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**To:** Education Policy Board

**On:** 5 March 2015

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**Report by:** Director of Children's Services

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**Heading:** Home To School Transport – Eligibility List Update

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## 1. Summary

1.1. Education and leisure services' home to school transport policy was approved by education policy board on 9 May 2013.

1.2. This policy document included a "transport eligibility address list" which identified which addresses would be entitled to free school transport.

- This list needs to be amended as a result of the construction of the new St James' Primary School in Renfrew

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## 2. Recommendations

2.1. The education policy board is asked to:

- note that in certain circumstances (eg construction of a new school building), there will be a requirement to adjust the "Transport Eligibility Address List" to reflect the relevant additions and removals of postal addresses;
- agree the amended "transport eligibility list" is published on the website;
- agree that those pupils currently receiving free school transport, but that are no longer entitled because of the change in the "transport eligibility list", will continue to do so while they attend the school. Siblings of these pupils would only be provided transport in instances where the pupil enrolls in the school at a time when their sibling still attends the school and this would continue for the pupil until he/she leaves the school.
- note that the new list will be effective for all other new enrolments or pupils from the start of school term in August 2015; and

- agree that where future updates are required to the “Transport Eligibility Address List” these will be established by measuring distance using the Council’s geographic information system (GIS) tools and Ordnance Survey large scale digital mapping in line with current policy. This list will be updated and maintained accordingly by the department.

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### **3. Background**

- 3.1. Education and leisure services’ home to school transport policy was approved by the education policy board on 9 May 2013.
- 3.2. This policy document included a “transport eligibility address list” which identified which addresses would be entitled to free school transport.
- 3.3. The list was published on the council website making it easier for members of the public to establish eligibility for mainstream home to school free transport.
- 3.4. However, the revised transport policy did not make provision to amend the transport eligibility address list in circumstances where the postal address of the school changed.
- 3.5. In August 2014 St James’ Primary School in Renfrew relocated to a new building adjacent to the old school site. The impact of this school relocation is that some addresses, which qualified for free school transport, no longer do and some addresses, which did not qualify for free school transport, now do.
- 3.6. This situation has generated a requirement to amend the transport eligibility address list.

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### **Implications of this report**

- 1. Financial Implications**  
None.
- 2. HR and Organisational Development Implications**  
None.
- 3. Community Plan/Council Plan Implications**  
None.
- 4. Legal Implications**  
None.
- 5. Property/Assets Implications**  
None.
- 6. Information Technology Implications**  
None.

## **7. Equality and Human Rights Implications**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

## **8. Health and Safety Implications**

None.

## **9. Procurement Implications**

None.

## **10. Risk Implications**

None.

## **11. Privacy Impact**

None.

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### **List of Background Papers**

(a) Background Paper 1: Home to School Transport Policy – May 2013

The foregoing background papers will be retained within ELS for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is (Alison Gallagher, Resources Manager, 0141 618 7240)

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*Children's Services  
IT/AG/RN/LG/MD  
19 February 2015*

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