

Private Schools

No travel assistance is provided to private schools. Please contact the relevant school for advice.

When to apply

As soon as possible, if you know your plans for the next academic year. All forms should reach us by 15th July 2026. Late applications may result in late issue of tickets. Providing you submit your application in good time a ticket will be forwarded to your home address before the start of the school year.

Transport approved in error

Where, for any reason, transport facilities are approved in error the Local Authority reserves the right to withdraw that provision at any time.

If your application is unsuccessful

If you are refused assistance with transport to school there may be public transport services available. Please contact Traveline on 0871 200 22 33 for assistance to plan a journey or visit www.halton.gov.uk/publictransport for information in Halton.

Appeals

In certain circumstances parents whose application for assisted school transport is declined may be able to appeal. See the Home to School Travel and Transport Policy www.halton.gov.uk or phone Transport Co-ordination on 0151 511 7444 for more information.

When can passes be used?

The Council reserves the right to determine which type of travel pass will be issued. Passes are valid for home to school transport only, Monday to Friday, term-time only, between the points stated on the pass (if specified). The outward journey must arrive at school on or before 12:00 hrs, the return journey must be made between 13:00 hrs and 19:00 hrs.

It is essential that passes are carried and shown to the driver each day. Failure to produce a valid pass may result in travel being refused (on contracted school bus services) or the passenger will be required to pay the appropriate fare (on local bus services).

Lost Passes

If the travel pass becomes lost, replacements can be ordered via the Halton Direct Link offices, or by telephoning 0303 333 4300.

Replacement passes are charged at £27.50

Please note: If the pass is damaged or defaced in any way, travel may be refused and/or the pass may be confiscated

by the driver. To prevent this, please order and pay for a replacement as soon as the pass becomes damaged. On bus and rail services, scholars will be expected to pay their own fare until a replacement pass is issued. Temporary passes will not be issued and refunds will not be paid.

Behaviour

It is Halton Borough Council's policy to withdraw assisted school transport from pupils whose behaviour during the journey is not of an acceptable standard. Smoking is NOT permitted on any bus journey.

If a pupil commits any criminal damage on the vehicle, the costs will be borne by the parents/carers.

Misuse of Passes

Misuse and/or fraudulent use of Scholar's Season Passes is treated very seriously. Any of the following reasons may lead to confiscation:

- a) Use by anyone other than the named holder
- b) Attempted use for unauthorised journeys
- c) Attempted use for travel, apart from school journeys
- d) Damage or defacement of pass

All passes remain the property of Halton Borough Council and must be returned upon request.

Pass no longer required

This pass remains the property of Halton Borough Council, Transport Co-ordination, Lowerhouse Lane Depot, Widnes Cheshire, WA8 7AW and must be returned to this address when no longer required.

For more information

If you have any queries relating to whether you are entitled to assisted school transport or you need this leaflet in another format such as large print, audio or braille, please contact Halton Direct Link for assistance, (one stop shops at Halton Lea, Runcorn and Widnes or phone 0303 333 4300).

Information Form for Assisted School Transport 2026/27



This leaflet contains all relevant information about assisted school transport for the 2026/27 school year. To apply for assisted school transport, please use the accompanying Application Form.

Who is entitled?

The information contained within this leaflet is designed to assist you in completing the accompanying application form for assisted home to school transport. Halton Borough Council's policy on the provision of assisted home to school transport is summarised below. All pupils in full time education who are under 19 at the beginning of the school year (1st Sept) are entitled to be considered within the policy.

Summary of policy

Halton Borough Council will provide assisted home to school transport under the following circumstances:

1. Where a child aged under 8 attends the nearest qualifying school over 2 miles or where a child aged 8 and over attends the nearest qualifying school over 3 miles, respectively from the child's home address. This will be measured by the shortest walking distance along which the child, accompanied as necessary, may walk with reasonable safety. The route will be determined by the Council. (As such the route measured may include footpaths, bridleways and other pathways as well as recognised roads. The walking distance between home and school is measured from the pupil's home gate or drive nearest to the school, to the nearest available gate of the school. A risk assessment of the route will be made if needed). Parents and carers should note that a qualifying school may not necessarily be a school within the borough of Halton. When assessing eligibility, account will be taken of schools in Halton, and also within neighbouring authorities as, in some instances, schools in neighbouring authorities may be nearer than other schools within Halton. When expressing a preference for a school parents/carers must consider the likelihood of admission. In Halton, booklets are produced each year for admission to primary school and admission to secondary school. Within those booklets maps are provided detailing the location of each school in Halton, and, if a school was oversubscribed in the previous year, details of where oversubscription occurred, which will help act as a guide for parents on the possibility (or otherwise) of gaining admission to a particular school. Each local authority will have a similar booklet for schools in its area, so if your preference is for a school in another local authority area, please ensure you read their booklet on school admissions. However, it is important to note that as patterns of parental preference change each year, the information provided within admissions booklets in terms of previous year's allocations, are only intended as a guide. Parents and carers should note that transport will be provided to the nearest qualifying school with places available where

the application meets the eligibility criteria. If a parent/carer does not apply to a nearer school or if there is a nearer school with places available at the time of application (generally the normal school admissions round), then the Council does not have to provide transport.

2. Children from low income families i.e. those entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit or whose Universal Tax Credit payment entitles them to enhanced assisted school transport. This enhanced provision applies to Primary pupils aged between 5 and 11 from low income families attending the nearest qualifying school more than 2 miles from their home. Proof will be required by TC602, confirmation for free school meals, Working Tax Credit statement, Housing/Council Tax Benefit entitlement etc.
3. Secondary Pupils aged between 11 and 16 years may be entitled to enhanced assisted school transport if they attend one of the three nearest qualifying schools which are between 2 and 6 miles from the child's home or the nearest qualifying school preferred by reason of a person's religion or belief up to a maximum of 15 miles. Proof of low income will be required as detailed above.
4. Where a pupil lives within the statutory walking distance to school and a risk assessment identifies that there is no safe route that the pupil could reasonably be expected to take, assisted travel will be provided in line with the criteria detailed in this Policy. This is based on route safety, not personal safety, and any pupil being accompanied by a responsible adult. The Council will be responsible for determining the safety, or otherwise, of the route.
5. In addition the Local Authority will use its discretion to provide Home to School Transport where a pupil attends a faith school for reasons of religion or belief (evidence will be required to support this e.g. baptism certificate or letter from priest/vicar). This will only be to the nearest voluntary aided or foundation school of the relevant religion/faith where the distance is over 2 miles for children under 8 and over 3 miles for children over 8. If a place is not available at the nearest voluntary aided or foundation school the Local Authority is not in a position to provide assistance with transport to an alternative school (unless low income conditions apply for Secondary Pupils as referred to above).

The Councils home to school travel and transport Policy document is available for viewing on the Council's Website.

www.halton.gov.uk/transport

or by phoning Transport Co-ordination on 0151 511 7444

Low Income Families

Children from low income families i.e. those entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit, or Universal Tax Credit Payment as appropriate, may be entitled to assisted school transport. This applies to primary pupils ages between 5 and 11 from low income families attending the nearest qualifying school more than 2 miles from their home. (proof will be required – TC602, confirmation of free school meals, working tax credit statement, housing benefit entitlement etc). Secondary pupils aged between 11 and 16 from low income families, attending 1 of the 3 nearest qualifying schools, which are between 2 and 6 miles from the child's home and/or to the nearest qualifying school preferred by reason of a person's religion or belief up to a maximum of 15 miles from their home may be entitled to assisted school transport.

Cycle Allowance

A cycle maintenance grant is available as an alternative to a bus pass on request. The grant is currently £60 per academic year. Please contact Transport Co-ordination for conditions and further information.

6th Form/FE Students

The Authority may assist with transport if full time educational courses are not available within the Borough. It is the parent/guardian's responsibility to send proof that the student is attending the nearest appropriate establishment.

For further information on the assistance available please see the Council's Post 16 Statement in the Education and Families/Schools section of the Halton Borough Council website www.halton.gov.uk.