



**FOUNDRY COLLEGE**  
**HOME TO SCHOOL TRANSPORT POLICY**

**Document Control Information**

<b>Version</b>	<b>DATE</b>	<b>DESCRIPTION</b>
1	31/03/2017	Adopted for Foundry College
2	02/03/2018	New paragraph referencing qualifying for transport.

Reviewed	02/03/2018
Responsibility	Tom Scantlebury
Committee	SLT
Review Date	March 2020
Signed	Jay Blundell

## **INTRODUCTION**

In general, it is the responsibility of parents to ensure that their children regularly attend school. This includes making any necessary travel arrangements except in certain circumstances where there is a duty on the local authority to do so.

In those cases where Foundry College has a duty to make transport arrangements to enable children resident in the Borough to attend school, any transport arrangement will be free of charge.

In all cases, Foundry College will aim to make safe, reliable and suitable travel arrangements which meet the needs of children and their families, balanced with the need to make efficient use of its resources.

Where Foundry College does provide transport, parents still retain responsibility for their child's regular attendance (for example, good timekeeping and behaviour in order to be able to travel on a school bus route).

## **HOME TO SCHOOL TRANSPORT – GENERAL ENTITLEMENT**

Foundry College has a duty to provide transport as set out below.

Under the Education Act 1996 Section 508B:

Note that this duty relates to transport at the beginning and end of the statutory school day, and does not extend to travel within the school day or to attend extension activities before or after school.

## **HOME TO SCHOOL TRANSPORT**

Transport will be provided for '*eligible children*'

*Eligible children*<sup>1</sup> means:

- Pupils under the age of eight and of statutory school age who attend and live more than 2 miles from Foundry College, by the shortest safe walking route.
- Pupils aged eight and up to sixteen (school leaving age) who attend and live more than three miles from Foundry College, by the shortest safe walking route.
- Pupils who attend a qualifying school where there is no safe walking route from home to Foundry College.

*Safe Walking distance* – see separate section for fuller explanation

## **PARENTAL RESPONSIBILITY**

In most cases parents are responsible for making arrangements for their child to get to Foundry College. Foundry College will provide transport where it is necessary to do so in order for a child to attend, as set out in law and explained in the previous sections of this policy.

## **ASSESSMENT OF TRANSPORT ENTITLEMENT**

Assessment of entitlement is generally carried out at the time of entry to Foundry College. Entitlement will be determined on distance and need. Where granted, transport will normally apply for the whole of

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<sup>1</sup> The definition of 'eligible children' is based on that set out in Schedule 35B of the Education and Inspections Act 2006

the school year of entry. Any entitlement to transport is subject to reassessment thereafter on an annual basis.

Changes to transport policies that affect entitlement to free travel for future entry years to Foundry College will not be applied retrospectively to the entitlement of existing pupils.

## **DISTANCES**

The two and three mile minimum distances are measured by the nearest available walking route and verified by Foundry College, by appropriate means. These may include calculations using computer generated mapping systems. The stated distances are an exact measure and they cannot be considered as marginal.

## **SAFE WALKING DISTANCE / ROUTES**

Routes are assessed to be safe using nationally recognized road safety guidelines<sup>2</sup>. Safe walking route means a route which is safe for the child to walk accompanied by a parent. (Appropriate to their age and nature of the route).

## **CHILDREN WITHIN WALKING DISTANCE UNABLE TO WALK TO SCHOOL**

Where due to any special educational need, disability, or mobility problem, a child is unable to walk to school, then free school transport may be provided.

If a chaperone is required to assist with the transportation, this service will be provided based on supporting evidence.

Such cases will be assessed on the basis of any available evidence provided in support. (Evidence from a doctor or other relevant professional will normally be required)

## **SHORT TERM MEDICAL CONDITIONS**

If a child suffers from a temporary physical or medical condition that means they are unable to walk to school or travel in their usual manner, then free school transport may be provided. Such cases will be assessed on the basis of any available evidence provided in support from the medical profession.

This must include:

Letter from the child's GP and/or

Letter from the child's consultant

Transport provided on this basis will be reviewed every half term and may require submission of further evidence on completion of a review.

## **TRANSPORT ARRANGEMENTS**

Transport is arranged upon entry to Foundry College. Parents are notified of the transport arrangements prior to the start of their placement. Transport is arranged based on the pupil's

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<sup>2</sup> Guidelines published by the Road Safety Officers Association

registered home address. These arrangements will remain until the pupil leaves Foundry College or a change in home address occurs.

Pupils referred to Foundry College for Alternative Provision, Behaviour Support or The Non Attenders program do not qualify for transport. Parents or the home school will remain responsible for transporting the child to school. Transport arrangements will be considered when an educational package is being created and may be included in the agreement. An application can be made by the parents to the Inclusion Manager if there are exceptional circumstances; evidence will be required.

Foundry College will determine the means of travel to be provided, to ensure the most efficient use of resources compatible with meeting children's travel needs.

## **BEHAVIOUR**

There are guidelines for parents and pupils with regard to travelling to and from school. These are distributed to parents when transport arrangements are confirmed. Steps to be taken when instances of bad behaviour occur are outlined in the guidelines. For pupils who continue to misbehave, transport may only be provided if the pupil is accompanied by an adult.

## **CHANGE OF ADDRESS**

In circumstances where there is a change of address for a pupil, so that Foundry College is within the two or three mile rule, responsibility for the child's transport arrangements is assumed by the parents.

## **SAFETY OF ROUTE**

Within the terms of Sections 444 (4) and (5) of the Education Act 1996 a parent cannot be charged with failing to secure regular attendance of registered pupils if the nearest available walking route is unsafe. If the safety of a walking route is challenged then an assessment of the safety of the route is made by a Road Safety Officer, following the guidelines of the Road Safety Officers Association on Safety of Journeys between Home and School on the basis of pupils being accompanied by an adult as necessary.

If transport is provided on the grounds of safety of route then this entitlement will be routinely reviewed every term and parents will be notified of the outcome prior to the end of the term with regard to transport provision for the following term. If a safe walking route is identified then transport provision will be withdrawn. Parents will be given ten days' notice in writing of termination of transport provision.

During adverse weather conditions the Headteacher will make the decision regarding the opening of the school. If the school remains opens, the drivers will complete a dynamic risk assessment and if the road conditions are deemed treacherous, the child will be requested to meet the driver at a suitable location instead of being picked up from home. It is ultimately the parent's decision whether it is safe to send their child to school.

## **FARE PAYING TRANSPORT**

If a pupil does not receive free transport provision a fare paying seat may be purchased on an existing contract vehicle subject to certain conditions. If the seat is required at any time in the future by an entitled pupil then the parents of the fare paying child must make alternative arrangements.

## **SIBLINGS**

The provision of transport for an older sibling does not create any precedent for younger siblings, as each application will be considered afresh on its own merits, and there may have been material change in circumstances from one application to another.

## **PUPILS EDUCATED OTHER THAN AT SCHOOL**

Pupils attending sessions organized through Foundry College may receive free transport provision if the home to placement journey is beyond safe walking distance, or on a discretionary basis. Any such transport will be organised through the College.

Where the local authority is asked to arrange transport, requests will be considered if they are made in writing by the Headteacher (or a manager to whom the Head has formally delegated this authority).

## **WHEN TRANSPORT IS NOT PROVIDED**

Transport will not be provided for the following:

- Other than to and from the registered home address
- Medical appointments
- Parents' place of work

This is not an exhaustive list.

## **HOME TO SCHOOL TRANSPORT - FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

A statement of special educational needs or Education, Health and Care Plan does not automatically lead to free transport provision from home to school. Transport applications will be assessed on the basis of the general entitlement criteria set out in this policy, unless they have additional identified travel needs.

Special education transport entitlement is based on the child's individual needs. If a child's needs are such that transport is not necessary then the mainstream distance criteria applies – transport is provided if the pupil attends their designated or nearest suitable school and lives more than 3 miles (2 miles if under eight) from the school.

Transport arrangements will be made for children living within the statutory walking distance limits who cannot be expected to walk because of their special educational needs, a disability or a mobility problem. In such cases this should be through reference to travel needs recorded in part 5 or 6 of the child's Statement of Special Needs. Travel needs should be reassessed as part of the annual review process.

## **FARE PAYING/DISCRETIONARY TRANSPORT**

If a pupil does not receive free transport provision a fare paying seat may be purchased on an existing vehicle, subject to certain conditions. If the seat is required at any time in the future by an entitled pupil then the parents of the fare paying child must make alternative arrangements.

This option is available on school routes for any registered pupils. The availability of this facility on any particular route is at Foundry College's discretion.

## **TRANSPORT APPEALS PROCEDURE**

Where an application for transport assistance has been made and has been rejected, the parent will be written to with an explanation of the decision. The letter will advise the parent of their right to have this decision reviewed. In such cases the following procedure will apply:

First Stage – Appeals are initially reviewed by the Inclusion Manager and Headteacher. Those appeals that are outside of the published criteria and/or are simply disagreeing with the decision without providing evidence to support a case will not proceed and the parents will be notified. Parents will still have an option to make a referral to the Management Committee, who may be able to investigate their complaint further.

All appeals are administered by:

The Inclusion Manager  
Foundry College,  
Budges Gardens,  
Wokingham,  
RG40 1PX

Telephone 0118 334 1510  
Email : [admin@foundry.wokingham.sch.uk](mailto:admin@foundry.wokingham.sch.uk)

## **COMPLAINTS PROCEDURE**

Complaints about transport provision will be investigated in accordance with Foundry College Complaints Policy. This does not apply to complaints about a refusal to grant transport, which will be dealt with through the Transport Appeals procedure.