



Admissions Policy and Arrangements 2010-2011

A. THE ADMISSION AUTHORITY

The entry of children to schools is controlled and administered by an 'Admission Authority'. In the case of community schools, this is Bridgend County Borough Council (LEA). In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for the Admission Authority is the geographical area of the county borough of Bridgend. Where the LEA is the admission authority, the school's governing body is under a duty to implement the LEA's decision on applications, and to act in accordance with the LEA's admission arrangements.

In the case of voluntary aided schools, the admission authority is the governing body of the individual school. Further information about admission to voluntary aided schools is set out in Section S.

B. PARENTAL PREFERENCE

The LEA has a statutory duty to have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that would be compatible with the provision of efficient education and the avoidance of unreasonable public expenditure (S.9 Education Act 1996). Within the County Borough of Bridgend each school has an area it serves, although the LEA must allow all parents/guardians the opportunity to express a positive preference for the school they would wish their child to attend.

In the vast majority of cases, parents are quite happy to choose their local school but it is now legally necessary for that school to be selected by parents/guardians and named on a form entitled 'Admission to School'.

The LEA has a duty to meet the preferences for admission expressed by parents ahead of those who have expressed no preference. Consequently, parents must ensure they return the 'Admission to School' form expressing their preference by the stated deadline, and not automatically assume that a place will be available for their child at a particular school, even though that may be their local school.

Trelales Primary School

The 'Admission to School' form will be sent by the LEA to those parents whose child, in September 2010, will be:

- starting school for the first time (this does not include those starting in a nursery class/school); or
- moving from an infant school to a junior or primary school, (this doesn't apply to those moving from an infant dept. to a junior dept. within the same primary school); or
- moving from a junior or primary school to a secondary school.

The preferred school can be a Welsh-medium school or a voluntary controlled school. The one voluntary controlled school, Penyfaï Primary School, is financed by the LEA, which administers the admissions criteria approved by governors. These are consistent with the Trust Deed of the school (See Section T).

The admissions form also allows parents to list more than one school in priority order.

If parents/guardians have any queries in relation to the admission process they can contact Mandy Jones, School Admissions Officer:

E-mail pupilservices@bridgend.gov.uk

Tel No: 01656 642656

Address: Learner Support Services, Children's Directorate, Bridgend County Borough Council, Sunnyside, Bridgend CF31 4AR

A full version of this document is also published on the Bridgend County Borough Council website: www.bridgend.gov.uk

C. TIMETABLE FOR ADMISSIONS TO SCHOOLS SEPTEMBER 2010-2011

The expected timetable to process applications for admissions to primary and secondary schools for September 2010 is not yet known:

Admissions Forms sent to parents	<i>The Welsh Assembly Government is currently consulting on a new Code for School admissions. One option being considered is establishing a common date across Wales for the return of applications and also a common date by which Admission Authorities must send out decision letters. The outcome of the consultation process will influence Bridgend's timetable</i>
Forms returned to LEA	
Parents notified of outcome	
Notification of any appeals	

The timetable for nursery admissions will not be governed by the new Code for School Admissions and is set out in Section H.

D. WHERE THE DUTY TO COMPLY WITH PARENTAL PREFERENCE DOES NOT APPLY

Trelales Primary School

The duty under which the LEA and school governors must comply with parental preference does not apply where:

- to admit the child would prejudice the provision of efficient education or efficient use of resources;
- the child has been permanently excluded from two or more schools and at least one of the exclusions took place after September 1997. The requirement to comply with parental preference is disapplied for a period of two years following the second exclusion. This does not apply to children who were below compulsory school age when they were excluded or to pupils who were reinstated after exclusion;
- to admit would be incompatible with the statutory duty to meet infant class size limits of 30 (see Section F).

E. ADMISSION LEVEL

All maintained schools must admit pupils up to their published admissions number in the relevant age group. The relevant age group for admission to schools within Bridgend are:

Infant /Primary Schools	Age 4/5	(reception class)
Junior Schools	Age 7/8	(year 3)
Secondary Schools	Age 11/12	(year 7)

The published admission number has been calculated in accordance with the Welsh Assembly Government's new capacity calculation methodology outlined in Circular 09/2006. As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances. The LEA has consulted with governing bodies and agreed the published admissions number for each school.

F. INFANT CLASS SIZE REGULATIONS

In order to improve educational standards in schools, it is Government Policy to limit the number of children in Reception, Years 1 and 2 to a maximum of 30 pupils. Admission authorities can only refuse admission on the basis of infant class size prejudice if the published admission number has already been reached.

G. PROOF OF ADDRESS & FALSE INFORMATION

When considering whether a child lives in a school's catchment area, it is the permanent address of the parent or legal guardian that the LEA considers to satisfy the admissions criteria, irrespective of a family's domestic arrangements. That is to say, the address of another relative or childminder etc must not be given. The LEA must be notified immediately of any change of permanent address. Further details about catchment areas serving schools, can be obtained by contacting Learner Support Services on 01656 642656.

Where a parent gives fraudulent or intentionally misleading information to obtain the advantage of a particular school placement for their child, to which they would not

otherwise be entitled, the LEA reserves the right to withdraw the offer of a place. Where a place is withdrawn, the application will then be considered afresh, and a right of appeal offered if a place is refused. Where there is doubt about the permanent address of a pupil living within the school's catchment area, the LEA reserves the right to seek further verification.

H. NURSERY EDUCATION

The Welsh Assembly Government requires LEAs to secure a free, part-time, early years education place for eligible three-year-olds from the term following their third birthday. The place can either be at an LEA maintained school or within the non-maintained sector, with a registered early years provider. Where parents opt for a place with a registered early years provider, they will only be eligible to receive funding for a part-time place regardless of whether the place offered is full or part-time. The grant payment in this respect will be made directly to the provider.

As from September 2009, places at LEA maintained schools are part-time for 3 year olds (Nursery Year One) and full-time for 4 year olds (Nursery Year Two).

Application forms for admission to nursery schools/classes will be available from 8th January 2010. The deadline date for the return of application forms is the 26th March 2010. Notification will be sent out to parents/carers informing them of the outcome of their application on the 29th May 2010.

The LEA is committed to the principle of providing local schools for local children and will make every effort to ensure that children are able to secure a place at their local school, where parents/carers have expressed a positive preference for that school. However where the number of applications exceeds the number of places available, the LEA will apply the following criteria, in priority order, to allocate places:

1. Children who are 'looked-after' by a Welsh local authority.
2. Children who will be three years of age on or before 31st August 2010 and who normally reside within the community school's catchment area will be considered first. These children will attain their 4th birthday during the academic year (Nursery Year Two) and will be eligible for a full-time nursery place in September 2010.

In the event of a school being over-subscribed from within the catchment area, children will be admitted in accordance with their chronological date of birth i.e. oldest first.

3. Children recommended for placement for medical, psychological or special educational reasons. These must be confirmed by the LEA's professional advisers.
4. Children who will be three years of age on or before 31st December 2010 and who normally reside within the community school's catchment area. These

Trelales Primary School

children will be eligible for a part-time place in January 2011 (Nursery Year One).

5. Children who will be three years of age on or before 31st March 2011 and who normally reside within the community school's catchment area. These children will be eligible for a part-time place in April 2011 (Nursery Year One).
6. Children living outside the community school's catchment area will be considered for any remaining places in the order of priority set out below:
 - a) Children with siblings attending the school. A sibling is classified as a half or full brother/sister; an adopted brother/sister; a child living in the same household.
 - b) Chronological date of birth, i.e. the older child would have a higher priority.
 - c) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).

Parents/carers should note that pupils living outside a school's local area who are admitted to a nursery class of an infant or primary school will not have an 'automatic' right to continued education at the same school when moving to a reception class. All parents/carers of children attending a nursery class, whether residing within the catchment area or outside it, will be required at the appropriate time to complete an Admission to School form indicating their preference for a school (See Section B).

Parents/carers should be aware that there is no right of appeal in the case of nursery admissions.

I. PRIMARY EDUCATION

Every child is required by law to receive full-time education from the beginning of the school term after his/her fifth birthday. In Bridgend, however, all children are normally admitted to reception classes in the September following their fourth birthday.

Again the LEA is committed to the principle of providing local schools for local children and will make every effort to ensure that children are able to secure a place at their local school, where parents/guardians have expressed a positive preference for that school. However where the number of applications exceeds the number of places available, the LEA will apply the following criteria, in priority order, to allocate places:

1. Children who are 'looked-after' by a Welsh local authority.
2. Children who normally reside within the community school's catchment area will be considered first.

Where a school is over-subscribed and all applications are within the catchment area, the LEA will allocate the places in the following order of priority:

Trelales Primary School

- (a) Children with siblings attending the school
 - (b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate). .
3. Children not currently resident within the defined catchment area whose parents have satisfied the LEA, by the published closing date for receipt of Admission to Schools preference forms, that the child will be resident within the defined catchment area by the commencement of the school term to which the application relates. Evidence of permanent residence of the child must be supplied.
 4. Children recommended for placement for medical, psychological or special educational reasons.. These must be confirmed by the LEA's professional advisers.
 5. Children living outside the community school's catchment area will be considered for any remaining places in the order of priority set out below:
 - a) Children with siblings attending the school. A sibling is classified as a half or full brother/sister; an adopted brother/sister; a child living in the same household.
 - b) Proximity to school, as measured by the nearest available safe walking route (from home to the nearest main school gate).

J. TRANSFER TO A JUNIOR SCHOOL OR TO A JUNIOR DEPARTMENT WITHIN A PRIMARY SCHOOL

Children enter, or transfer to junior school or to a junior department in a primary school, on the first day of the autumn term following their seventh birthday.

Where a local area is served by separate infant and junior or primary schools, parents of children in an infants school will need to complete the Admission to Schools form in order to ensure their request for a place for their child is considered at the time of transfer from the infant school to the respective junior or primary school.

In primary schools the infant and junior sections are simply departments of the same school and children progress through the school from the infants to juniors without having to transfer elsewhere. Parents are therefore **not** required to complete a form, since the children are already regarded as registered pupils in the primary school.

K. SECONDARY EDUCATION

Children normally transfer from primary school to secondary school at the beginning of the school year following their eleventh birthday. Being a registered pupil at a feeder junior or primary school does not qualify for automatic admission to the associated secondary school. Where there is over-subscription for the number of places available at the secondary school, the following admission criteria below will apply:-

Trelales Primary School

1. Children who are 'looked-after' by a Welsh local authority.
2. Pupils who normally reside within the community school's catchment area will be considered first.

Where a school is over-subscribed and all applications are within the catchment area, the LEA will allocate the places in the following order of priority:

- (a) Children with siblings attending the school
 - (b) Proximity to school, as measured by the nearest available safe walking route (from home to the main school gate).
3. Children not currently resident within the defined catchment area whose parents have satisfied the LEA, by the published closing date for receipt of Admission to Schools preference forms, that the child will be resident within the defined catchment area by the commencement of the school year to which the application relates. Evidence of permanent new residence must be supplied.
 4. Children recommended for placement for medical, psychological or special educational reasons. These must be confirmed by the LEA's professional advisers.
 5. Children living outside the community school's catchment area will be considered for any remaining places in the order of priority set out below:
 - a) Children with siblings attending the school. A sibling is classified as a half or full brother/sister; an adopted brother/sister; a child living in the same household.
 - b) Proximity to school measured by the nearest available safe walking route (from home to the nearest main school gate).
 - c) Pupils who are attending an associated 'feeder' primary school.

L. OUTCOME OF APPLICATION

Parents/carers will be notified of the outcome of their application in writing. If the application is refused, the letter will set out the reasons for the decision and advise parents/cares on the appeal process.

M. MID - YEAR ADMISSIONS/TRANSFERS

Parents/carers, who move into the County Borough of Bridgend, during the academic year, will be required to complete a 'School Admission/Transfer' form requesting admission to school. Similarly, if parents move within the County Borough they may wish to seek admission to their local school. Again, the 'School Admission/Transfer'

form would need to be completed. Copies of the form are available from Learner Support Services (01656 642656).

Parents/carers may also wish to apply for a place at a different school for other reasons. If you are not moving house, you should talk to the headteacher about the reasons for a change of school. There is a significant amount of research which shows that changing schools is disruptive and can have a negative impact on a pupil's achievement. There are many reasons for this. Hence it is important that careful consideration is given, particularly in the case of pupils in Years 10 and 11 who would have made their GCSE choices. The 'School Admission/Transfer' form would have to be completed for the transfer to be considered.

Unless you have moved into Bridgend or moved to a different location within the County Borough, a request for a school place will normally only be considered for the start of a school term, after discussions have taken place to resolve any issues and reports from the previous school have been considered. During this period your child should remain at his/her current school.

Further advice on transferring a child to another school is available from Learner Support Services (01656-642656).

N. WAITING LISTS

The LEA does maintain waiting lists for oversubscribed schools. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the October half term. Where applications are received outside the normal admissions round, children will remain on the waiting list for a period of 3 months.

If additional places do become available, they will be allocated on the basis of the published oversubscription criteria (see relevant section above) and not the length of time a pupil has been on the waiting list.

O. ADMISSION OUTSIDE THE NORMAL AGE GROUP

Occasionally the parents/carers of gifted or talented children will seek a school place for their child outside their normal age. Other circumstances may be where a child has experienced problems or missed part of a year due to ill health. The LEA will consider each case individually and make its decision in consultation with the school and parent/carer.

Where the LEA considers that an out of year application is appropriate and that application is refused, as there are no places available at the school, the parent/carer will be offered a right of appeal. However there is no right of appeal if a place has been offered but not in the desired year group (i.e. where the place offered is in the correct chronological year group).

P. REGISTERING AN APPEAL

In the vast majority of cases, children are offered places in line with their parents' preference of school. If, however, a child is unable to gain admission, parents will need to decide whether they are willing to accept the place offered at a different school, or whether they wish to continue with their first application. If parents feel that they have circumstances which they believe justify further consideration, they may choose to appeal to an independent panel. This panel will consider the grounds put forward by parents for the appeal and determine whether the merits of their case outweigh the arguments presented by the LEA. Before they appeal, parents are advised to consider the LEA's admission policy.

Parents/carers may lodge a formal appeal against the LEA but this must be received within 14 days (10 working days) of being notified of the decision not to admit a child to their preferred school. Parents should submit their appeal in writing, stating their reasons for appeal, to: Learner Support Services, Children's Directorate, Sunnyside, Bridgend, CF31 4AR. The LEA will refer the appeal to an Independent Appeal Panel. The Clerk to the Panel, will arrange a time and place for the hearing. The panel will give parents an opportunity of appearing before them and making their representations (oral and/or written).

Parents/carers are advised that:

1. they may elect not to attend the appeal meeting and, instead, allow the appeal to be considered on a written statement;
2. the appeal will be decided on the information available if, having failed to give a reasonable explanation, they do not appear;
3. if they cannot attend on the date, and it is not reasonably practicable to offer an adjourned hearing, the appeal will have to be decided on whatever information is available;
4. they will be given at least 14 days (10 working days) written notice of the meeting of the appeal panel, unless they agree to a shorter period. Parent/Guardian should confirm this in writing to the clerk to the panel.

Parents/guardians can be accompanied by a friend or adviser or an interpreter, but are requested to inform the Clerk to the Independent Appeal Panel of any representation at least seven days before the hearing.

Q. REPEAT APPEALS

Parents/carers generally do not have a right to a second appeal in respect of the same school and the same academic year except where:

- there were faults in the first appeal process and there is a significant possibility that the outcome might have been affected by the faults (this may be on the recommendation of the Public Services Ombudsman); or
- a fresh application is accepted because there has been a significant and material change in the circumstances of the parent or child and that application has also been turned down. Common examples of where a fresh application is

considered are where a family has moved address or there are new medical reasons.

Parents/carers who appeal unsuccessfully can reapply for a place at the same school in respect of a later academic year. If they are again unsuccessful they do have the right of appeal.

R. WELSH EDUCATION

In accordance with statutory requirements, the LEA's policy is that every child should have the opportunity to learn and use the Welsh language effectively. Provision is made for this in the following ways:

1. The teaching of Welsh as a second language in English medium schools.
 - a) At key stage 1, Welsh is taught to all pupils. The emphasis is on using the language with purpose and in meaningful situations. In addition, the incidental use of the language during the school day is encouraged.
 - b) At key stage 2, the language is further developed orally, with greater emphasis on reading and writing skills.
 - c) At key stage 3, Welsh is taught to all pupils and at key stage 4, it is now compulsory. Opportunities are provided in all schools for pupils to continue their studies for both the 16+ and 'A' level examinations.
2. Provision for Welsh-medium education.
 - a) Welsh-medium education is available at the four Welsh-medium primary schools to all pupils whose parents select that medium of education.
 - b) At Nursery, Reception and KS1, all subjects are taught and all activities are run through the medium of Welsh.
 - c) English is introduced as a subject in KS2. Although all the other subjects are taught through the medium of Welsh, standards in English are equally safeguarded.
 - d) Welsh Medium education is available Ysgol Gyfun Gymraeg Llangynwyd. The school continues to grow incrementally with Years 7, 8 & 9 accommodated at the school in September 2010. The arrangement between the education authorities of Bridgend and Rhondda Cynon Taf, will allow pupils currently attending Ysgol Gyfun Llanhari to continue their education at the school.

Entry to Welsh medium schools is controlled by the application of the admission criteria expressed in Section E.

S. ADMISSION TO VOLUNTARY AIDED SCHOOLS

Within the Bridgend County Borough, there are five voluntary aided schools which are financed largely by the Local Education Authority, but which are organised and run by the respective governing bodies.

Trelales Primary School

The governing body of each voluntary aided school is the admission authority with responsibility for all admission arrangements.

The five voluntary aided schools within the county borough are as follows:

St. Mary's Primary Catholic School, Bridgend
St. Mary's & St. Patrick's Primary Catholic School, Maesteg
St. Roberts Primary Catholic School, Aberkenfig
Archbishop McGrath Catholic Secondary School
Archdeacon John Lewis Church in Wales Primary School

Parents/carers who wish to seek admissions to these schools are advised to contact the relevant school for further information.

T. ADMISSION TO VOLUNTARY CONTROLLED SCHOOL

The one voluntary controlled school in Bridgend County Borough is Penyfai Church in Wales Primary School, which is financed by the LEA. The admission criteria are consistent with that of the LEA and with the Trust Deed of the school. Appeal arrangements are managed by the LEA and consistent with the provision of the Trust Deed.

U. ARRANGEMENTS WITH OTHER LOCAL EDUCATION AUTHORITIES

Bridgend County Borough has made the following arrangements with other Local Education Authorities:

Arrangements with Rhondda Cynon Taf LEA:

1. Pupils from Abercerdin Primary School may attend Tonyrefail Comprehensive School with Bridgend County Borough Council being responsible for transport costs.
2. Pupils from Bridgend County Borough who were admitted to Ysgol Gyfun Llanhari prior to September 2008 will continue to attend the school with Bridgend being responsible for the transport costs. As from September 2008, pupils may attend Ysgol Gyfun Llanhari but Bridgend County Borough Council would only be responsible for transport costs where eligible pupils live closer to Llanhari than to Llangynwyd.
3. Pupils from Dolau Primary, Brynna Primary and Llanharan Primary School may attend Pencoed Comprehensive with Rhondda Cynon Taf County Borough Council being responsible for transport costs.
4. Pupils from Bridgend County Borough may attend the Welsh Unit at Dolau Primary with Bridgend County Borough Council being responsible for any transport costs for eligible pupils, but only if such pupils reside closer to Dolau than to Ysgol Bro Ogwr.

Bridgend County Borough Council has no arrangements for the provision of education at schools not maintained by a Local Education Authority.

Arrangements with Vale of Glamorgan Local Education Authority

1. The districts of St. Brides, Ewenny, Corntown and Ogmores by Sea fall within the catchment area of Oldcastle Primary School. Since April 1996, the Vale of Glamorgan LEA designated catchment school for these villages has been St Brides Church in Wales Primary School.
 - Pupils attending either Oldcastle Infants or Junior Schools prior to April 1996 were entitled to free transport provided by The Vale of Glamorgan LEA, as are the siblings of those pupils up until the last child leaves school.
 - Parents of pupils living in the districts of St. Brides, Ewenny, Corntown and Ogmores by Sea, who elect to send their child to Oldcastle Primary School, with no older sibling who attended prior to 1996, are not entitled to, or provided with, free transport from either Bridgend LEA or The Vale of Glamorgan LEA.
2. In September 1997, St Brides Church in Wales Primary School became a designated feeder school for Cowbridge Comprehensive School, and Wick and Marcross Church in Wales Primary School for Llantwit Major Comprehensive School. Both schools were formerly feeder schools for Brynteg Comprehensive School. The Vale of Glamorgan LEA continues to provide school transport for siblings of eligible pupils who were attending Brynteg Comprehensive School before September 1997 until the last child entitled to free transport leaves school.

Parents of pupils living in the Vale of Glamorgan who have opted to attend Brynteg Comprehensive School since September 1997 are not entitled to, or provided with school transport, unless they have a sibling who was in the school prior to that date.

V. SPECIAL SCHOOLS

Bridgend LEA is the responsible authority for determining the special educational provision required by individual children and young people with a statement of special educational needs.

This may involve mainstream or special school provision, and in exceptional cases, placement in schools outside Bridgend County Borough.

The Special Educational Needs Tribunal for Wales, under certain circumstances also has the authority to decide where a child with a statement is to be educated.

The County Borough's two special schools are regional centres with pupils admitted from neighbouring local authorities.

HOME TO SCHOOL/COLLEGE TRANSPORT POLICY

It is the County Borough Council's intention to provide a reliable system of transportation that will seek to carry pupils safely, punctually and in reasonable comfort. These principles will apply to all services contracted by the Council.

1. Provision of free transport

There is a statutory duty placed upon Councils to provide pupils with free transport to the nearest suitable school if they reside beyond 'walking distance' to that school. The Welsh Assembly Government has defined 'walking distance' as two miles for primary aged pupils and three miles for all other pupils/students. Bridgend County Borough Council has, however, chosen to define these distances as one and a half miles for infant, junior and primary pupils and two miles for other pupils. Distances will be measured by the nearest safe, available, walking route.

However, where pupils attend, as a result of parental preference, a school other than the nearest suitable school, it must be understood that parents accept full responsibility for transport costs and arrangements.

In all cases, the efficient use of resources will dictate the mode of transport provided (subject to any special needs requirements). Transport may be provided by means of contracted school transport services or existing public transport services which, together with the size and type of transport (bus, minibus, train, taxi, etc.), will be dictated by cost effectiveness.

2. Nursery Pupils

The Council has chosen to use its discretionary power to provide free transport for nursery aged children subject to our distance qualifying criterion. Therefore nursery aged children travel on the same contacted vehicle as those pupils of statutory school age. Where they attend on a full time basis (Nursery Two) they travel to school at the beginning of the school day and home at the end of the afternoon session. However, where schools offer places on a part-time basis to 3 year old children (Nursery One) it is the responsibility of parents to either collect their child at the end of the morning session or deliver the child to school for the afternoon session, depending on the mode of attendance.

3. Transport for children with special needs

Free transport may be available for children who have medical, psychological and/or developmental needs. Such transport will only be provided on the recommendation of the School Medical Service or Special Needs Services. In some instances special transport arrangements may be necessary for children with severe or complex needs. Transport may be provided on a short or long term basis and will be subject to a regular review.

4. Transport to voluntary aided schools, Welsh medium schools

Pupils attending the nearest voluntary aided school of the parent's denomination receive free transport if they reside beyond the Council's agreed 'walking distance' (see 1 above). Similarly, pupils who reside beyond the Council's agreed walking distance to the nearest suitable Welsh medium school will also qualify for free transport.

5. Special arrangements – hazardous routes

The Council may exercise its discretion to vary its service in terms of perceived needs. It is recognised that occasions will arise where routes are considered to be hazardous. In these circumstances the Council reserves the right, where a route is considered hazardous, to provide free school transport below the discretionary limits, if this is recommended by the appropriate officers in the interests of the safety of the children. As a matter of policy, these routes will be reviewed biennially. The Council will have regard to the following primary criteria in arriving at such decisions:

- The pupil must be attending the nearest, suitable school serving the local area;
- there is no available bus service along the route between the home and the nearest, suitable school;
- the degree of danger involved is such that escorting parents and children are at risk from the particular traffic situation.

6. Special arrangements – payments to parents/guardians

The Council may agree in special circumstances to a parent/carer transporting their child to and from school and then receiving reimbursement of petrol expenses. Such cases are considered individually.

7. Special Arrangements – applications for use of LEA discretion

Parents are advised that if they consider there are special circumstances, they may make an application to the Council to consider exercising its discretion to assist with the provision of transport for pupils who are not eligible for free transport. Parents should contact Learner Support Services Unit (tel. 01656 642636) for further advice on how to make an application.

8. Fare paying passengers

From time to time it is possible that the numbers to be carried by the Council will be below the capacity of the vehicle being used. In such cases the Council will reserve the right, using the appropriate powers, to make spare capacity available to children who live below the limit listed in paragraph 1 above. When places on a vehicle are made available under this provision they will be charged with payment being made in advance. It must be understood that the provision of this facility does not represent an obligation on the Council and, being entirely dependent on the capacity of the vehicle used, may result in withdrawal of the facility at relatively short notice.

9. Transferring to another school – transport arrangements

Pupils whose families move to an address outside the local area of the school attended will not continue to be provided with free school transport if that move takes place during primary education, or in years seven, eight or nine of secondary education. Applications made on behalf of pupils who move in years 10, 11, 12 or 13, will be considered individually, and if approved, a bus pass would normally be provided.

10. Monitoring and complaints procedure

All vehicles will be available for random checks by the traffic commissioners or other appropriate body, when required. Any complaints received by the Council from parents concerning services or vehicles will be immediately investigated. In the event of the complaint being upheld, the necessary and appropriate steps will be taken in accordance with the contract as a matter of priority. Parents should contact the Transport Co-ordinating Unit. (tel no 642654).

The Council will, on unspecified days, undertake random checks on contracts, to ensure that the contracts are being complied with. .

11. Transport from home to college

All students aged 16 years, 17 years or 18 years on September 1st and who are attending their first course of full-time study at a college in that academic year, may be entitled to free travel at least two miles in each direction (home to college and return) and provided that the student is attending the nearest establishment to home which provides the course. Distances will be measured by the nearest available safe walking route. Students attending a further education college aged 18 years before September 1st and in receipt of an Assembly Learning Grant will not be eligible for free transport.

12. Pupil / Student misbehaviour

Pupils or students travelling to school or college by service or contract vehicle using a pass supplied by the Council who misbehave, cause damage or injury either to the vehicle or other passengers, may have their pass withdrawn, either temporarily or permanently. Once a pass has been withdrawn, the parents of the pupil(s)/student(s) concerned will be responsible for ensuring the pupil/student is able to attend school/college regardless of the grounds on which the pupil qualifies for transport. The Council will support local vehicle contractors for recovery of costs where wilful damage to vehicles has been caused by pupils.

Signed:

Date:
