

Surname of pupil First name of pupil (or name pupil is usually known by) Surname of parent/guardian (if different) Do you have another child(ren) travelling to the same school? Yes No

If yes, please list (continue onto separate sheet if necessary)

	Name	School year
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>

Which parish/church do you attend? Name of priest/minister:

Do you regularly attend another church?

(if yes, please provide details of other churches you attend including address, priest name, and how often you worshipped there).

Name of parent/guardian

I certify that the information given is correct and that I have read, understood and accepted the conditions under which transport may be offered (as set out overleaf).

Signature Date Please send a photograph of the **parent(s) attending church** for identification purposes by the Attendance Review Panel. Please write the parent's name **and** the child's name on the reverse of the photo.**Data protection statement – Data Protection Act**

Wiltshire Council has a duty to protect personal information; Wiltshire Council will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files.

This personal data will only be used for the purpose of providing transport, or purposes relating to this service.

For pupils in school years 5 and 6 in September 2011, assistance will be offered as per the scheme in place prior to September 2007, but will still be dependent on the Attendance Review Panel's decision regarding the parent's church attendance.**Emergency contact information for students under 16**

Whilst we will always make every effort to get your child home from school, there may be occasions when, due to circumstances beyond our control (such as fire or flood), our transport is unable to reach your estate or village.

In these circumstances it would be helpful for us to have details of any family, friends or relatives who live reasonably close to your home or school and who would be prepared to look after your child until you are able to collect them. If you know of such persons, please provide us with their details in the space below and sign the bottom of this form.

Emergency contact 1 (Please use block capitals)Name Address Postcode Telephone Relationship to the child **Emergency contact 2** (Please use block capitals)Name Address Postcode Telephone Relationship to the child

I confirm that in the event of an emergency, I am happy for one of the above people to take care of my children until I am able to collect them.

Signature Date **When completed please return this form to:**

Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge, Wiltshire BA14 8JN

Denominational transport application form

Please return this form to County Hall (address overleaf) by 8 April 2011

Please use this form for pupils living in Wiltshire who require transport to a denominational school on grounds of faith.**Do not use this form if your child loses his/her pass or if it needs correcting (ask for a lost pass or replacement pass form at school).****How do I apply?**

Please complete the enclosed application form and return it to Wiltshire Council, together with a photograph of the parent/guardian who attends the church, by 8 April 2011. The form only needs to be used for the first year transport is required, or if the pupil has started a new school or changed address – you do not have to complete one every year. It may take up to 3 weeks for the application to be processed.

Do not send any money with this form.**How is church attendance assessed?**

These forms are sent to a panel that will confirm that you are an adherent to, and a practising member, of the religion or denomination stated and that it is believed that the pupil's attendance at the school named is being arranged for genuine denominational reasons. An attendance review panel will confirm attendance is being maintained each academic year thereafter.

What is the policy?

Transport assistance is usually provided for pupils who attend the designated school for their current home address, where this location is over 2 or 3 miles from their home (depending on age and household income).

When parents have elected not to send their child to their designated catchment area school, but have chosen (on grounds of their faith) to enrol at a denominational school they may be entitled to assistance from the council. There is a charge for this for all students except those in years 5 and 6 who were attending their current school before the change in policy. Additionally the charges may be waived for pupils at secondary school who are from families on low incomes. Details of the charging levels and exemptions can be found on Page 2. Full details of Wiltshire Council's Education Transport Policy can be found at www.wiltshire.gov.uk or ring 0300 456 0100 to request a copy.**How do I notify a change of school or address?**

If the pupil leaves the school during the academic year, or has moved house and does not require transport any longer, and a bus pass has been issued, please return the pass to us in order that it can be cancelled and a pro-rata refund, based on the number of full months left on the pass, may be issued.

If you change address and still require transport, please inform the Passenger Transport Unit as soon as possible. Your application will be reviewed in line with the new distance. It may also be necessary to allocate your child to an organised bus contract, so the sooner we know, the better. The contact details for the Passenger Transport Unit can be found on page 2 and also on the reverse of the bus pass.

Transport to school for pupils attending a denominational school on the grounds of the parent's religion

Policy

Transport assistance is usually provided for pupils who attend the designated denominational school for their home address according to the following minimum distance criteria:

- Aged less than 8 years - 2 miles
- Aged 8 years and above - 3 miles
- Aged 8 - 11 years and in receipt of free school meals or Maximum Working Tax Credit (WTC) for their case - 2 miles if this is the **nearest** denominational primary school.
- Secondary School pupils aged 11 and above, in lower income categories specified below, living 2 -15 miles from designated denominational school.

Parents who have elected not to send their child to their designated catchment area school but have chosen (on grounds of their faith) to enrol at a denominational school, may be entitled to transport assistance from the council. There will be a charge for this assistance for all pupils except those in years 5 and 6 from September 2011. The level of contribution is dependent on the pupil's age and distance travelled to school, subject to the minimum distances above.

Charges

- **Primary school pupils** - £316 per annum
- **Secondary school pupils:**
 - Between 3 and 5.99 miles from school - £316 per annum
 - Between 6 and 9.99 miles from school - £386 per annum
 - Over 10 miles from the school - £418 per annum
 - Free if the student has free school meals or the household is on the maximum level of WTC and the minimum distance criteria is met. NB: If these benefits cease, free transport continues to the end of that academic year only.

Please do not send any money with this form!

If transport assistance is approved, you will be sent a letter of confirmation with details of the payment options available to you.

Behaviour of pupils

We take the safety of children using our school transport very seriously and all children are required to adhere to the following code of behaviour whilst travelling:

- Remain seated throughout the journey.
- Wear the seatbelt (if there is one fitted).
- Don't block the gangway or throw items around the vehicle.
- No smoking, eating or drinking is allowed on the journey.
- The controls of the vehicle and the safety equipment on it (emergency doors/hammers etc) must never be interfered with.
- Always leave the vehicle clean and tidy.
- Treat the driver and other passengers with respect.

We will not tolerate bullying, vandalism or any other antisocial behaviour and any right to free transport from the council may be withdrawn. You would have to get your child to school yourself at your own expense if this happens!

To raise behaviour standards, we have fitted CCTV on some school buses and coaches so we can confirm the identity of any pupils who choose to disregard this behaviour code.

Passenger Transport Unit, Wiltshire Council, County Hall, Trowbridge, BA14 8JN
Telephone: 0300 456 0100 Email: educationtransport@wiltshire.gov.uk

Denominational transport for pupils in years 0 to 11

This form is for pupils requiring transport to a denominational school on grounds of faith - please do not use this form if your child loses his/her pass or if it needs correction (there are forms at the school for this)

Please make sure you:

1. **Read** the notes on page 1 and 2;
2. Complete both sides of this form in **dark ink** and **BLOCK CAPITALS**;
3. Attach a photo of the parent/guardian who attends church;
4. Fill in the emergency contact details and sign that section; and
5. Send the completed form and photo to Wiltshire Council by **8 April 2011** (transport provision may be delayed if you miss this date).

Surname of pupil
 First name
 Middle name(s)
 Date of birth / / Sex (M/F)

Name of school to which transport is required

Date from which transport is required

Home address (Permanent residence)

House name
 No. and street
 Village or area of Town
 Town
 Postcode (essential)
 Home telephone
 Work/Mobile telephone
 Email address

School year (as of Sept 2011)

Suggested method of travel

(tick box if known, if not known, please leave blank)

School contract bus/taxi Local bus service

Other (please state)

Operator service and bus number (if known)

Pick up point (if known)

If you live in an isolated area, please attach a map (or supply a grid reference) to help us pinpoint your home.

Do you think you may be entitled to a free pass due to a low family income? (please refer to the policy on page 2)

Yes No

A request for evidence will be sent to you if you are entitled to transport assistance.

Please also complete the reverse of this form

When completed please send to

Wiltshire Council
 Passenger Transport Unit
 County Hall
 Bythesea Road
 Trowbridge
 Wiltshire BA14 8JN

Please check carefully that you have completed the form correctly and legibly. Your application may be delayed if you have not done this.

Wiltshire Council
 Where everybody matters

Office use only

Distance to school Cost £

Eligibility Log in Finish date

Comments

Contract AM/PM JNY Pick-up Drop-off

Authorised by Date
 Log on by Date
 Completed Date

Cut and detach along this line before sending