

Parents/Guardians of Students entering Yr12 at
Secondary/Grammar Schools

Sessions House
County Hall
Maidstone
Kent ME14 1XQ
Tel: (01622) 696565
Direct Dial/Ext: (01622) 696164/696651
Minicom: (01622) 605720 (for deaf people)
Ask for: Danielle Harnett/Karen Smith &
Karen Feltham
e-mail address: homeschooltransport@kent.gov.uk
Your ref:
Our ref:
Date: February 2010

Dear Parent

Home to School Transport for Yrs 12

Parents of students, who enter Yr12 and have previously received free home to school transport, must reapply for assistance by completing an application form (T2) which is available from the school, from this office or is available online at www.kent.gov.uk to download. The forms for September 2010 will be available from the school end of April/beginning of May 2010.

As students entering Yr12 are over the statutory leaving age, transport assistance is no longer free and a contribution is required for each student per term. The amount for the forthcoming academic year of September 2010 to July 2011 is £165 per term for Autumn and Spring Term, Summer Term is £160 per term or £490 annually. This charge can be waived if parents are in receipt of Income Support, Income Based Job Seekers Allowance, Pension Credit, Income Related Employment & Support Allowance or Child Tax Credit provided you do not receive Working Tax Credit and have an annual income (as assessed by the Inland Revenue) which does not exceed £16,040 for which proof is required. For Child Tax Credit the evidence required is a copy of the form TC602 which is sent to you by the Inland Revenue. Before applying it is advisable to make enquiries with the local bus and train services first before applying to the Education Office as it may be cheaper for you to purchase tickets from them depending on your son/daughter's course.

The applications for the Autumn Term or if paying for the whole academic year 2010/2011 year must be at the Education Office no later than 31 July. Whilst it is appreciated that some

students will be waiting for their GCSE results before making a decision as to whether they will enter Yr12 or not, for transport purposes it is preferable to apply for assistance as soon as possible in order for your son/daughter to receive the pass on the first day of term in September 2010.

If the form (T2) is received after the closing date of 31 July, it will not be possible to guarantee that a pass would be ready for your son/daughter for the first day of the term. Should your son/daughter decide not to enter Yr12 or makes other arrangements to get to and from school, the LA will be happy to refund the charge in full if advised before the half term commences. This also is applicable for the Spring Term and Summer Term, when parents reapply for assistance using application forms (T2R) which would have to be in this office no later than 27 November and 13 March respectively.

You will receive a letter confirming to you that your son/daughter is deemed eligible to receive assistance and that he/she should carry the letter with them on the first day of term to school. They will be able to collect their passes at the school and travel home with them. It is important to remember that whilst your son/daughter may have received transport prior to Yr12, they will not necessarily board the same vehicle or train that they were allocated to at that time. Please read the letter carefully to ensure that your son/daughter boards the correct vehicle or train. You must also be aware that your son/daughter may only be able to access the vehicles that they have been allocated to in the morning and in the afternoon at school times. They may not necessarily be able to board any other vehicle during the day at odd times because their classes have finished.

To apply for transport assistance in Yr13, students will have to complete a T2R renewal form for the coming academic year. These can be obtained from either downloading the form from www.kent.gov.uk, the school or this office.

Should you require any further information or assistance, please do not hesitate to contact the office on the numbers provided on the attached information sheet.

Yours sincerely

Anne Hayward
Manager, Primary Admissions & Transport

CONTACT NUMBERS

EDUCATION OFFICE

Danielle Harnett/Karen Smith – Team Leader, Transport & Primary Admissions 01622 696164

Karen Feltham – Team Leader, Transport & Primary Admissions 01622 696651

Christiana Kehinde /Shane Bushell – Transport Assistant, 01622 696170
01622 696162

TRANSPORT INTERGRATION

Transport Integration, a division of Commercial Services, is responsible for the planning and procurement of all home to school/college transport on behalf of the Education Directorate. All queries regarding transport provision once entitlement has been confirmed should be addressed to:

Laura Smith, North Kent Transport Planner	01622 605081
Maxine Jacques, Mid Kent Transport Planner	01622 605045
Elizabeth Dalrymple-White, West Kent Transport Planner	01622 605339
Caroline Cooper, East Kent Transport Planner	01622 605094

Wherever possible, all students will be provided with a pass to travel on scheduled public transport services. Travel is only available on the days that the school/college is open. The transport provided does not cater for after school/college activities. Students cannot use their passes to travel at weekends or in the holidays. Please also note that in order to ensure that public funds are spent wisely, a choice of transport is not offered.

Should you have any further queries with regard to the transport that your son/daughter has been allocated to, please do not hesitate to contact the Unit on the above numbers.