



Post-16 Transport Policy Statement

Academic Year 2020-2021

Derbyshire County Council

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If you would like this document in another language or reading format e.g. large text, please contact the Authority on 01629 536771.

Post-16 Transport Policy Statement - Academic Year 2020 – 2021

Derbyshire County Council's policy statement on transport and travel assistance for Learners of sixth form age and Post-16 Learners for whom an Education, Health and Care plan is maintained.

Department Responsible: Children's Services

Document first release: November
2020

Policy applicable from: 1 September 2020 to 31 August 2021

Introduction

Eligibility for Post-16 transport and travel assistance arrangements for learners of sixth form age is not prescribed by statute and a local authority must decide what discretionary transport and travel arrangements it considers necessary as a response to local needs. In doing so, however, a local authority must have regard to statutory guidance from the Department for Education: 'Post-16 transport to education and training - statutory guidance for local authorities (January 2019)'.

The Raising of the Participation Age under the Education and Skills Act 2008, requiring young people to participate in education or training up to their 18th birthday has not created any new entitlement to transport beyond age 16.

This Post-16 transport policy document specifies the discretionary transport and travel support arrangements that Derbyshire County Council ('the Authority') considers necessary to facilitate the attendance of Learners of sixth form age receiving education or training at schools and Post-16 institutions. The policy document also specifies the arrangements which are in place for Post-16 Learners for whom an Education, Health and Care plan ("EHC plan") is maintained by the Authority.

Local authorities must publish their Post-16 Transport Policy Statement by 31 May each year. Exceptionally, it may be necessary for the local authority to amend and republish this policy in-year in response to complaints, or a direction by the Secretary of State, or to provide for additional arrangements / payments / concessions.

1.0 Aims and Objectives

Derbyshire County Council ('the Authority') has the following aims and objectives regarding its Post-16 Transport Policy:

- to ensure, wherever reasonably possible and having regard to the cost of transport, that Learners of sixth form age are able to access the education and training of their choice; and
- to assess and provide transport / travel assistance which is appropriate to meeting eligibility and/or needs, having regard to the cost of transport and any alternative means of facilitating attendance; and
- where travel support is deemed necessary, priority will be given to solutions that will help maximise the development of the Learner's independence, for example through independent travel training.

2.0 Overview of eligibility criteria for transport / travel assistance

Academic Year 2020/21:

- commences 1 September 2020 and ends 31 August 2021.

The Learner must be:

- aged 16-18 and in educational Year 12 or 13; or
- aged 16-18 with an EHC plan and attending a special school, post-16 provider or college in educational Year 12, 13, 14; or
- aged 19-25 with an EHC plan.

The learning establishment the Learner is attending must be:

- a sixth form at an Authority maintained School, Academy School or Special School; or
- a state funded College of Further Education; or
- an establishment where a study programme of further education has been secured by the Authority, including those with boarding accommodation.

Type of course:

- the Learner must be enrolled on a full-time Study Programme scheduled to provide at least 540 directed learning hours over 36 or more weeks; this

equates to approximately 15 hours per week. This is unless the circumstances described at paragraph 5.8 of this policy document apply to the Learner. In exceptional circumstances, for example where a break in learning is required for medical needs, a lower number of hours might be considered;

- please note, the Authority does not provide transport or travel assistance for part-time courses; higher education; or non-state funded education, unless the Learner is on a course which has been arranged through the Authority or the circumstances described at paragraph 5.8 apply to the Learner.

Residence:

- the Learner's permanent home address must be in the county of Derbyshire (not including Derby City) and will normally be the home address enrolled/registered with the school or college; and
- where a Learner subsequently moves address, eligibility will be re-determined; and
- where a Learner shares equal time between different parental addresses, eligibility will normally be assessed from the property nearest to the school or college attended.

2.1 Overview of transport / travel support

Support for Learners in educational years 12 & 13 includes:

- 'b_line2' - Derbyshire County Council's travel concession card for young people
- 'spare seats' - school sixth formers may purchase a seat (where available) on a contract school bus service;
- College bus services (arranged by colleges; not the Authority);
- student fares offered by public transport operators;
- financial assistance from the 16-19 Bursary Fund (and other funding) may be available from Schools, Academies and Colleges; and Where, in the opinion of the Local Authority, the transport / travel needs of eligible Learners with Special Educational Needs and/or Disabilities ("SEND") or Learning Difficulties and/or Disabilities ("LDD") in educational years 12 and 13 and Learners aged 19-25 for whom an EHC plan is maintained cannot be met by any of the above arrangements, the support provided may include the following:
 - Independent Travel Training;
 - Parental car mileage re-imbursement;
 - Bus / rail pass (including disabled person's Gold Card);

- Minibus - shared occupancy (with escort if deemed necessary);
- Taxi - solo or shared occupancy (with escort if deemed necessary – evidence of need would be required);
- Specialist vehicle, e.g. one with medical support equipment and/or staff;
- Financial assistance from the 16-19 Bursary Fund (and other assistance) may be available from Schools, Academies and Colleges.

2.2 Apprenticeships and Traineeships

The Authority does not provide transport for Apprenticeships or Traineeships. The Authority does, however, contribute towards 'Wheels to Work' in Derbyshire, a low-cost scooter hire and travel support scheme, providing affordable transport to individuals who are unable to access training, employment or education due to a lack of suitable public or private transport. To find out more call 01629 592976 or go to www.ruralactionderbyshire.org.uk/wheels-to-work.html

3.0 Concessions / Independent Travel Training / 'Spare Seats' / College bus services / 16-19 Bursary

3.1 b_line travel concession card:

All young people up to their 19th birthday, who live in Derbyshire, are eligible for a free 'b_line2' card issued by the Authority. This includes young people in full time education and on training courses, apprentices and young people looking for work

Young people can use a 'b_line2' card for travel on:

- normal scheduled bus and train services between any two points in Derbyshire;
- a bus service going outside the county, provided that the journey starts or finishes in Derbyshire;
- train services going outside the county as far as Sheffield, Nottingham, Burton, Uttoxeter or Manchester (and intermediate stations on these lines), as long as one end of the journey is in Derbyshire.

There are no restrictions on the times for use of 'b_line2' travel cards – card holders benefit from concessions on any day of the week and at any time of the

day.

Lost or defaced b_line cards: If a 'b_line2' card is lost, becomes damaged or defaced the full travel fare must be paid until a replacement card is obtained. £5 is charged for all replacement cards.

For further information about b_line please visit www.derbyshire.gov.uk/b_line

3.2 Independent Travel Training

The Authority funds an Independent Travel Training Scheme for young people who might face difficulty with using public transport, to help them live more independently. This service is being delivered in partnership with National Star Foundation and is available for Learners with Learning Difficulties and /or Disabilities who are eligible for transport assistance.

For further details please contact:-

Ros Kawalek, Travel Trainer (National Star Foundation)

Email: rkawalek@nationalstar.org or call 07826 744495

3.3 'Spare Seats' available on Derbyshire County Council school transport

Sixth form learners may be able to purchase a pass that allows them to travel to and from a school or Academy on a contract school bus, minibus or specialised transport service, which does not have a fare paying facility - i.e. not on public buses that call at or near schools.

The annual charge per student is **£408** for the 2020-2021 academic year (price increases will not take effect until after Covid-19 special arrangements have ceased – see para 5.4 **Charges under Covid-19 – Special Arrangements**). Parents have the choice of making payment on an annual, monthly or school term basis. A range of payment methods is available. To make enquiries, please see section 7.2 further below.

Please note that Spare Seat Assistance is offered on a first come first served basis. Places cannot be guaranteed (priority will be given to providing seats for eligible pupils of compulsory school age).

3.4 College bus services

A number of colleges in Derbyshire provide/arrange bus services for students and some offer a wide network of routes. College buses may be available to students free of charge, whilst others require the purchase of a travel pass from the college at a cost set by the college and not the Authority. Most college bus passes are restricted to specified college services, but some passes also allow subsidised travel on certain public service buses during term time. For further information contact the College directly – see College contact details at section 9.0 further below.

Depending on where the Learner lives and their choice of college, the Learner might need to travel to the college on regular public transport. In this case the b_line2 card may help to reduce the cost of public transport to the college.

3.5 Gold Card for persons with disabilities

The Derbyshire Gold Card is a free bus travel pass generally issued to older people who have attained state pension age. Younger persons of any age with particular disabilities may be eligible for a Gold Card. Gold Card is operated under the terms of the English National Concessionary Travel Scheme (ENTCS) and allows free travel on local buses anywhere in England after 9.30am and up to 11.00pm on weekdays, and at weekends and on bank holidays at any time. Any travel before 9.30am on weekdays will be charged at the standard fare.

For further details please phone Call Derbyshire on 01629 533190 or go to www.derbyshire.gov.uk/goldcard

3.6 Financial support from the ‘16 -19 Bursary Fund’

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for Learner in one of the defined vulnerable groups below:

- in care;
 - care leavers;
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right;
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right;
 - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.
2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

To be eligible for the discretionary bursary Learners must:

- be aged 16 or over but under 19 at 31 August 2020; or
- be aged 19 or over at 31 August 2020 and have an EHC Plan;
- be aged 19 or over at 31 August 2020 and continuing on a study programme they began aged 16 to 18;
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority.

Schools and colleges are responsible for managing both types of bursary. Learners who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at www.gov.uk/1619-bursary-fund.

Alternatively, enquiries regarding support from the 16 to 19 Bursary Fund can made directly to the school / college the Learner is, or will be, attending.

4.0 Support for Learners who attain the age of 19 years whilst continuing on a course ("Continuing Learners")

4.1 The b_line2 student travel concession scheme is only available up to the Learner's 19th birthday. Some public transport operators, however, offer their own young person / student concessions that help reduce travel costs for Learners aged 19 and over. Please make enquiries direct to your local bus or rail operator.

4.2 Where a Learner with SEND or LDD has yet to complete a full time programme of study which they began before their 19th birthday, transport and travel

support may be provided until the relevant course has been completed.

5.0 Eligibility Criteria for Transport assistance for Students with Special Educational Needs and/or Disabilities, including those over 19 with an Education Health Care Plan (EHCP).

5.1 Most young people with special educational needs and disabilities will be able to travel to school/college in the same way as students who do not have special educational needs, i.e. they will walk to school/college, travel on public transport or be taken by parents/carers.

A small number of young people with special educational needs and disabilities will be assessed by the County Council as requiring special transport assistance in order to be able to access school/college.

5.2 To apply for Post 16 transport assistance a student must:

- be a Derbyshire County resident (excluding students resident in Derby City).
- Be attending a full-time course (a minimum of 540 guided learning hours per year, over a period of at least 30 weeks) at a school, further education college or specialist post 16 provider that is funded directly by the Education and Skills Funding Agency (EFSA). The scheme does not apply to Higher Education courses or Universities.
- Be attending the nearest establishment which provides the chosen study programme and can meet the student's special educational needs. This will normally be the establishment named in the student's EHCP (if they have one); this may be an establishment outside Derbyshire, but if a student chooses to attend a provision further afield when a more local educational institution can meet their needs transport assistance will not be provided.
- Be over the school leaving age (16) but under 19 years of age on the 1st September 2020, or continuing to attend a programme which began before they were 19 until it is completed.

- Or, aged between 19-24 on 1st September 2020 and have an EHCP.

5.3 Travel Assistance Available

If travel assistance is approved, the council will identify the most appropriate and cost-effective solution for each student.

Students assessed as requiring support will normally receive assistance to travel to and from the nearest suitable school, further education college or specialist post 16 institution that can meet their educational and support needs. This will ensure the effective use of resources whilst promoting choice and managing public funds in a prudent manner.

In determining transport provision/needs, the Authority will, in the first instance, explore if the young person's parent/carer is able to provide transport and receive a mileage reimbursement. If this is not possible, the Authority will consider alternative transport arrangements, which will be looked at on a case by case basis. These arrangements might include:

- Minibus - shared occupancy (with escort, if deemed necessary);
- Taxi - solo or shared occupancy (with escort if deemed necessary – evidence of need would be required);
- Specialist vehicle, e.g. one with medical support equipment and/or staff.

5.4 Charges

From September 2014, Learners of sixth form age with SEND or LDD for whom transport assistance is provided by the Authority have been required to make a financial contribution towards the cost of the transport.

The contribution will normally be charged at the same rate as the Spare Seats Assistance charge for other Learners of sixth form age; with a lower rate for those Learners with SEND or LDD who meet low income family criteria (see section 5.5 below).

The charge for academic year 2020 – 2021, applicable from September 2020 is **£408** standard rate; and **£275** lower rate for those who meet the low income family criteria in section 5.5 below. (However, price increases will not take effect until after Covid-19 special arrangements have ceased – **Charges under Covid-19 – Special Arrangements** below).

A range of payment methods is available.

Charges Under COVID-19 – Special Arrangement - The annual increase for fares for 2020-2021 will be held in abeyance until after COVID-19 special measures have ceased. At this time, fares will increase to the 2020-2021 rate of **£408** standard and **£275** lower rate. Or; if the COVID-19 special arrangements continue into the 2021-2022 academic year and then cease thereafter, the annual price increase will include those proposed for 2020-2021 and 2021-2022.

5.5 Low income Criteria

For the purposes of charges in section 5.4 above, low income family criteria will be met if the Learner's household is in receipt of one or more of the following benefits:

- maximum level of Working Tax Credit;
- Income Support;
- Income-based Jobseekers Allowance;
- the Guarantee element of Pension Guarantee Credit equivalent to/less than Jobseekers Allowance (Income Based);
- Support under part 6 of the Immigration and Asylum Act 1999;
- Income Related Employment and Support Allowance.
- Universal Credit, provided the annual net earned income does not exceed £7,400 (£616.67 per month)

Documentary evidence demonstrating benefit entitlement must be provided to support the low income criteria.

If you qualify under low income criteria and your circumstances change part way through the year you must let us know.

5.6 Whilst the Authority encourages the participation in education and training of persons who are over compulsory school age but under the age of 19, and

persons aged 19-25 for whom an EHC plan is maintained, Learners will normally be expected to meet the cost of travel between home and the establishment at which they are receiving education or training, except in the circumstances set out in section 5.8 below. The Authority will offer support and assistance to Learners by providing information about: any schemes under Section 93 of the Transport Act 1985 providing travel concessions; local transport providers and services; and other sources of additional support.

5.7 The Authority will make such transport arrangements as it considers necessary to facilitate the attendance of Learners with SEND or LDD at relevant educational establishments. If a Learner and/or their parents choose attendance at an education or training institution which does not fall within the Authority's Post-16 policy arrangements, transport assistance will not normally be given.

6.0 Review / Appeal Process

Where transport assistance is refused, or if a Learner wish to challenge a decision about the transport assistance offered by the Authority, a two-stage review / appeals process will be followed.

6.1 Stage One: Review by a senior officer

A Learner has 20 working days from receipt of the Authority's transport decision to make a written request asking for a review of the decision by completing a review form (Appendix A), which can be obtained from the School Admissions and Transport Team (see section 9.0 of this policy for contact details).

The written request should detail why the Learner believes that the decision should be reviewed and give any details of any personal and/or family circumstances the Learner believes should be considered when the decision is reviewed. The Learner's request should be accompanied by any necessary supporting evidence. In the matters of route distance, correction of administrative errors and withdrawal of a temporary seat, the final decision rests with the Authority (subject the Learner's right of appeal under Stage two of the review / appeals process).

Within 20 working days of receipt of the review form, a senior officer of the Authority will review the original decision and send the Learner a detailed written notification of the outcome of their review, setting out:

- the nature of the decision reached;

- how the review was conducted (including the standard followed, e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about how the Learner can escalate their case to stage two of the review / appeals process (if appropriate).

6.2 Stage Two: Review by an independent appeal panel

If they are dissatisfied with the outcome of the review of their case, a Learner has 20 working days from receipt of the Authority's stage one written decision notification to make a written request to the School Admissions and Transport Team (see section 9.0 of this policy for contact details) to escalate the matter to stage two.

Within 40 working days of receipt of the Learner's request, an independent appeal panel will meet to consider written and (if the Learner wishes to attend the panel meeting) verbal representations from both the Learner and officers involved in their case.

Whist employed by the Authority in a capacity unrelated to School Admissions and Transport, the independent appeal panel members will be independent of both the original decision-making process and the stage one review by a senior officer. This will ensure that a balance is achieved between meeting the needs of the Learner and the Authority, and that road safety requirements are complied with (if applicable) and no Learner is placed at unnecessary risk.

Within five working days of the independent appeal panel meeting, the panel will send both the Learner and the School Admissions and Transport Team a detailed written notification of the outcome of the appeal, setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed, e.g. Road Safety GB if applicable);

- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about the Learner's right of complaint to the Local Government and Social Care Ombudsman (N.B. the Ombudsman can only investigate a complaint if there has been a failure to comply with procedural rules or if there are any other irregularities in the way the appeal has been handled; he/she will not investigate the merits of the panel's decision).

7.0 Travel to a course beyond the local authority area

7.1 The b line 2 card is valid for journeys to and from some destinations just outside Derbyshire, provided the journey starts or finishes in Derbyshire. For further information about b_line, please visit www.derbyshire.gov.uk/b_line

7.2 Where the normal area school sixth form is located in a neighboring local authority area, Spare Seat Assistance on school buses may be available.

7.3 For Learners with SEND or LDD, please refer to section 5.0 above and section 8.0 below.

7.4 Colleges located within the areas of Derby City Council and other neighboring local authority areas (e.g. Nottinghamshire County Council, Staffordshire County Council, etc.) may provide college bus routes for students travelling from Derbyshire – please see section 9.0 below for contact details

8.0 Learners who attend a further education institution which is beyond daily travelling distance and they need to stay away

The Authority does not normally provide transport assistance for residential placements. We may, however, provide assistance for Post-16 learners with SEND or LDD for whom a residential placement has been arranged by the Authority.

9.0 Points of contact and sources of information

Derbyshire County Council's website:

www.derbyshire.gov.uk

Information about the 16 to 19 Bursary Fund:

www.gov.uk/1619-bursary-fund

Call Derbyshire Tel: 01629 533190

Or email: contact.centre@derbyshire.gov.uk

School Transport Team: Tel: 01629 536740 or email

Schooltransport@derbyshire.gov.uk

Derbyshire County Council's School Admissions and Transport Team

office: Tel: 01629 537479 email: admissions.transport@derbyshire.gov.uk

Colleges with dedicated bus routes serving Derbyshire:

Bilborough Sixth Form College www.bilborough.ac.uk Tel. 0115 851 5000

For information on **dedicated college bus routes** go to:

www.bilborough.ac.uk/about/transport

Burton and South Derbyshire College www.bsdc.ac.uk/ Tel. 01283 494400

For **transport information** go to:

<http://www.bsdc.ac.uk/student-life/learner-services/getting-here>

Buxton & Leek College www.blc.ac.uk Tel: 0800 074 0099

For **college bus information** go to: www.blc.ac.uk/transport/

Cheadle and Marple Sixth Form College www.camsfc.ac.uk

For **transport information** go to:

<http://cheadle.cmcnet.ac.uk/contact/>

<http://marple.cmcnet.ac.uk/contact/>

Chesterfield College www.chesterfield.ac.uk Tel: 01246 500500

For **college bus information** telephone 01246 500522,

or go to: <http://www.chesterfield.ac.uk/bus-pass>

Derby College www.derby-college.ac.uk Tel: 0800 028 0289

For **travel options** go to: www.derby-college.ac.uk/student-support/derby-college-transport

For **inter-site shuttle bus information** go to: www.derby-college.ac.uk/student-support/derby-college-transport

Macclesfield College www.macclesfield.ac.uk Tel 01625 410002

For **college bus information** go to: <https://macclesfield.ac.uk/support/transport/>

Vision West Nottinghamshire College www.wnc.ac.uk Tel. 0808 100 3626

For information on **dedicated college bus routes** go to:
www.wnc.ac.uk/Under-19s/Getting-to-college.aspx

School and College contacts:

A list of Derbyshire secondary schools with contact details is available on the Derbyshire County Council website at;
www.derbyshire.gov.uk/education/schools/search-schools/school-names-and-addresses.aspx

Sources of information on Public Transport:

Comprehensive **information on all public transport** serving Derbyshire (and Derby city) is available from the public transport section of the **Derbyshire County Council website** at www.derbyshire.gov.uk/buses

Alternatively, constantly updated **online bus timetables** are available at www.derbybus.info This website includes **online bus route maps**.

For **online train information** go to www.nationalrail.co.uk

For information on public transport by phone for Derbyshire or further afield call Traveline 0871 200 2233 or go to www.traveline.info

Many **bus operators** serving Derbyshire have websites with details of fares, timetables, mobile phone apps, etc. Some are listed here:

- Trent Barton www.trentbarton.co.uk
- Stagecoach www.stagecoachbus.com
- Arriva Midlands www.arrivabus.co.uk/midlands
- High Peak Buses www.highpeakbuses.com
- TM Travel www.tmtravel.co.uk
- Hulleys www.hulleys-of-baslow.co.uk
- Midland Classic www.midlandclassic.com
- Notts & Derby www.nottsderby.co.uk

TRANSPORT REVIEW FORM

Please use **BLOCK LETTERS** on this page and complete in black ink or type.

Name of Learner:

Learner's Date of Birth:

Address:

Postcode:

Full Name of Parent or Carer:	
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Telephone Number – Day:	
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Evening:	
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Mobile:	
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Personal email:	
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Does the learner have an Education, Health and Care Plan?	
--	--

School/college/educational institution to which transport is requested:

Date started or due to start at above School /College /Educational Institution:

Any previous School(s)/ College(s)/ Educational Institutions attended:

Details of other adults in the family:

Name:	Relationship to Learner:
Please explain how your child currently travels to school:	

Is the transport assistance required due to a medical condition?	
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If YES - Evidence must be provided from a qualified practitioner to support the request.

Please note: Support for medical assistance is assessed on an annual basis.

Other Agency(s) involved supporting Learner/Family:

Organisation:	Contact Name:	Telephone Number:

Please note financial circumstances or normal parental working arrangements will not usually, by themselves, be regarded as exceptional family circumstances.

Where the parent / carer is unable to accompany the child, then the Authority will consider the availability of immediate family members, friends and neighbours, and the provision of any other assistance or benefit to the family.

Please include details of any other agency involvement e.g. social care, housing, etc.

To enable consideration, you must provide relevant third party documentation to support the information you include.

Please give full details why transport assistance is required (grounds for this review):

I understand the Authority may seek advice and information relating to my request from other departments or agencies, including schools, prior to any review.

Applicants Name:	Applicants Signature:	Date:

Privacy Notice: The information you release to us will be used for transport related purposes and may be shared, [as the law allows](#), with partner organisations. Further details on the Authority's Data Privacy policies and those of partner organisations can be found on the Derbyshire County Council Website www.derbyshire.gov.uk/privacynotices, or a hard copy can be provided on request.'