

# Transport Policy



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| <b>Policy Title</b>             | Transport |
| <b>Policy Created / Amended</b> | June 2017 |
| <b>Policy Ratified</b>          |           |
| <b>Policy review cycle</b>      | 1 year    |
| <b>Policy Review Date</b>       | June 2018 |



## Aim

The aim of this document is to set out Sybil Andrews Academy's arrangements for the transportation of pupils to the school as of September 2018. This policy will be renewed annually thereafter.

## Terms

- 'The Academy' shall mean Sybil Andrews Academy
- SCC shall mean Suffolk County Council
- Partner School is as defined in our Admissions Policy. Currently they are: Abbots Green, Sebert Wood, Hartest, Glemsford, Great Whelnetham and All Saints, Lawshall Primary schools.

## General Principles

The Academy's approach to transporting pupils to school fits in with, and works in addition to, the arrangements put in place by Suffolk County Council. This clearly states that free transport will be provided by the Council to pupils that live more than three miles away from their nearest secondary school. In addition, Suffolk County Council's published Transport Priority Areas indicate that they will provide free transport to pupils that choose to attend Sybil Andrews Academy and that live within the catchment areas of All Saints Primary School Lawshall, and Great Whelnetham Primary School.

As such this Policy lays out circumstances in which transport may be provided on an entirely discretionary basis, outside of what is required by law.

The Academy is committed to the principle of parental preference when it comes to choosing what school their child should attend. We recognise, however, that concerns regarding transport can make realising that preference difficult. This is because the County Council will only fund transport to school if a pupil lives more than three miles from that school and that school is their nearest school. However, they will not fund pupils to travel to another school other than their nearest school. This acts as a limit on parental preference. The Governing Body at Sybil Andrews Academy does not support this stance.

Whilst the Academy aims to help transport pupils to school where needed, there are limitations on what it can reasonably be expected to do. Some pupils live too far from the school and are too few in number in any one location for it to be cost effective to provide free transport to Sybil Andrews Academy. Typically, the schools that this applies to are away from the schools identified in our Admissions Policy as 'Partner Schools' and /or do not have strong partnership links with the Academy. They many also contain very small numbers of pupils that choose to attend Sybil Andrews Academy.

The Academy aims to be transparent with regard to its capacity to transport students to school. Bus routes and pick up point information are available on request from the Academy and staff will always answer related questions. If there are changes to arrangements, these will be published well in advance of the changes coming into effect.

The Academy will not offer home to school transport to any pupil that is not currently attending Sybil Andrews Academy in the year to which this policy applies.

The Academy reserves the right to make changes to its transport provision on an annual basis.



## Getting to School

The following arrangements will apply to all pupils joining the Academy in year 7 from September 2018. (For pupils already in the Academy, separate arrangements not covered by this policy are in place).

**Pupils that attended our Partner Schools** will arrive at the school in one of two ways. Pupils from All Saints Lawshall and Great Whelnetham primary schools and that meet SCC's criteria that they live within those school's catchment areas will be provided with transport by SCC. Those that attend Abbot's Green and Sebert Wood primary schools will typically walk or bike as they live less than three miles from the school.

**Pupils attending our named Partner Primary Schools** in Hartest and Glemsford and that are not served by SCC, will be provided with subsidized transport if the following conditions are met:

- a) They are in years 7-11 in the year that transport is provided for them
- b) They are be attending Sybil Andrews Academy

The extent of the subsidy offered to parents of pupils in these schools will be reviewed annually and will be published to parents prior to making their choice of secondary school in October of year 6. Thereafter, any information about changes to the amount of subsidy available to these parents will be made available six months in advance of the proposed change.

Pupils that attend, and that live in the catchment area of Hardwick Primary School can also access transport to school in the following way:

1. In year 7 transport will be provided for free to the school on either a school mini bus or an alternative. This reflects the fact that these pupils are young and that they have to cross the A14 slip road to attend the school. There is no offer of transport to pupils in years 8-11. In years 8-11, pupils from these schools will be expected to walk to school or find alternative means. These arrangements reflect the fact that pupils will be older and better able to do this in a safe manner than they might perhaps be able to in year7.
2. The Academy does, however, recognise that every individual is different. Therefore, if in doubt, our advice is for you to contact us directly so that we can discuss any relevant matters on a one to one basis. Where there is capacity on our mini-buses to meet these individual requests, we will aim to do so, though we reserve the right to charge. This includes complying with its duties under the Equality Act 2010.

**Pupils attending other primary schools not listed above** may be able to access transport to school in a number of ways:

1. If an SCC bus route is nearby, parents should contact SCC and ascertain whether transport can be purchased on this route. All decisions will lie with SCC.
2. If transport provided directly by Sybil Andrews Academy can reasonably be re-routed to accommodate an individual request, and if there are sufficient spaces available on the bus. 'Reasonably accommodated' is defined as an adjustment that does not add more that 10 minutes to the length of the bus journey for other pupils. Should pupils be offered a place, they will need to pay the same prices as the other pupils on the bus. Parents should contact the Academy directly for information.



3. It may be possible for the Academy to arrange with a third party contractor the transportation of pupils to the Academy along an additional bus route. The Academy will seek to assist in the arrangement of any such route, but will not offer any subsidy; costs will need to be borne entirely by parents. Parents should contact the Academy directly for further information.

**Pupils from Low Income Families:** SCC are obliged to support with transport if Sybil Andrews is one of the three closest schools (within 6 miles); you qualify for means tested financial support, and live over 2 miles away.

## Prices

Where the Academy asks parents to pay for transport, it will publish its tariffs, making clear the cost on a weekly and termly basis. These will be made available in September of every academic year and will remain fixed for the duration of that academic year.

Changes to the prices paid by parents will be published 6 months in advance of the date when they are due to come into effect.

## Withdrawal of transport

Where subsidised transport has been applied for, or where individual arrangements have been made for pupils as outlined above, but in circumstances where payment is then not received, the Academy will withdraw the allocated place after providing written notification of its intent to do so.

The period of notice for the above will be two working weeks.

The Governing Body also withhold the right to withdraw subsidized transport on a short term or permanent basis if a pupil is deemed to have acted in an unsafe way, in a manner that has been offensive to other pupils or that brings the school into disrepute. Any such action will be made in relation to the Academy's Code of Conduct for Using School Transport. These decisions will only be taken in the most serious circumstances and will be dealt with on a case by case basis with full parental involvement. Any decisions made by the Governors will be final.

Poor conduct on transport provided by SCC will also be dealt with by the Academy. Pupils on these buses are bound by the Academy's Code of Conduct for Using School Transport also. Decisions as to the nature of the action taken in response to poor conduct will be taken with SCC.

## Transport to College

Some pupils may opt to undertake courses at other providers as part of their upper Key Stage 4 (years 10-11) curriculum. This will require that these pupils are transported to that destination. Any transport arrangements connected to this will be in addition to, and not normally affect, normal transport arrangements to and from the Academy at the start and end of the school day.

As pupils will opt for to take part in these programmes of study in place of more traditional courses, pupils will have to pay for this provision. Prices will be determined on an annual basis. The Academy will endeavour to secure the 'best offer' for parents through a tendering process and will communicate this to them directly.



For pupils that attend other providers for courses that they undertake as part of their Key Stage 4 (years 10-11) programme of study, the Academy will provide transport to and from that provision.

Pupils that are excluded or on managed moves

Where a pupil has been permanently excluded from the school, the Academy will no longer offer to transport them to their new place of education

Where a pupil has a fixed term exclusion from the Academy to an alternative provision, arrangements will be made to take them to the other institution on an individual basis

The Academy may continue to pay for, or provide, transport for a pupil that is on a managed move if they would ordinarily be provided with transport by the Academy. This will, however, be looked at on a case by case basis. Any decision made by the Governors will be final.

## **Disclaimer**

Home to School transport provided by the Academy under this Policy ("the provision") can be withdrawn at any time by the Academy on the giving of reasonable notice and is subject to review as described below;

Parents should therefore NOT assume that the provision will be available on a continuing basis;

The provision may also be withdrawn on a temporary basis for reasons outside of the Academy's control;

The Academy will not be liable for any losses suffered as a result of not providing transport under this Policy

## **Contact**

Queries relating to this policy and/or to transport in a more general way should be directed to Mrs Sharon Spurrier on either [sspurrier@swatrust.co.uk](mailto:sspurrier@swatrust.co.uk) or 01284 413400

## **Review**

This policy will be reviewed on an annual basis and made available by the 1st May preceding the start of a new academic year in September.