



Eyres Monsell

Primary School

Travel to and from School Policy 2025 - 2026

Approved by Date	FSGP Committee September 2025
Review date	September 2026
Signed (Chair of Governors)	

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Eligibility for free transport provided by the LA
4. Arranged transport
5. Behaviour on school travel
6. Modes of travel
7. Drop off and collection
8. Procedures for pupils travelling to and from school alone
9. Granting permission for pupils travelling to and from school alone
10. Assessing safety, suitability and facilities for school travel
11. Monitoring and review

Appendix:

- A. Travelling Alone Request Form

Statement of intent

At Eyres Monsell Primary School, we are committed to ensuring all pupils are able to travel to and from school safely.

This document details the procedures that are in place to ensure pupils can travel safely to and from school and also sets out the school's aim of ensuring travel is sustainable. The document contains these key elements:

- **Policy** – this part of the document contains the provisions and procedures in place that aim to support and promote safe and sustainable travel to and from school.
- **Travelling Alone Request Form** – this form can be used to enable parents to inform the school that they would like their child to travel to school alone and outline the necessary details for this.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- DfE (2023) 'Travel to school for children of compulsory school age'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Collection from School Policy
- Child Protection and Safeguarding Policy
- Attendance Policy
- Complaints Procedures Policy

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring the school has safe and appropriate arrangements in place regarding pupils travelling to and from school.

The headteacher will be responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Ensuring effective procedures are in place for pupils travelling to and from school alone.
- Deciding the years in which pupils are able to be considered for travelling to and from school alone.
- Liaising with parents to establish whether individual pupils will be granted permission to travel to and from school alone.
- Deciding whether pupils will be given permission to travel to and from school alone.
- Informing parents where their child has not turned up to school to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Parents will be responsible for:

- Adhering to the principles outlined in this policy.
- Carefully considering whether their child should be permitted to travel to and from school alone.
- Ensuring their child is aware of road safety and how to keep themselves safe when travelling to and from school.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Submitting an annual request form to the headteacher where they wish for their child to travel to and from school alone.
- Informing the headteacher when their child has not returned home from school.
- Communicating to the school how their child will travel to and from the school.

Pupils are responsible for:

- Ensuring they are aware of the principles of road safety.
- Adhering to the route for travelling to and from school, as outlined by their parents.

- Behaving appropriately when travelling to and from school alone.
- Making sure they arrive to school on time when travelling alone.
- Using dedicated transport as it is intended and abiding by the service provider's requirements for travel.

3. Eligibility for free transport provided by the LA

The LA will be required to provide free transport to and from school for a pupil that is of compulsory school age (5 to 16) and that meets any of the following criteria:

- The pupil is living outside of the statutory walking distance of the nearest suitable school.
 - For pupils under the age of 8, the statutory walking distance is two miles
 - For pupils aged 8 and over, the statutory walking distance is three miles
- The pupil cannot reasonably be expected to walk to school because of their mobility problems or other health and safety concerns related to SEND, even if they were accompanied by their parent.
- The pupil cannot reasonably be expected to walk the route to school because the nature of the route is unsafe to walk and there is no alternative route within the statutory walking distance that they would be able to walk in reasonable safety, even if accompanied by their parent
- The pupil is entitled to FSM or if a parent they live with is in receipt of maximum Working Tax Credit and:
 - For pupils aged between 8-10, the nearest suitable school is over 2 miles away
 - For pupils aged between 11 and 16, the school is between 2 and 6 miles away and there are not three or more suitable nearer schools; or
 - The school is between 2 and 15 miles away and is the nearest school preferred on the grounds of religion or belief

It is at the LA's discretion to decide whether to provide free transport arrangements for pupils that do not meet the eligibility criteria. The school encourages parents to check whether their child is eligible for free transport via the government's 'Help with home to school transport' webpage.

Once the LA has determined that a pupil is eligible for free transport, this transport will continue for the whole academic year, even if the pupil's circumstances change. The LA arranges travel for the pupil in line with its 'Home to school travel and transport guidance'.

4. Arranged transport

Drivers of arranged buses are subject to DBS checks and follow a code of conduct established by the service provider. Parents are made aware that drivers of regular bus services are not subject to regular DBS checks.

In some circumstances, the LA may deem it suitable to arrange a pupil to be transported to and from school in a licenced taxi. This is agreed between the pupil's parents, the school and the LA

5. Behaviour on school travel

Pupils travelling to and from school by LA-arranged transport will be made aware that they are representing the school when using this transport. Pupils will be expected to act in line with the principles within the Behaviour Policy. If a pupil behaves inappropriately during a journey, sanctions will be imposed in line with the Behaviour Policy.

Pupils will act in line with the driver's instructions at all times during a journey, e.g. wearing seatbelts. The service provider has the right to withdraw transport services for any pupil who persistently behaves inappropriately on journeys.

Pupils will be reminded that unacceptable behaviour may endanger the safety and wellbeing of others and will include, but is not limited to:

- Being rude.
- Pushing and kicking.
- Bullying.
- Distracting the driver.
- Refusing to wear a seatbelt.
- Refusing to remain seated.

The school will work with the LA to:

- Set high expectations for pupils' behaviour on school travel and ensure they are communicated clearly.
- Ensure arrangements are in place to report and manage incidents of unacceptable behaviour.
- Work with operators in put measures in place to manage behaviour, e.g. incorporating seating plans if necessary.

The school will work with the LA and operators to find positive ways to manage challenging behaviour that may be exhibited by pupils with SEND as a way to communicate their needs, e.g. where they are in discomfort or distress.

The school will help the LA and operators to understand the reasons for a pupil's challenging behaviour and the strategies that may be helpful in managing it.

6. Modes of travel

Walking

Pupils will be encouraged to walk to school where it is safe and practicable to do so. Pupils will be encouraged to walk with friends or family and along safe routes that are pedestrian friendly.

During the winter months, pupils will be advised to wear reflective clothing or accessories when they walk to and from school.

Driving

Where parents choose to drive their children to school, they will be encouraged to car share where practicable. Parents will be reminded that if they are driving close to the school premises, they must drive slowly and carefully and park in designated areas. Please note that the roads immediately around the school site can get extremely congested and there are often children exiting cars without looking safely. We ask that you drive carefully and responsibly around the vicinity of the school at all times, but especially at drop off and pick up times.

Cycling/ Scooting

Pupils will be encouraged to cycle where it is safe and practicable to do so. Pupils will be reminded to wear full protective and reflective clothing when cycling and to ensure they use the bicycle lights. Pupils can store their bike or scooter in the on site bike park area on the main playground which is locked at 8.50am and unlocked at 2.50pm.

7. Drop off and collection

The school premises will be supervised from 7.45am if your child is booked in at Breakfast Club. If a pupil arrives before this time, the school will not take responsibility for the pupil as there is no supervision in place. Parents are responsible for ensuring their child is dropped off and collected by a

responsible person if the child is not able to travel to and from school unsupervised. Parents will be required to inform the school of the person(s) responsible for picking up their child and keep the school informed of any changes to this information.

Pupils will not be allowed to leave the school premises at the end of the day if their responsible person is not there to collect them and they are not authorised to travel to and from school alone (Year 5 and Year 6 only). Instances of late collection and non-collection will be managed in line with the school's Collection from School Policy.

8. Procedures for pupils travelling to and from school alone

Only children in Year 5 and Year 6 are allowed to walk home independently after a parent has signed a consent form and submitted it to the school office. The school office maintain a record of permissions and this is given to the supervising staff in the classroom who manage the dismissal arrangements at the end of the school day.

If, at any time, a staff member is concerned about the welfare of a pupil by allowing them to travel home alone, the staff member may not permit them to leave. If a staff member refuses to allow a pupil to travel alone, the parents will be contacted and the procedures outlined in the Collection from School Policy will be followed.

Pupils are expected to stick to the route outlined to them by their parents. Once a pupil leaves the school premises, or is travelling to the school, the responsibility for their welfare lies with the parents. Parents should ensure that they, or another responsible adult, are available at their home once their child arrives home from school.

Where a pupil does not arrive home from school, parents will contact the school to speak with the staff member who dismissed the pupil from the premises to establish the time they left school. The responsibility of the pupil lies with the parents once a pupil has left the school site.

Where pupils will be travelling home from school after an after-school club, the above procedures will be followed.

9. Granting permission for pupils travelling to and from school alone

If parents wish for their child to travel to and from school alone, they will be required to submit a request form (found in the appendix of this policy and available from the school office) on an annual basis.

Parents will ensure they have read this policy before requesting permission for their child to travel to and from school alone.

Forms will be submitted at the beginning of the academic year. If a parent wishes to request permission at a different time, the form will be submitted to the school office and this will be valid until the end of the academic year.

Permission will only be granted where consent has been received from a parent in writing and where all emergency contacts have been outlined.

The headteacher will only grant permission to pupils in Years 5 and 6 – the school’s policy is that no pupils in earlier years are able to travel to and from school alone.

Each request will be assessed on a case-by-case basis – requesting permission for a pupil does not automatically result in the pupil being permitted to travel alone from school.

Permission will only be granted where the parents and headteacher are satisfied that the pupil:

- Can be trusted to walk straight home from school.
- Will adhere to the route that their parent has identified.
- Can be trusted to behave sensibly.
- Is aware of road safety.
- Is aware of the protocols to follow if a stranger approaches them or asks them to do something they do not want to.
- Would know how and where to ask for help.

In order to consider a request, the headteacher may request a meeting with the parents of the pupil to discuss the matter. If this is necessary, parents will be informed in writing as soon as possible.

Where pupils live further than a 15 minute walk away from the school, or the headteacher has concerns about a pupil’s ability to travel safely, the headteacher may not grant permission.

If the headteacher feels the safety and welfare of a pupil is at risk at any point after granting permission, they withhold the right to withdraw their permission for the pupil to travel alone to and from school. Parents may withdraw their consent at any point during the academic year. To do so, parents are required to inform the headteacher in writing.

A register of all pupils granted permission to travel alone to and from school will be maintained. This will be updated whenever permission is granted and will be held in the school office. Only pupils named on the register will be permitted to travel to and from school alone. The register will be circulated to all members of staff as necessary.

10. Assessing safety, suitability and facilities for school travel

The following will be considered when assessing the safety of transport, the facilities available and their suitability for school travel:

- Bus and other public transport routes.
- School travel arranged by the LA and that provided by the school.
- Whether there are safe and accessible walking and cycle routes to the school.
- Road safety and accessibility features, e.g. crossing points, dropped kerbs, traffic calming measures and speed limits.
- The volume of traffic and parking around the school gates.
- The travel needs of pupil with SEND or mobility difficulties.

The school will consider whether it is necessary to hold training sessions for pupils such as:

- Cycle training.
- Road safety training.
- Independent travel training.

11. Monitoring and review

This policy is reviewed on an annual basis by the headteacher and the governing board.

Walking Home from School Permission Letter