

ANGUS COUNCIL

CHILDREN AND LEARNING COMMITTEE – 17 NOVEMBER 2020

HOME TO SCHOOL TRANSPORT POLICY

REPORT BY KELLY MCINTOSH, DIRECTOR OF EDUCATION AND LIFELONG LEARNING

ABSTRACT

This report outlines an updated policy statement and accompanying documents for home to school transport for children and young people in Angus.

1. RECOMMENDATION(S)

It is recommended that the Children and Learning Committee:

- (i) Approves the updated policy statement and accompanying documents.
- (ii) Authorises the Director of Education and Lifelong Learning to make further minor amendments to the policy statement without the need for Committee approval.

2. ALIGNMENT TO THE ANGUS LOCAL OUTCOMES IMPROVEMENT PLAN/CORPORATE PLAN

This report contributes to the following local outcome(s) contained within the Angus Local Outcomes Improvement Plan and Locality Plans:

- Safe, secure, vibrant and sustainable communities

3. BACKGROUND

- 3.1 As set out in the Education (Scotland) Act 1980, Section 51 (1) there is a statutory requirement to provide home to school transport for pupils attending Primary and Secondary schools. To discharge this duty the Council engages transport contractors to convey pupils to schools within prescribed criteria and in a manner that ensures the safety of pupils.
- 3.2 The Council's Home to School Transport Policy Statement was last updated in April 2018. The substantive change at that time was the introduction of an appeals process. [Report 129/18](#) refers.

4. CURRENT POSITION

- 4.1 Following the introduction of the appeals process in 2018, further work has been carried out to review and refine the existing Home to School Transport Policy.
- 4.2 The existing appeals process has been further developed to more clearly define the circumstances in which an appeal can be made and how that appeal will be dealt with. The Education and Transport Teams have worked closely on this policy update and have developed a suite of standard documentation to further improve the process.
- 4.3 The wording of the policy statement has been updated throughout and includes provision to ensure compliance with any public health guidance that may exist for school transport services. While this change has arisen as a result of Covid-19, the addition has been made general enough to apply to any public health issue that may arise.

- 4.4 The Conditions of Use (Appendix 1 of this report) and Code of Conduct (Appendix 2 of this report) have been updated. A separate Disciplinary Procedure (Appendix 3) has also been developed.
- 4.5 Applications for school transport are made online via the Council's website. Work is currently underway by the IT Service to further automate this process and improve efficiency for the Support Services Team within Education which is responsible for handling applications. Once this work is complete the Support Services Team will investigate the feasibility of moving the appeals process online.
- 4.6 Finally, the Education and Transport Teams are in the early stages of discussing a change to the process of issuing travel passes for school transport. The current process is labour intensive and has been particularly challenging during the Covid-19 period. A 'smarter' process is required with the potential for linkage to the National Entitlement Card.

5. PROPOSALS

- 5.1 It is proposed that the Committee approves the updated policy statement and accompanying documents.
- 5.2 Should an online appeals process be developed a minor change will be required to the policy statement to reflect the latest process. It is proposed that authorisation is granted to the Director of Education and Lifelong Learning to enable this change to be made without a further report to Committee. Any other substantive changes will be brought back to Committee for approval.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications arising from this report.

7. CONSULTATION (IF APPLICABLE)

The Director of Infrastructure has been consulted in the preparation of this report.

NOTE: The background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) which were relied on to any material extent in preparing the above report are:

- Report 129/18 – Home to School Transport Policy
- The Education (Scotland) Act 1980

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List of Appendices:

Appendix 1 – Policy Statement and associated appendices