



SCHOOL TRAVEL ASSISTANCE REQUEST FOR REVIEW GUIDANCE NOTES

INTRODUCTION

If you disagree with the assessment made, you may request a review of your application by completing and returning the attached form.

There are three principal grounds of appeal:

- **That the walking distance from home to school has been incorrectly measured.**
- **That the walking route is unavailable due to highway conditions.**
- **There may be other reasons why you feel your child should be treated as an exceptional case.**

GROUNDS FOR APPEAL

1. Appeals on grounds that the walking distance between home and school has been incorrectly measured.

Your child has been refused free travel on the grounds that the distance between your home and the school is less than the "statutory walking distance" - 2 miles for a child under the age of 8, and 3 miles for children aged 8 to 16. The distance has been measured using a combination of previous measurements in the area, local knowledge and a computer based measurement system. If you believe that the distance has been incorrectly measured, please bear in mind that it may include footpaths and other rights of way that might make the route shorter than by road. If you appeal, the route will be re-measured. In some cases this may mean the route will need to be walked with a mechanical wheel, which gives a very accurate distance measurement.

2. Appeals on the grounds that the measured walking route is unavailable for use.

Local Education Authorities are obliged to provide free travel for a child if the walking route between their home and school is "unavailable" due to highway conditions. This is assessed against a set of national guidelines. If you consider that the route is not available you are entitled to appeal. The route will then be assessed by road safety officers against the criteria noted in Appendix 1 of this document. The assessment will always bear in mind that a responsible adult can be expected to accompany the child. Please note that even if the shortest route is assessed as not available, there may be alternatives that are, and remain under the distance limit.

3. Appeals on grounds that there are other specific reasons why free travel should be granted due to exceptional circumstances.

The County Council will consider the award of travel assistance to children not normally entitled to it where there are specific reasons. These may be health related, a move of address at a certain stage in school life, behavioural issues, family matters etc. A senior officer in the Children's Services Directorate will assess each case individually and make a decision on whether there is a justification in that case. Because each case is unique, the appeal should be explained as fully as possible to assist investigation. If the appeal is on medical grounds parents will be required to provide medical evidence in the form of a doctor's letter to support their application.

What happens when I appeal?

A senior officer in the Children's Services Directorate will assess your appeal and you will receive a written decision within fifteen days.

If your appeal is successful, you will receive free travel, plus reimbursement of reasonable expenses in getting your child to school in the meantime.

If your appeal is not successful, you still have the right to pursue matters through the County Council's formal complaints procedure, and details will be provided at that time.

HOW SHOULD I APPEAL?

If, having read these notes you wish to submit an appeal, complete the relevant part and send it to:

Education Travel Officer
Education Travel Team (PTG)
County Hall
Spetchley Road
Worcester
WR5 2NP

APPENDIX 1

CRITERIA USED TO DETERMINE AVAILABILITY OF HOME TO SCHOOL WALKING ROUTES

ROUTE ASSESSMENT SUMMARY ASSESSMENT OF WALKED ROUTES

For a route to be classified as **non-hazardous** there needs to be: -

Both A

- A continuous adequate footway on roads which carry normal to heavy traffic
- or **Steps-offs on roads which are lightly trafficked but have adequate sight lines to provide sufficient advance warning.**
- or **on roads with a low traffic flow, no step-offs, but sufficiently good sight lines to provide adequate advance warning.**

and B

If there is a need to cross roads there must be:-

- Crossing facilities (Zebra or Pelican crossings)
- Pedestrian phases at traffic signals (including necessary refuges)
- School Crossing Patrols
- Traffic calming (sufficient to enable safe road crossing)
- Pedestrian refuges
- or Sufficient gaps in the traffic flow and sight lines to allow enough opportunities to cross safely.

If a crossing manoeuvre is required on the route, the available visibility at the location should allow for a vehicle to stop given the 85th percentile speed of the flow of traffic and the stopping distances required for vehicles as stated in the Highway Code.

***Note:**

In many rural areas, the exercise of continuous judgement is likely to be required. No criteria can provide all the guidance or answers to every situation, which may be encountered.

ROAD CROSSING ASSESSMENT TRAFFIC COUNTS**

(i) It is recommended that the traffic counts be recorded as 'passenger car' equivalent values (PCU's), by using the following multiplication factors:

Passenger Car Units (PCU's) For Recording Purposes

3 Pedal Cycles= 1 PCU

2 Motorcycles= 1 PCU

1 Car= 1 PCU

1 Light Goods Vehicle= 1 PCU (up to 3.5 tonnes gross weight)

1 Bus/Coach= 2 PCU (over 3.5 tonnes gross weight)

1 Medium Goods Vehicle= 2 PCU (over 3.5 tonnes gross weight)

1 Larger/Heavy Goods Vehicle= 2 PCU (over 7.5 tonnes gross weight/multi axle lorries)

If an automatic vehicle counter is used that does not provide vehicle classification data, then some observation of the traffic flow and vehicle composition will be required.

(ii) Where the two-way [one-way on dual carriageways] traffic flow is below 240 vehicles per hour the road is assessed as safe to cross.

****Note:**

'Traffic Counts' 240 vehicles per hour is based on the original "County Road Safety Officers Association" criteria and is equivalent to one vehicle every 15 seconds, which allows for a reasonable gap time to cross a road 7 meters wide (using 3 feet per second as the walking speed).

On many rural roads it will be necessary to cross roads to enable improved sight lines to be gained so that sufficient time is available to judge when to 'step-off' or to stop and allow traffic to pass.

All vehicle counts are 2-way except on one-way systems (central reservations are deemed to create one-way systems). The exercise of judgement will be needed to assess the relative risk of passing an obstacle such as a narrow bridge. The gap criteria may prove useful and assist in this type of situation.

School Travel & Walked Routes To School Request For Review Form

Please use this form if you wish to request a review of the decision not to award your child free transport to school.

PUPILS DETAILS	
Child's name:	Date of Birth:
School:	
Home Address:	

PARENT(S)/GUARDIAN(S) DETAILS	
Title:	
Surname:	First Name:
Home Telephone:	Work Telephone:
Email:	

REASONS FOR REQUEST FOR REVIEW	
I wish to appeal on the grounds that (please tick one or more of the following):	
A	<input type="checkbox"/> I consider the walking distance between my home and the school has been inaccurately measured and is over the statutory two or three miles
B	<input type="checkbox"/> I consider the walking route between my home and the school is unavailable due to being unsafe for a child accompanied as necessary by an adult
C	<input type="checkbox"/> I believe there are other reasons why my child should be treated as an exceptional case

SUPPORTING INFORMATION
<p>Taking account of the fact that you will have been provided with the reasoning why the application has been rejected. It is important that where possible you clarify any additional evidence you have in relation to your request for review. Please provide further information below in support of your appeal. <i>(Use additional sheets if necessary)</i></p>

CONFIRMATION	
I confirm the details provided on the form are correct.	
Signed:	Print Name In Block Capitals:
Date:	