

Transport Policy



Policy Title	Transport
Policy Created / Amended	March 2025
Policy Ratified	March 2025
Policy review cycle	1 year
Policy Review Date	March 2026

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 March 2025. 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, 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 their nearest secondary school if they live more than three miles away from that school.

More information on the council school travel policy and procedures and arrangements can be found here. <https://www.suffolkonboard.com/>

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 transport to Sybil Andrews Academy. Typically, the schools that this applies to are more than 3 miles away from the Academy and/or 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 as well in advance of the changes coming into effect as possible.

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 2025.

All Saints Lawshall and Great Whelnetham Primary School

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, only if Sybil Andrews Academy is their closest school. Those that attend Abbots Green and Sebert Wood primary schools will typically walk or bike as they live less than three miles from the school, the school is unable to provide any transport to and from school for students joining us from these schools.

Hardwick Primary School

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 to the school on a school mini bus (subject to spaces). This reflects the fact that these pupils are young and that they have to cross the A14 slip road to attend the school. This is for Year 7 students only and 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 safer manner than they might perhaps be able to in year 7. Parents and carers must make alternative arrangements in good time for pupils as they start year 8, the Academy does not have the capacity to offer transport beyond Year 7.
2. The Academy has limited places to offer on school transport, in the event of over subscription the Academy will use the same criteria as its admission policy to determine which applicant will be successful in gaining a place on school transport.
3. 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.

The costs of transport places 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 two months in advance of the proposed change.

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); or you qualify for means tested financial support and live over 3 miles away.

Over subscription

In the event of more applications than available places we will use the following oversubscription criteria listed below in descending order:

- Pupils with an Education, Health and Care Plan (EHC Plan).
- Looked after Children or previously looked after children.
- Exceptional Medical Need
- (a) children of staff of the academy who have been employed at the academy for two or more years at the time at which the application for admission was made and/or
- (b) children of staff who are recruited to fill a vacant post for which there is a skill shortage.
- Children with a brother or sister (sibling) attending Sybil Andrews at the time of application with a reasonable expectation they will be attending at the start of the new school year.
- Children attending one of the named partner schools including those who do not have a brother or sister (sibling) attending Sybil Andrews.
- Children who live in the catchment area of a partner school who are not attending a partner school.
- Age

Prices

Where the Academy asks parents to pay for transport, the tariffs are as below. The Academy will make clear the cost on a weekly and termly basis. Payments will be added to Parent Pay accounts for the relevant student(s). These will remain fixed for the duration of that academic year and reviewed as part of this Policy on an annual basis.

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

Prices 2025 - July 2026	Prices Sept 26 – July 27
£7.50 per week for Pupil Premium	£10.00 per week for Pupil Premium
£15 per week in Bury St Edmunds	£20.00 per week in Bury St Edmunds
£30 per week outside Bury St Edmunds	£40 per week outside Bury St Edmunds

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 subsidised 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 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 school transport should be directed to the office team via saa@sybilandrewsacademy.co.uk or 01284 413400.

Review

This policy will be reviewed on an annual basis and made available no later than the 1st July preceding the start of a new academic year in September.