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###### **SCHOOL TRANSPORT**

APPLICATION FOR A SPARE SEAT SCHEME SEAT

In order to apply for a Spare Seat on existing school transport for your child, please complete the details below. Before doing so you must read the Spare Seat Scheme notes and confirm below that you agree to abide by the terms and conditions: [www.westmorlandandfurness.gov.uk/schools-and-education/school-transport](http://www.westmorlandandfurness.gov.uk/schools-and-education/school-transport) - Spare Seat Scheme

DETAILS OF PUPIL

SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORENAME(S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POST CODE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TEL NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL TO BE ATTENDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE FROM WHICH TRANSPORT IS REQUESTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREFERRED BOARDING POINT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In consideration of the Council providing Spare Seat Scheme travel for the above-named pupil to and from school, I confirm that I have read and agree to abide by all the conditions applicable to Westmorland and Furness Council’s Spare Seat Scheme by ticking the box. 🞎

Where appropriate, I agree to make such regular payments as may be required to Westmorland and Furness Council at such rates as the Council may direct. Failure to make such payments will result in the withdrawal of transport.

SIGNATURE OF PARENT/CARER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Please return this form to: Integrated Home to School Transport

Parkhouse Building,

Kingmoor Park,

Carlisle,

CA6 4SJ

|  |  |
| --- | --- |
| FOR OFFICE USE ONLY | |
| Route Number: | |
| Offer Seat: | Waiting List: |
| Assessed By: | Date: |

Spare Seat Scheme Conditions

**When will I know if my child can have a spare seat?**

The position regarding the availability of spare seats will not be known until after the start of the academic year. **This is likely to be as late as October half term.** This is partly because a number of parents/ carers of children for whom the Council has a responsibility to provide transport often make a late application, despite being encouraged to apply by June. (As there is a legal obligation involved, the Council cannot adhere to a fixed deadline for return of applications). Furthermore, the exam results which influence decisions regarding the continued education of older pupils at schools are not known until the end of August.

**It must be stressed that, until you are advised by this office that a seat is available, you must make appropriate arrangements to get your child to school.**

Whilst a clear picture will not be known by the start of the academic year, parents/carers are still advised to make an early application for a spare seat as date of receipt may have a bearing on spare seat allocation. New applicants should not forward any payment until asked to do so. Payment for ongoing Spare Seat Scheme passengers must be made by the given deadline. If, after payment has been made it is unfortunately not possible to offer a seat, a full refund will, of course, be given.

**Where would my child board the vehicle?**

The routes of private hire vehicles are organised to meet the Council’s responsibilities for children who are entitled to free transport. Your child would therefore be collected at the nearest boarding point determined by the Council.

If a spare seat is withdrawn, how much notice is given?

The withdrawal of a spare seat or the provision of a less convenient boarding point, whilst most regrettable, is sometimes unavoidable. Where possible a minimum of one week’s notice will be given to parents/carers.

**However, on occasions it may be necessary to** **make such changes at very short notice i.e. 24** **hours.** This is because the Council must give priority at all times to children who are entitled to free transport. This boarding point may be some distance from your home, and **it is your responsibility to ensure your child is taken to and collected from the boarding point.** The Council reserves the right to alter boarding points according to circumstances.

Which spare seat passengers would lose their seat first?

If it is necessary to withdraw spare seats, it would be done on an individual basis in the following order:

* Non-catchment children;
* Catchment children whose parents are not receiving their maximum Working Tax Credit;
* Catchment children with parents receiving their maximum Working Tax Credit;
* Post-16 students

The Spare Seat Travel Pass

Once your child has been allocated a spare seat, a travel pass will be issued provided that an application form has been completed and the appropriate payment made. The travel pass must be carried by your child and produced for the driver on each journey otherwise your child may be refused access to the ‘vehicle’. The travel pass can be used only on the designated service by the named holder and must not be given to anyone else to use.

If your child loses their travel pass, a replacement may be obtained from the Integrated Home to School Transport Team for a fee of £14.80.

Should I rely on the availability of a spare seat?

Absolutely not.

Every year despite advice not to do so, a significant number of parents/carers assume the continuing availability of a Spare Seat Scheme seat and find themselves in difficulties regarding their responsibility for getting their children to and from school. Consequently, it is felt to be very important to stress to an even greater extent than before that parents/carers should not base their choice of school on the hope that a spare seat will be available. Parents/carers should ensure that at all times throughout the school year they are able, if necessary, to make their own arrangements for their children’s school transport.