

**ROINN OIDEACHAIS AGUS EOLAÍOCHTA  
POST-PRIMARY TRANSPORT SCHEME : SCHOOL YEAR 2010/2011**

*Transfer Form - Pupil Changing Residence or Changing School*

**IMPORTANT - THIS FORM TO BE COMPLETED AND RETURNED TO SCHOOL PRINCIPAL AS SOON AS POSSIBLE**

*(All Answers in BLOCK CAPITALS please)*

**T**

Pupil's Name: \_\_\_\_\_

Parent(s)/Guardian Full Name: \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone Number: \_\_\_\_\_

Full Postal Address: \_\_\_\_\_

Post-Primary school attended during 2009/2010 \_\_\_\_\_

**Important Notice**

There are agreed catchment areas for second level schools. If your chosen school is within the catchment area in which you reside and 4.8 kilometres or more from your home, you are eligible for school transport. If your chosen school is outside of the catchment area in which you reside, you are not normally eligible for school transport. However, you may be accommodated if there is a spare seat on the bus but you must make your own way to the nearest pick-up point inside that catchment area. You should check with either your chosen second level school or Transport Liaison Officer at your local VEC offices regarding catchment boundaries.

1. Name and address of Post Primary School that pupil will attend during 2010/2011: \_\_\_\_\_
2. Date of enrolment in school at 1 above \_\_\_\_\_
3. Is the school at 1 above located in the "catchment area" in which you live? Yes  No
4. If you answered 'No' to Question 3, please state the reason why you propose to enrol pupil in a school outside of the catchment area in which you live e.g.  
All-Irish  Denomination  Special Needs  Other  provide details \_\_\_\_\_
5. State pupil's Class (Standard) next year and course of study (e.g. Junior Cycle, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year; Transition Year; Senior Cycle, 5<sup>th</sup>, 6<sup>th</sup> year) \_\_\_\_\_
6. Is the pupil eligible for, and availing of transport under the Post Primary Transport Scheme at present? Yes  No
7. Indicate the type of service that operates on the route, e.g. School Bus, Ordinary Public Bus, Train: \_\_\_\_\_
8. Official pick-up point at which pupil wishes to board the bus or train \_\_\_\_\_  
(name the road and official place name).
9. Distance from your home to the school named at 1 above by the shortest route \_\_\_\_\_
10. Distance from your home to the official pick-up point \_\_\_\_\_
11. Enter family identity number, if known \_\_\_\_\_ (an identity number will be available if the pupil is availing of school transport at present – see bus ticket).

**Parent's Declaration**

I declare that the information given is correct. I have read the terms and conditions of the Post-Primary Transport Scheme and a copy has been retained by me.

Signed \_\_\_\_\_ (Parent or Guardian) Date / /

I wish to confirm that the pupil has enrolled in the above named school.

Signature of School Principal \_\_\_\_\_ Date / /

**For Official Use Only**

**School Centre**

Route Number	
To school	From school

I am satisfied that the School Transport entitlement of this pupil is categorised as under. If Bus Éireann confirm that catchment boundary transport (C B) is available, I will notify the parent/guardian in writing of the position.

<b>FH</b>	<b>FHU</b>	<b>FA</b>	<b>CB</b>	<b>SF</b>	<b>PLC</b>	<b>O</b>

Signature of TLO \_\_\_\_\_ Date / /

## POST- PRIMARY SCHOOL TRANSPORT SCHEME

### 1. Eligibility

- 1.1 To be eligible for transport under this scheme, a pupil must:
  - (a) be enrolled for an approved course in a recognised post-primary school;
  - (b) be not less than 12 years of age on the first day of January of the school-year in which the pupil enters second level education;
  - (c) as a rule, have completed a full course of primary education;
  - (d) live 4.8 kilometres, or more, from his/her appropriate post-primary education centre.
- 1.2 Eligible pupils may be transported to the post-primary centre which caters for the catchment area in which they live. (Pupils availing themselves of such facilities are referred to as "Fully Eligible Pupils").
- 1.3 School transport services are organised as a network of main routes serving each catchment area. Pupils living off a main route are expected to get, or be brought, to a convenient pick-up on the main route. Spurs off the main route will not be operated for such pupils. The routes will be planned so that, as far as possible, no pupil will have more than 3.2 kilometres to travel to a pick-up point.

### 2. Concessionary Transport

- 2.1 Where an eligible pupil attends a school at a centre other than the post-primary centre which caters for the catchment area in which s/he lives, s/he may be allowed the concession of transport from the catchment boundary of the centre attended, provided there is a spare seat on a bus serving that centre.
- 2.2 The pupils themselves, are responsible for getting to the catchment boundary or to the nearest school bus service within that catchment area. (Pupils availing of such facilities are referred to as "Catchment Boundary Pupils").
- 2.3 A pupil who is approved for catchment boundary transport is not guaranteed school transport for the duration of his/her education at that centre. As this is a concessionary measure, continued transport will depend on the availability of spare seats on the bus to that centre. Priority will be given to eligible pupils enrolled in or proposing to enrol in a school located in the catchment area in which they live. **If you are unsure about the catchment area in which you live or the various categories of school transport, please check with your chosen school or the Transport Liaison Officer at the offices of the Vocational Education Committee serving your area.**

### 3. Contribution

- 3.1 Eligible pupils may avail of school transport under the scheme on payment of the appropriate contribution. Where parents or legal guardians of eligible pupils are holders of family medical cards (not the child's own medical card), the contribution may be waived in respect of such children.

### 4. Grants

- 4.1 A grant may be paid towards the cost of private transport arrangements where a pupil is eligible for transport and none is available, or where a pupil is unable to avail of school transport, due to illness/disability.
- 4.2 For fully eligible pupils residing more than 3.2 kilometres from a pick-up point or outside the range of a school transport service, a Remote Area Grant, based on distance and attendance may be paid. Only one grant is payable per family.

### 5. Education through Irish

- 5.1 Pupils who wish to obtain post-primary education entirely through Irish are eligible for transport to the nearest centre in which there is a secondary, vocational, comprehensive or community school providing such education, if they live 4.8 kilometres or more from the centre.

### 6. General

- 6.1 No special school bus service may be established unless there is a minimum of seven eligible pupils within an area which can be reasonably and economically served by the bus route.
- 6.2 The combined maximum daily travelling and waiting times is ideally 2.5 hours, but may in exceptional circumstances, exceed this threshold.
- 6.3 The granting of facilities under this scheme will be at the discretion of the Minister for Education and Science.
- 6.4 The fact that transport facilities have been availed of by pupils contrary to the terms of the scheme in no way confers on the recipients a right to continue to avail of the facilities.

### 7. Further Information

- 7.1 Further information on school transport services may be obtained by visiting the Department of Education & Science website at [www.education.ie](http://www.education.ie)