## Oakleaf_MidlothianNew application for free travel between home address and school

School Session 2018/2019

***Destination School*** ..................................................................

*Pupil details*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of pupil: | .................................................... | Date of birth: | ................................... |
| Address: | ............................................................................................................................  ............................................................................................................................ | | |
| Contact no: | ............................................. Enrolment Date .............................. Stage ...... | | |

#### Reason for application

1. **New enrolment at Primary School/Secondary (please delete)**
2. **Change of home address: if so:-**

Old address ..............................................................................................................................

Date of move ....................................................

### Declaration

I understand that I am responsible for my child’s behaviour on school transport. I also understand that misbehaviour may result in my child being refused access to the existing school transport provision and alternative transport arrangements would be the responsibility of the parent/guardian.

Examples of serious misbehaviour would include:

1. Behaviour that endangers the safety of the vehicle, passengers, other road users or pedestrians.
2. Being violent or abusive towards the driver, company representative, another pupil or any other passenger.
3. Causing damage to the vehicle.

Signature of parent or guardian ……………………………………………. Date………………...

Name in Block Capitals ……………………………………………………………………………

|  |  |
| --- | --- |
|  | DATA PROTECTION |

Midlothian Council will store and use the information about you (and anyone else) which you provide on this form and in any supporting correspondence or documents which you send or give to us ("your information") strictly in accordance with the Data Protection Act 1998.

Midlothian Council will:

1. Use your information to process your application for school transport and, if otherwise, then only to the extent necessary for carrying out any of our statutory functions as a local authority (the **"Permitted Purpose"**);
2. Pass your information to those of our departments that need to know it for the Permitted Purpose. This means that although you send or give this form to one department of the Council, some or all of your information may be passed on to other departments of the Council; and
3. Pass your information to other organisations the Council, if and to the extent that we require to do so for the Permitted Purpose. These other organisations include anyone providing services to the Council in connection with the Permitted Purpose, and any other organisation with which the Council is required to work or cooperate in connection with the Permitted Purpose.

Unless required or permitted to do so by law, Midlothian Council will not use or disclose your information for any purpose or to any organisation other than those described here, without telling you first.

You can find more information on the Data Protection Act and the rights which you have under that Act on the web site of the Office of the Information Commissioner at [www.ico.gov.uk](http://www.ico.gov.uk).

**PLEASE RETURN TO SCHOOL OFFICE OR ADDRESS BELOW**