

## (continued) Who is this leaflet for?

- The school is the designated voluntary aided school for the child's address.

If you are unsure about eligibility you should contact The Children & Young People's Service on **0116 305 6630** for further details.

## What should I do next?

If you believe or have been informed that your child is eligible you should complete this form indicating your method of payment and return it to the address shown overleaf.

## What are the charges?

From the start of the autumn term 2008, a new £240 annual fee will be introduced for entitled students travelling to voluntary aided schools. The average cost of transporting children to school is considerably more than £240. Leicestershire County Council will, therefore, continue to subsidise transport for pupils travelling to voluntary aided schools. Parents will not have to pay for any more than 2 pupils of compulsory school age. This will mean that if three eligible children of compulsory school age are in attendance at school then the family will only pay a maximum of £480. Children in the 6th form (years 12 and 13, not of compulsory school age) do not count for this exemption. You may be exempt from the fee if the school to which your child attends is your mainstream school.

## How do I pay the charge?

There are a variety of ways you can pay for your transport, including cheques, postal orders or Credit/Debit/Direct Debit.

If you are paying by cheque or postal order you will need to include the fee, £240.00 in full, with your application, writing the student's name on the reverse of the cheque/postal order. Cheques and postal orders must be payable to **Leicestershire County Council**. Transport will only be arranged (and appropriate passes issued) on receipt of the fee or mandate. Alternatively, you can complete the

attached Credit/Debit card mandate and the fee will be taken from your account.

Please do NOT send cash.

Cheques, postal orders and mandates will be processed on receipt.

We would prefer immediate payment but we recognise that the cost may be difficult for some families to make full payment now. Payment in up to 8 monthly instalments can be arranged but must be completed by April. (Please see attached direct debit form).

Please note that failure to complete payments for transport fees may result in students being excluded from using school/college transport and from making any further applications.

## Do I have to use County Council funded transport services to get to school?

We recommend that you seek the cheapest alternative that most suits your child's transport requirements. This may mean that you choose to use public bus services provided by a local operator, on which students pay a fare each day or purchase a season ticket.

## What if I cannot afford to pay the charge?

You may be exempt from the charge in certain circumstances (that can be verified). If you are in receipt of the maximum level of Working Tax Credit or your child receives Free School Meals then you may be eligible to free transport. You should complete this form indicating this status and attach copies of your current and valid Free School Meal Vouchers and / or tax credit award notice form TC602 (A) issued by H.M. Custom and Excise.

If you are not exempt from payment and you do not enclose any fees, your application will be returned to you. This will delay the application process.

If you are identified as being exempt from the fee and have enclosed payment or indicated banking details for payment then we shall return your payment to you.

## I am not exempt but cannot afford the charge either, will I have to send my child to another school?

If you are unable to pay the charge but you are not exempt you will not be expected to send your child to an alternative school. Help may be available from other sources. You should speak to the schools headteacher who may be able to offer advice and provide solutions to the problems that you are facing.

## What sort of transport will be provided if my child is entitled?

If your child is entitled, he or she will generally be provided with a bus pass for either school contract or for public bus services.

**PARENTS SHOULD CHECK ALL THE ALTERNATIVE COSTS INCLUDING THOSE OF PUBLIC BUS OPERATORS' PASSES FOR USE ON LOCAL SERVICES TO ENSURE THAT THEY ARE PURCHASING THE BEST VALUE TRANSPORT BEFORE COMPLETING AND SUBMITTING THIS REQUEST.**

## What if my child loses their pass?

If your child loses the pass they will be required to inform the school reception immediately. A temporary pass (for contract buses only) can be issued to enable them to travel while a new pass is produced. Replacement passes cost £5 which should be paid to the school on receipt of the new pass.

## What if the transport is no longer needed?

If you no longer require transport or your circumstances change then you should notify us immediately as we may be able to offer a refund. If you have been issued with a bus pass we will only calculate any refunds from when the pass is returned to us. Refunds will not be considered for passes returned after the end of February.

## When should I return my form?

This form should be completed and returned to us by no later than **30th May 2008** for secondary pupils and **13th June 2008** for primary pupils. You should attach any supporting information including copies of Free School Meal vouchers or Tax Credit Award Notice. Cheques, postal orders and mandates should also be completed, and returned with this form.

## What happens if I apply late?

Applications received after the closing dates will be treated as late and there is no guarantee that transport will be arranged before the start of the autumn term.

**Forms received late, particularly in August/September, could mean up to an 8 week wait for transport to be arranged.** If this happens, you should be prepared to arrange and pay for your own transport initially. No refunds of fares, expenses incurred or prorated reduction of charges will be made for late applications received before 30th September.

## Where do I send my form?

Detach and send the Transport Request Form to:

**Voluntary Aided School Transport Applications, Passenger Transport Unit, P.O. BOX 1151, Leicester, LE3 8ZQ**



The data collected is in accordance with the Data Protection Act 1998. Students names, may be disclosed to approved bus operators for the purpose of monitoring appropriate use of transport. Addresses will not be disclosed unless a reasonable request to do so is received in order to allow an operator to seek to recover the cost of damage to a vehicle.



## Leaflets in this series

This leaflet aims to give advice and information to students, parents, schools and colleges and bus operators who use and deliver transport services provided by Leicestershire County Council.

Other leaflets in this series, available on request, include:

- ✦ **Anti Social Behaviour on School Buses**
- ✦ **Guidelines for School Staff**
- ✦ **Bus Passes - Frequently Asked Questions**
- ✦ **Guidelines for Parents and Students**
- ✦ **Guidelines for Drivers**
- ✦ **Guidelines for Parents: Special Educational Needs Transport**
- ✦ **Guidelines for Parents of Primary School Children**

If you have any comments about this leaflet or the services it relates to or if you require information contained in this leaflet in an alternative version, e.g. large print, Braille, tape or an alternative language please telephone:

**0116 305 8777**

**fax: 0116 305 7181**

**minicom: 0116 305 6870**

**or write to:**

**Passenger Transport Unit  
School Transport Applications  
P.O. Box 1151, LEICESTER, LE3 8ZQ**

**or visit our website:**

**[www.leics.gov.uk/education/transport](http://www.leics.gov.uk/education/transport)**

## Leicestershire School and College Transport

# Assisted Transport for Leicestershire Pupils Attending Voluntary Aided Schools



Issue 1

2008/2009

## Introduction

Leicestershire County Council has for many years, transported children to many different learning and training facilities around Leicestershire. We continue to provide transport services meeting, and in many cases exceeding, the needs and expectations of people.

As government contributions continue to reduce and operational costs increase we are faced with difficult decisions about the future of these discretionary services. We recognise that many people depend on transport services to make critical journeys and we shall, therefore, continue to provide these essential services.

However, in order to continue operating contracts to voluntary aided schools, it is unavoidable that we introduce new charges in order to cover an element of the costs.

## Who is this leaflet for?

Parents of pupils of statutory school age who shall be attending a voluntary aided school wishing to travel to school on transport services provided by Leicestershire County Council (school buses or season tickets for local bus services).

You should complete and return this form if your child

- Attends a voluntary aided school on denominational grounds and who is of the same denomination and
- Lives more than walking distance from the school (2 miles for primary age & 3 miles for secondary age), and ... (continued overleaf)

This Guarantee should be detached and retained by the Payer

### The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Leicestershire County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Leicestershire County Council or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society.

Please also send a copy of your letter to us.



Please fill in the form using a ball point pen and send it to:

School Transport Applications  
Passenger Transport Unit,  
P.O. BOX 1151,  
LE3 8ZQ

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference Number (Your reference is found on the top right-hand corner of the invoice)



## Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

6	5	9	0	9	9
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For Leicestershire County Council official use only.  
**This is not part of the instruction to your Bank or Building Society.**

Payment for DST Transport for .....

(Student Name) .....

Payment Terms

**No more than 8 monthly instalments to be paid by 30 April**

Core Ref

### Instruction to your Bank or Building Society

Please pay Leicestershire County Council from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Leicestershire County Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

**Banks and Building Societies may not accept Direct Debit Instructions for some types of account**

## Application Form for Leicestershire Pupils Attending Voluntary Aided Schools 2008/2009

Please read the explanatory notes before completing this application form. Complete all parts fully in **BLOCK CAPITALS**. Tick boxes where appropriate. **The parent/guardian must sign the declaration.**

STUDENT'S SURNAME  FORENAME

SEX Male  Female  DATE OF BIRTH  AGE

ADDRESS

POST CODE  DAYTIME PHONE No. (& Mobile if appropriate)

NAME OF SCHOOL/COLLEGE TO BE ATTENDED

WHERE WOULD YOU WANT THE STUDENT TO CATCH THE BUS? Please put as much detail as possible e.g. road name, bus stop location, village/town, bus number if known:

WHEN WOULD YOU LIKE THE TRANSPORT TO START?  OR Term?

HAS A DIRECT DEBIT BEEN PREVIOUSLY SET UP FOR THIS STUDENT  Please tick if YES

DID YOU APPLY FOR A PASS LAST YEAR? Yes  No

IF YOU HAD A PASS LAST YEAR WHICH SERVICE DID YOU TRAVEL ON?

I ENCLOSE A CHEQUE PAYABLE TO LEICESTERSHIRE COUNTY COUNCIL  DEBIT/CREDIT CARD

POSTAL ORDER  DIRECT DEBIT (complete separate form)  EXEMPT (attach proof)

### DECLARATION

I certify that the above information is correct to the best of my knowledge and that sums due for transport provided as a result of this application will be paid promptly. I agree to return my travel pass issued if my child/ward withdraws from school or if he/she is found to be unentitled to the transport provision and accept the terms set out in this leaflet.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

NAME OF PERSON SIGNING IN BLOCK CAPITALS

### FOR OFFICIAL USE ONLY

ENT: Y / N / SEN Charge? Y / SEN / E Debt? Y / N DFE \_\_\_\_\_ Contract / Season \_\_\_\_\_ LGR Cat.

Comments \_\_\_\_\_ Comments \_\_\_\_\_

Logging Officer \_\_\_\_\_ Date \_\_\_\_\_

Officer \_\_\_\_\_ Date \_\_\_\_\_ Entered on STADS by \_\_\_\_\_ Date \_\_\_\_\_

Return to: School Transport Applications, P.O. BOX 1151, LEICESTER, LE3 8ZQ

## Credit/Debit Card Mandate

**I wish to pay by Visa/Mastercard/Switch/Solo/Delta and authorise you to debit my account with the amount of £240.00.**

Name of card issuer e.g. "Natwest"

My card number is:

Last 3 digits of security code on signature strip on back of card:

Issue number: (Switch/Solo only)

Expiry date on card:

Valid from date on card:

Name as on card (BLOCK CAPITALS)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Name

School/College

House number  Postcode

### OFFICE USE