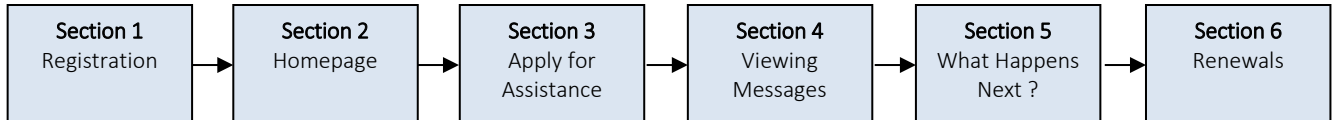




Home to School Transport Assistance



SECTION 1 – Registration

The link to make an application for Home to School transport assistance will take you to the home page

Select the [register](#) link

Home

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

Security Details

Security Details | About you | Contact Details

Email Address *

Confirm Email *

Password *

Confirm Password *

Secret Question *







Secret Answer *

Answer to your question in case you forget your password

Passwords must be a minimum of 8 characters, not longer than 15 characters and must contain a minimum of 2 number(s). Remember that your password is case sensitive.

Next

About you

Security Details	About you	Contact Details
<div>Title *  Please select </div> <div>Forename *  <input type="text"/></div> <div>Surname *  <input type="text"/></div> <div>Gender *  Please select a gender </div> <div><div>Previous</div><div>Next</div></div>		


Contact Details

Enter your Postcode and press

Find Address

When you find your address press

Select

Security Details	About you	Contact Details	
<p>To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up here. If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided</p> <div>Postcode *  MK41 6AS</div> <div><div>Find Address</div><div>Enter Address Manually</div></div> <div><div>25, Milton Road, Clapham, Bedford, MK41 6AS</div><div>44, Milton Road, Clapham, Bedford, MK41 6AS</div><div>66, Milton Road, Clapham, Bedford, MK41 6AS</div><div>85, Milton Road, Clapham, Bedford, MK41 6AS</div><div>101, Milton Road, Clapham, Bedford, MK41 6AS</div></div> <div>Select</div>			

If you cannot find your address you add your address manually -

Enter Address Manually

After telling us where you live provide us with at least one telephone number

House Number	 66
House Name	
Building Name	
Street Name	 Milton Road
District / Village	 Clapham
Town	 Bedford
County	
Postcode	 MK41 6AS
Country	 Please select *
<div>Find Address</div>	
<p>Please supply a telephone number where you can be contacted during</p> <div>Home Phone  01234 888080 </div> <div>Mobile Number </div> <div>Work Phone </div>	

Please enter your home phone number

Finally press

Submit Registration

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

You will then get an email

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1116_c24f5101-36c5-4450-853c-3141565009aa

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Click on the link or copy and paste it into your Internet Browser

Thank you for registering


Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.



Press the Home button

Don't have an account? Please [register](#)

Email Address



Password



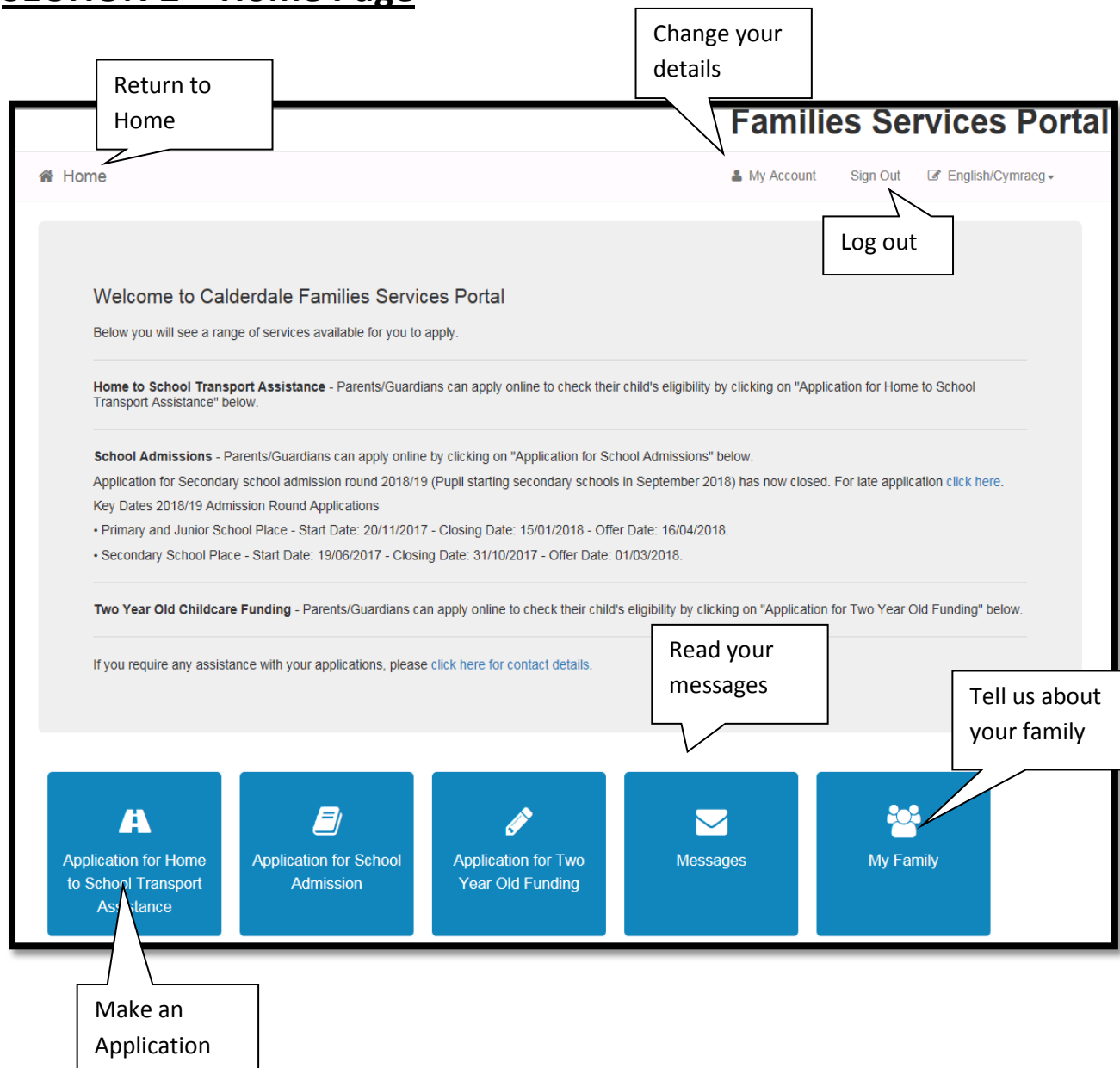
Login

[Forgotten your password?](#)

Enter your Email address and Password and press

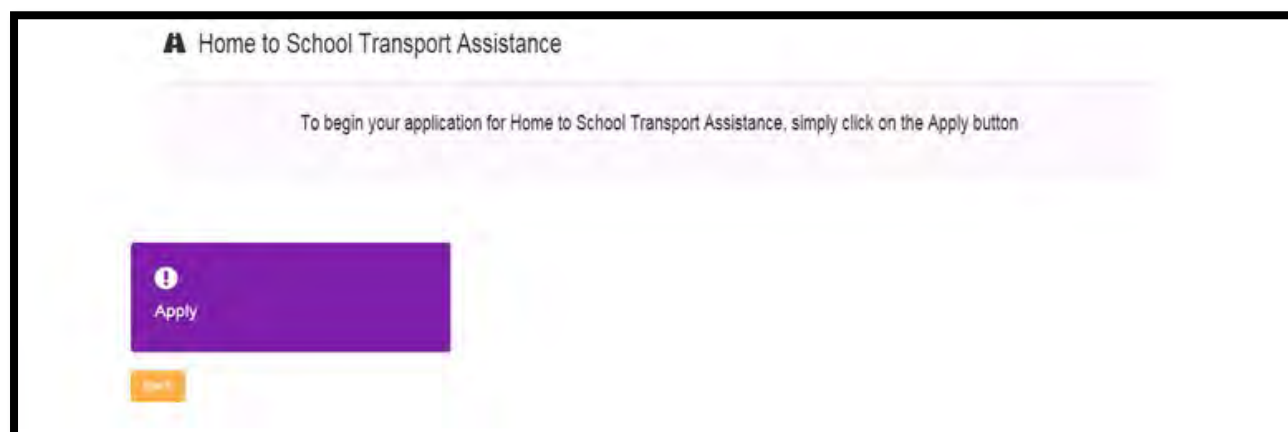
Login

SECTION 2 – Home Page



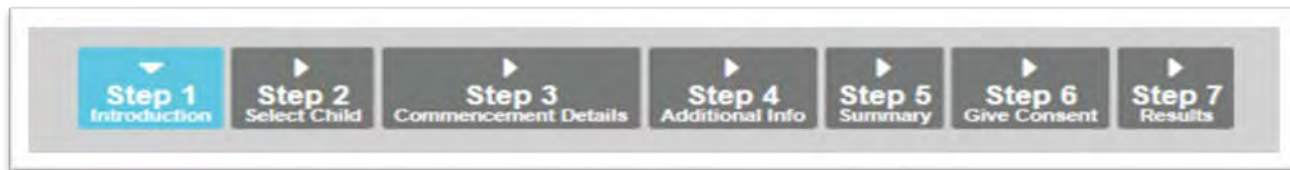
By clicking the tile on this screen you may be presented with details of your children who have previously applied for transport assistance. You can click on the child to check the previous application.

However if you are applying for the first time for this child or reapplying in a new school year then you must proceed by pressing Apply

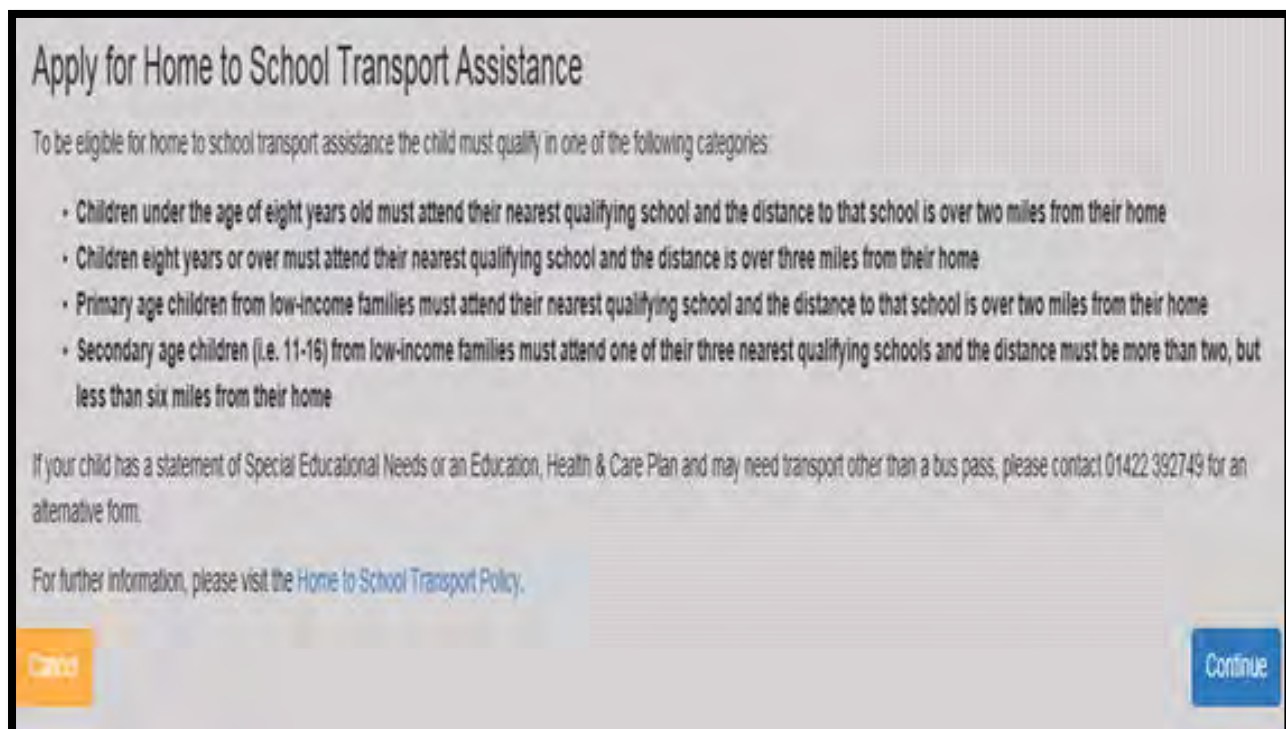


Section 3 – Apply for Assistance

Step 1 - Introduction



You will be presented with this screen summarising the qualifying criteria for Home to School Transport Assistance

The screenshot shows a screen titled 'Apply for Home to School Transport Assistance'. Below the title, it states: 'To be eligible for home to school transport assistance the child must qualify in one of the following categories:'. This is followed by a bulleted list of four categories. Below the list, it says: 'If your child has a statement of Special Educational Needs or an Education, Health & Care Plan and may need transport other than a bus pass, please contact 01422 392749 for an alternative form.' and 'For further information, please visit the [Home to School Transport Policy](#).' At the bottom left is an orange 'Cancel' button, and at the bottom right is a blue 'Continue' button.

Apply for Home to School Transport Assistance

To be eligible for home to school transport assistance the child must qualify in one of the following categories:

- Children under the age of eight years old must attend their nearest qualifying school and the distance to that school is over two miles from their home
- Children eight years or over must attend their nearest qualifying school and the distance is over three miles from their home
- Primary age children from low-income families must attend their nearest qualifying school and the distance to that school is over two miles from their home
- Secondary age children (i.e. 11-16) from low-income families must attend one of their three nearest qualifying schools and the distance must be more than two, but less than six miles from their home

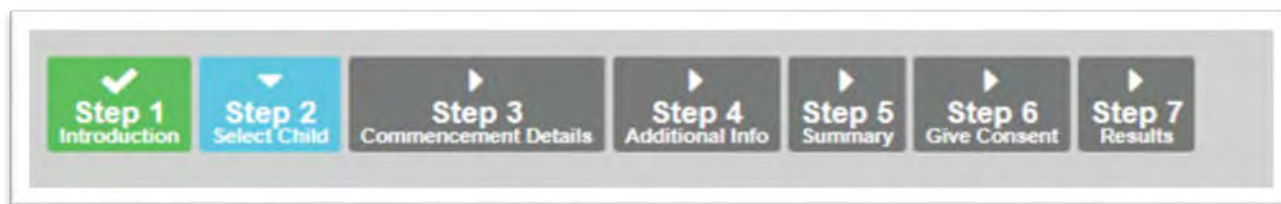
If your child has a statement of Special Educational Needs or an Education, Health & Care Plan and may need transport other than a bus pass, please contact 01422 392749 for an alternative form.

For further information, please visit the [Home to School Transport Policy](#).

Cancel **Continue**

If you think that you meet the qualifying criteria then press Continue.

Step 2 - Select Child



Now select your child by clicking on their details.











It is very likely that you have used the Families Services Portal before to make other applications in which case you will be presented with details of your children. You can click on the child to start the application.

However if you are applying for a child not registered then you must proceed by pressing Add Child

Add Child

Add Child

Add a child

Forename *		<input type="text"/>
Middle Name		<input type="text"/>
Surname *		<input type="text"/>
Gender *		Please select a gender 
Date of Birth *		<input type="text"/>
Current School *		Please Select Current School 
Relationship to Child *		Please select 

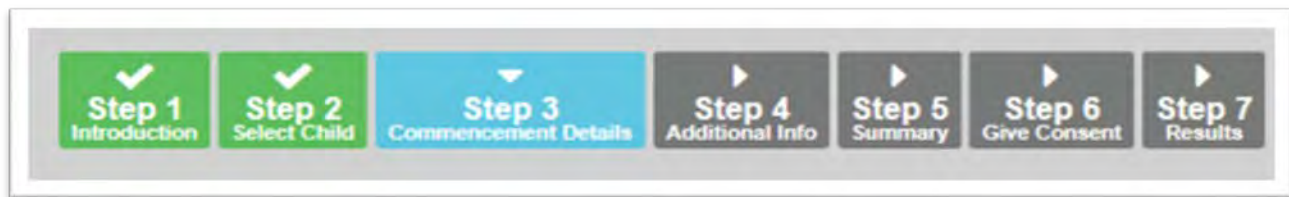
Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility * ☐ Yes ☐ No

If you have legal responsibility for this child, select Yes

you can use the same address or find a different address.

Step 3 - Commencement Details



Fill in details of when you want assistance to start. Typically this will be either at the start of the new school year e.g. 05/09/2017 or at some point part way through a school year.

Please note that the system will try to display the school that your child is currently attending. You must change this if you are applying for a school that your child will be moving to at the start of the new school year.

Commencement Details

Details about the commencement of the transport application assistance.

Date you would like assistance to start

School you are applying for assistance to:

Trinity Academy Sowerby Bridge

Are you willing to accept direct payments to take your child to/from school?

☐

x

Does your child have an EHCP/Statement of Special Education Needs?

☐

x

Your application will be assessed from the following address

1, Ovenden Wood Road, Halifax, HX2 0TP

If you require assistance from an address different than the one above please enter a postcode to search for a different address

Find Address

If you are applying for assistance for your child under the grounds of low income, click below.

☐

x

If your recent tax credit award notice from HM Revenue & Customs has a figure of £0.00 in Part 2 Working Tax Credit Elements against "Reduction due to your income". This means you will be in receipt of the maximum level of Working Tax Credit.

If you are applying for Home to School Transport Assistance on the grounds of Low Income, then you may also be eligible for Free School Meals. You can make an application for Free School Meals by following this link: [Free School Meals Application](#).

Back

Continue

This question should be ignored

Please ignore this question unless this applies to your child. If it does please complete a paper application form

If you think that you meet the grounds of low income please select this box. See screen below

If you are applying for assistance for your child under the grounds of low income, click below.

☒ ☐

Please select one of the options below:

I am entitled to free school meals

I am in receipt of the maximum level of Working Tax Credit

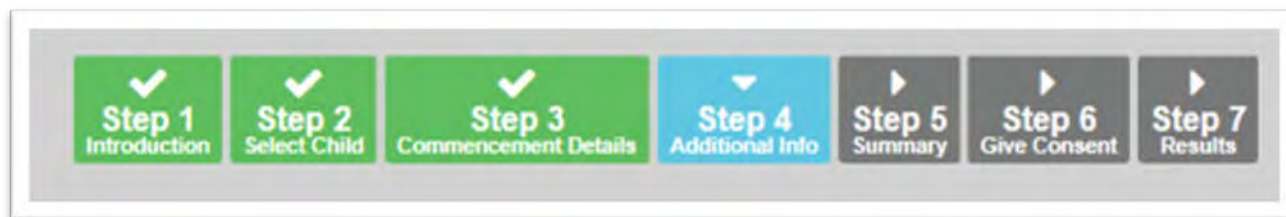
Select one of these boxes. They will turn green when selected

If your recent tax credit award notice from HM Revenue & Customs has a figure of £0.00 in Part 2 Working Tax Credit Elements against "Reduction due to your income". This means you will be in receipt of the maximum level of Working Tax Credit.

If you are applying for Home to School Transport Assistance on the grounds of Low Income, then you may also be eligible for Free School Meals. You can make an application for Free School Meals by following this link: [Free School Meals Application](#).

Back Continue

Step 4 - Additional Information



Fill in additional details if they apply to your child or press Continue if no details apply.

Additional Details

Additional Details for the transport applications are presented and queried here.

If you have moved house in the last 12 months, please state your previous full address and date of removal.

Is the child in public care or fostered?

☐ No

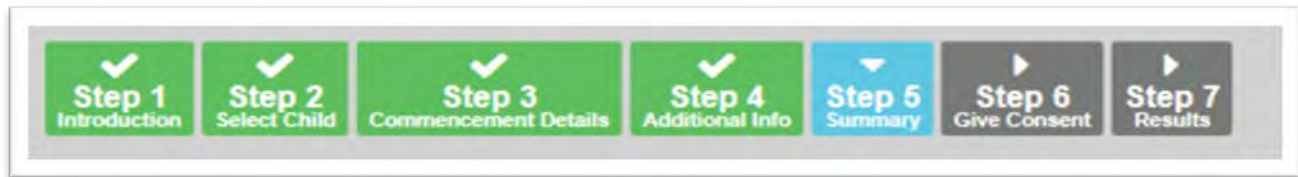
Has the child been permanently excluded from a different school?

☐ No

If yes, please provide details, including previous school(s) and date(s) attended.

[Back](#) [Continue](#)

Step 5 - Summary



Review the Summary – if anything is not correct you can go back to amend the application by either using the orange Back key or selecting the appropriate Step Key

Application Summary

Home to School Transport Assistance Application Summary

[Print page](#)

Claimant Details

Mr Andrew (Overhead)

Gender:	Male
Address:	1000 Drenth Wood Road, Harrogate, West Yorkshire
Home Phone:	0142224
Mobile Phone:	07740911

Child Details

Meg Griffin

Family Address: 1000 Drenth Wood Road, Harrogate, West Yorkshire

Gender:	Female
Date of Birth:	29-Feb-1996
Parental Responsibility:	Yes
Relationship:	Other Family Member

Application Details

Application Reference Number:	TRA-1662-BYUXG557
Date you would like assistance to start:	01-Feb-2021
Are you willing to accept direct payments to take your child to/from school?	Yes
Does your child have an EHCP Statement or Special Education Needs?	No
Transport Declaration:	Travelling to/from School by Single
Your application will be assessed from the following address:	Wood Road, Harrogate
Are you applying for assistance on the grounds of Low Income?	

Answers to additional questions

If you have moved house in the last 12 months, please state your previous address and date of removal:

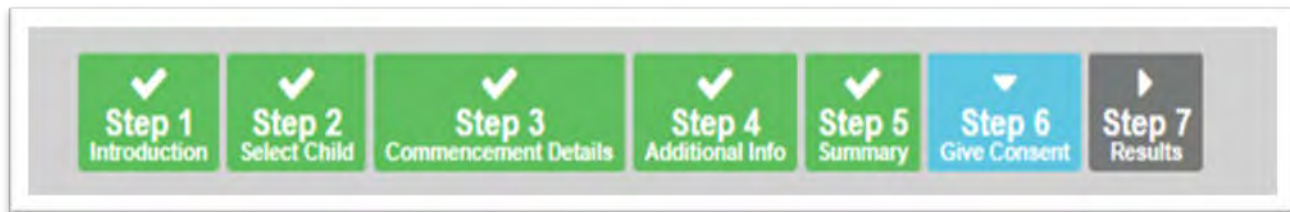
Is the child in public care or fostered? **No**

Has the child been permanently excluded from a different school? **No**

If yes, please provide details, including previous school(s) and date(s) attended:

[Back](#) [Continue](#)

Step 6 - Give Consent



Declaration by Parent/Carer

DECLARATION OF PARENT/GUARDIAN

I declare that:

- I have read the guidelines for managing pupil behaviour on school transport and understand that a breach of these guidelines could result in the permanent withdrawal of the pass;
- I understand that the Council and its agents may use the information contained in this application for communicating with parents/carers via ParentMail and for the evaluation and development of transport;
- I also understand that all data will be held safely in accordance with the Data Protection Act 1998.
- to the best of my knowledge, the information given on this form is correct and complete and undertake to inform the Access & School Planning Team of any changes immediately;
- if my application is successful, I will return the pass to the Access & School Planning Team if my child moves house or changes school; and
- I understand that I will be required to pay for a replacement pass and any fares incurred whilst this is processed if my child loses or defaces his/her pass.
- To enable The Access and School Planning Team to consider your application we may look to contact other involved agencies – by ticking the box below you are giving permission for us to contact agencies within the Authority and third party organisations to obtain further information to support your application.

☐ I confirm that I have read and agree to the declaration.

Back

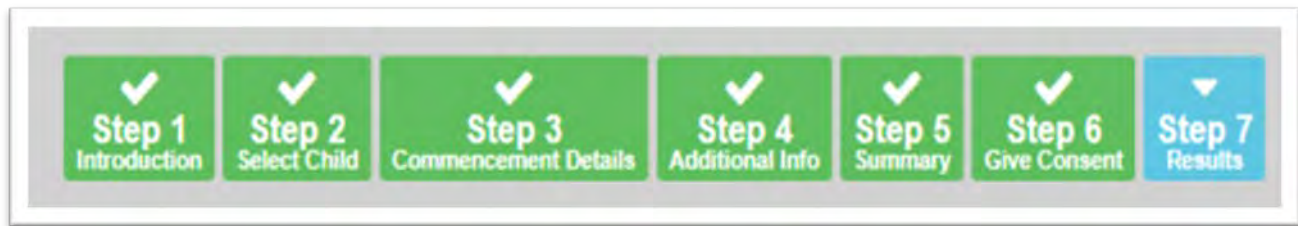
Accept

You must read carefully and select

☐ I confirm that I have read and agree to the declaration.

before clicking on the Accept key.

Step 7 - Results



Finally make a note of the application reference

Application Complete

Application Reference for your information:
TRA-1801-C9W8GFF3

The application reference above will help us with enquiries - please store it somewhere safe.

[Finish](#)

and click on Finish.

Section 4 - Viewing Messages

You will be sent an email message from noreplycs@calderdale.gov.uk saying 'You have a new message in the Calderdale Family Services Portal'. This message can be checked from the Home page

Welcome to Calderdale Families Services Portal

Below you will see a range of services available for you to apply.

Home to School Transport Assistance - Parents/Guardians can apply online to check their child's eligibility by clicking on "Application for Home to School Transport Assistance" below.

School Admissions - Parents/Guardians can apply online by clicking on "Application for School Admissions" below.

Application for Secondary school admission round 2018/19 (Pupil starting secondary schools in September 2018) has now closed. For late application [click here](#).

Key Dates 2018/19 Admission Round Applications

- Primary and Junior School Place - Start Date: 20/11/2017 - Closing Date: 15/01/2018 - Offer Date: 16/04/2018.
- Secondary School Place - Start Date: 19/06/2017 - Closing Date: 31/10/2017 - Offer Date: 01/03/2018.

Two Year Old Childcare Funding - Parents/Guardians can apply online to check their child's eligibility by clicking on "Application for Two Year Old Funding" below.

If you require any assistance with your applications, please [click here for contact details](#).



Application for Home
to School Transport
Assistance



Application for School
Admission



Application for Two
Year Old Funding



Messages



My Family

Click on the Messages tile.

Messages

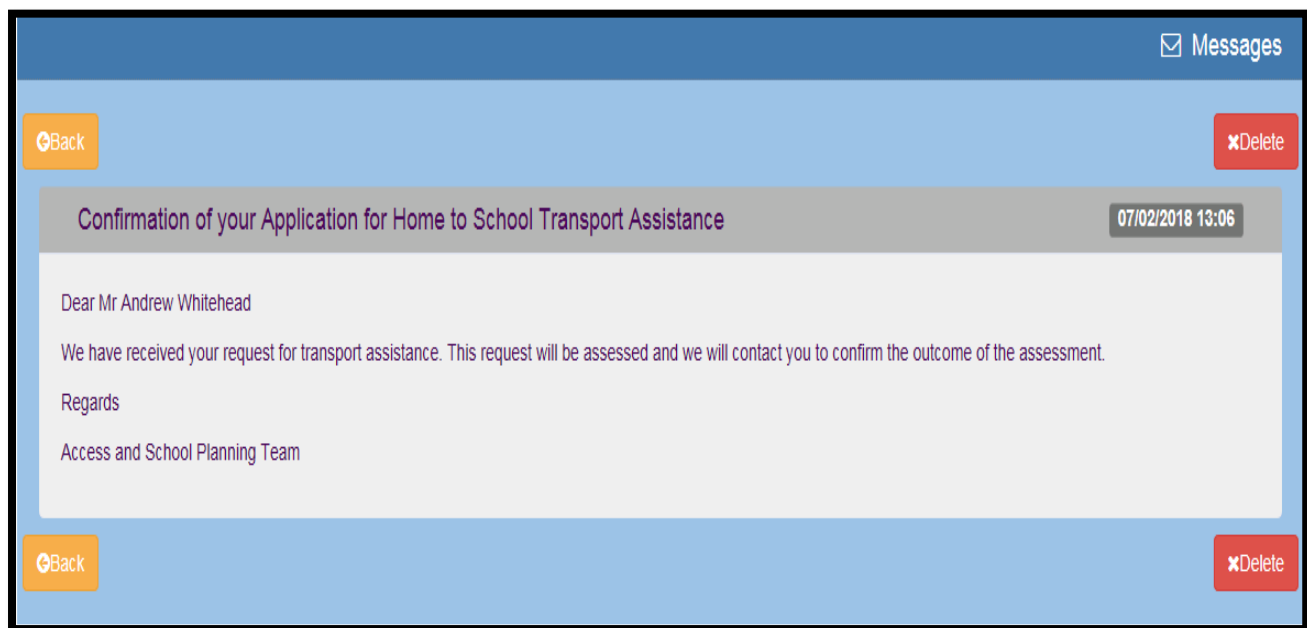
Subject ▾

Received ▲

☒ Confirmation of your Application for Home to School Transport Assistance

07-Feb-2018 13:06

And open the confirmation email :

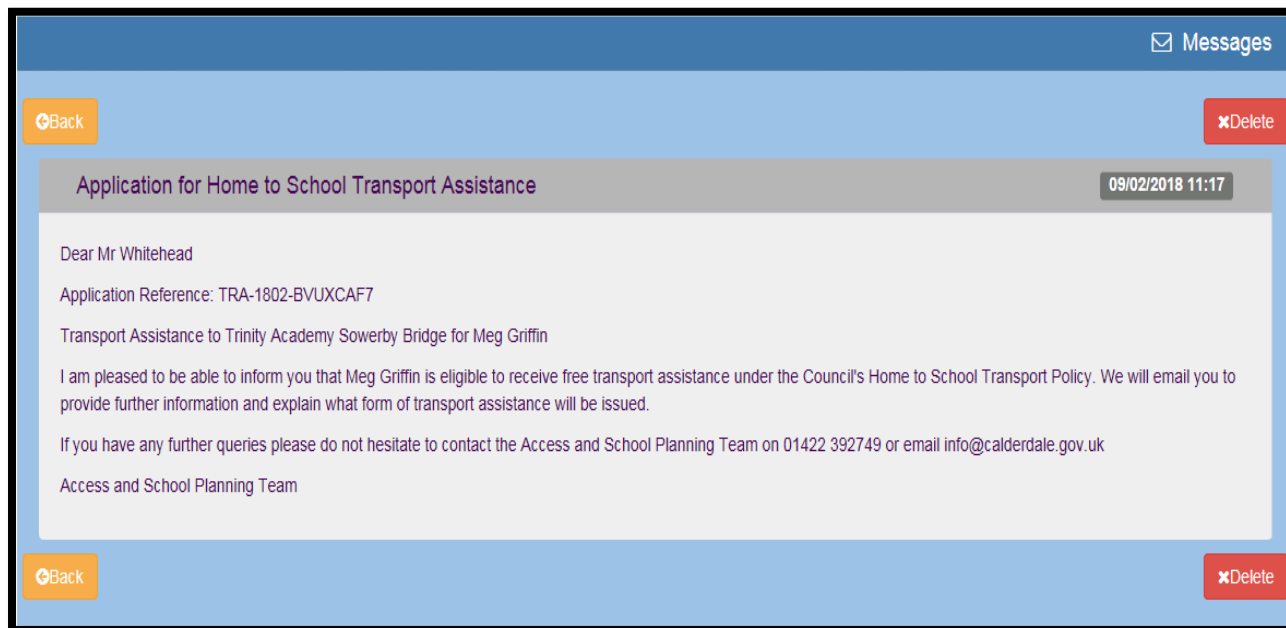


Section 5 - What Happens Next

The application will be logged and assessed against the qualifying criteria specified in the Home to School transport policy by the Access and School Planning Team.

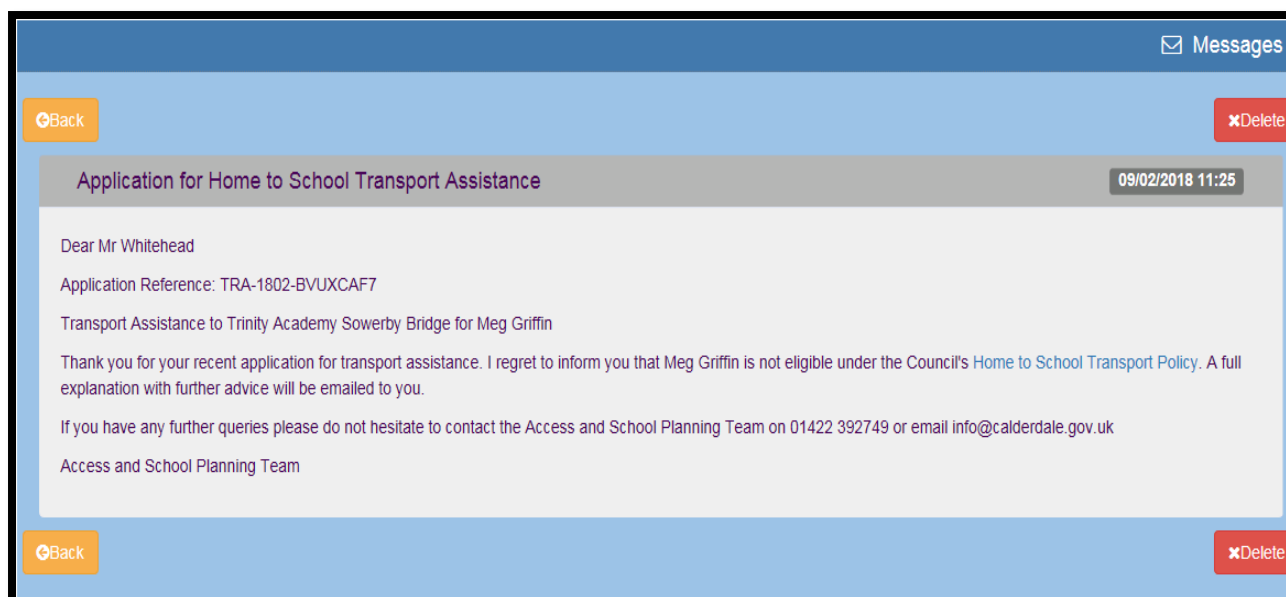
Application Qualifies

You will be sent an email message from noreplycs@calderdale.gov.uk saying 'You have a new message in the Calderdale Family Services Portal'. This message can be checked from the Home page.



Application does not Qualify

You will be sent an email message from noreplycs@calderdale.gov.uk saying 'You have a new message in the Calderdale Family Services Portal'. This message can be checked from the Home page.



Section 6 - Renewals

Transport assistance only lasts for an academic year. To reapply please complete an online application for home to school transport assistance. This is just the same as the original application but with a different start date.

Refer to Section 2 and follow the instructions to reach children's details and click Apply. Then in Step 1 select the child and put in the new school year start date e.g. 03/09/2018. Then go through the steps as above to finish the renewal application.

End of Guide