



## **Home to School Transport**

## **Free Travel Pass Policy Guidance**

**Academic Year 2021-2022**

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## 1. Introduction

Hull City Council as a local authority has a duty to have regard to the Department for Education (DfE) home to school travel and transport guidance (July 2014), the home to school and college transport policy was published May 2013. The aim of the policy is to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance to receive education or training.

## 2. Free Travel Pass

Hull City Council provide eligible<sup>1</sup> children and young people who are of compulsory school age (5-16) a free travel pass so they can travel home to school on either public transport or dedicated secondary academy buses<sup>2</sup>:

- Stagecoach;
- East Yorkshire Motor Company (EYMS);
- Malet Lambert School
- Newland School for Girls
- Sirius Academy West
- St Mary's College

## 3. Eligible Children and Young People

For a child/young person to be eligible for a free travel pass a child must be of compulsory school age (5-16) and attend their nearest suitable school<sup>3</sup>

<b>Nearest suitable school to the child/young person's home<sup>4</sup> which has places available</b>
If during the school admissions allocations process the school nearest to the child/young person's home was not applied for, and therefore was not allocated their nearest school; <b>nearest suitable school eligibility does not apply</b>
If during the admissions allocations the school nearest was not the child/young person's first preference and therefore they were not offered a place as they were allocated their first preference; <b>nearest suitable school eligibility does not apply</b>

<sup>1</sup> Child or young person who meets the eligibility criteria for a free travel pass

<sup>2</sup> For dedicated school buses information please find information on academies websites

<sup>3</sup> The nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any SEN that the child may have.

<sup>4</sup> Child's normal place of residence

**By applying for a school which is not the nearest suitable school and is over the statutory minimum walking distance this should be done so, in the knowledge, a child/young person is not eligible for a free travel pass**

#### **4. Statutory Minimum Walking Distance**

If a child/young person walking distance from their home to nearest suitable school is above the statutory minimum walking for their age group, they will be eligible for a free travel pass if it is:

- a. Beyond 2 miles (if below the age of 8); or
- b. Beyond 3 miles (if aged 8 and 16)

<b>Statutory minimum walking distance is the shortest available route home to school</b>
Distance is measured on a computerised GIS mapping system using Ordnance Survey information
Unsafe routes are taken into consideration; the courts have defined an 'available route' as one as 'along which a child accompanied as necessary can walk with reasonable safety to school
Home is a child/young person's place of residence to which the child is registered
<b>If the distance home to nearest suitable school is under the statutory minimum walking distance a child/young person is not eligible for a free travel pass</b>

#### **5. Low Income Eligibility**

Under the extended rights eligibility criteria a child/young person is entitled to a free travel pass if they are attending the nearest suitable school and their walking distance is over 2 miles. For a child/young person to be eligible one of the following must apply:

- a. Entitled to free school meals
- b. Parents are in receipt of maximum Working Tax Credits
- c. Parents are in receipt of Universal Tax Credits and have an household annual earnings of less than £7,400

**Free School Meals and attending one of three nearest suitable school**

A free travel pass is awarded for free school meals eligibility; due to the roll out of Universal Credit, eligibility is until 2023 covering the phase of education the child is attending for which free school meals was applied: i.e. end of primary school or end of secondary school education. You will need to reapply if your child changes education phase.

**If a child/young person is not in receipt of free school meals, maximum working tax credits or universal tax credits annual earnings threshold, they are not eligible under the low income eligibility criteria**

**Maximum Working Tax Credit and attending one of three nearest suitable school**

Maximum working tax credit eligibility the household annual earnings must be less than £6,420 to be eligible under low income

A copy of Working Tax Credit Award Letter must be provided as proof

A free travel pass is awarded for the academic year to which it has been applied for and a new application and proof of Working Tax Credit Award Letter must be submitted for each academic year

**If parent/carer is not in receipt of maximum working tax credit, a child/young person is not eligible for a free travel pass**

**Universal Tax Credits**

Universal tax credits eligibility the household annual earnings must be less than £7,400 to be eligible under low income

A copy of the first Universal Tax Credits Award Letter must be provided as proof along with any annual renewal notifications; proof must have an assessed period earnings included as without this as assessment for a free travel pass cannot be administered

A free travel pass is awarded for the academic year to which it has been applied for and a new application must be submitted for each academic year attaching proof of Universal Tax Credits Letter along with any annual renewal notifications; proof must have an assessed period earnings as without this an assessment for a free travel pass cannot be administered

**Written proof must be provided, without written proof a free travel pass will not be issued**

## 6. Low Income and attending due to Religion or Belief

Under the extended rights eligibility criteria a child/young person is entitled to a free travel pass if they are attending their nearest preferred by reason of a parent/carer's religion or belief; the child/young person is aged 11 up to 16 (years 7 to 11), walking distance home to school is more than 2 miles and they meet the low income eligibility criteria.

**Proof of religion or beliefs is required if applying under nearest preferred by reason of parent/carer's religion or belief**

**Extended rights eligibility does not apply to children aged 5 up to 11 (reception to year 6) attending schools preferred by reason of a parent's religion or belief**

## 7. Exceptions

A free travel pass can be applied for by exception to the eligibility criteria; these are:

- a. Child/young person with a medical condition
- b. Children/young person attending alternative provision
- c. Child/young person has special educational needs or a disability
- d. Special circumstances

**A child/young person with a medical condition who is fit to attend school but are unable to walk or are unable to travel by their normal means of transport**

If a child/young person is attending their nearest suitable school and has a medical condition, which has resulted in them unable to walk the statutory minimum walking distance or are unable to travel by their normal means of transport they can apply for a free travel pass

Applications for free travel pass must include medical evidence from the child/young person's pediatrician stating the particular reasons; along with the length of time the child/young person medical condition will last

Review will be carried out during the time specified period, free travel pass will be issued for the academic to which applied; applications will be required for each academic year

**For a free travel pass to be issued medical evidence from the child/young person's pediatrician stating the particular reasons; along with the length of time the child/young person medical condition will last is required**

<b>A child/young person is now attending alternative education provision which is not their nearest suitable school</b>
<b>Pupil Referral Units (PRU)</b>
If a child/young person has been excluded from their nearest suitable school to a PRU allocated by Fair Choices Panel; and their PRU is more than the statutory minimum walking distance a free travel pass will be issued
If a child/young person has been excluded from their nearest suitable school to a PRU allocated by Fair Choices Panel, and their PRU is more than 2 miles walking distance and they are low income a free travel pass will be issued (in line with the low income eligibility criteria)
If a child/young person is attending a PRU which has been arranged by their registered school; the registered school is responsible for the organisation of the child/young person home to school transport arrangements
<b>Managed Moves</b>
If a child/young person is attending alternative provision as a managed move and cannot attend their nearest suitable school due to the child/young person health and well-being and the managed move educational establishment is over the statutory minimum walking distance can apply for a free travel pass
If a child/young person is attending alternative provision as a managed move and cannot attend their nearest suitable school due to the child/young person health and well-being and the managed move educational establishment is more than 2 miles walking distance and they are low income can apply for a free travel pass (in line with the low income eligibility criteria)
If a child/young person is attending alternative educational provision and registered at their nearest preferred school; the registered school is responsible for the organisation of the child/young person home to school transport arrangements
<b>For a free travel pass to be issued a letter should be provided by the suitable nearest school stating the reasons to the managed move and the effect on the child/young person's health and well-being</b>

### **Child/young person has special educational needs or disability**

If a child/young person is attending their nearest suitable school and has special educational needs or a disability, who are unable to safely walk the statutory minimum walking distance can apply for a free travel pass

If a child/young person is attending their nearest suitable school and has been assessed and issued with an Education, Health, Care Plan (EHCP), who are unable to safely walk the statutory minimum walking distance can apply for a free travel pass

**For a free travel pass to be issued a letter should be provided by the suitable nearest school stating the reasons why child/young person cannot safely walk the statutory minimum walking distance**

### **Special Circumstances**

If a child/young person is not attending their nearest suitable school due to the following special circumstances:

- Moved from within statutory minimum walking distance from their nearest suitable school into temporary accommodation and are of low income eligibility (1)
- Moved house which was within statutory minimum walking distance from their nearest suitable school and they are in year 11 and are of low income eligibility (2)
- In the care of the local authority now place over the statutory minimum walking distance from the school they are attending (3)

If a child/young person is attending their nearest suitable school and their parent who accompanies them has a disability which means they cannot walk the statutory minimum walking distance (4)

In each case when applying for a free travel pass under special circumstances the following evidence must be attached as to the child/young person's reasons as to why a free travel pass should be issued:

1. Letter from the housing provider as to reason for temporary accommodation and the expected timescale before permanent housing will be secured
2. Award letter and/or renew notification
3. Letter from the child/young person's social worker
4. Letter from the parent's consultant as to why the parent cannot walk the statutory minimum walking distance to accompany the child/young person to school

A free travel pass is award for the academic year to which it has been applied for, a new application must be submitted for each academic year attaching proof as to why special circumstance are still required along with required evidence

**For a free travel pass will be issued there will be an assessment of the evidence provided of why special circumstances should be applied**

**If a child/young person does not meet the eligibility criteria of:**

- **Statutory minimum walking distance**
- **Low income**
- **Low income and attending due to Religion or Belief**

**And none of the special circumstance apply; owing to the need to maximize the efficient use of resources, Hull City Council is only prepared to provide a free travel pass in accordance with the stated eligibility criteria and identified reasons for special circumstances. To issue a free travel pass for any other reason would lead to excessive expenditure and would prejudice efficiency in the provision of education and the use of resources**

## **8. Applying for a Free Travel Pass**

A free travel pass can be applied for at any time during a child's academic year or prior to the start of the academic year; applications can be made either on-line via [www.hull.gov.uk](http://www.hull.gov.uk) , searching home to school transport or telephoning 01482 300300.

## **9. Renewing a Free Travel Pass**

Annually prior to the start of each academic year all free travel pass are:

### **a. Automatically renewed**

If a child/young person has been issued with a free travel pass as a result of:

- Walking distance above the statutory minimum walking distance
- Has a SEND or EHCP
- Parent accompanying has a disability
- Is in receipt of free school meals

A free travel pass will automatically be renewed and by arrangement with the child's school will either distribute it on behalf of the council or it will need collecting from Brunswick House, Strand Close, Hull HU2 9DB.

## **b. Reapply for a Free Travel Pass**

If a child/young person has been issued with a free travel pass as a result of:

- Low income maximum working tax credit
- Low income universal tax credits
- Low income and attending due to religion or beliefs
- Medical condition
- Special circumstances

A new application is required to be completed providing new evidence in line with the eligibility criteria details

## **10. Travel Arrangements**

If a child/young person qualifies for one of the eligibility criteria's for home to school transport a free travel pass will be issued for the child to get to and from their registered school at the beginning and end of the normal school day. A free travel pass does not entitle a child to be transported for journeys during the course of day between educational establishments, to a work placement or to help a child attend a course outside of times of the normal school day. If a free travel pass is used incorrectly then charges may be incurred by the parent/carer by the public transport provider and a child/young person's free travel pass could be revoked by the provider.

## **11. Public Transport**

Home to school transport team will need to be advised which bus route and public transport provider the child/young person will be using to and from school: Stagecoach, EYMS or dedicated school buses.

Information as to which bus service a child/young person will need to take can be found on-line on [www.hull.gov.uk](http://www.hull.gov.uk) , by searching travel maps.

## **12. Dedicated Scholars Buses**

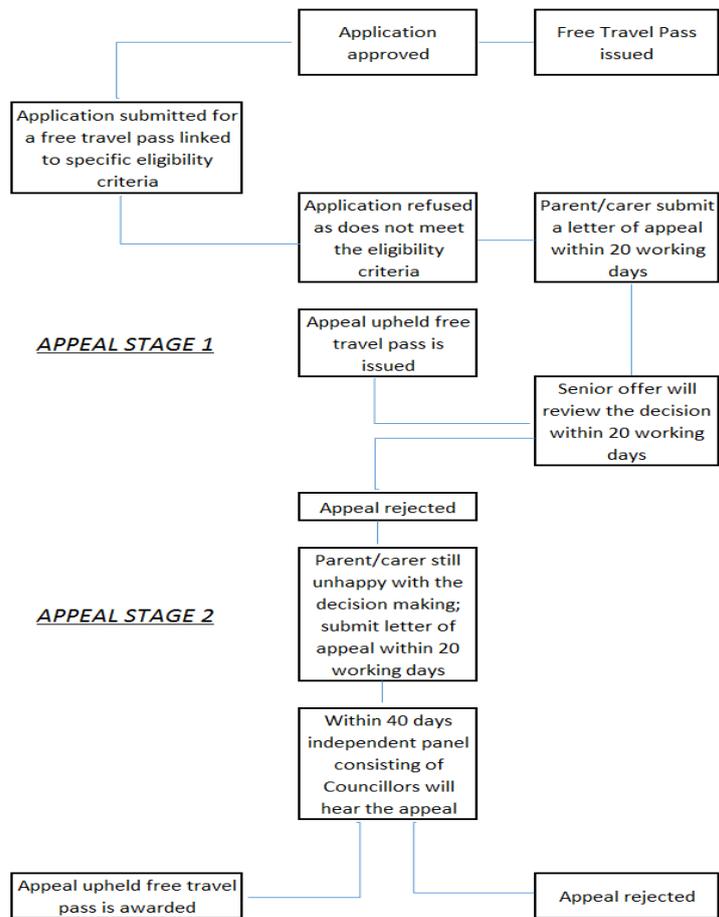
Schools who have their own dedicated scholars' buses provide their own information on their website.

### 13. Right to Appeal

Any parent/carer who makes an application for free travel assistance under the provision set out in home to school and colleges transport policy and that application is refused will have the right to appeal the decision.

#### a. Appeal Process

Hull City Council follows home to school travel and transport appeal process procedure:



Further information is available from Home to School Transport Team contact 01482 300300 or email [hometoschooltransport@hullcc.gov.uk](mailto:hometoschooltransport@hullcc.gov.uk) .

#### **14. How to Apply for a Replacement Travel Pass**

If a child/young person's free travel pass has been lost, stolen or damaged application for replacement travel pass can be done either on-line via [www.hull.gov.uk](http://www.hull.gov.uk) , by search home to school transport or by contacting Hull Connect on 01482 300300.

A replacement free travel pass cost £10 which is require prior to a replacement free travel pass being ordered; each child is limited to one replacement free travel passes per academic year.

#### **15. Removal of Free Travel Pass**

A free travel pass can be removed for a child/young person:

- if they demonstrate serious or regular misbehaviour whilst traveling home to school;
- if it is incorrectly used;
- if it has been issued in error.

#### **16. KAT Card for Children and Young People**

Hull City Council, Stagecoach and EYMS have agreed to share the cost of discounting a Hull Card by 10 percent for those who have not yet reached their 20th birthday. The KAT Card allows for multi operator travel using a single card making travelling across the city easier. The scheme provides a more convenient and cost effective way to travel providing you with seven consecutive days of unlimited travel. For further information go on-line [www.hull.gov.uk](http://www.hull.gov.uk) and searching KAT Card

#### **17. Cycling to School**

Historically Hull has had very high cycle user population and levels of usage are still well above the national average, the Council continue to improve the existing cycle network to help improve network connectivity and permeability into residential areas and schools with all schools having secure cycle parking facilities and 'school zone' to further enhance safety. For further information go on-line [www.hull.gov.uk](http://www.hull.gov.uk), and search for travel maps.

## 18. Walking to School

Walking is the most widely available form of physical activity as a means to promote sustainable for journeys under one mile, it relates to national and local objectives to health and physical activity as it plays a bigger role in creating a healthier community.

The council employs a number of school crossing patrols officers which are situated:

School	Cross Patrol Situated	
Ainthorpe Primary School	Willerby Road crossing	
	AM - 08:25 - 08:55	PM - 15:30 - 16:00
Alderman Cogan's CE Primary Academy	Southcoates Avenue and Whitworth Street junction	
	AM - 08:25 - 08:55	PM - 14:55 - 15:25
Bricknell Primary School	School entrance and Bricknell Avenue crossing	
	AM - 08:25 - 09:00	PM - 15:10 - 15:40
	National Avenue and Bricknell Avenue crossing	
	AM - 08:25 - 08:55	PM - 15:20 - 15:50
Cavendish Primary School	Cavendish Road and school entrance	
	AM - 08:25 - 09:00	PM - 15:25 - 16:00
	Cavendish Road and Gillshill Road junction	
	AM - 08:15 - 09:05	PM - 15:30 - 16:00
	James Reckitt Avenue and Gillshill Road junction	
	AM - 08:15 - 08:45	PM - 15:30 - 16:00
Eastfield Primary School	Anlaby Road and school entrance	
	AM - 08:20 - 09:00	PM - 15:05 - 15:35
	Calvert Lane and Anlaby Road junction	
	AM - 08:30 - 09:00	PM - 15:10 - 15:40
Endike Academy	Greenwood Avenue and First Avenue junction	
	AM - 08:30 - 09:00	PM - 15:00 - 15:30
	Drain Bridge and Endike Lane	
	AM - 08:30 - 09:10	PM - 15:00 - 15:20
Francis Askew Primary School	Gypsyville and North Road junction	
	AM - 11:50 - 12:20	PM - 12:45 - 13:05

Gillshill Primary School	Ings Road and Wembley Park Avenue junction	
	AM - 08:25 - 09:00	PM - 15:25 - 16:00
	Gillshill Road and school entrance	
Griffin Primary School	Staveley Road and Griffin Road junction	
	AM - 08:25 - 09:05	PM - 15:20 - 15:40
Maybury Primary School	Maybury Road and school entrance	
	AM - 08:15 - 08:50	PM - 14:55 - 15:20
Mountbatten Primary School	Amethyst Road and near to Hopewell Road junction	
	AM - 08:20 - 09:00	PM - 15:00 - 15:30
	Hopewell Road and Amethyst Road junction	
	AM - 08:20 - 09:00	PM - 15:05 - 15:35
Sidmouth Primary School	Newland Avenue and Goddard Avenue junction	
	AM - 08:25 - 08:55	PM - 15:25 - 15:55
Southcoates Primary Academy	School entrance and Southcoates Avenue	
	AM - 08:30 - 09:05 and 11:45 - 12:30	PM - 12:45 - 13:13 and 15:10 - 15:40
St Georges Primary School	Arthur Street and St Georges Road junction	
	AM - 08:10 - 09:00	PM - 15:00 - 15:25
St James' CE Academy	Wawne Road and Lanyon Close junction	
	AM - 08:25 - 09:00	PM - 15:15 - 15:45
St MarysQueen of Martyrs VC Academy	Nidderdale and school entrance	
	AM - 08:25 - 09:05	PM - 15:00 - 15:20
St Richard's VC Academy	Marfleet Lane and school entrance	
	AM - 08:20 - 09:10	PM - 15:25 - 15:50
St Vincent's Voluntary Catholic Academy	Beverley Road and Sculcoates Lane junction	
	AM - 08:25 - 09:05	PM - 15:15 - 16:00

Thanet Primary School	Holderness Road and Parkhurst Close junction	
	AM - 08:25 - 09:05	PM - 15:10 - 15:35
Thoresby Primary School	Princess Avenue and Thoresby Street junction	
	AM - 15:10 - 15:35	PM - 15:00 - 15:45
Thorpepark Academy	Hall Road and Orchard Park Road junction	
	AM - 08:30 - 09:05	PM - 15:15 - 15:35 and 13:45 - 14:05 Thurs
Victoria Dock Primary School	Plimsoll Way and Southbridge Road junction	
	AM - 08:20 - 08:50	PM - 15:10 - 15:40
Wheeler Primary School	Hawthorne Avenue and Ringrose Street junction	
	AM - 08:00 - 09:15	PM - 15:15 - 15:45
Wheeler Primary School	Anlaby Road and Wheeler Street crossing	
	AM - 08:30 - 09:00	PM - 15:15 - 15:45