

Reasons for applying for:

a) Free Transport Provision

b) Transport Assistance on other than the stated distance criteria

(Please delete as appropriate)

TRAN 3

Application for School Transport Assistance/
Free Transport on Denominational Grounds



Notes for Parents/Guardians

Please read **ALL** of these notes **BEFORE** completing the application form

1. **Who is entitled to School Transport Assistance on Denominational Grounds?**

Applicants must be ordinarily resident in Shropshire.

A pupil is entitled to school transport assistance if attending full-time at the nearest denominational school where the religious education provided is significantly different from that provided in community schools and is of the religion or denomination to which at least one parent adheres, and,

- for **primary** schools, the distance between the parent's home and the school is between 2 and 6 miles,

OR

- for **secondary** schools, the distance between the parent's home and the school is between 3 and 16 miles, or assistance is given from the outer 16 mile limit for pupils transferring from a denominational primary school catchment which is within 16 miles whilst the pupil's residence is outside of the 16 mile limit. In this instance it will be for parents to meet the cost of transport to the outer limit of 16 miles.

NB All distances are measured by the shortest pedestrian route.

2. **Who is entitled to Free School Transport Provision on Denominational Grounds?**

Any application for free transport will be considered on its merits. Details of the reasons for applying should be shown on the reverse of the application form. Applicants granted free school transport will have free transport provided from a reasonable distance from their home.

3. **What Transport Assistance might I receive?**

Primary Schools

- (a) If the pupil travels by public transport you should claim on a TRAN 10 Form at the end of each term. A refund of $\frac{2}{3}$ rds of the cost of public service fares will be made. These forms are available from the school or Passenger Transport Services.
- (b) If the pupil travels on a vehicle provided by the Church authorities the Local Authority (LA) assists with the costs of providing that vehicle on the same $\frac{2}{3}$ rds basis.
- (c) The LA does not provide any taxis or buses for pupils in receipt of assistance but if the pupil travels on a vehicle provided by the LA he/she will be issued with a pass which will allow him/her to travel on the vehicle free of charge **provided there is room**. Where there is no room or room ceases to be available assistance will be offered as described in (a) or (d).
- (d) If you provide your own transport you should claim on a TRAN 10 form at the end of each term. Expenses will be paid based on $\frac{2}{3}$ rds the cost of public service fares for a comparable journey by public transport. These forms are available from the school or Passenger Transport Services.

Secondary Schools

- (a) If the pupil can travel by public transport 100% of the bus fares will be met. This will normally be done by issuing an appropriate travel pass to the pupil.
- (b) If the pupil travels on a vehicle provided by Church authorities or the school where there is no other suitable transport, the LA assists with the costs of providing that vehicle on the same 100% basis.
- (c) The LA does not provide any taxis or buses for pupils in receipt of assistance but if the pupil travels on a vehicle provided by the LA he/she will be issued with a pass which will allow him/her to travel on the vehicle free of charge **provided there is room**. Where there is no room or room ceases to be available assistance will be offered as described in (a) or (d).
- (d) If you provide your own transport and there is no public transport available you should claim on a TRAN 10 Form at the end of each term. Expenses will be paid based on 100% of the cost of public service fares for a comparable journey by public transport. These forms are available from Passenger Transport Services.

4. **What details of Transport Assistance should I give?**

You should state the nearest pick-up point of the appropriate public service transport.

If travelling expenses are requested put "Travelling Expenses".

5. **What if neither Parent adheres to the denomination of the school?**

You will not qualify for help with transport on denominational grounds. The Headteacher will advise whether or not he/she thinks you adhere to the denomination and also may be able to offer information about alternative transport.

6. **What do I do with the application form?**

Once you have completed the application form send it to the pupil's school.

7. **What will happen next?**

Your application will be dealt with as quickly as possible and you will be informed in writing whether or not transport assistance/free transport has been granted. You will also be told at this time what type of transport will be provided.

8. **If any of the details given by me on the application form change do I need to notify anyone?**

YES. You must notify the Entitlement Team with Passenger Transport Services immediately.

9. **Safety**

A leaflet about safety on school transport is available on request. When the Council provides transport, parents are fully responsible for the safety and care of their children until they board the provided transport at the designated pick-up point and, on the return journey, from the moment they alight from the vehicle at the designated drop-off point.



TRAN 3

**Application for School Transport Assistance/
Free Transport on Denominational Grounds**

Please read the attached information/instruction sheet BEFORE completing this form.

Please complete ONE application for EACH pupil

Please state reason for applying for School Transport Assistance by putting a tick (✓) in the appropriate box below (See Note 1)

Pupil in full-time attendance at a denominational primary school and living between 2 and 6 miles from the school.

OR Pupil in full-time attendance at denominational secondary school and living between 3 and 16 miles from the school.

OR Application for free transport assistance on other grounds or free transport provision (please give details on the reverse of this form).

Details of Parent or Guardian (Please use block capitals)

MR./MRS./MISS/MS. INITIALS SURNAME

FULL POSTAL ADDRESS

POSTCODE

Home Telephone Number: _____

Email Address: _____

Details of Pupil

SURNAME FORENAME AND OTHER INITIALS

SEX OF PUPIL M/F DAY DATE OF BIRTH MONTH YEAR

What is your local church/place of worship? _____

What is the name of your local leader of the faith? (eg priest) _____

What is the name of the school to which transport is required? _____

From what date is transport required? _____

Details of Transport Assistance Requested Bus/Train Pick-up

I certify that I adhere to the denomination of this school and I am applying for transport assistance/free provision on denominational grounds, and agree to the Terms and Conditions

Parent's Signature: _____ Date: _____

I certify that this pupil will be attending full-time at this school and that at least one parent adhere to the denomination of this school.
Headteacher's Signature: _____ Date: _____

Office Use Only

Entitlement L

Route No.

Route 1

Start Point

End Point

Route No.

Route 2

Start Point

End Point

**Please detach this sheet from the Application Form
and keep for future reference**

**For further information about transport please contact:
Passenger Transport Commissioning Group,
Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND
Telephone: 0345 678 9006
www.shropshire.gov.uk**