



# SCHOOL TRANSPORT

Please read the Guidance Notes before completing this form

Surname of Pupil \_\_\_\_\_ DOB (dd/mm/yy) 

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Forename(s) of Pupil \_\_\_\_\_ Gender (M/F) \_\_\_\_\_

Parent E-mail address \_\_\_\_\_

Parent Telephone No (include STD code) \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

School to be attended \_\_\_\_\_ Current school \_\_\_\_\_

Class the pupil will be in when transport starts (please highlight appropriate box)

P1	P2	P3	P4	P5	P6	P7	S1	S2	S3	S4	S5	S6
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Is transport from the first school day in August? Yes  No  Please tick

If **No**, please state when transport is to start 

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 dd/mm/yy

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 school? Yes  No

Does the pupil have a 'Co-ordinated Support Plan'? Yes  No

If 'Yes' you will also need to complete a Supplementary Application Form (ST02) to provide additional information about their transport requirements and return it with this form.

If the pupil **does not** have a 'Co-ordinated Support Plan' but requires additional support to access school transport due to a disability or other mobility issue please provide brief details:

## USING PERSONAL INFORMATION

The information you have provided in this form will be used by Perth & Kinross Council to make suitable arrangements for the pupil's transport to and from school. The information may be shared with the body or bodies with whom the Council has contracted to provide transport for the pupil to and from school.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please refer to the Council's website: [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection) or telephone Perth: (01738) 477933.

### Declaration

I hereby certify that, I have read the "Notes For Guidance" overleaf and, to the best of my knowledge and belief, the information which I have provided in this form is correct.

Signature of Parent or Guardian \_\_\_\_\_ Date: 

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### FOR ECS USE ONLY

Form received by Education & Children's Services on: 

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SEEMiS ID \_\_\_\_\_

	Approved	Conditionally Approved	Refused				
Mileage <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>		distance <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>		catchment (c) <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>		catchment (a) <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>	
	additional support needs <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>		placing request (d) <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>		placing request (b) <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>		
	medical <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>						
	other <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 40px; height: 20px;"></td></tr></table>		If other, please state _____				

Authorised by: \_\_\_\_\_ Date: 

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### FOR PTU USE ONLY

Form received by Public Transport Unit on: 

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Contract No	AM PUDO Point	PM PUDO Point	Code(s)																				
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Date of Entry: 

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Date Pass/Letter Sent: 

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# Guidance Notes for SCHOOL TRANSPORT

Free school transport is available to school pupils attending their catchment school and living more than two miles away from their designated Primary School/three miles away from their designated Secondary School (*by the shortest available walking route*)

- 1 Please complete the application form 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 the transport will be cancelled.
- 4 If the pupil has **Co-ordinated Support Plan** you will also need to complete a Supplementary Application Form (ST02) and return it with this form.
- 5 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**  
  
If you have any queries regarding your child's entitlement to free school transport, please contact 01738 476200.
- 6 **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/guardians of Primary 7 pupils who will be transferring to their catchment secondary school (and who will be entitled to receive free school transport) should note that forms received after this date will not be processed in time for transport to be provided for the secondary school induction days.
- 7 On receipt of the application form, Education & Children's Services will notify unsuccessful applicants of their decision in writing.
- 8 If the application is approved, the transport arrangements will be made by the Public Transport Unit (PTU), The Environment Service, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD.
- 9 It may take up to 7 working days for the PTU to make the necessary arrangements **after** they have received the form from Education & Children's Services.
- 10 Parents/guardians will be notified of the transport arrangements by letter. Please note that for applications for the new school year commencing in August, the PTU will notify parents/guardians of the arrangements at the start of August.
- 11 **Please note** that parents/guardians are responsible for making their child's travel arrangements until school transport is organised.
- 12 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/guardians are responsible for getting their child to/from the pick-up/drop-off point.
- 13 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.