INFORMATION AND APPLICATION FORM FOR ASSISTED TRAVEL TO SCHOOL 2026-2027

#STHELENSTOGETHER

ST HELENS
BOROUGH COUNCIL

INFORMATION FOR ASSISTED HOME TO SCHOOL TRANSPORT

Please note that these guidelines must be read before completing the Assisted Travel to School application form.

Only one application form per pupil per academic year will be processed.

If there are any changes to personal circumstances, a further application may be considered. Whilst parent/carers have a right to express a preference for their child to attend a primary or secondary school of their choice, the Local Authority does not have any legal responsibility to provide transport if the school is not the **"nearest qualifying school"**.

If an eligible pupil is attending "the nearest qualifying school" the Local Authority has a duty to provide assistance with transport as per the Education Act 1996, and the Education and Inspections Act 2006.

The Department of Education states a qualifying school is a school that provides education appropriate to the age, ability and aptitude of the child.

The measured walking route is one that an accompanied child may walk.

Only applications received from households who pay their Council Tax to St Helens Borough Council will be processed.

POLICY SUMMARY

St Helens Borough Council provides assistance with transport to pupils if the following criterion is met.

PRIMARY PUPILS - RECEPTION TO YEAR 6

Assistance with transport will usually be provided to those pupils who are attending the nearest qualifying school with available places, where the safest measured walking distance between home and school is two miles or more, for children up to the age of eight, and three miles or more, for children over the age of eight and up to the age of eleven.

SECONDARY PUPILS - YEAR 7 UP TO YEAR 11

Assistance with transport will usually be provided to those pupils who are attending the nearest qualifying school with available places, where the safest measured walking distance between home and school is more than three miles.

LOW-INCOME FAMILIES

Primary pupils

For those pupils who are entitled to free school meals, or whose families are in receipt of the maximum Working Tax Credit, assistance will be awarded to pupils up to the age of eleven years who are attending the nearest suitable school with places, where the measured walking distance is more than two miles from home.

Secondary pupils

For those pupils who are entitled to free school meals, or whose families are in receipt of the maximum Working Tax Credit, assistance will be awarded to pupils attending any of the three nearest suitable secondary schools (not including faith schools) providing the measured walking distances to these schools are more than two miles and less than six miles.

RELIGION OR BELIEFS - EXPRESSED BY PARENTS OF PUPILS AGED 11-16

If a parent expresses a preference for a school on the grounds of religion or belief, then a pupil from a low-income family, who is aged 11-16, will be entitled to assistance if it is the nearest suitable school and the distance is more than two miles but not more than fifteen miles.

Proof of low income, either Entitlement to Free School Meals or maximum Working Tax Credit (Part 2 of the HM Revenue & Customs letter), must be provided at the time of application.

PUPILS IN YEAR 6, YEAR 10 & YEAR 11

If there is a change in circumstances, and the pupil is in year 6, year 10 or year 11 and is a St Helens resident, they may be entitled to assistance with transport if the school they are attending is more than 3 miles from their home address and an application for transport has not been previously received.

MEASUREMENTS

All measurements are taken from the front door of the pupil's home, via the shortest suitable walking route, to the gate of the school.

It is the parent's responsibility to ensure a pupil's safe travel to school when accessing a safe route. It will be assumed that an adult accompanies a pupil.

TYPES OF ASSISTANCE

In most cases, a public service bus pass will be issued. In certain circumstances, where there are no suitable local bus, rail or hired services available, parental mileage may be paid.

1. Public service bus pass

A public service bus pass will be either an Arriva Pass or a Merseytravel Solo Pass.

A pass is valid on public transport and can only be used during term time. Limitations to its use can be found on the back of the issued pass.

A pass will be issued on the basis of the cheapest convenient form of transport.

If a pass is lost, the School Transport Section must be notified immediately.

A duplicate pass can be obtained; costs will be advised upon request of a duplicate pass application form.

2. Mileage allowance (payable to parents)

This is only paid where there are no suitable local buses, rail or hired services available.

NON-ELIGIBLE PUPILS

If your application for assistance is unsuccessful, you can submit a transport review form to be considered by the Principal Officer. If you are still unsuccessful at review you can request to go to Transport Appeal.

To obtain a Transport Review Form you can download one from the home to school transport page or alternatively you can contact the School Transport Team on 01744 671033.

NOTIFICATION OF ANY CHANGE OF CIRCUMSTANCES

Please note that if your child changes address or school, leaves school or is absent from school for more than 4 weeks, s/he may no longer be eligible for assistance with transport. Under such circumstances, it is essential that the bus pass be returned immediately to the School Transport Section and a receipt must be obtained as proof. A reassessment of your child's eligibility for transport will then be carried out and, if still eligible, a further bus pass will be issued.

If the pupil is likely to leave school during the academic year, please give the anticipated date of leaving to the School Transport Section.

Failure to return the travel pass will result in you being invoiced for the cost of the bus pass, from the date your child becomes no longer eligible for assistance until the date the bus pass is returned to the School Transport Section.

ASSISTED TRAVEL TO SCHOOL
APPLICATION FORM 2026/2027

Pupil Details - Please complete in BLOCK Capitals

Surname:
First Name: .....

..... Date of Birth: .....

Surname of Parent/Guardian: .....

Title/Initial: .....

Home Address: .....

.....

..... Post Code: .....

Telephone Number: .....

If you have moved within the last 12 months, please enter your previous address and leaving date (including postcode and phone number).

.....

.....

School Details:
Name and address of school the pupil is attending

.....

.....

Has your child received transport before? Yes / No

If yes, can you give details: .....

Are you applying for transport under low income? Yes / No

If yes, you must supply proof of low income with your application

Journey details: can you please indicate which bus route you would like your child to travel on

.....

Please note, if your child is eligible, they will be allocated a service bus pass which is the most cost effective for the Local Authority.

PRIVACY NOTICE

Please ensure you read the following privacy notice and sign the declaration if you want your application to be processed

The information provided on this form will be processed in accordance with the Local Authority's Home to School Transport Privacy Notice. Information will be treated as confidential and will be used only for the purpose of assessing your child's eligibility for free school transport, in accordance with the Education Act 1996 and Education and Inspections Act (2006).

The Privacy Notice and data protection legislation puts in certain safeguards regarding the use of personal data by organisations including the Department for Education (DfE), local authorities, police and HM Revenue and Customs. The data protection legislation gives rights to those individuals whose data is held. These include:

- The right to request access to the data that is being held by contacting the Council Data Protection Officer - dataprotection@sthelens.gov.uk
- The right to request the reason why the data is being held and what it is being used for.
- The right to request data to be removed (although without the information, the Home to School Transport Application cannot be processed)
- The right to request the Local Authority to correct or amend any incorrect information.
- To right to know who the data may be shared with.
- To right to know how long the data can be held before it is destroyed.

A copy of the full privacy notice is available on the School Transport Webpage. By signing this declaration you are declaring that you have read and understood the terms of the notice.

If you have any concerns how the LA is handling your data, you can contact:

Information Commissioners Office, Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Parent/Carer Signature: ----------

Please print name: ----------

Date: ----------

Completed applications along with proof of low income, if appropriate, are to be returned to:

St Helens Borough Council
People's Services
School Transport Section
PO Box 512
St Helens WA10 9JX

Please note, unsigned forms will not be processed and will be returned to you.

ST HELENS
BOROUGH COUNCIL

Customer Service Hub
Town Hall
Victoria Square
St Helens
WA10 1HP

Tel: 01744 676789
→ www.sthelens.gov.uk/contactus

Please contact us to request translation of Council information into Braille, audio tape or a foreign language.