



Application Form For

PRIMARY

FREE SCHOOL TRANSPORT

**Please read the Guidance Notes overleaf before completing this form.
Please write clearly.**

Surname of Pupil _____
 Forename(s) _____
 Known as _____ Date of birth (Day/month/year) _____
 Home address _____
 Postcode _____
 Telephone Number _____ including STD code _____
 Email address _____
 School to be attended _____ Previous school attended _____

Is placement the result of a placing request? Yes No Please tick
 Is transport from the first school day in August? Yes No Please tick
 If NO, please state when transport is to start _____ Day/Month/Year
 Year the pupil will be in when transport starts

P1	P2	P3	P4	P5	P6	P7
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 Please circle appropriate box
 Suggested transport pick-up point (specific location) _____
 Has the pupil previously received school transport from Perth & Kinross Council? Yes No
 Has the pupil recently changed address within the Perth & Kinross area? Yes No
 Has the pupil recently moved into the Perth & Kinross area? Yes No
 Does the pupil have any brothers or sisters receiving transport to the school? Yes No

I hereby certify that, to the best of my knowledge and belief, the answers I have given to the foregoing questions are correct and that I have read the "Notes For Guidance" overleaf:

Signature of Parent or Carer _____ Date: _____

FOR ECS USE ONLY

Form received by Education & Children's Services on: _____

	Approved	Conditionally Approved	Refused
Mileage <input type="text"/>	distance <input type="text"/>	catchment (c) <input type="text"/>	catchment (a) <input type="text"/>
	other <input type="text"/>	placing request (d) <input type="text"/>	placing request (b) <input type="text"/>

If other, please state reason _____

Authorised by: _____ Date: _____ Letter sent:

FOR PTU USE ONLY

Form received by Public Transport Unit on: _____

School No <input type="text"/>	Pupil Number <input type="text"/>	Pass Colour <input type="text"/>	End Date <input type="text"/>
Contract No <input type="text"/>	Pick up Point <input type="text"/>	Drop-off Point <input type="text"/>	Cat. <input type="text"/>

Notes _____

Date of Entry _____ Date Pass/Letters Sent _____



FREE SCHOOL TRANSPORT

Free school transport is available to primary school pupils attending their catchment school and living more than two miles away from the school (by the shortest available walking route)

- 1 Please complete the application form overleaf in full using black ink and **block capitals**.
- 2 A separate application form **must** be completed for each pupil.
- 3 For 'entitled' pupils the initial transport application will remain valid for the pupil's entire attendance at the school in question. However, if circumstances change, the pupil moves home address or changes school, a new application form **must** be completed or transport will be cancelled.
- 4 The completed application form should be returned via the pupil's school or direct to:

**Education & Children's Services,
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH PH1 5GD**
- 5 **All application forms for the new school year commencing in August must be returned to Education & Children's Services no later than the first week in May.** Parents/carers of Primary Seven pupils who will be transferring to their catchment secondary school (and who will be entitled to receive free school transport) should note that late applications may not be processed in time for transport to be provided for the secondary school induction days.
- 6 On receipt of the application form Education & Children's Services will notify parents/carers of their decision in writing.
- 7 If the application is approved the transport arrangements will be made by the Public Transport Unit, The Environment Service, The Atrium, Glover Street, Perth PH2 0HY.
- 8 For applications for the current academic session, the Public Transport Unit may take up to 5 working days to make the necessary arrangements **after** they have received the form from Education & Children's Services. Parents/carers will be notified of the arrangements by letter (please note that for applications for the new school year commencing in August, the Public Transport Unit will notify parents/carers of the arrangements by letter at the start of August).
- 9 **Please note** that parents/carers are responsible for making their child's travel arrangements until school transport is organised.
- 10 The travel pass must be returned to the Headteacher if the pupil either stops travelling or leaves the school. Failure to return the travel pass will render the parents/guardians liable to an appropriate charge.
- 11 Pupils found to be misusing their travel pass or misbehaving on school transport may have their right to Free School Transport withdrawn.
- 12 If a travel pass is lost, damaged or stolen this should be reported to the school immediately. The school will issue a letter of authorisation for travel until the replacement pass is received. A £4.00 charge will be made for each replacement pass issued (cheques/PO should be made payable to Perth & Kinross Council). Any replacement pass will be issued via the child's school.
- 13 Free School Transport is only provided between a point on the public highway 'at or near to' the pupil's home address and the school. Parents/carers are responsible for getting their child to/from the pick-up/drop-off point.
- 14 Free School Transport is not provided at lunchtimes. Also, when a school has split finishing times in the afternoon, transport will only be provided at the later time.
- 15 If you have any queries with regard to your child's entitlement to free school transport, please telephone 01738 476344.

Data Protection Act 1998

The information received from you and any third parties will be used to determine your application for school transport and may be shared with the transport provider. In terms of the Data Protection Act 1998, you are entitled to know what personal data information Perth & Kinross Council hold about you for a fee. Application should be made to the Executive Director (Education & Children's Services), Pullar House, 35 Kinnoull Street, Perth, PH1 5GD