

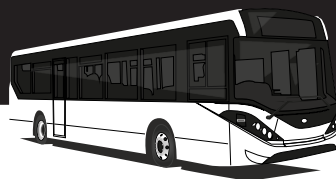
HOME TO SCHOOL TRANSPORT

2023 / 2024



Rutland
County Council

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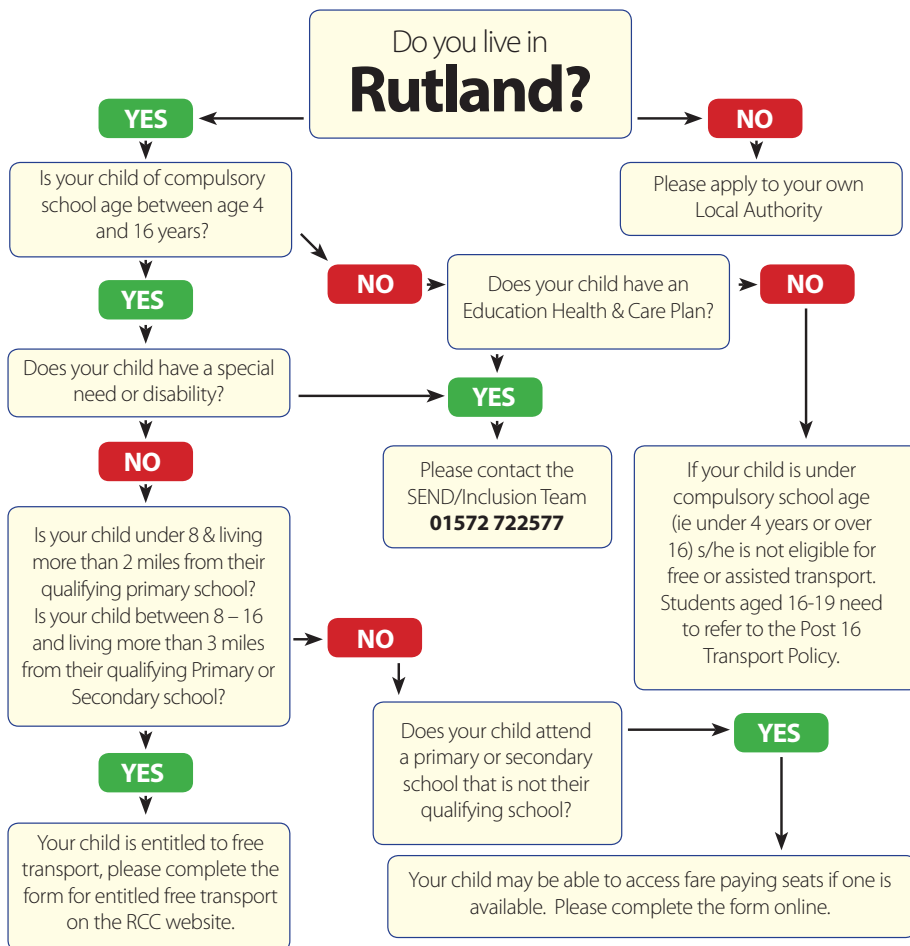
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Is my **child eligible?**



Rutland County Council has a statutory obligation to provide free school transport for children aged 4 – 16 where the set criteria is fulfilled.



For further information on your catchment/qualifying schools please speak to the Admissions Team at RCC.

If you are not happy with a decision that has been made you can follow the appeals process as outlined in the Home to School Transport policy.

Email: Transport@rutland.gov.uk

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Applying for **school transport**



Please apply using the online forms on our website at www.rutland.gov.uk

You can apply for school transport any time but if you're applying for transport to start in September you must have your application to us by the **30th June**. If not we can't guarantee anything will be in place for the start of term and you'll need to have a plan B in place.



SUBMIT your form by the 30th June.

Please make sure we have all the information we ask for on the forms. Without it we may not be able to process your application and that could result in your transport not being organised in time.

WAIT for a response.

Applications made by the deadline will hear from us shortly after the deadline.

PAYMENT (if you are not entitled to free school transport) can be made in full or by direct debit. You will need to set up a direct debit online but we will be in contact with you for details.

Please note:

Transport cannot be guaranteed for the start of term if applications are late

Submit applications as early as possible

We cannot process an application without a full application, photo and payment if applicable

School transport offer



On receipt of your application the School Transport Team will contact you with an offer of transport. The offer may be any one or several of the forms of transport below:

- **Local service bus:** we use public service buses for school transport wherever possible.
- **School bus:** transport on a coach from a specified bus stop to school.
- **Taxi:** either from home or from a specified bus stop. This may be with other students.
- **Rutland County Council transport.**
- **Parental mileage:** if there is no transport provision to your village you may be offered payments to transport your child. This is not given on request.



If you are offered transport but you do not wish to accept it then you will need to make your own arrangements.

Your transport offer may be changed at anytime. You will be notified of any alterations.

If you not happy with the decision that has been made please email us on **Transport@rutland.gov.uk** and your offer will be checked and confirmed.

Special Circumstances



For Rutland residents we may be able to award free school transport even if your circumstances do not fit in with our standard policy.

Examples are:

- Student has a medical issue and therefore is in need of further support with transport. Supporting evidence will be required.
- A house move within Rutland, beyond parental control, in critical academic years 10 and 11. Where the student has attended the school for more than one year and normal policy criteria applies.
- Exceptional individual family circumstances which may warrant additional assistance. Each case will be assessed on individual merit.

Special education needs

If your child has a Rutland Council Education & Health Care Plan and also meets the SEN policy criteria you may be awarded free transport. For a discussion about EHCP eligibility please contact our SEN team on 01572 722577. Transport that is awarded on this basis will be reviewed yearly.

Unsafe walking route

Even if you are not eligible for transport due to living too close to your child's school you may feel that the walking route is not safe. If this is the case you can request an Unsafe Walking Routes Assessment. We already have a number of assessed routes on file so if you are unsure you can contact the transport office on Transport@rutland.gov.uk and request that information.

Low income families

If your household is under the low income threshold of £16,410 or either parent is claiming benefits then you may be eligible for free transport. However this is only the case if your child is entitled to the transport as per the policy guidelines. If you have any queries then please contact the transport office on **Transport@rutland.gov.uk**.

Fare paying **transport**



If you are not eligible for free school transport you may be able to buy a place on RCC transport, if spaces are available. Please apply using the online application form.

This offer also applies to non-Rutland residents. It does not apply to local service bus routes. An application is required per student.

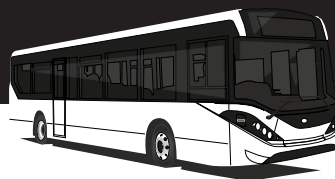


It is important to note that entitled students take priority. Once all students are placed any available fare paying applications will be assessed. This does mean that fare paying transport may not be in place for the start of term, always have another option.

When making decisions on available spaces Rutland residents will always be awarded first. The rest will be dealt with on a 'first come, first served' basis.

We are not able to guarantee fare paying spaces. They may be withdrawn with one month's notice if required and proportional refunds given. There is no guarantee that because transport was awarded one year it will be awarded the year after. Transport availability can change so it is important to always have an alternative back up.

Payment



The following different rates apply to different categories of transport. **Transport Charges per academic year:**

Pupils living in Rutland

attending their nearest qualifying school and living within the 2 miles primary or 3 miles secondary walking distance criteria £175 per academic year, payable in full.

Pupils living in Rutland

NOT attending their nearest qualifying school £350 per year.

You can pay in full or by five instalments of £60 and one of £50.

Pupils who do not live in Rutland

£650 per academic year. You can pay in full or by five instalments of £110 and one of £100.

How to pay:

1. Direct debit - six instalments: The first payment of six will be taken on or just after 01/10/2023
2. Payment in full

You will be contacted by our Transport Team to give instructions on how to pay for your school transport

Important points:

- Default of any payment plan will result in immediate pass withdrawal
- Any outstanding transport debts must be cleared in full before a new application is considered
- Full payment is required for part term use (instalment plans accepted)
- Travel passes will not be issued until payment or payment plan is received, or exemptions authorised

Working together



If you have a service enquiry that relates to an issue with a driver, vehicle, route or timing problem please report it to us at:

Transport@Rutland.gov.uk.

In the afternoon parents are required to meet young children at all stops. Please be there 5/10 minutes before drop-off. If a parent is not at a drop-off the driver will keep the child on the bus and return them to school.

In the event of a breakdown students are required to follow the driver's instructions and remain with the driver and on the vehicle unless specifically authorised to disembark.

During bad weather buses may be affected and delays may occur:

- The bus will need additional time getting to each stop.
- If a parent takes a child to school then the parent will be required to collect the child. Any changes to this would be communicated by your school or the transport team.
- Parents may have to get children to a main road bus stop.
- If the school closes early you would need to be available for an early collection off the bus. Your school will inform you of this.
- School closures and traffic issues are reported on local radio and social media.
- Please ensure that you keep your contact details up to date with your child's school and our transport team. We will not be able to make urgent contact with you if we haven't got contact details.



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Rutland County Council:

Customer Services: 01572 722577 (initial contact for the Transport team)

Transport team email: **Transport@rutland.gov.uk**

Customer Services email: **cst@rutland.gov.uk**

Operators:

A&S Coaches	0116 2626 456
Call Connect	01522 553 022
Central Coaches	01664 490 450
Centre Bus (Rutland Flyer)	01536 460 895
Mark Bland Travel	01780 751 671
Nesbit Bros	01664 454284