
Report to: Clackmannanshire Council

Date of Meeting: 25 June 2026

Subject: Home School Transport

Report by: Colin Bruce (Head of Service – Wellbeing)

1.0 Purpose

- 1.1. This report seeks Council agreement to progress to the next stage in the review of the Home to School Transport Policy, including undertaking stakeholder consultation on proposed revisions, in line with the commitment made in August 2025 following completion of the Equality Impact and Fairer Scotland Assessment, and to ensure that the revised policy fully considers the associated financial, legal and equalities implications.

2.0 Recommendations

Council is asked to:

- 2.1. Note the outcomes of previous reports and the EQIA (attached).
- 2.2. Agree that stakeholder consultation is undertaken on proposed revisions (2.3) to the Home to School Transport Policy.
- 2.3. Agree, as part of that consultation, that the focus will be on the proposed revisions:
- eligibility changes linked to catchments and new developments;
 - arrangements for denominational provision (including St Modan's);
 - placing request transport policy;
 - allocation of concessionary places, with a recommendation to prioritise available spaces for care experienced learners in line with Councils commitment to The Promise.
 - allocation of concessionary places, with a recommendation to prioritise available spaces for children who have a Free School Meal entitlement.

- 2.4 Note that consultation with stakeholders will be proportionate and in line with updated Scottish Government Guidance (non-statutory).
- 2.5 Agree that a further report will be brought back to Council, setting out the consultation findings and include a draft policy for consideration of the full implications before any final decision on the future policy.

3.0 Considerations

- 3.1 The current Home to School Transport Policy has not been significantly updated since 2011.
- 3.2 At a Council Meeting on 30 January 2025, Council agreed that an Equality Impact Assessment (EQIA) of the Home to School Transport Policy be undertaken.
- 3.3 The completed EQIA was presented on 21 August 2025, where Council agreed that “A further paper be brought back to enable the Council to decide on the scope (2.3) of any future public consultation on revisions to the home to school transport policy. The paper will outline the financial (3.8) and equalities implications (3.4) associated with the options to be considered as part of the consultation”
- 3.4 At that stage (August 2025), The Equalities Impact Assessment had identified a potential inequality in the transport policy as
- free transport is provided to non-catchment children attending St Modan’s High school, who previously attended St Mungo’s and St Bernadette’s Primary school.
 - It did not provide free transport to non-catchment children who attended other primary schools in Clackmannanshire.
 - The reason why the Council provides free transport for the children leaving St Bernadette’s and St Mungo’s is to enable them to travel with their peers to St Modan’s.
 - All RC children are entitled to free transport to St Modan’s as it is the RC catchment school for Clackmannanshire.

The Equalities Impact Assessment highlighted some measures which were considered as mitigating the impact of this potential inequality which included:

- Where the Council has unused spaces on the buses to St Modan’s it will provide free transport to any young person who applies until all places are used up.
- 3.5 This report therefore brings forward the proposed next step to proceed to a consultation that will lead to a revised policy.

3.6 **Financial and Operational Considerations**

3.7 Financial sustainability remains a significant factor in reviewing the policy.

3.8 Previous analysis indicates that extending free transport more widely could result in additional recurring costs of at least £50,000 per annum, with potential wider cost pressures if applied more broadly. The Council must balance any changes against its duty to secure best value.

3.9 The draft policy reflects a more sustainable and efficient approach to transport provision, including:

- greater use of the Young Persons' Free Bus Travel Scheme;
- more systematic use of existing transport capacity, including concessionary places;
- continued reliance on defined eligibility criteria linked to distance, catchment and need.

3.10 Operationally, changes to school catchments and new housing developments will continue to affect eligibility. In such cases, the Council must ensure that safe walking routes are available where transport is not provided, following national guidance. Additionally, appropriate communication and engagement with affected families would take place.

3.11 The policy will also retain the established position that transport is not normally provided for pupils attending schools because of a placing request, subject to limited exceptions.

3.12 **Policy, Legal and National Context**

3.13 In reviewing and updating the policy, the Council must have regard to:

- the Education (Scotland) Act 1980;
- the Equality Act 2010;
- Scottish Government School Transport Guidance (2025);
- the UNCRC (Incorporation) (Scotland) Act 2024;
- the principles of The Promise.

3.14 These frameworks require the Council to ensure that transport arrangements support children and young people's rights, wellbeing and access to education, while balancing this with financial sustainability and the requirement to secure best value.

3.15 Whilst full statutory consultation under the Schools (Consultation) (Scotland) Act 2010 is not required in this instance,, proportionate engagement with parents, carers, pupils and stakeholders is recommended to inform any future policy decisions.

4.0 Sustainability Implications

- 4.1 **Environmental:** A future policy aims to promotes more sustainable travel and encouraging walking and active travel where safe routes exist, reducing reliance on dedicated transport provision.
- 4.2 **Social:** A future policy aims to supports equitable access to education by maintaining provision for pupils with Additional Support Needs and prioritising vulnerable groups, including care experienced children and those from low-income households, in the allocation of available transport capacity
- 4.3 **Financial:** A future policy Reflects the Council’s duty to secure best value by promoting efficient use of existing transport capacity and managing the cost pressures associated with extending eligibility for free transport
- 4.4 **Policy Alignment:** A future policy aims to aligns with national expectations on children’s rights and wellbeing, ensuring that transport arrangements continue to support access to education while balancing resource constraints.

5.0 Resource Implications

5.1 *Financial Details*

- 5.2 The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes
- 5.3 Finance have been consulted and have agreed the financial implications as set out in the report. Yes

5.4 *Staffing*

6.0 Exempt Reports

- 6.1 Is this report exempt? Yes (please detail the reasons for exemption below) No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities**

- Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all
- Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies**

Complies with relevant Council Policies

8.0 Impact Assessments

8.1 Have you attached the combined equalities impact assessment to ensure compliance with the public sector equality duty and fairer Scotland duty? (All EFSIAs also require to be published on the Council's website) Yes

8.2 If an impact assessment has not been undertaken you should explain why:

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1 Home to School Transport Policy (2011)

Appendix 2 EQIA

11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

- Motion to Meeting of Clackmannanshire Council - 30th January 2025

[8069.pdf](#)

- Council Meeting - 15 May 2025

[Item 08 Equality Impact Assessment of Home to School Transport](#)

- Council Meeting 21 August 2025

[Item 11 Equality Impact Assessment of Home to School Transport Policy](#)

Author(s)

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Approved by

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Clackmannanshire School Transport Policy

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Section 1: Roles and Responsibilities

The Education (Scotland) Act 1980 sets out the responsibilities for parents and local authorities regarding support with travel to and from school for eligible children and young people.

Parents, children and young people

As stated in the Education (Scotland) Act 1980, parents are responsible for their children getting to and from school safely. The local authority can support with travel via a designated vehicle or by providing parental mileage expenses for eligible children and young people. Where such support is being provided, parents are responsible for conveying their children to the designated pick up/drop off point.

The Pupil Acceptable Standards Statement below (see Section 3) outlines expectations of children and young people in Council provided vehicles.

Responsibilities of the Council

Clackmannanshire Council has entered a partnership with the Transport co-ordination Unit of Stirling Council to jointly provide transport services for children and young people. A division of key responsibilities and functions is listed below.

Clackmannanshire Council are responsible for:

- determining and reviewing the policy and eligibility criteria for access support with school travel for children and young people
- determining client specifications in relation to service level, quality and effectiveness in line with council policy, national legislation and the objectives of the transport service as defined by this policy
- assessing suitability of walking routes in line with safety route eligibility (see Section 3)
- responsibility for resolving any issues regarding pupil behaviour.
- processing payments for all contracts
- managing the day-to-day delivery and administration of Additional Support Needs transport services

The Transport Co-ordination Unit is responsible for:

- managing the day-to-day delivery and administration of mainstream transport services
- arranging for the specification, tendering and letting of school transport contracts in line with the agreed requirements of Clackmannanshire Education service
- monitoring and inspecting compliance of operators with contract requirements
- maintaining accurate records relating to the payment of all operators and monitoring variance in line with contract specifications
- determining distance entitlement in line with the council policy (Section 2) and ensuring that appropriate distance measurements are undertaken

- providing professional advice on transport matters to Clackmannanshire Education service
- liaising with Clackmannanshire Education service on all aspects of service delivery such as performance appraisal, policy developments/review, safety issues and pupil behaviour.

Section 2:

Catchment pupils travelling to Lornshil Academy

- Any pupil resident in the catchment area of Clackmannan PS, Craigbank PS, Fishcross PS or Deerpark PS; or who is resident in the catchment areas of Abercromby PS, Banchory PS or St Serf's PS and his/her residence is over two miles from the school, or from the nearest designated transport pick-up point, by the shortest suitable walking route.
- Pupils resident in Cambus will also receive free home to school transport.

Catchment pupils travelling to Alva Academy

All pupils who live in the catchment area of Tillicoultry, Strathdevon, Muckhart and Coalsnaughton primary schools are entitled to transport to Alloa Academy

Pupils travelling to St Modans

All catchment pupils from Clackmannanshire travelling to St Modans High School are entitled to transport. All pupils who left Primary 7 in St Mungo's Primary and St Bernadettes Primary and enrolled in S1 in St Modans are entitled to free transport to St Modans while they remain a pupil of St Modans

The above is an enhancement to Clackmannanshire Council's statutory responsibilities which states that children over the age of 8 years are entitled to support with travel where the distance exceeds 3 miles by the shortest available safe route. Children under the age of 8 years are entitled to support with travel if the distance from their catchment school exceeds 2 miles.

If a pupil lives in two or more places, transport is only provided to one address. The address used to assess eligibility will be the main address recorded on the pupil's school record.

If a child or young person is not eligible to receive support with mainstream travel to and from school based on distance entitlement, concessions to this may be made due to an individual pupil's exceptional circumstances such as medical requirements or statutory care circumstances. Please note that childcare, availability of public transport or parental work arrangements cannot be considered as an exceptional circumstance.

Parental Conveyance/Supervision

Parents/carers are required to make arrangements for conveying/supervising their child or young person to/from the nearest private road end, bus stop or uplift point for the school route. The Transport Co-ordination Unit will specify the recommended pick-up point.

Primary school transport

Support with travel will only be provided to the catchment primary school where the distance by the shortest safe walking route exceeds 2 miles.

Gaelic Medium Education

Local authorities in Scotland have a duty to promote and support Gaelic education, under the Education (Scotland) Act 2016 – Section 15(6). Within the Clackmannanshire Council area, Riverside Primary School and Wallace High School in Stirling provide Gaelic education for Clackmannanshire pupils. Transport will be provided to Riverside Primary School, pupils attending Wallace High School will be expected to use Public Transport and their National Entitlement Card

Section 3: Mainstream Travel

Mode of Transport

The mode of support with travel offered to eligible children and young people travelling to school will be the most financially sustainable to Clackmannanshire Council within quality standards identified by Education.

The mode of transport offered includes the following:

- contracted school bus
- registered bus service
- private hire car
- parental mileage contracts

The offer of support with travel considers a child or young person's individual circumstances.

The offer of support with travel provided to families may change between academic years to ensure transport remains financially sustainable to Clackmannanshire Council.

Accessing Transport Services

In providing access to transport services, it may be necessary for a child to walk an aggregated distance up to the distances highlighted above. These distances include the home to pick-up point and the drop-off point to catchment establishment. For the avoidance of doubt the distances above apply for the morning and afternoon journeys separately.

Placing Requests

Support with travel will not be provided for children and young people attending school because of a placing request. For the avoidance of doubt this also includes non-denominational children and young people who choose to attend a Roman Catholic school other than those pupils leaving St Bernadettes or St Mungo's at Primary 7 and attending St Modans High school in Stirling

Alternative Placement

Where children and young people are unable to attend their catchment school due to capacity restrictions appropriate support with travel will be provided according to normal distance entitled eligibility criteria as defined above.

Route Disruption

In the event of disruption to regular school travel routes due to roadworks or road closures, the Transport Coordination Unit will endeavour to ensure minimal changes to travel arrangements for pupils. There may be occasions where changes to pick up/drop off times and/or locations are unavoidable and whilst every effort will be made to give as much notice as possible, changes may occur at short notice. Where pick up/drop off locations are temporarily changed, arrangements for children and young people travelling to the new meeting point will be arranged in line with this policy.

School Closure

Where a school is mothballed or closed permanently, relocated children or young people who reside in the catchment area will be provided with support with travel on the basis of the distance entitlement set out above, to their new catchment school.

Behaviour

Transport entitlement will be withdrawn in instances where a pupil demonstrates consistent or serious negative behaviour whilst on any vehicle used for the transport of children and young people. Withdrawal of provision including the period of withdrawal will be considered following consultation with the headteacher and families as required.

As a result of withdrawal of support with travel, it will be the responsibility of parents/carers to transport the child or young person to school at their own cost.

Acceptable behaviour standards are laid out on page 8 which includes the Pupil Acceptable Standards Scheme.

Change of Address

Parents/carers are obliged to inform the Transport Co-ordination Unit if they move address.

If they feel they are still eligible for support with travel, a new transport application form must be submitted.

Should the change of address mean a child or young person is no longer eligible for support with travel, their travel pass, if they have one, should be returned to the Transport Co-ordination Unit.

Safety Route Eligibility

In addition to distance entitlement, support with travel will be provided when a route is assessed as being unsuitable for a child or young person to walk to school whilst accompanied by an adult.

If the shortest available walking route is deemed unsuitable, then the next shortest walking route that is deemed suitable will be used in the calculation of distance entitlement. Safety route criteria can apply if no other suitable walking route exists that does not exceed the distance criteria.

Where a route is classed as suitable, a parent/carer can request a review of the route to be undertaken.

Where such a request for review is received Clackmannanshire Council will either:

- a) undertake a review of the route, or
- b) provide the parent with a copy of the most recent safety assessment of that route.

Safety route reviews should be completed within 28 days of the request. Where a route is deemed as unsuitable, support with travel will be organised. This may be in the form of providing transport or paying parental mileage. Safety route eligibility will be subject to review where network improvements take place.

For the purposes of defining the suitability of walking routes an assessment of the following criteria will be taken into account:

- Footpaths
- Availability
- Condition
- Width
- Lighting
- School crossing patrols
- Road traffic management
- Speed limits
- Frequency and type of vehicles

In assessing the suitability of any route, the assessment is made on the basis that a child or young person is supervised by a parent/carer. Where a parent/carer allows a child to walk unsupervised, the parent/carer is still responsible for the safety of that child.

In assessing any route the combination of the above factors are reviewed. What is acceptable for a road with high traffic volume is different from what is acceptable for routes with low or very low traffic volume.

Assessments will be undertaken by Education with advice and assistance from Transport Co-ordination Unit, road safety experts, and the police where necessary. Assessments are normally undertaken using mapping software.

Privilege Pass Scheme

Clackmannanshire Council runs a Privilege Pass Scheme to allocate surplus spaces on vehicles. Privilege Pass places only exist where there are surplus spaces remaining after all children eligible for support with travel have been allocated a space.

Privilege passes can only be provided where surplus capacity exists

Additional capacity cannot be added to the transport provision and routes cannot be amended for non-entitled children and young people.

How to Apply for a Privilege Pass

Applications for Privilege Passes should be made via the Clackmannanshire Council Website.

Should there be any spaces left after allocation to pupils in the first group, they will then be allocated to pupils in the second group according to the distance between their home address and the school they attend.

Any pupil unable to be allocated a Privilege Pass on their first application is able to reapply throughout the course of the school year to find out if any spaces have become available.

If a new eligible pupil requires a space, a surplus space may require to be surrendered. The council will endeavour to give reasonable notice, not less than 2 weeks, if a privilege pass place requires to be withdrawn.

Acceptable Behaviour

The Education service works in partnership with the Transport Co-ordination Unit to provide transport services for children and young people.

All children and young people travelling on Clackmannanshire Council provided transport are required to adhere to the Pupil Acceptable Standard Scheme (PASS). PASS details the rights and responsibilities of children and young people failure to adhere to PASS may result in the withdrawal of entitlement to transport. The PASS standards are as follows:

Our Aims

Clackmannanshire Council works with many different transport operators to provide its school transport service. We want to ensure that everyone using this service is satisfied with it. You can expect that:

- We will provide safe, fit for purpose transport
- We will aim to provide service that run on time and are not over full

directly to the school who will deal with any issues raised. The school will fully investigate any reports. Parents/carers will be contacted and in serious cases, the police. Parents/carers may be held liable to pay for any damage caused to any vehicle. If appropriate, misbehaving pupils will be refused school transport and it will then become the parent/carer's responsibility to provide transport to and from school.

Further information about PASS can be found on the Council website.

Concerns and Complaints

Contracts to provide vehicles required to support pupils travelling to school are procured by the Transport Co-ordination Unit on behalf of Education.

Any queries over the operation or timing of a service should be made initially to the operator of the service.

Where an unsatisfactory response is received, a complaint should be made to the Transport Co-ordination Unit which will liaise, where necessary, with Education to investigate and address the concerns raised.

Concerns regarding behaviour of children and young people using a provided service should be addressed directly to the relevant school. Schools will take active steps to investigate and address issues of negative behaviour raised with them. In extreme cases, access to provided transport may be withdrawn in line with PASS.

Concerns about the conduct of any transport operator or employees of transport operators should be made to Transport Co-ordination Unit. Concerns about school transport escorts should be directed to Education services.

Useful Contacts

Transport Co-ordination Unit 01786 237511 transportcoordination@stirling.gov.uk

Clackmannanshire Education Services 01259 456000 education@clacks.gov.uk

Section 4: Additional Support Needs (ASN) Travel

ClackmannanshireCouncil may provide supported transport arrangements for children and young people who have been assessed as requiring it due to additional support needs or medical conditions.

ClackmannanshireCouncil places a strong emphasis on including pupils with additional support needs within their local schools and communities, and the transport policy reflects that commitment.

Eligibility Criteria for ASN Transport

Support with travelling to and from school is provided on the grounds of:

- distance entitlement
- additional support needs.

The distance criteria outlined in Section 2 applies to all children and young people, including those with additional support needs. However, some children and young people who live within the mileage distance may be considered for support with travel under the criteria for ASN.

Support with travel may be provided to children and young people with additional support needs where:

- the child has a disability which prevents them from accessing the transport generally available to take other children and young people from that area to school
- the child has a physical or sensory impairment or a severe, profound or multiple learning difficulty which requires specialist transport arrangements or supervision
- the child attends a specialist provision or special school as agreed by the Resource Allocation Group (RAG).

Process for Assessing Eligibility Criteria

It is acknowledged that some children and young people with additional support needs will require supported transport arrangements because of their additional support needs. Many children and young people will be able to make use of mainstream transport, which ensures their inclusion and encourages independence.

The main assessment process for children and young people who may require transportation due to their additional support needs is through Staged Intervention. The team around the child is best placed to assess individual needs, and to evidence those against the criteria set within the policy.

In determining eligibility for support with travel individual needs will be assessed using information from school staff, educational psychology, community health and allied health professionals as appropriate. Information from parents/carers will be crucial to this process.

If those present at a Staged Intervention meeting agree that support with travel should be considered as part of a child's support plan, consideration will be given to the following conditions:

- distance to be travelled
- safety of route
- ability for independent travel
- ability to use public transport
- viability of foster carers to provide transport when a child is accommodated away from home in foster care
- journey duration
- physical and psychological capabilities
- requirements for supervision.

Use of Pupil Escorts

Pupil Escorts are generally arranged to look after children and young people travelling by contract transport who are assessed as requiring supervision. This may be due to medical needs or for safety reasons.

The provision of a escorts can be recommended by the team around the child and the final decision on the provision of escorts lies with an Education Senior Manager.

Recruitment – Recruitment of pupil escorts is the responsibility of Clackmannanshire Council and is undertaken in line with the Council's agreed procedures.

Equality

In all decisions, the ability and age of the child will be considered along with any other factors which may be relevant to ensure equality of access to educational provision.

Mode of Transport

Where support with travel is awarded, access to mainstream travel provision will be provided unless this is deemed unsuitable for the child or young person's needs.

If mainstream transport is deemed unsuitable, the Transport Co-ordination Unit will determine the most appropriate travel arrangements for the child or young person in accordance with the criteria set out in the introduction of this policy.

To assist with this process, the Transport Co-ordination Unit should be notified of any special requirements on the request form. The provider of transport will be informed of these to ensure that the child's needs are met.

The mode of transport offered includes the following:

- Clackmannanshire Council in-house transport vehicle
- private hire car
- parental mileage contracts.

A parental mileage allowance may be paid to a parent who transports their child if the Council is unable to provide a suitable or more financially sustainable alternative.

Current legislation regarding the safe conveyance of wheelchair users is enforced. Current guidelines regarding the safe transportation of oxygen is adhered to.

The mode of support with travel offered to families may change between academic years to ensure transport remains financially sustainable to Clackmannanshire Council.

Seating on Private Hire

Where it is unavoidable, the use of the front seat of a contract vehicle is permitted as long as an approved restraint or adult seatbelt is used with a booster cushion where

necessary. In such circumstances contractors will be instructed to ensure that older children and young people are seated in the front seat.

Statutory guidelines and approved codes of practice must be followed by all contractors providing ASN transport.

Pick Up and Drop Off Arrangements

Due consideration must be given in the first instance to the individual needs of the child. Generally, the operator will collect the child from the home location or a designated uplift point.

The Transport Co-ordination Unit has responsibility for designating suitable uplift points in accordance with the needs of the child.

Headteachers have responsibility for designating school drop-off points suitable for children and young people's use, in conjunction with the Transport Co-ordination Unit.

It is the responsibility of parents/carers to have the child ready at the appointed time at the place of pick up.

Emergency Pick Up

Where it is necessary to change the time of a pick-up from educational establishment, (for instance, due to illness of child) a member of the Senior Management Team should contact parents and/or the Transport Co-ordination Unit directly.

Operators and escorts are not authorised to make any changes to normal transport arrangements unless directed by the Transport Co-ordination Unit.

Cancellation of ASN Transport

It is essential that parents contact the operator if their child does not require transport due to illness or other reasons to avoid unnecessary journeys. Repeated failure to do so may result in the withdrawal of transport arrangements until the matter can be resolved.

School staff must inform the Transport Co-ordination Unit of any pupil absences.

Nobody at Home

The duty of care of children and young people assumed by the Council in its provision of transport services is delegated to operators for the duration of the journey.

Parents are expected to be at home after school when the operator drops children and young people off.

Where a parent or carer is absent, operators must immediately contact the Transport Co-ordination Unit for further guidance and wait with the child until other arrangements are agreed or the parent/carer attends.

Behaviour

Children and young people with additional support needs may sometimes display challenging behaviour, and this should be taken into account during the risk assessment process. Measures should be put in place to ensure that the risk of misbehaviour on transport is minimised.

Consistent and serious misbehaviour by children or young people whilst on any vehicle should be reported to the headteacher and may result in withdrawal of transport. This decision will be made by the Education Service Manager.

Administration of Medication

Medication cannot be administered by operators or escorts under any circumstances unless they have been fully trained and authorised by Education to do so in respect of specific children or young people.

It is essential for operators and escorts to know of any medical condition that may adversely affect a child or young person during a journey. If medical confidence requires parental permission for transport staff to be informed, then this may be a condition on which support with travel is provided.

Accidents

In the event of an accident, the driver must abide by guidance contained within the Highway Code. The operator must immediately (by telephone) advise the Transport Co-ordination Unit or Council Contact Centre of the incident and, within three working days, supply a full written account of the circumstances.

Details of the information that must be provided are listed in the contract specification. If any party involved in the accident suffers injury, however minor, the incident must be reported to the police as soon as possible, and in any case within 24 hours.

Monitoring and Improving Performance

It is recognised that travel to and from school is an important part of a child's educational experience, and good relationships between operators, escorts, parents, children and young people is essential to ensure that this experience is positive. Continuity of travel arrangements and staff will be taken into account whenever possible to support this process.

The effective operation of contract transport can best be achieved by a partnership between Transport Coordination Unit, operators and escorts, school staff and parents.

Specific monitoring systems are in place to ensure that ASN transport arrangements meet individual and service needs. Guidelines for operator and escorts, schools and parents are available in addition to this policy.

The views of parents and carers with regard to ways in which their child or young person can be helped by transport staff are welcomed.

The implementation of this School Travel Policy is to be strictly adhered to. Appeals or complaints regarding:

- Delivery of service – in the first instance, complaints should be made to the operator, if there is no resolution after this, or the issue is repeated, then it should be brought to the attention of the Transport Coordination Unit who will investigate as appropriate and advise the Service Manager, ASN and Wellbeing.
- Policy or eligibility criteria should be brought to the attention of the ASN Officer who will investigate and advise Service Manager, ASN and Wellbeing who will have the final decision.

Useful Contacts

Clackmannanshire Council transport officer 01259 450000
education@stirling.gov.uk

Transport Co-ordination Unit 01786 404040 asntransport@stirling.gov.uk



Equality and Fairer Scotland Impact Assessment (EFSIA) Summary of Assessment

Title: Review of School Transport Policy

Key findings from this assessment (or reason why an EFSIA is not required):

The proposed revisions to the home to school transport policy updates eligibility criteria to reflect the availability of a safe walking route for certain pupils living within one mile of Lornshill Academy, particularly in the Ten Acres, Willowfields and Greenacres areas. The changes also seek to ensure fairer access to Privilege Passes by prioritising pupils in receipt of free school meals and care-experienced young people. The recommendations do not alter existing arrangements for pupils transitioning from St Mungo's or St Bernadette's to St Modan's High School, nor do they affect transport provisions for children with additional support needs.

Summary of actions taken because of this assessment:

As a result of reviewing the home to school transport policy, a public consultation on proposed changes to transport entitlement for pupils living within a safe walking distance of Lornshill Academy will take place. The proposed review will also lead to the introduction of a fairer system for allocating concessionary school transport passes, giving priority to pupils in receipt of free school meals and care-experienced young people. Additionally, the review confirmed that existing arrangements for pupils transitioning from St Mungo's and St Bernadette's to St Modan's High School should remain unchanged to support continuity with peers, and that no changes are required to ASN transport provisions. These actions ensure the policy reflects current local circumstances, supports equity, and continues to align with Council priorities.

Ongoing actions beyond implementation of the proposal include:

Lead person(s) for this assessment:

Judith Morrison, Improving Outcomes Engagement Officer

Senior officer approval of assessment:

Michael Boyle, Business Manager

DATE: 7 April, 2026

Equality and Fairer Scotland Impact Assessment (EFSIA)

An Equality and Fairer Scotland Impact Assessment (EFSIA) must be completed in relation to any decisions, activities, policies, strategies or proposals of the Council (referred to as 'proposal' in this document). The first stage of the assessment process will determine the level of impact assessment required.

This form should be completed using the guidance contained in the document: Please read the guidance before completing this form.

The aim of this assessment is to allow you to critically assess:

- the impact of the proposal on those with protected characteristics and, where relevant, affected by socio-economic disadvantage (referred to as 'equality groups' in this document);
- whether the Council is meeting its legal requirements in terms of Public Sector Equality Duty and the Fairer Scotland Duty;
- whether any measures need to be put in place to ensure any negative impacts are eliminated or minimised.

The Fairer Scotland Duty requires public authorities to pay 'due regard' to how they can reduce inequalities of outcome caused by socio-economic disadvantage, when making **strategic decisions**. Strategic decisions are key, high-level decisions such as decisions about setting priorities, allocating resources, delivery or implementation and commissioning services and all decisions that go to Council or committee for approval.

Step A – Confirm the details of your proposal

1. Describe the aims, objectives and purpose of the proposal.

The aim of the proposal is to review and update the Council's home-to-school transport policy to ensure it remains fair, consistent, and aligned with current local circumstances and legislative requirements. Specifically, the proposal seeks to consult on changes to transport entitlement for certain pupils in the Craigbank Primary School catchment who live close to a newly established safe walking route to Lornshill Academy. It also aims to introduce a more equitable system for allocating concessionary school passes by prioritising pupils in receipt of free school meals and care-experienced pupils. Additionally, the proposal intends to retain existing transport arrangements for pupils transitioning from St Mungo's and St Bernadette's to St Modan's High School to support continuity with peers. Overall, the purpose is to modernise the policy, reflect significant new housing developments, ensure equitable access to transport support, and uphold the Council's wider commitments to fairness and The Promise.

2. Why is the proposal required?

The proposal is required to modernise the home-to-school transport policy so that it reflects current local circumstances, including significant new housing developments in the Ten Acres, Willowfields and Greenacres areas, where pupils now have access to a safe walking route of less than one mile to Lornshill Academy. The existing policy, last reviewed in 2011, no longer aligns with national practice, as no other Scottish councils provide free transport for secondary pupils living under two miles from school where a safe walking route exists. The proposal is also needed to introduce a fairer system for allocating concessionary passes by prioritising pupils in receipt of free school meals and care-experienced pupils, and to confirm the continuation of existing arrangements supporting pupil transitions to St Modan's High School. These updates ensure the policy remains equitable, financially sustainable, and aligned with the Council's commitments.

3. Who is affected by the proposal?

The proposal affects secondary age pupils living in the Craigbank Primary School catchment area, particularly those in the Ten Acres, Willowfields and Greenacres developments who currently receive free transport but now have access to a safe walking route to Lornshill Academy. It also impacts pupils who apply for a concessionary pass as priority would be given to those in receipt of free school meals and care-experienced young people. In addition, pupils transitioning from St Mungo’s and St Bernadette’s to St Modan’s High School are affected through the continuation of existing transport arrangements, while pupils with additional support needs are unaffected as their bespoke transport provision remains unchanged. Parents, carers, and school transport services may also experience operational impacts from the proposed changes.

4. What other Council policies or activities may be related to this proposal? The EFSIAs for related policies might help you understand potential impacts.

Home to School Transport Policy (2011 review / 2004 framework)
 The Promise
 Transport provision for pupils with Additional Support Needs

5. Is the proposal a strategic decision? If so, please complete the steps below in relation to socio-economic disadvantage. If not, please state why it is not a strategic decision:

Yes

Step B – Consider the level of EFSIA required

You should consider the available evidence and data relevant to your proposal. You should gather information in order to:

- help you to understand the importance of your proposal for those from equality groups,
- inform the depth of EFSIA you need to do (this should be proportionate to the potential impact), and
- provide justification for the outcome, including where it is agreed an EFSIA is not required.

6. What information is available about the experience of those with protected characteristics in relation to this proposal? Does the proposal relate to an area where there are already known inequalities? Refer to the guidance for sources of evidence and complete the table below.

Equality Group Socio economic disadvantage (if required)	Evidence source (e.g. online resources, report, survey, consultation exercise already carried out)	What does the evidence tell you about the experiences of this group in relation to the proposal? NB Lack of evidence may suggest a gap in knowledge/ need for consultation (Step C).
Age		The evidence indicates that secondary-age pupils affected by the proposed changes generally have access to a safe, lit walking route to Lornshill Academy, with those living in the Ten Acres, Willowfields and Greenacres developments being less than one mile from school. This suggests that, for many in this age group, independent and active travel is both feasible and appropriate within national expectations for pupils living under two miles from their secondary school where safe walking routes exist. The Council also recognises that some pupils particularly those in receipt of free school meals or with care

Equality Group Socio economic disadvantage (if required)	Evidence source (e.g. online resources, report, survey, consultation exercise already carried out)	What does the evidence tell you about the experiences of this group in relation to the proposal? NB Lack of evidence may suggest a gap in knowledge/ need for consultation (Step C).
		experience, face greater barriers to participation, which is why prioritisation for concessionary school transport passes is proposed to reduce inequality within this age group. Importantly, no negative impacts are anticipated for pupils transitioning from St Mungo's and St Bernadette's, whose existing transport arrangements will remain in place to support stable peer transitions. The report also confirms that children with additional support needs will experience no change, as their bespoke transport arrangements continue unaffected.
Disability		The evidence shows that pupils with disabilities or additional support needs will not experience any negative impact from the proposed changes to the home-to-school transport policy. The report explicitly states that transport for children with additional support needs is provided in a bespoke way tailored to their individual needs, and that no changes are proposed to this arrangement. This means their existing, needs led transport support continues unchanged, ensuring that the proposal does not reduce accessibility, increase travel burdens, or disrupt established routines for disabled learners.
Race		No specific impacts are identified in the available evidence
Sex		No specific impacts are identified in the available evidence
Gender Reassignment		No specific impacts are identified in the available evidence
Sexual orientation		No specific impacts are identified in the available evidence
Religion or Belief		The evidence indicates that pupils whose school choices are influenced by religion or belief specifically Roman Catholic pupils transferring from St Bernadette's and St Mungo's Primary Schools to St Modan's High School will not experience any negative impact as a result of the proposal. The report explicitly states that their existing entitlement to free home-to-school transport will remain unchanged, ensuring they can continue to transition with their peers who share the same faith-based educational pathway. This consistency avoids creating inequity between pupils attending St Modan's via placing request and protects the continuity and stability valued by families choosing denominational education.

Consultation will be undertaken with relevant community stakeholders to fully understand the proposal's impact on affected groups. In line with Article 12 of the UNCRC (Incorporation) (Scotland) Act 2024, the consultation process will ensure that children and young people are provided with meaningful opportunities to express their views on matters that may affect them. Engagement with pupils directly impacted by the proposed changes will therefore form a central part of the consultation, and their views will play a key role in shaping and informing the final policy recommendations presented to Council.

9. Please detail the outcome of any further engagement, consultation and/or research carried out:

As part of the engagement process for the proposed Transport Review, focus groups will be convened with children and young people to gather their views.

These groups will consist of pupils from Craigbank Primary School and Lornshill Academy.

Sex	Place 'X' in the relevant box(es)			Describe any actions you plan to take, eg. to mitigate any impact, maximise positive impact, or record your justification to not make changes
	Positive impacts	Negative impacts	No impact	
risk of discrimination				
potential for developing good relations	X			
potential to advance equality of opportunity	X			

Gender Reassignment	Place 'X' in the relevant box(es)			Describe any actions you plan to take, eg. to mitigate any impact, maximise positive impact, or record your justification to not make changes
	Positive impacts	Negative impacts	No impact	
risk of discrimination				
potential for developing good relations	X			
potential to advance equality of opportunity	X			

Sexual Orientation	Place 'X' in the relevant box(es)			Describe any actions you plan to take, eg. to mitigate any impact, maximise positive impact, or record your justification to not make changes
	Positive impacts	Negative impacts	No impact	
risk of discrimination				
potential for developing good relations	X			
potential to advance equality of opportunity	X			

Religion or Belief	Place 'X' in the relevant box(es)			Describe any actions you plan to take, eg. to mitigate any impact, maximise positive impact, or record your justification to not make changes
	Positive impacts	Negative impacts	No impact	
risk of discrimination				
potential for developing good relations	X			
potential to advance equality of opportunity	X			

Pregnancy/maternity	Place 'X' in the relevant box(es)			Describe any actions you plan to take, eg. to mitigate any impact, maximise positive impact, or record your justification to not make changes
	Positive impacts	Negative impacts	No impact	
risk of discrimination	X			
potential for developing good relations				
potential to advance equality of opportunity				

Marriage/civil partnership	Place 'X' in the relevant box(es)			Describe any actions you plan to take, eg. to mitigate any impact, maximise positive impact, or record your justification to not make changes
	Positive impacts	Negative impacts	No impact	
risk of discrimination (only the first aim of the Duty is relevant to this protected characteristic and only in relation to work matters)	X			

Socio-economic disadvantage	Place 'X' in the relevant box(es)			Describe any actions you plan to take, eg. to mitigate any impact, maximise positive impact, or record your justification to not make changes
	Yes	No	No impact	
(If required) Will the proposal reduce inequalities of outcome caused by socio-economic disadvantage?	X			

11. Describe how the assessment might affect the proposal or project timeline?

Examples of the items you should consider here include, but are not limited to:

- **Communication plan:** do you need to communicate with people affected by proposal in a specific format (e.g. audio, subtitled video, different languages) or do you need help from other organisations to reach certain groups?
- **Cost:** do you propose any actions because of this assessment which will incur additional cost?
- **Resources:** do the actions you propose require additional or specialist resource to deliver them?
- **Timing:** will you need to build more time into the project plan to undertake research, consult or to complete any actions identified in this assessment?

12. **Having considered the potential or actual impacts of your proposal, you should now record the outcome of this assessment.** Choose from one of the following:

Please select (X)	Implications for the proposal
X	<p>No major change Your assessment demonstrates that the proposal shows no risk of unlawful discrimination and that you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.</p>
	<p>Adjust the proposal and/or implement mitigations You have identified ways of modifying the proposal to avoid discrimination or to better advance equality of opportunity or foster good relations. In addition, or alternatively, you will introduce measures to mitigate any negative impacts. Adjustments and mitigations should be recorded in the tables under Step D above and summarised in the summary sheet at the front of the document.</p>
	<p>Continue the proposal with adverse impact The proposal will continue despite the potential for adverse impact. Any proposal which results in direct discrimination is likely to be unlawful and should be stopped and advice taken. Any proposal which results in indirect discrimination should be objectively justified and the basis for this set out in the tables under Step D above and summarised in the summary sheet at the front of the document. If objective justification is not possible, the proposal should be stopped whilst advice is taken.</p>
	<p>Stop the proposal The proposal will not be implemented due to adverse effects that are not justified and cannot be mitigated.</p>

Step E - Discuss and review the assessment with decision-makers

13. **You must discuss the findings of this assessment at each stage with senior decision makers during the lifetime of the proposal and before you finalise the assessment. Record details of these discussions and decisions taken below:**

Step F – Post-implementation actions and monitoring impact

It is important to continue to monitor the impact of your proposal on equality groups to ensure that your actual or likely impacts are those you recorded. This will also highlight any unforeseen impacts.

14. Record any post-implementation actions required.

Ongoing monitoring to ensure the changes are working as intended and have no unintended negative impacts. Review feedback from staff/service users after the implementation period and make adjustments if necessary. Update relevant documentation, processes, or guidance based on what is learned during implementation.

15. Note here how you intend to monitor the impact of this proposal on equality groups.

16. Note here when the EFSIA will be reviewed as part of the post-implementation review of the proposal:

Step G – Assessment sign off and approval

Lead person(s) for this assessment:

Signed: Judith Morrison

Date: 7 April, 2026

Senior officer approval of assessment:

Signed: Michael Boyle

Date: 7 April, 2026

All full EFSIAs must be published on the Council's website as soon as possible after the decision is made to implement the proposal.

