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| **NAC_LOGO_2014_FULL_COLOURNORTH AYRSHIRE COUNCIL** **CORPORATE TRANSPORT APPLICATION****FREE SCHOOL TRANSPORT****MAINSTREAM** **APSE Council of the Year** |

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| **PUPIL DETAILS:** |
| Forename(s): |  | Surname: |  | Date of Birth: |  |
| Home Address: |  |
| Postcode: |  | Contact Tel Number(s) |  |
| Name of School to be attended: |  | Contract No. (If known) |  |
| **SEATBELT REGULATIONS** | \*Car Seat may be required, only applicable for pupils 12 years or under / or under 135 cms **whichever comes first**. | \*Height: | \*Weight: |
| Date from which transport is required: |  |
| **REASONS FOR TRANSPORT (**✔) **AS APPROPRIATE)** |
| Walking Distance (See Note 1 below) |  | Available walking route (See Note 2 below) |  |
| \*Privilege Seat (See Note 3 below) |  |  |  |
| \*If you are applying for a privilege seat from an address other than your home address e.g. childminders, grandparents, aunts/uncles, etc. please can you confirm as below: |
| Address: |  | Town |  |
| Postcode: |  | Contract Number (if known) |  |
| **Note 1.** | **Walking Distance** – Shortest available walking route between your home address and the catchment area school, i.e. 2 miles and over for a primary school and 3 miles and over for a secondary school. |
| **Note 2.** | **Available Walking Route** – If you believe there is no available walking route between your home address and the catchment area school, an assessment will be carried out to determine the suitability of the route. |
| **Note 3.** | **Privilege Seat** – Should you wish to be considered for a privilege seat, applications must be submitted before the 20th September each year. The allocation of seats will be carried out in accordance with North Ayrshire Council’s Transport Policy and will be allocated shortly after the closing date each year, for further information on the policy, follow the attached link: <http://www.north-ayrshire.gov.uk/resident/education-and-learning/getting-to-and-from-school/free-school-transport.aspx>. |
| **Note 4.** | **Placing Requests** – If your child attends a school by means of a successful placing request, you will have signed your rights to transport away and will be responsible for arranging transport. |
| **How we will look after your information** |
| In order to process your application it is necessary for North Ayrshire Council to ask you for personal data. This information will only be used for the purposes of school transport and will not be used for any other purposes. We may share your information with external transport providers, including Strathclyde Partnership for Transport and other local authorities, but only for the purposes of providing school transport. In addition, it may be necessary to share your information with other public bodies when required to do so by law for the prevention and detection of crime or the protection of children. We will ensure your information is kept safe and secure and that we will comply with the Data Protection legislation. For further information about your rights to access information we hold on you and to view our privacy policy statement visit our website: http://www.north-ayrshire.gov.uk/privacy-policy.aspx. Should you wish to speak to someone for further information please contact the **Corporate Transport Hub on 01294 541613.** |
| The North Ayrshire Council remind you that you are responsible for your child’s behaviour while on transport and to ensure that a responsible adult, as appropriate, accompanies your child to the designated pickup and drop off point at the allocated times. Transport may be withdrawn in the event that your child’s behaviour is unsuitable; transport may be reinstated when a formal agreement is reached on future behaviour.  |
| **Declaration:** |
| Signature of Parent/Carer: |  | Date: |  |
| Contact Telephone Number: |  | Email Address: |  |
| **This form must be fully completed and sent to:**Corporate Transport Hub, North Ayrshire Council, Unit 1d, West Byrehill Industrial Estate, Kilwinning KA13 6HN Fax: 01294 541618 or email: transporthub@north-ayrshire.gov.uk |