



# St Mary's R.C. High School

PER MARIAM

## SCHOOL OPERATED TRANSPORT POLICY

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# SCHOOL OPERATED TRANSPORT POLICY

## 1. Introduction

St Mary's RC High School operate three school bus services, two that cover the south of Hereford and one that covers the Whitecross area. The routes are detailed in appendix 1. If your child is given a space on the St Mary's operated transport, you will need to meet the allocated bus at a stop along its existing route and travel between home and the stop remains the responsibility of the parent(s) or carer(s).

The three bus services are available for parents to purchase seats for their child/ren under an annual agreement. There is limited capacity and therefore seats must be approved by the school via an application process, before your child can travel. These services are in addition to any local authority or public service buses that St Mary's pupils can use.

## 2. Application process – dedicated St Mary's transport only

- 2.1 All applications for St Marys RC High School dedicated school transport must be made by completing the on-line form that will be sent to you in the new starter information pack. Applying for school transport mid-year as an in-year transfer, please contact the school for further information via the email [transport@st-maryshigh.hereford.sch.uk](mailto:transport@st-maryshigh.hereford.sch.uk). The online form will require details of your home postcode, what bus service and stop you wish to use.
- 2.2 Applications must be received by the deadline date of the **15th May preceding the September admission**
- 2.3 Parents/carers will be notified in writing if their child has been offered a seat by the **30<sup>th</sup> June**.

## 3. Oversubscription criteria

In the event of oversubscription of the bus service(s), where the school receives more applications than seats available on the buses, applications will be considered in the following priority:

- 3.1 Children who have a statement of special educational need (SEN) or an Education, Health and Care (EHC) plan. A statement of SEN is made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An EHC plan I made by the Local Authority under section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.
- 3.2 Children who have a sibling in current years 7 to 10 and already travel on dedicated school transport (see note 1).
- 3.3 Travel distance to school from the child's home postcode – all applications will be considered with priority given to those children who live the furthest distance from the school premises. Home to school distance is calculated by Herefordshire Council on admission and this information will be used to determine allocation of bus places. In the event that applicants are equidistant, the school reserves the right to use the following criteria as a differential when allocating a space:
  - 3.3.1 Baptised Roman Catholic child who is looked-after (see note 2)
  - 3.3.2 Baptised Roman Catholic (see note 3).

#### **4. Late applications**

Applications received after the deadline of the 15<sup>th</sup> May, will be placed on a waiting list based on the oversubscription criteria. The parent/carer will be notified if/when a place becomes available.

#### **5. Payment for School transport**

Parents/carers of successful applicants will be invoiced for the cost of school transport on a termly basis in advance.

In the event of non-payment or where subsequent payment for transport is overdue by 4 weeks or more the place will be forfeit and will be offered to the first child on the waiting list.

#### Notes:

- 1 *Sibling: Defined as a brother or sister sharing the same parents; half-brother or half-sister, where two children share one common parent. Stepbrother or stepsister where two children are related by a parent's marriage or civil partnership. Adopted or fostered children with the same adoptive/foster parents.*
- 2 *Looked-after child: A looked-after child is defined as being in the care of the local authority, or who is being provided with accommodation by the local authority in the exercise of their social services functions (see definition in section 22(1) of the Children's Act 1989).*
- 3 *Roman catholic children: baptised roman catholic children mean children who have been baptised in the roman catholic church and children who have been baptised into another Christian denomination and later received into the catholic church as confirmed. This information will be taken from the admissions entry place of acceptance.*

## APPENDIX 1

Bus routes and stops on each route.

- **OVAL BUS ROUTE #1**
  - St Vincents Close
  - Oval
  - Tesco Belmont
  - Asda
  
- **OVAL BUS ROUTE #2**
  - Co-Op, Holme Lacy Road
  - Tesco Express
  - Redhill Flats
  
- **WHITECROSS BUS ROUTE #3**
  - Roman Road (BMW garage)
  - Starting Gate/Premier Inn, Holmer Road
  - Greyhound Rugby Club, Grandstand Road
  - One Stop, Westfield on Grandstand Road
  - Co-Op, Bobblestock
  - Whitecross High School
  - Kings Acre Road (Ferndale Road turning)
  - Monument, Whitecross Road
  - Whitehorse Street
  - Victoria Court (former NHS Eye Hospital)
  - Hereford Sixth Form college