



Home to School Travel Service Bulletin April 2023

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Home to School Travel Assistance Policy 2023-2024

The Derby City Council Home to School Travel Service reviews its policy annually. This year, the Department for Education (DfE) has drafted statutory guidance for local authorities. Derby City Council has [reviewed its policy](#) in line with this DfE guidance.

There are **no changes to the eligibility criteria** for home to school travel assistance however additions have been made to make it easier to understand. Examples are provided throughout the policy to demonstrate how the policy is applied and how decisions are made about what type of travel assistance will be offered to an eligible child or young person.

Who needs to apply?

You will only need to submit a new application for home to school travel assistance if: -

1. You are applying for home to school travel assistance for the first time.
2. You will be changing home address.
3. Your child is starting a new school in September 2023.
4. You are applying to renew a bus pass (bus passes must be applied for every year).

Please note: If none of the above apply to you, your child's current type of travel assistance will remain in place.

When to apply?

The application window opened on **01 April 2023**.

Applications for home to school travel assistance must be submitted by **31 May each year**, for the start of the new academic year. Parents are responsible for submitting applications by this deadline. Applications received after this date will be assessed and processed, but the Council cannot guarantee that travel assistance arrangements will be in place for the start of the academic year.

How to apply?

From 01 April 2023, parents must complete an application, using the **online application form**, which can be accessed via the Council's website www.derby.gov.uk/schooltravel This is the **quickest way** for parents to apply and the preferred way for applications to be received.

Parents will need to **attach and upload any supporting information** [e.g., evidence of free school meals or medical information] to their online application. Parents will not be able to progress to the next stage of the application until documents have been successfully uploaded, when prompted.

Parents who do not have access to the Internet, via a Smartphone, PC, or tablet device, should use the **free** computer and Internet access, which is available at the Council House and at all Derby City Council library sites, to submit an online application.

Parents who do not have access to the Internet and cannot physically access the Council House or their local Council library site, can contact the Home to School Travel Service and request a paper copy of the application to be posted to their address.

Telephone: 01332 642716 or Email: schooltravel@derby.gov.uk

Completed paper applications and supporting evidence must be delivered to:

Home to School Travel Service

Derby City Council

The Council House

Corporation Street,

Derby DE1 2FS

How applications will be assessed

All applications will be assessed on a **case-by-case basis**. The travel assistance offer for an eligible child will take account of their individual needs and ensure the offer meet those needs. In most cases, the offer will be a 24/7 bus pass, a 24/7 child & adult bus pass, Independent Travel Training, or a mileage allowance.

Eligible pre-16 children may be offered one of the following:

- 24/7 bus pass
- 24/7 child & adult bus pass
- Mileage allowance (where a family has access to a vehicle to take their child to school)
- Independent Travel Training (if appropriate)
- A seat in a taxi or minibus may be offered in exceptional circumstances, where there is evidence that
 - it would be unreasonable to expect a child to travel unaccompanied, and
 - it would be unreasonable to expect a parent to accompany their child to school, due to health or medical needs, or
 - A child is placed out of area and the distance means public transport is not feasible and there is no vehicle available for the family to benefit from a mileage allowance.

Mileage Allowances

A mileage allowance is a form of home to school travel assistance, which allows parents and carers of an eligible child, and with access to a vehicle to transport their child to their education setting.

A great option for parents: A mileage allowance enables families to manage the home to school journey independently. The Council will cover fuel costs by paying parents a mileage allowance after the end of each term.

A great option for children and young people: A mileage allowance enables eligible children and young people to travel to school with their parent or carer, meaning that children and young people arrive at school ready to learn.

Did you know? Parents can claim a mileage allowance and nominate another trusted responsible adult to drive their child to school.

How mileage allowances are calculated

The Council will reimburse fuel costs at the standard Council mileage allowance rates, detailed in the table below.

Derby City Council mileage allowance rates	
Total distance (2 return journeys)	£ Amount per mile
Up to 50 miles	£0.45
51-100 miles	£0.35
101-200 miles	£0.25

The mileage allowance is based on a maximum of two return journeys for each school day that the child attends, multiplied by the distance that we measure as being the shortest driving route. Payments are made in arrears, after the end of each school term once attendance has been confirmed by the school.

Example

Child A attends a school that is 5 miles away from the home address.

4 x 5 miles = 20 miles, 20 x £0.45 = £9.00 per day mileage allowance

Autumn Term is 76 days: Child A attends school 70 days during the autumn term

70 x £9.00 = **£630.00**

Parent will receive a mileage allowance payment of £630.00 for the autumn term.

Further Information

Please follow this link to our refreshed webpage for all the latest information.

[Home to school travel - Derby City Council](#)

https://www.facebook.com/DCCLocalOffer/?locale=en_GB