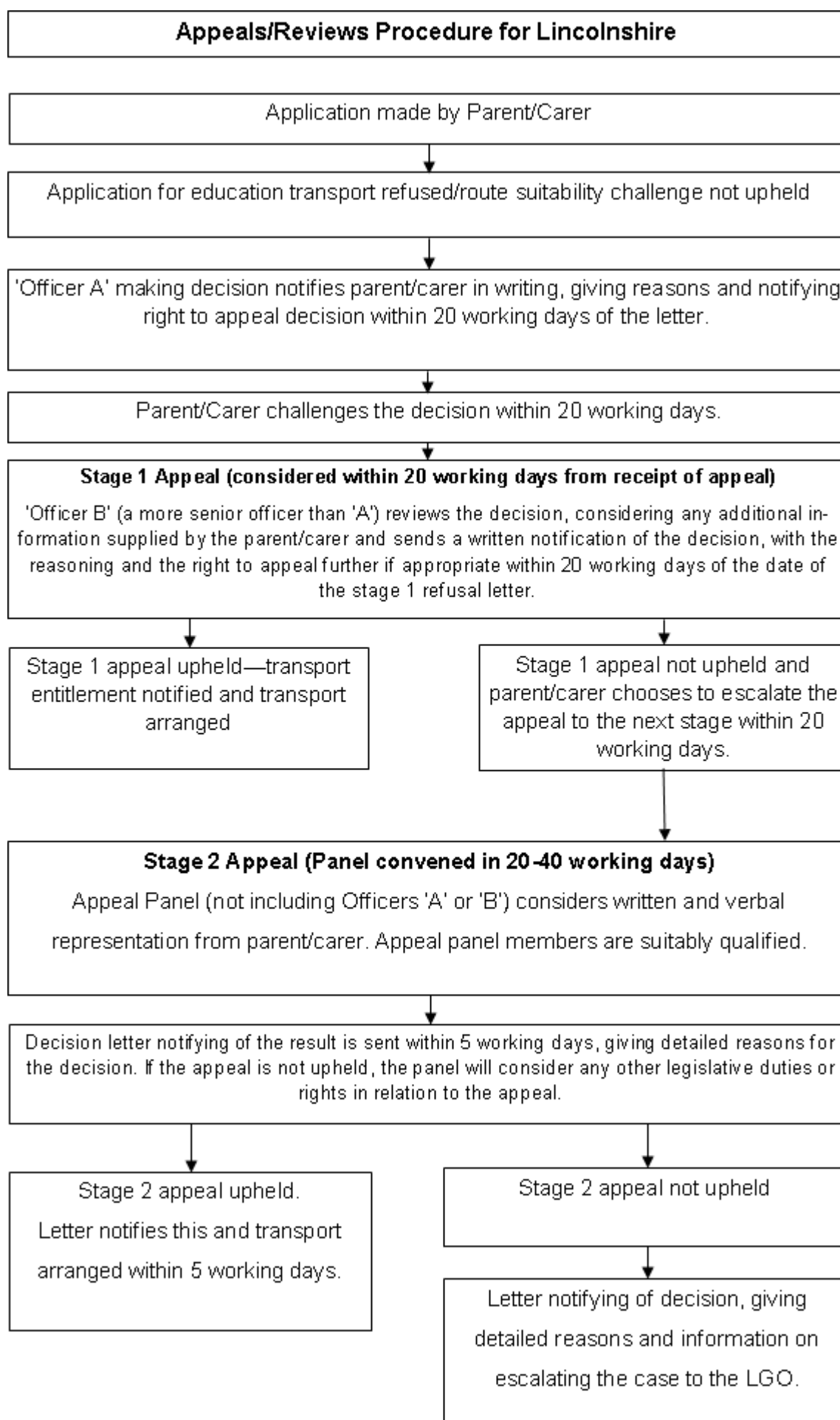
- Sudden and traumatic changes in family circumstances, outside the control of the family and which could not have been foreseen which prevent the family making their own arrangements.
- A change of school due to exceptional circumstances (for example outside the normal primary or secondary transfer dates) where it is agreed by the school formerly attended and the receiving school, as well as by the council, that the change of school is necessary. This is known as a 'managed move' (see Section A21) and an application for transport on these grounds should normally be made **before** the change of school
- Circumstances outside the control of the pupil or the family which prevent them carrying out their duty to ensure that the pupils travels to school safely, where the school is the nearest with a place in the year group.

**However the following circumstances would not normally be considered as exceptional:**

- Change of address
- Parent(s) or carers unable or unwilling to transport pupil to a school or college where transport is not provided by the council under an entitlement
- A change of school due to alleged bullying or other problems, unless these have been investigated and a recommendation made by or to the council before the change under the 'managed moves' policy. see Section A21
- Non-entitlement which arises from a school choice by the parent or carer
- Loss of employment
- Loss or non-availability of private travel arrangements
- A request for transport for a sibling unless they qualify under the policy
- Children subject to shared custody whose parents or carers request transport from both addresses. Please note, a court order determining contact between parents is court order for the parents to adhere to and is not an order placed on the Local Authority to provide transport from two addresses. Parents in these circumstances will need to collectively decide which address they wish to apply for transport from.

## Appeals or review procedure for Lincolnshire

1. Application made by parent or carer
2. Application for education transport refused or route suitability challenge not upheld
3. 'Officer A' making decision notifies parent or carer in writing, giving reasons and notifying right to appeal decision within 20 working days of the letter
4. Parent or carer challenges the decision within 20 working days
5. Stage 1 appeal (considered within 20 working days from receipt of appeal).  
'Officer B' (a more senior officer than 'A'):
  - a. reviews the decision, considering any additional information supplied by the parent or carer
  - b. sends a written notification of the decision, with the reasoning and the right to appeal further if appropriate within 20 working days of the date of the stage 1 refusal letter
6. If stage 1 appeal is upheld – transport entitlement notified and transport arranged. If Stage 1 appeal is not upheld and the parent or carer chooses to escalate the appeal to the next stage within 20 working days, proceed to step 7.
7. Stage 2 appeal (panel convened in 20 to 40 working days). Appeal panel (not including officers 'A' or 'B') considers written and verbal representation from parent or carer. Appeal panel members are suitably qualified.
8. Decision letter notifying of the results is sent within five working days, giving detailed reasons for the decision. If the appeal is not upheld, the panel will consider any other legislative duties or rights in relation to the appeal.
9. If stage 2 appeal is upheld, letter notifies this and transport arranged within five working days. If stage 2 appeal is not upheld, proceed to step 10.
10. Letter notifying of decision, giving detailed reasons and information on escalating the case to the LGO.



## Appendix D: **Policy on determining suitable walking routes to school or to a transport pick up point**

### **Home to school transport**

Lincolnshire County Council has firm policies about entitlement for transport to schools which meet the requirements of the law.

Unless a child qualifies for transport, parents must make arrangements to get their children safely to and from:

- the school, or
- the pick-up point to meet the transport

Parents are expected to determine if their child requires accompaniment on the journey by a responsible adult and make arrangements for this as necessary.

### **Is your child entitled to transport?**

Parents or carers are able to express a preference for a school that they wish their child(ren) to attend but the council will provide or pay for transport only to the school within the designated transport area, or to a nearer suitable school **and** if the distance between home and the school is:

- 2 miles or more for primary age pupils or
- 3 miles or more for secondary pupils.

The distance is measured by the nearest available walking route from the gate of the property (or where public land borders private land) to the nearest accessible gate of the school or to the nearest pick-up point.

Parents or carers of children who are eligible for transport are responsible for making suitable travel arrangements to the nearest transport pick up point for distances up to:

- 1 mile for primary age pupils
- 2 miles for secondary age pupils
- 3 miles for post-16 students attending 6<sup>th</sup> form or college.

### **What if you consider that the walking route is unsuitable?**

An available walking route is one that a child of school age (reception to year 11), accompanied by a responsible adult as the parent or carer deems necessary, may use to get to and from school.

Transport will **not** be provided for post 16 students for distances less than three miles even if the route is determined to be unsuitable for an accompanied school child to walk.

In considering the availability of a route the council uses the guidelines issued by the Road Safety GB Group and the following factors will be considered:

- If there is a footpath along the entire route it will almost always be determined as suitable.
- Absence of a footpath does not necessarily make the route unsuitable as long as there is room to step off the road to allow traffic to pass and the traffic flow is within the council's criteria based on nationally approved guidelines.
- Hazardous road conditions such as blind bends or road narrowing will be considered along with the traffic flow.
- Where there is a need to cross the road, the situation will be assessed against the council's criteria which are based on guidelines produced by Road Safety GB.

**Important:** The council does **not** consider the following factors when making a route assessment:

Lonely routes, moral danger, rivers, ditches, dykes and ponds, unmanned level crossings and the absence of street lights or inclement weather.

### **What can you do if you do not agree with the decision?**

If you consider that the policies of the council outlined above have not been applied correctly in the case of your child, you can ask for the should complete the form reproduced as Appendix E and send it to the address given at the bottom of the form.

The decision concerning the provision of transport will then be reviewed. Clearly not everyone who applies for transport to school and college will be eligible, but it is intended that all children will be treated fairly and equally throughout Lincolnshire.



## Appendix F: **Guidelines on the allocation of spare seats ('concessionary seats') on council contracted services.**

Spare seats on council contracted transport services (buses and taxis) to school or college may be allocated to pupils and students who have not qualified for free or subsidised transport, subject to there being no fare paying service on the route in question.

A parental or student contribution is payable for concessionary seats. This cost is calculated on a per day basis.

Concessionary seats are not available if:

- The journey to or from school can be made by local fare-paying bus or train services, or
- There would be any additional cost to the council in providing the seat.

The seat is offered for the duration of the academic year subject to payment of the contribution and the proviso below. Re-application must be made annually for a second and subsequent years.

It is a proviso in the award of a concessionary seat that it can be withdrawn at short notice if a seat is needed for an entitled child.

If there are more applications for concessionary seats than there are places available a priority register will be used to allocate places on the following basis:

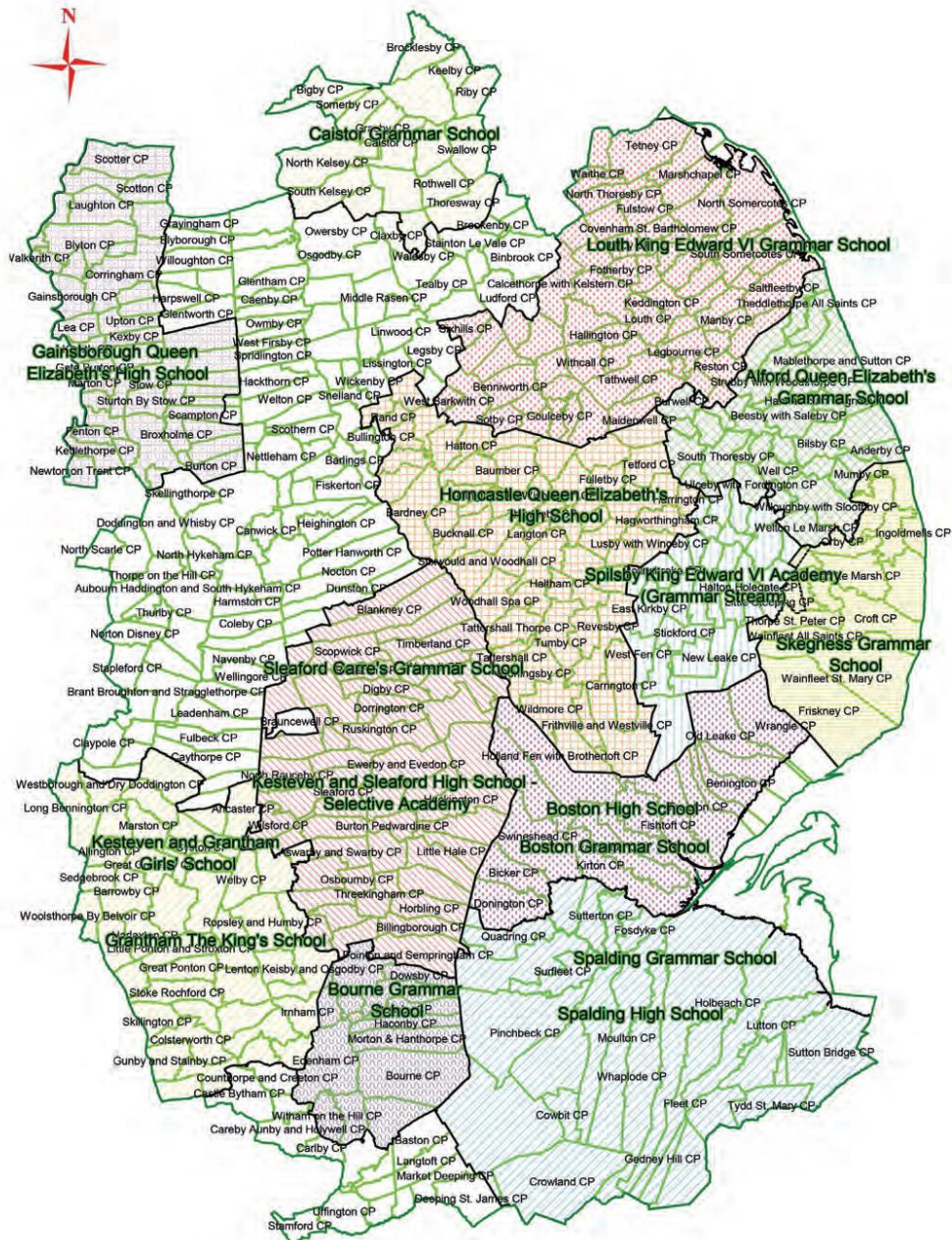
- 1<sup>st</sup> Pupils or students living in Lincolnshire
- 2<sup>nd</sup> Pupils/students who wish to use the transport at both the beginning and end of the school/college day
- 3<sup>rd</sup> Pupils/students attending the designated or nearest school or college to their home
- 4<sup>th</sup> Pupils/students who are part way through an exam course
- 5<sup>th</sup> Those living furthest from their designated or nearest school or college
- 6<sup>th</sup> Youngest children

Applications can be made online at [www.lincolnshire.gov.uk/school-college-transport](http://www.lincolnshire.gov.uk/school-college-transport).

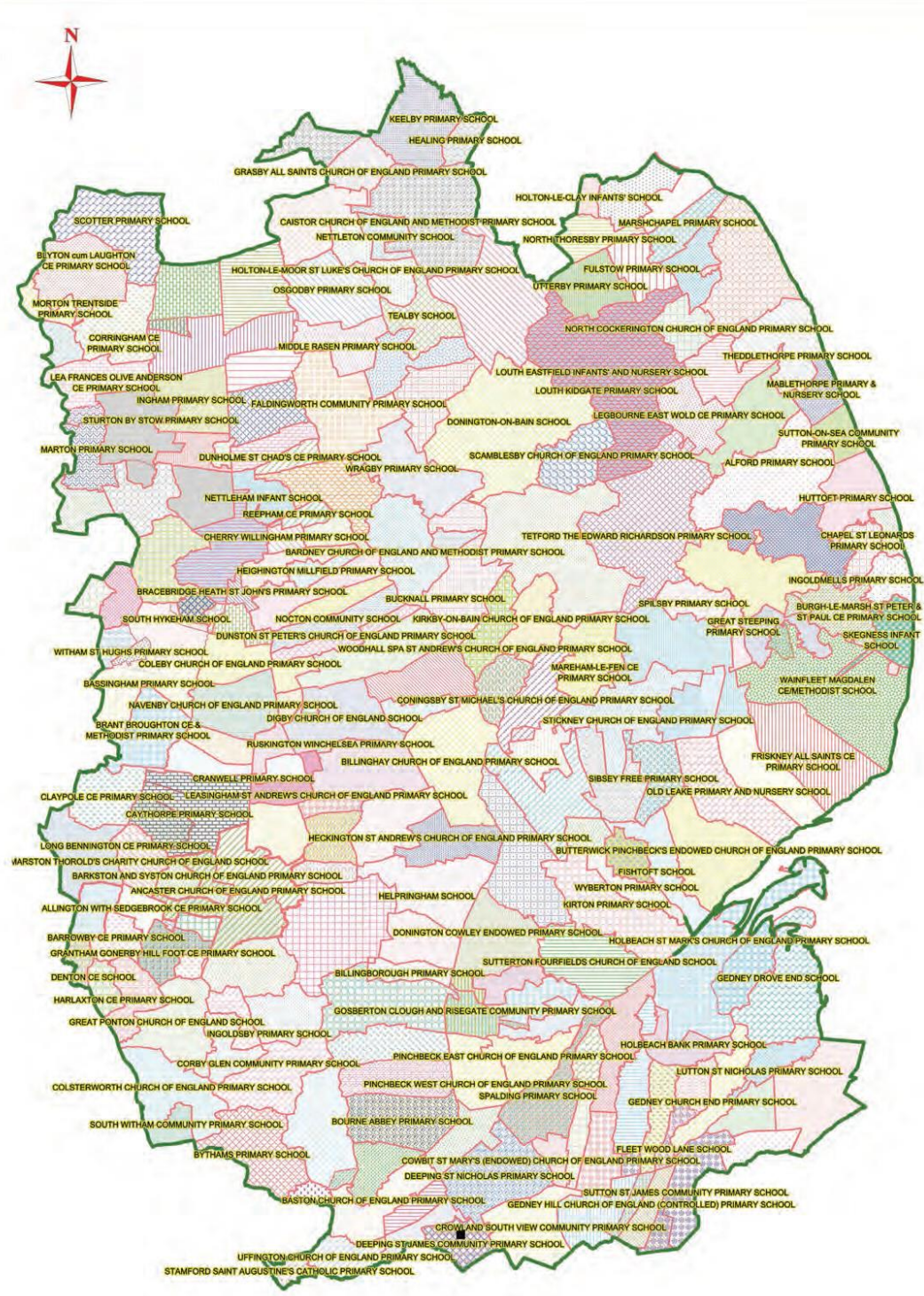




## Gii Secondary Grammar



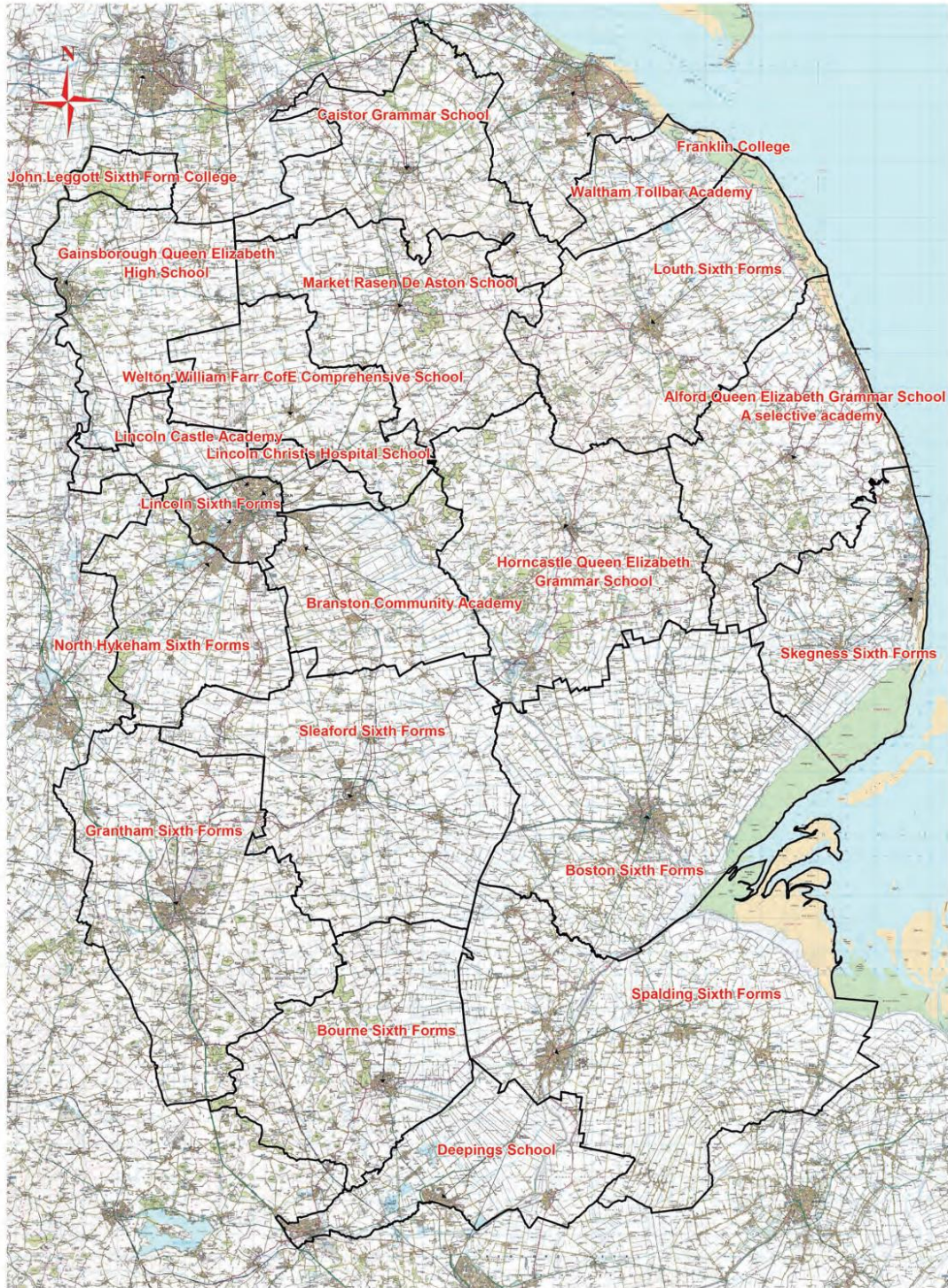
# Giii Primary Schools



## Giv Colleges of further Education



# Gv DTA Sixth Forms Map



## Appendix H: **Guidance for Term Dates and Start/ Finish Times**

### **Introduction**

Lincolnshire County Council's home to school transport team is resourced to provide transport for 190 operational days in a given financial year to those pupils who qualify under the home to school transport policy.

On average, the cost of transport is around £150k per day for the 18,500 entitled children the council transports. There are many more students travelling each day to school who do not receive an entitlement to transport from the council.

Each year Lincolnshire County Council consults with neighbouring Local Authorities to try to coordinate term dates for the next academic year, taking into account the bank holidays and the number of operational days in a financial year.

Over recent years, many schools have looked to vary term dates from those recommended by Lincolnshire County Council as well as making changes to the start and finish times of their school day without an awareness of the financial pressure this may create for the Local Authority. Where schools in a local community share transport, which is commissioned by the council, and do not align their term dates and start/finish times, it can result in a financial pressure for the Local Authority as it attempts to ensure the provision of transport to serve all schools.

In many instances the Local Authority has not been notified of proposed changes and has therefore been unable to discuss with schools the financial implications this creates and any other unintended consequences that may ensue.

The council has therefore developed this guidance, which is aimed at Schools, to develop a mechanism for schools to engage with the council when it is proposing alternative term dates to those recommended and/or changes to school times. The council is facing unprecedented financial pressures and has to scrutinise all aspects of its expenditure; it is therefore vital that the council is included in a school's consultation process regarding changes it is proposing to make in this regard.

Please see the guidance below which highlights the information the council requires before a school decides to change its term dates outside of that which is recommended by the Local Authority, as well as any amendments it is proposing to make to the start and end of its school day.

# Lincolnshire County Council's Proposed Term dates for 2020 to 2021 and 2021 to 2022

Academic Year Starting **2020**

### Sep-20

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Oct-20

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Nov-20

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Dec-20

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Jan-21

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Feb-21

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### Mar-21

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Apr-21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### May-21

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Jun-21

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Jul-21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Aug-21

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Academic Year Starting **2021**

### Sep-21

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Oct-21

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Nov-21

S	M	T	W	T	F	S
	1	2	3	4	5	7
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### Dec-21

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Jan-22

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Feb-22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### Mar-22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Apr-22

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### May-22

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Jun-22

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Jul-22

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Aug-22

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Key

Weekend	School Day	Bank Holiday	Non-School Day
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Above are the terms dates that are recommended by the council for the academic year 2020/2021 and 2021/2022. If your school is planning to alter its school term dates from those recommended above, please could you provide advance notice and a copy of your revised dates using the form below.

For years beyond 20/21, the council requires one year's notice if your school is planning on changing its dates outside that which are published by Lincolnshire County Council. The council publishes its recommended term dates in January for the term dates to take effect from the September in the following year – these are available via the council's website at <https://www.lincolnshire.gov.uk/school-attendance/school-term-times>

### **Consultation**

Community and voluntary controlled schools, where the Local Authority is the employer, are not permitted to vary from the council's recommended term dates.

For all other schools where alternative dates are proposed, the council is requesting that schools consult in the first instance with any nearby schools that share the transport which is being provided by the council. If you are not aware of which schools in your community share transport you can contact the Transport Services Group (TSG) via email for this information: [TSG@lincolnshire.gov.uk](mailto:TSG@lincolnshire.gov.uk)

If the council does not receive notice of changes to your term dates in advance, it cannot guarantee that transport will be provided on those alternative days outside of the council's published term dates. Additionally, if additional transport costs are incurred in making changes to the transport network, schools may be asked to meet this cost.

### **Changing your start and end times**

In addition to consulting with nearby schools and the council regarding term dates, the council also asks that schools do this should a change to the start and end of your school day be proposed. Many schools will share transport and it may incur additional costs should those transport arrangements have to be altered to suit differing start and end times to the school day in the same locality.

Schools may be charged if significant costs are incurred by the Local Authority for these changes.

Please find below a form to complete should you be planning on changing your school term dates from those recommended by the council and, or start or finish times.



<b>Change of School Term Dates</b>		
1. Name of School	School Name:  Named contact for further information:  Contact Details:	
2. Is your school a community or voluntary controlled school?  Please note community and voluntary controlled schools are not permitted by LCC to change their term dates from those recommended.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Changes Proposed	Term dates <input type="checkbox"/>	School Times <input type="checkbox"/>
	Further details to be provided at question 4	Further details to be provided at question 5
4. Academic Year/ Dates changes are applicable from	2020/21 <input type="checkbox"/>  Effective Date:	2021/22 <input type="checkbox"/>  Effective Date:
5. Term Date changes	Please provide a copy of your proposed term dates along with this form to <a href="mailto:schooltransportapplications@lincolnshire.gov.uk">schooltransportapplications@lincolnshire.gov.uk</a>  Please highlight where your term dates differ from that set out by Lincolnshire County Council.	
6. School Time changes	Please outline the options under consideration by the school.	
7. Have you contacted the Transport Services Group at <a href="mailto:TSG@lincolnshire.gov.uk">TSG@lincolnshire.gov.uk</a> to establish if your school shares transport with other schools?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does your school share transport with other schools?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please list your shared schools here:	

9. Have you consulted with your neighbouring schools?	Yes <input type="checkbox"/>  Please state which schools have been consulted.....	No <input type="checkbox"/>
10. Will all schools who share transport be adopting the same dates/times?  (Please note it will be necessary for all schools to submit this form regarding any proposed changes.)	Yes <input type="checkbox"/>  Please state which schools	No <input type="checkbox"/>  Please state which schools
11. Please provide any additional information you feel the council needs to be aware of.		

Please return this completed form along with any associated documents to [schooltransportapplications@lincolnshire.gov.uk](mailto:schooltransportapplications@lincolnshire.gov.uk) as follows:

- by 29 February 2020 for any proposed changes to take effect for the academic year 2020/21.
- by 31 August 2020 for any proposed changes to take effect for the academic year 2021 to 2022.

## **Glossary: An explanation of some of the words and phrases used in this policy**

**6<sup>th</sup> form** – Education offered after age 16 in a school with a sixth form.

**Compulsory school age** – This is between age 5 and 16. Children may start school before their 5<sup>th</sup> birthday provided that their 5<sup>th</sup> birthday falls in the school year in which they start school.

**Concessionary Transport** – Spare seats on contracted education transport which are offered to non-entitled pupils at a subsidised cost.

**Denominational** – This word is used to describe the religious character of a school. A denominational school is one which has a religious affiliation.

**Designated Transport Area (DTA)** – An area around a school or college from which resident pupils/students can get transport support subject to meeting the criteria for entitlement.

**Designated Transport Area School/College (DTA School or College)** – The school or college to which transport is provided is called a DTA school or college.

**Disclosure and Barring Services (DBS)** – A DBS check is an enquiry made against a police-controlled database recording offences that have been convicted. DBS checks which can be 'standard' or 'enhanced' are made for all staff employed by or on behalf of the council where the staffs concerned has any significant contact with children.

**Education Funding Agency (EFA)** - The government agency which funds post 16 education.

**Education and Health Care Plan (EHCP)** – A document setting out the education, health and care needs of a child or young person.

**Eligible pupil/student** – A pupil is eligible for transport when they meet the criteria for the award of transport.

**Exceptional circumstances** – Circumstances which exist or have arisen and could not have been foreseen, and which prevent the parent or carer from meeting their duty to ensure that their child travels to school or to a transport pick-up point. Exceptional circumstances are considered on an individual basis.

**Free/subsidised transport (to school or college)** – Free transport refers to transport for which the parent or child pays no charge or contribution. Subsidised transport refers to transport provided or paid for by the council for which a parental or student contribution is charged.

**Further education** – Education offered after age 16 (in a college or sixth form).

**Higher education** – Education which leads to a qualification above level 3 or advanced level e.g. a degree.

**Industry Lead Body (ILB)** – An employer’s organisation which sets employment and/or training or entry standards for jobs in the vocational area for which they are responsible.

**Lincolnshire County Council (LCC or The Council)** - The Local Authority responsible for providing home to school transport in Lincolnshire.

**Local Authority (LA)** – an administrative body in local government which is officially responsible for the public services and facilities in a defined geographical area e.g. Lincolnshire County Council.

**Low income family** – A family whose total income allows them to qualify for free home to school transport under the criteria.

**Mainstream school or college** – A school or college which is suitable for pupils or students of all abilities.

**Managed move** – A managed move is a transfer of a school-age pupil from the roll of one school to that of another which is brokered by the council and arranged and agreed by both schools.

**Max Respect** – Max Respect is the council’s branded initiative to address issues relating to good behaviour, anti-bullying and pupil and driver conduct.

**Medical condition or need** – A permanent or temporary condition which requires medical assistance and which prevents that child or the parent making their own education transport arrangements.

**Parent or carer** – A person who is the mother or father of the child in question or who has parental responsibilities for the child or who has care of the child under a formal or legal arrangement. Parental Responsibilities is defined in the 1989 Children’s Act.

**Pick up point/drop off point** – A designated or recognised place from which school transport begins/ends.

**Primary stage (or age)** – Education offered to children aged 5-11 years.

**Qualifying pupil or student** – A pupil or student who is entitled to home to school or college transport according to the criteria.

**Recognised course** – a course funded by the DFE or LA at post-16 level.

**Religion or belief (in context of education transport entitlement)** – The main indication of a religion is that it has a clear structure and belief system. Belief is defined as a religious or philosophical belief and equates to conviction. Based upon case law, it has to be more than an opinion or idea. A belief must be genuinely held and the burden is on the parent to show that it is the real reason for their action or preference.

**Repeat years** – A pupil or student who repeats a year of work they have already completed which is not appropriate to their actual age

**Responsible Adult** – A responsible adult is a person aged over 18 years who is able to accompany a child of school age to school or to a school transport pick up point. The adult must be capable of making appropriate decisions en route, particularly relating to road safety.

**School of choice (or preference)** – A school of choice or preference is used to describe a school to which a parent has elected to enrol a child. This may not be the nearest or designated school.

**School year** – A school year is 190 days of teaching and must begin after the end of July in any year and end before the end of July the following year.

**Secondary stage (or age)** – Education offered to children aged 11 to 16 years.

**Shortest Available Route** – A shortest available route is the shortest route a pupil or student may travel (by foot or assisted transport) to a school, college or pick up point, without trespass, in reasonable safety. An available route is one which is capable of being used.

**SLDD** – Students with learning difficulties and, or disabilities.

**Special Education Needs and, or Disabilities (SENDS)** – A pupil or student who has learning difficulties (and, or disabilities) and needs special help.

**Suitable route (to walk to school or college or to a pick-up point)** – A route is defined as suitable for a child, accompanied if necessary by a responsible adult, if it meets the criteria laid down by the council, and may be used to get to and from school or college or a transport pick-up point.

**Suitable school** – A school maintained by the LA or an academy that is suitable to a child's age, ability, aptitude or any SEN they may have. All schools are obliged to offer teaching across the ability range.

**Temporary medical condition** – A medical condition which is expected to end, but which prevents the child or the parent from making their own educational transport arrangements for a limited period.

**Walking distance** – Defined for the purposes of assessing home to school or college transport as two miles at the primary stage, and three miles at the secondary and further education stage. If a pupil or student lives within the walking distance to a school or college they could attend, they will not usually qualify for transport, unless the route is unsuitable. (See suitable route).