

Application for Transport Assistance in  
respect of attendance at  
**PRIMARY SCHOOL**

*Please read carefully prior to completion of form.  
Detach and retain for your own reference.*



Údarás Oideachais  
Lear Owerance

## NOTES OF GUIDANCE

### ELIGIBILITY CRITERIA

To be eligible for transport in September a pupil **must** have attained the age of 4 years on or **before 1<sup>st</sup> July**.

Eligibility for transport assistance is set out in the **Department of Education Circular 1996/41, (updated September 2009)**

The Circular states:-

*“Where there is/are suitable school/schools within statutory qualifying distance (2miles) from a pupil's home and a pupil attends a more distant school, transport assistance will be provided only where the pupil has been unable to gain a place in any suitable school/schools within statutory qualifying distance”.*

**The definition of a suitable school for primary pupils is as follows:**

**\*Controlled/and Other Maintained      \*Maintained      \*Integrated      \*Irish Medium**

Where there is no suitable school within statutory qualifying distance from a pupil's home, transport assistance will be granted provided there is EA or Public transport already available to or in the vicinity of the school attended.

Where there is a suitable school or schools within statutory qualifying distance from a pupil's home and application is made for transport assistance for attendance at a more distant school the primary school enrolment form is the **only** document taken into consideration when assessing eligibility.

**Parents should also note that the transport policy makes no exceptions for those parents who disregard the requirements to apply to all suitable school(s) within the qualifying distance of a pupil's home on the basis of possible rejection by those school(s).**

**EXCEPTIONAL CIRCUMSTANCES** Paragraph 8 of Circular 1996/41 recognises that it may not always be appropriate to determine applications for home to school transport assistance by reference to the eligibility rules which it contains and the Authority reserves the right to provide assistance in cases falling outside those rules and which it considers to be exceptional in nature. The Authority will therefore consider all applications for home to school transport assistance in accordance with the contents of Circular 1996/41 and will also consider any applications in which the child is not eligible under its rules, which are **exceptional in nature**. The Authority's Home to School Transport Exceptional Circumstances Policy can be obtained from their website, [www.eani.org.uk](http://www.eani.org.uk) or by contacting your Local Transport Office (see overleaf).

### ADDITIONAL INFORMATION:

#### **A. TRANSPORT OPERATIONAL DAYS**

**The first operational day for home to school transport in any academic year will be 1<sup>st</sup> September.** For details on agreed harmonisation holiday dates i.e. when transport will not operate, please refer to the Authority's website [www.eani.org.uk](http://www.eani.org.uk).

#### **B. BOARDING POINTS**

**Translink Services:** Queries regarding boarding stages on Translink bus routes should be made to the local Translink depot. As this is essential information for completion of section (xiv) of the transport application form, you should contact the **Translink Helpline at 02890 666630**. Please do not contact the Authority regarding Translink boarding stages as they will be unable to assist in this area.

*Where the journey can be covered by more than one mode of public transport, the maximum assistance will be one sessional pass e.g. one Ulsterbus pass or one NIR pass, not both. The Authority must consider public expenditure when deciding the most appropriate mode of transport. If the journey at either end of the nearest boarding/alighting point exceeds the statutory distance the Authority will consider alternative provision. It should be recognised that in such instances the Authority is unable to consider additional expenditure if there is/are suitable school/s closer to home and transport is available.*

**EA Services:** The Authority will where possible allocate the closest pick up point to the home address. As outlined in the Circular the Authority has 'no obligation to assist with travel for the whole of a journey, provided that the remainder of the journey does not exceed the statutory qualifying distance - 2 miles in relation to a pupil under 11 years of age'. In this regard, parents are responsible for facilitating that portion of the journey.

**C. LOST BUS PASSES**

**Translink Passes:** If a pupil loses a Translink travel pass, a duplicate pass may be purchased from **Translink Pass Office, Milewater Road, Belfast – 02890 354074**, at a cost determined by Translink and must be accompanied by one passport size photograph.

**EA Passes:** Any queries regarding an EA Bus pass should be directed to your Local Transport Office of the Authority.

**D. CHANGE OF ADDRESS**

Please be aware that a change of address may affect eligibility. If there is a suitable school within 2 miles of the new address written application must be made to this school or schools and written refusal(s) received before being considered for transport assistance to any other school. Written evidence should be provided with the transport application form.

**Translink Passes** - In the event of a pupil who is already in receipt of a Translink sessional pass, and is moving address, changing schools or changing details, they must return their original pass to their Local Transport Office together with a **new application** form. If the pass has been lost or destroyed then a duplicate of the old pass must be purchased as detailed in 'C' above, before any new travel pass can be issued.

**EA Passes** - In the event of a pupil who is already in receipt of an EA bus pass, and is moving address, changing schools or changing details, they must complete and forward a **new application** form to their Local Transport Office.

**E. EXPENSES PRIOR TO RECEIPT OF TRANSLINK PASS**

Pupils who have incurred the cost of public service fares whilst awaiting their sessional pass during the months of September and October should make application for reimbursement from Translink as follows:-

- 1 Metro, Ulsterbus and NIR claims are submitted to Translink, Account Office, Milewater Road, Belfast. A claim form can be obtained from your local Translink Depot.
- 2 Any claim for travel expenses must be submitted within 18 working days from the date of issue of the students travel pass. Used tickets must be retained and submitted with relevant claim form;
- 3 No refunds from Translink will be accepted for tickets issued after 31 October.

**F. LATE APPLICATIONS – AFTER 31 OCTOBER**

Pupils who make application for transport assistance after 31 October will not have their fares reimbursed unless there has been a delay on the part of the Authority or Translink in processing the application. Tickets, in respect of these fares paid by the pupil should be retained and forwarded to the appropriate Local Office of the Authority for refund.

**G. BEHAVIOUR**

The Authority reserves the right to withdraw a pupil from transport arranged by the Authority, pending investigation, where a pupil has behaved in an unacceptable manner as outlined in the Authority's booklet "Procedure for dealing with Behavioural Problems on Public and Education Authority Transport". *A copy of this policy is available on the Authority's website [www.eani.org.uk](http://www.eani.org.uk)*

**H. WEARING OF SEATBELTS**

Pupils are required by law to wear seatbelts where fitted on all School Transport in accordance with seat-belt legislation.

**I. CCTV**

CCTV cameras may be operational on vehicles used to transport pupils. For details of the Authority's CCTV Policy you can download these procedures on the Authority's website [www.eani.org.uk](http://www.eani.org.uk).

**J. FERRY TRAVEL**

Please refer to the Authority's website [www.eani.org.uk](http://www.eani.org.uk) for details regarding arrangements for travel on the Strangford Ferry or Rathlin Ferry.

It is important that all sections of **PART A** are completed in full.

*The outcome of your application for transport assistance will be notified to you in writing. **Sessional tickets for successful applicants will be available for collection at the school on the first day of term. Any continuing pupil whose details do not change will automatically have their tickets renewed each school year, except for school age leavers.***

**Application for Transport Assistance for**  
**PRIMARY SCHOOL**  
**of Compulsory School Age**

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 Lear Owerance

<b>OFFICE USE ONLY:</b>						
ASSESSED BY:	DATE:	UB	MET	NIR	BB	OTHER
PROCESSED ON EMS BY:	DATE:	PUPIL ID:				

**ALL APPLICATIONS RECEIVED AFTER 30<sup>TH</sup> JUNE ARE CONSIDERED TO BE APPLICATIONS FOR THE INCOMING SCHOOL YEAR – RETROSPECTIVE APPLICATIONS WILL NOT BE PROCESSED**

**LATE APPLICATIONS MAY RESULT IN DELAYED TRANSPORT ASSISTANCE**

**IT IS IMPORTANT THAT ALL SECTIONS OF PART A OF THIS FORM ARE COMPLETED TO AVOID A DELAY IN PROCESSING YOUR APPLICATION. \*FAILURE TO SUPPLY ALL MANDATORY FIELDS WILL DELAY THE PROCESSING OF YOUR APPLICATION**

**NOTIFICATION WILL BE FORWARDED TO ALL APPLICANTS. SESSIONAL TICKETS WILL BE AVAILABLE AT THE SCHOOL ON THE FIRST DAY OF TERM FOR PUPILS WHO QUALIFY FOR TRANSPORT ASSISTANCE.**

**PART A (to be completed by the parent of pupil in BLOCK LETTERS)**

i. School to which transport is required.....

ii. Pupil Surname (as recorded on birth certificate).....

iii. Surname by which child is known.....

iv. Pupil Forename.....

v. Parent's permanent home address .....

Postcode \*(Mandatory) .....

vi. Pupil's date of birth \*(Mandatory) ..... Male  Female  (Please tick)

vii. Name of parent..... Daytime Tel No.....

viii. Is there a suitable school or schools of the same category to the one named at (i) within statutory qualifying distance (2 miles) from the pupil's home? **YES/NO** If you answer YES please complete section (ix)

ix. Please state all school preferences in order **as expressed on application form for Enrolment to Primary School**  
*Please enclose written confirmation from all suitable schools within 2 miles that a place could not be offered (Please refer to Notes of Guidance)*

1 ..... 3 .....

2 ..... 4 .....

x. Give distance from pupil's home to school named at (i) .....  
 (Distance will be verified by the Authority using Arc-View GIS software)

xi. Date of first attendance at this school.....

xii. School attended immediately prior to that named at (i).....

xiii. **Preferred means of travel required to school named at (i) (Ulsterbus / Metro / NIR (Train) / EA Bus / Private Car / Other)**  
 .....  
 (\*the Authority must determine the most appropriate means of transport assistance that can be offered having regard for economy and efficiency)

xiv. If travel is by Public Transport or EA Bus **state boarding point\*** (Mandatory).....  
 (Please refer to Notes of Guidance Section B)

xv. Does a brother/sister already have assistance to school named at (i) .....

xvi. If you have recently moved home please state: (Please refer to Notes of Guidance Section D)  
 Previous Address ..... Date you moved address .....

Previous School Attended .....

**DECLARATION BY PARENT:**

- (i) I certify that the information given above is true and correct and I have read and retained the attached notes of guidance
- (ii) I will inform the Authority of any change in circumstances at any time which might affect this transport assistance and
- (iii) If any financial assistance provided to me, for whatever reason is an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.
- (iv) I have discussed with my child Sections G and H regarding Behaviour and the Wearing of Seatbelts whilst travelling on Home to School Transport.

Signed..... Parent Date .....

**FOR OFFICE USE ONLY:**

**PLEASE RETURN TO YOUR LOCAL OFFICE OF THE AUTHORITY:**

**BELFAST OFFICE**  
40 ACADEMY STREET  
BELFAST  
BT1 2NQ  
Tel: 02890 564134  
Email: [Transport-Belfast@eani.org.uk](mailto:Transport-Belfast@eani.org.uk)

**DUNDONALD OFFICE**  
GRAHAMSBRIDGE ROAD,  
DUNDONALD  
BT16 2HS  
Tel: 02890 566200  
Email: [Transport-Dundonald@eani.org.uk](mailto:Transport-Dundonald@eani.org.uk)

**BALLYMENA OFFICE**  
COUNTY HALL  
182 GALGORM ROAD  
BALLYMENA  
BT42 1HN  
Tel: 02825 653333  
Email: [Transport-Ballymena@eani.org.uk](mailto:Transport-Ballymena@eani.org.uk)

**ARMAGH OFFICE**  
3 CHARLEMONT PLACE  
THE MALL  
ARMAGH  
BT61 9AX  
Tel: 02837 512200  
Email: [Transport-Armagh@eani.org.uk](mailto:Transport-Armagh@eani.org.uk)

**OMAGH OFFICE**  
1 HOSPITAL ROAD  
OMAGH  
BT79 0AW  
Tel: 02882 411411  
Email: [Transport-Omagh@eani.org.uk](mailto:Transport-Omagh@eani.org.uk)

