

Conveyance Allowance Program

Policy and Procedures

January 2017



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This document is also available on the internet at
www.education.vic.gov.au/studenttransport.

Contents

| | |
|---|----|
| 1. Introduction | |
| 2. Eligibility for the Conveyance Allowance Program (CAP) | |
| All schools | 4 |
| Mainstream schools | 4 |
| Specialist schools | 8 |
| Specialist settings | 8 |
| Other important information | 9 |
| Other exceptional circumstances or appeals or special cases | 10 |
| 3. Types of Assistance Available | |
| Public transport | 11 |
| Private bus | 11 |
| Private car | 11 |
| Multimode conveyance allowances | 11 |
| Other transport modes | 12 |
| 4. Administration of the Conveyance Allowance Program | |
| Responsibilities of schools | 13 |
| Responsibilities of parents/guardians | 14 |
| Late payments | 14 |
| 5. Metropolitan conveyance allowance boundary | |
| Public transport accessibility measures | 15 |
| Changed accessibility index score | 15 |
| Transition arrangements (grandfathering) | 16 |
| Appendix 1 – Conveyance allowance rates | |
| Appendix 2 – Denomination information for non-government schools | |
| Appendix 3 – Glossary | |
| Appendix 4 – Contact information | |

1. Introduction

The Department of Education and Training (the Department) provides travel assistance in the form of a conveyance allowance to help families in rural and regional Victoria with the cost of transporting their children to their nearest appropriate school/campus.

Parents/carers have primary responsibility for transporting their children to and from school. This includes the upfront costs associated with travel to and from school and costs not met by transport fare reimbursement, which is available as part of the conveyance allowance.

The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school. The allowance is an acknowledgement of the limited government-provided transport infrastructure available outside metropolitan Melbourne.

Although administratively the allowance is received through the school, the full amount is intended for the applicant. Some schools have chosen to procure transport services on behalf of students and retain students' conveyance allowance as payment for the procured bus services. This conveyance allowance is provided to a student on the basis of individual eligibility.

The Conveyance Allowance Program (CAP) is guided by the relevant sections of the Education and Training Reform Regulations 2017.

This policy is effective from January 2017 and replaces all previously published Conveyance Allowance Program policy documents.

2. Criteria determining eligibility for the Conveyance Allowance Program (CAP)

This section explains the criteria used to determine a student's eligibility to claim a conveyance allowance.

Students must meet criteria 1, 2 and 3 in all cases. Additional criteria apply depending on the type of school or setting attended.

For the purposes of conveyance allowance, each school or campus is considered a separate entity. Students attending a multi-campus school have their eligibility assessed based on the campus they are attending.

All schools

Criteria 1 – Reside 4.8 km or more from the school

To be eligible for the conveyance allowance a student must reside 4.8 km or more from the school/campus they attend. This distance is measured as the shortest practicable route from the student's residence to the school/campus. The shortest practicable route is measured using all-weather public roads drivable by car.

By using property coordinates and road information in a similar way to GPS devices, the Student Conveyance Allowance System (SCAS) determines a route between the student's address and the school/campus attended. SCAS uses the shortest distance between two points whereas other public mapping tools commonly use the shortest time.

SCAS also produces a table showing distances to nearby like schools. The table assists schools to determine whether the student is attending their nearest school/campus.

As with GPS devices, it is possible the route determined by SCAS cannot be driven or is inaccurate. If this occurs, families may apply through their school to have their child's application reviewed by the Department's Conveyance Allowance Unit (CAU). Supporting documentation of a revised route must be provided and attached to the student's application on SCAS by the school, or alternatively sent to conveyance@edumail.vic.gov.au.

Note: The distance of the route does not include private driveways.

Criteria 2 – Be of school age and reside in Victoria

School is compulsory for all Victorian children aged between six and 17 years of age. For the purposes of conveyance allowance, students are eligible for assistance if they are typically aged between five and 18 years of age at the time of their application, and reside in Victoria.

Criteria 3 – Be enrolled in a school for three or more days per week

Students who attend school for three or more days per week may be eligible to claim the conveyance allowance. Transport assistance is not available if a student is attending a temporary or short-term program that requires attendance less than three days per week.

Mainstream schools

Criteria 4 – School/campus is located outside the metropolitan conveyance allowance boundary

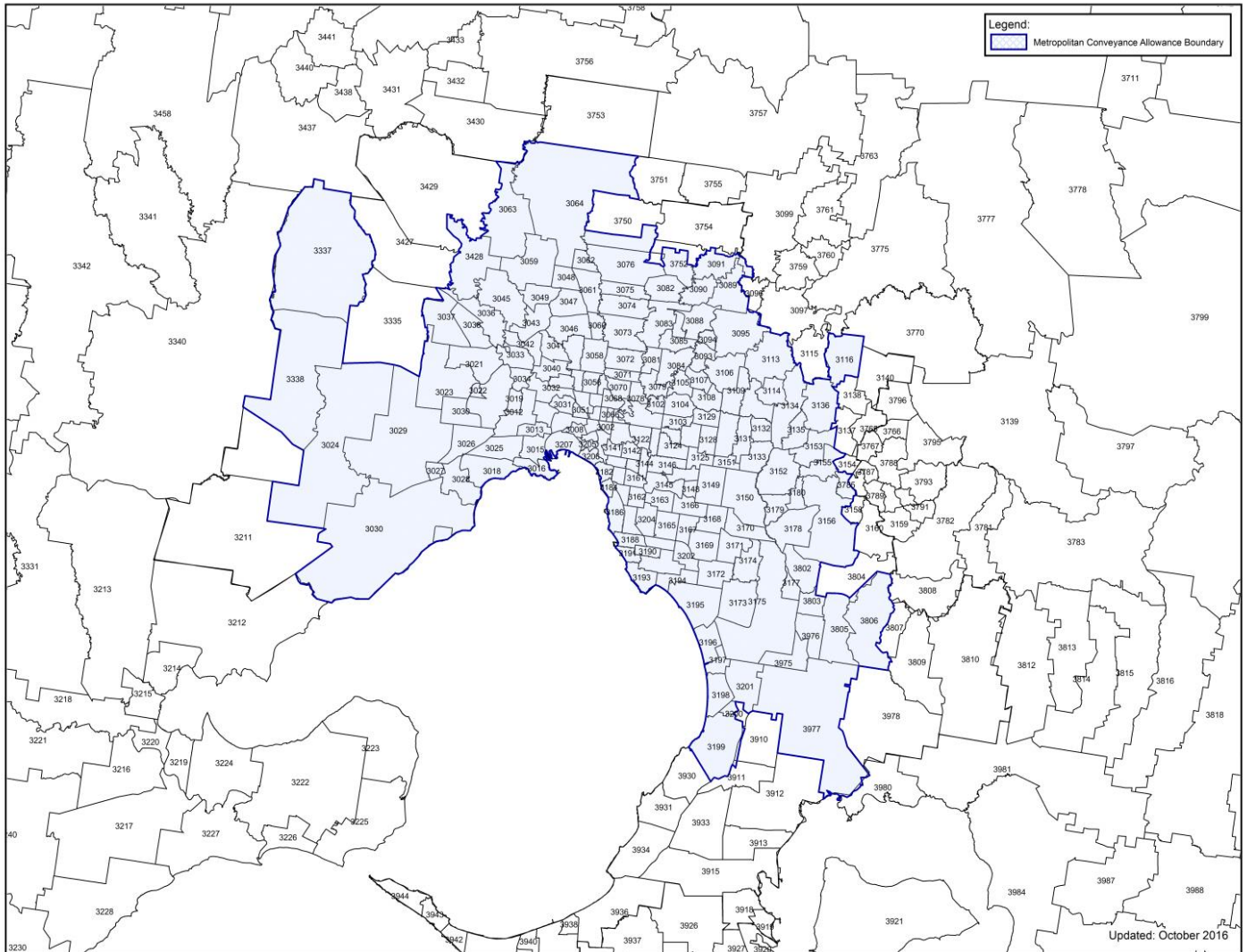
The map below shows the location of the metropolitan conveyance allowance boundary used for determining the conveyance allowance eligibility.

- Postcode areas displayed outside the shaded boundary are eligible to claim the allowance.
- Postcode areas displayed within the shaded boundary are considered part of metropolitan Melbourne and ineligible to claim.

Map of the metropolitan conveyance allowance boundary (2017)

An A3 version of this map is available at:

www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx



Criteria 5 – Nearest appropriate school/campus

Government schools

To be eligible for a conveyance allowance a student must attend their nearest government school/campus appropriate to their year level.

The distance by shortest practicable route from the student's residence to the school/campus is used to determine the nearest school/campus.

Students not attending their nearest government school may qualify for a conveyance allowance in the circumstances listed below. Sibling rights do not apply in any of these circumstances.

School enrolment zones

Where regionally approved enrolment zones are in place, the Designated Neighbourhood School (DNS) is considered to be the nearest school/campus for the purposes of the CAP.

An enrolment zone must strictly limit entitlement to enrol in a school to only those students who reside in a defined geographical area. Evidence of regional approval of the zone must be provided.

Lack of accommodation at the nearest government school

If entry to the nearest government school/campus is refused on the grounds the school is at capacity, students may travel to the next nearest government school and apply for a full allowance.

A letter confirming refused entry from all nearer schools is required to be submitted with the application. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance.

Subject choice for students in Years 11 and 12

Year 11 and 12 students may travel to a more distant school and receive the conveyance allowance if two or more subjects are not available at their nearest school/campus.

Off campus study for students in Years 11 and 12

An allowance is available to Year 11 and 12 students who are required to travel 4.8km or more to a TAFE institute, Registered Training Organisation (RTO) or alternate school to access part of their course of study.

Rates are calculated according to the number of days attended away from their main campus.

Student travel to work placement, work experience or distance education cannot be claimed.

Single-sex government schools

Students attending their nearest single-sex government school may apply for a conveyance allowance even if there is a nearer co-educational government school.

Attending a Department-recognised accelerated learning program

Students attending a Department recognised Select Entry Accelerated Learning Program (SEAL) are entitled to claim the conveyance allowance as long as the school offering the program is located outside the UGB. All other criteria apply.

Progression through a split campus school

For continuity of education, a student progressing from the junior to senior campus of a school is able to apply for the allowance even if there is a nearer government school for the same year level. However, the senior campus must be located outside the metropolitan conveyance allowance boundary or in an exempt postcode area and the student must comply with all other eligibility criteria.

School amalgamation or opening

Students enrolled at a school that ceases to be their nearest due to an amalgamation or school opening are entitled to continue claiming the conveyance allowance.

All new enrolments at a new or amalgamated school will be assessed under the criteria that apply at the time of enrolment.

Next nearest school

Students can claim a partial allowance to assist with travel to their next nearest government school if they:

- reside 4.8km or more from their nearest government school, and
- private car is the only means of transport to the next nearest school

Students with access to spare seats on a government funded school bus or public transport should pay the appropriate fare and are ineligible for a conveyance allowance.

Non-government schools

To be eligible for the conveyance allowance a student must attend their nearest non-government school/campus appropriate to their year level.

The distance by shortest practicable route from the student's residence to the school/campus is used to determine the nearest school/campus.

The 'nearest appropriate school' for non-government schools is determined by denomination. Refer to Appendix 2 for information about denomination.

Students not attending their nearest appropriate non-government school may qualify for a conveyance allowance in the circumstances listed below. Sibling rights do not apply in any of these circumstances.

Lack of accommodation at the nearest appropriate non-government school

If entry to the nearest appropriate non-government school/campus is refused on the grounds the school is at capacity, students may travel to the next nearest appropriate non-government school and apply for a full allowance.

A letter confirming refused entry from all nearer appropriate schools is required to be submitted with the application. The letter(s) should be dated prior to the commencement date of the student at the school applying for the conveyance allowance

Subject choice for students in Years 11 and 12

Year 11 and 12 students may travel to a more distant school and receive the conveyance allowance if two or more subjects are not available at their nearest school/campus.

Off campus study for students in Years 11 and 12

An allowance is available to students enrolled in Years 11 and 12 who are required to travel 4.8km or more to a TAFE institute, Registered Training Organisation or alternate school to access part of their course of study.

Rates are calculated according to the number of days attended away from their main campus.

Student travel to work placement, work experience or distance education cannot be claimed.

Single sex non-government schools

Students attending their nearest single sex non-government school of a particular denomination may apply for the conveyance allowance even if there is a nearer non-government co-educational school of the same denomination.

Progression through a split campus school

For continuity of education, a student progressing from the junior to senior campus of a school is able to apply for the allowance even if there is a nearer non-government school for the same year level and denomination. However, the senior campus must be located outside the metropolitan conveyance allowance boundary or in an exempt postcode area and the student must comply with all other eligibility criteria.

School amalgamation or opening

Students enrolled at a school that ceases to be their nearest due to an amalgamation or school opening are entitled to continue claiming the conveyance allowance.

All new enrolments at a new or amalgamated school will be assessed under the criteria that apply at the time of enrolment.

Specialist schools

Specialist schools focus on the provision of education for students with disabilities.

The metropolitan conveyance allowance boundary does not apply to specialist schools.

Government specialist schools

For each government specialist school the Department has established a Designated Transport Area (DTA). To be eligible for travel assistance (including conveyance allowance) a student must reside in the DTA for the school attended.

Transport assistance for government specialist schools is provided under the Students with Disabilities Transport Program (SDTP). The SDTP has its own policy that must be referred to, which can be found here: www.education.vic.gov.au/studenttransport

The type of travel assistance received depends on the individual circumstances of the student. The conveyance allowance is one form of assistance offered to families.

Non-government specialist schools

The conveyance allowance is available to students attending their nearest appropriate non-government specialist school.

Specialist settings

Recognised special settings are small and unique settings that provide specialist education to students with particular needs.

Specialist settings must be recognised by the Department to be eligible to claim conveyance allowance outside the mainstream school policy explained above. All eligible special settings are listed on the conveyance website: www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx.

The metropolitan conveyance allowance boundary does not apply to these settings.

Note: the Student Transport and Family Allowances Branch and the Transport Special Case Consideration Panel have no authority or responsibility for determining a school's specialist status.

Deaf facilities

Deaf facilities provide a specialist setting for hearing impaired students within a mainstream school. Students must attend their nearest deaf facility to claim conveyance allowance.

English language schools and centres

English language schools and centres provide intensive English language courses targeted at students who have recently arrived in Australia. Students must attend their nearest English language centre or school to claim conveyance allowance.

Re-engagement centres

Re-engagement programs operate outside mainstream school settings and provide tailored education and support for children and young people who are disengaged, or have been identified as at risk of disengaging, from mainstream school.

To claim the conveyance allowance in these settings the re-engagement program must be operating in accordance with the Online Guidance for Re-engagement Programs available here:

www.education.vic.gov.au/school/principals/participation/Pages/reengagement.aspx.

Only students who are attending the re-engagement programs at these schools and have been referred to the re-engagement program in accordance with the process outlined in the Online Guidance for Re-engagement Programs are eligible to claim the conveyance allowance.

Students do not have to attend their nearest re-engagement program, but must attend the program specified in their re-engagement plan, developed in association with the DET regional office. Evidence of this must be provided with the application.

Other important information

Change of address

If a student changes residential address, a new application must be made and assessed against all criteria.

Sibling entitlement

Sibling entitlement does not apply in any circumstances.

Adjustments to a conveyance allowance

If a student's travel period ends earlier than expected, an adjustment to the amount payable may be applied.

Payments for students who reside at more than one address

A student who resides at more than one address can be assessed for eligibility from both the primary and secondary residence.

For students who are eligible from only the primary or secondary address, payment will be at a pro-rata amount based on the number of days they reside at the address.

For students eligible from both addresses, the school will claim a full allowance from the primary address and allocate appropriate amounts to the parents/guardians.

This also applies for multimode allowances.

Other exceptional circumstances or appeals or special cases

Parents/guardians wishing to apply for special case consideration or appeal a transport decision must make an application through their school. Government schools must have the application endorsed by their regional office prior to submitting it to the Student Transport Unit (STU) at student.transport@edumail.vic.gov.au.

Special case applications will be considered by the STU if the application falls into one of the following categories:

- The student has commenced the final year of the school they attend and changes residential address locating them outside of the attended schools DTA.
- Students who are the subject of specific court orders that stipulate the student must continue their education at a particular location (copy of court order is required with the application).
- In circumstances where a student has moved school for reasons of:
 - Genuine concern for personal safety or for the safety of other students (documentation from the original school of enrolment and the student welfare coordinator will be required to support the exemption; information will be also accepted from external welfare agencies).
 - Consistent with the staged approach recommended in the student engagement policy guidelines, the school has developed flexible learning options for the student, which may include transfer of a student to another school setting (this does not include intercampus movements). This recommendation must be supported by DET's regional director and the two principals of the schools involved in the student transfer.

Requests for special case approval that are complex in nature may be reviewed by an independent panel known as the Transport Special Cases Consideration Panel, and is convened by the Department's chief finance officer. Representation on the panel includes members from the Student Transport and Family Allowances Branch, practising principals, a representative from the Department's Wellbeing Health and Engagement Division, and PTV.

The panel meets each month during Term 1 and once per term thereafter. Prior to a panel hearing the STU may seek further advice from the lodging government school's regional director. The student's application must include applicable supporting documentation such as recommendations from school's student support group (as defined by the student engagement guidelines), and any individual education and/or behavioural plans.

Transport assistance is not available to a student until such time as the panel meets and considers their application.

All recommendations of the panel are forwarded to Department's Deputy Secretary, Infrastructure and Finance Services Group, for approval.

The following applies to special case approval:

- Special case approval is limited to the student and transport service involved in the application. Sibling rights do not apply.
- Special case approval will cease if the student moves residential address, changes school or transport mode.
- Special case approval is not automatic. Each case will be considered on merit with reference to the transport infrastructure in the area and precedents established.

3. Types of Assistance Available

The CAP provides financial assistance for travel using the following transport modes.

Note: Conveyance allowance for private car or private bus cannot be claimed if the journey to and from school can be made by public transport or a government funded school bus.

For details of the rates claimable, refer to Appendix 1.

Public transport

To verify that public transport is available please check the Public Transport Victoria (PTV) site at www.ptv.vic.gov.au. The CAU may contact PTV to determine whether the journey could be made using public transport. Public transport is considered available if PTV indicates the service is available in the hours before and after school i.e. 7–9am and 3–5pm.

The Department will only pay an allowance for the most economical ticket available.

Schools must sight confirmation of ticket/pass purchase before approving any application.

Students who are privately transported 4.8km or more to a public transport or government funded school bus stop may be able to claim a private car conveyance allowance as well to cover this distance (see multi-mode allowances).

Private bus

Where schools assume responsibility for the provision of school buses for students, either by operating their own services or by organising charter services, an allowance can be claimed based on the distance from a student's residence to the school/campus attended.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Private car

Where parents/guardians drive their child to and from school, a private car allowance can be claimed based on the distance from a student's residence to the school/campus attended.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Where there is more than one student in a vehicle, there are two rates claimable: 'furthestmost' and 'additional.' The student travelling the furthest distance to school is identified as the 'furthestmost' student. Any other students are identified as 'additional' students. Each student must submit an individual application.

Multimode conveyance allowances

Multimode conveyance allowance applies when a student uses more than one mode of transport (e.g. private car and public transport) for a journey between home and school.

A conveyance allowance may be granted at the appropriate rate for private transport or public transport where the distance travelled is 4.8km or more for each leg of the journey. This provision does not apply if the journey could have been undertaken using a single mode transport or one leg of the journey is less than 4.8km.

Where two modes of private transport are used (private car and private bus), the amount payable is based on the distance from the student's residence to the school/campus at the private bus rate.

Rates are calculated using the shortest practicable route (measured in kilometres) from the student's residence to the school/campus attended.

Multimode is not applicable under the 'next nearest' school allowance or to attend a more distant school.

Other transport modes

An allowance is available where students choose to use other modes of transport including bicycles and motorcycles.

A private taxi rate may be available for students who are deaf, blind or severely physically disabled.

4. Administration of the Conveyance Allowance Program

Responsibilities of schools

Schools are responsible for the day-to-day administration of the conveyance allowance.

VRQA registration

Schools must ensure the school and each campus and/or special setting is registered with the VRQA, and check the school/campus physical and postal address is correctly listed with the VRQA and on the Department's Entity Register.

SCAS uses the VRQA database for certain school information so any incorrect entry may result in claims being inaccurately assessed.

Communication with parents

Schools are responsible for communicating the travel options that exist in the area to parents at enrolment. Schools must familiarise themselves with the policy in order to respond to general enquiries made by parents about the program.

Schools are responsible for providing application forms to eligible families.

The application process

All claims must be processed through SCAS. Training and system support is available for SCAS by contacting the CAU on 1800 060 970 or conveyance@edumail.vic.gov.au.

Schools must check, verify and sign each application confirming the information provided by parents/guardians is correct including checking each application for the availability of public transport and distance travelled.

Schools are responsible for ensuring the details provided in a conveyance allowance application are correct. Incorrect information may result in payment of the claim being delayed. The Department reserves the right to decline applications and/or claims that contain incorrect information and/or ineligible students.

Closing dates for applications apply each term. For the relevant closing dates, refer to <http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx>

Conveyance allowance is paid by the Department to students' families via the school. Schools are responsible for distributing conveyance allowance funds in a timely manner to families.

Withholding of the conveyance allowance by schools

The conveyance allowance is for the student named on the application form and cannot be withheld by the school in lieu of fees or late payments. However, parents/guardians may authorise the school to use their conveyance allowance towards procured bus services/tickets by providing written consent. The application form contains a section for parents/guardians to provide this authority.

The conveyance allowance cannot be withheld or contribute towards procured bus services for school excursions.

Communication with the CAU

Schools must respond to any queries from the CAU and provide more information regarding individual applications within seven (7) days of the request.

Audit process

As part of their audit process, schools are to report on compliance with this policy and note any case of overpayment.

Auditors must report on a sample of 20 applications or 20 per cent of all applications, whichever is the greater. It is essential for audit purposes that schools retain the application forms signed by parents/guardians for a period of seven years.

There is no requirement to forward copies of the application forms to the CAU, unless requested.

CAU Program Audits

The CAU will conduct an annual audit by randomly selecting a number of school claims to be checked for compliance. The audits will review a sample of completed application forms (including evidence of ticket purchases where applicable).

In addition, schools may be asked to provide a certificate from the school's auditor or an extract from the school audit concerning compliance with this policy. Schools are required to provide this information on request.

Responsibilities of parents/guardians

The process for parents/guardians to follow is:

- Request a conveyance allowance application from the school.
- Estimate travel distances using an online mapping tool. Be aware these public domain tools may not provide the shortest practicable route between home and the school/campus attended but give a good indication.
- Validate travel options online at PTV (www.ptv.vic.gov.au).
- Fill in, verify, and lodge the conveyance allowance application form with the school.
- Notify the school within seven (7) days if your child's residential or travel circumstances change during the year.

Late payments

All claims must be submitted during the current calendar year. Late claims cannot be accepted after the Term 4 closing date.

Retrospective payments for prior years are not accepted.

5. Metropolitan conveyance allowance boundary

This section provides further information about the metropolitan conveyance allowance boundary, which is used to differentiate metropolitan postcode areas (not entitled to claim) from rural and regional postcode areas (entitled to claim).

The conveyance allowance boundary is based on the Urban Growth Boundary (UGB), which is determined by the Department of Environment, Land, Water and Planning.

An Accessibility Index (AI), developed by the Department, measures the accessibility of schools based on the proximity to and the frequency of public transport serving each metropolitan postcode area. The index determines whether schools within metropolitan conveyance allowance postcode areas remain eligible for conveyance allowance.

Refer to page 5 of this document for a map of the conveyance allowance boundary. A larger sized map is available on the website at:

www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx

Public transport accessibility measures

The Department acknowledges that public transport options to travel to and from school may be limited for some postcode areas within the metropolitan conveyance allowance boundary.

A school transport accessibility index identifies postcode areas within the boundary where there might be limited public transport options for travel to and from school.

Postcodes areas are given a score. The lower the score the more limited the access.

The standardised accessibility factors are:

- School catchment – public transport and government funded school buses within a 400 metre catchment of a school.
- Network coverage – the proportion of the population (by postcode) residing within a 400 metre catchment transport routes.
- Quality of service – if transport services are supplied during periods of peak student demand and the frequency on these routes during that time.

The AI takes into account school start and finish times and its alignment with a postcode area's public transport.

By combining all these factors, the Department is able to determine the accessibility of public transport to schools in a postcode area. Students attending schools or campuses located in postcode areas ranked as having limited public transport options may be able to continue to claim the conveyance allowance until such time as public transport improvements are identified in the Department's next metropolitan boundary review.

Changed accessibility index score

The Department reviews the accessibility of public transport to schools in postcode areas bordering the UGB every four years and will provide schools participating in the Conveyance Allowance Program with at least six months' notice of any change to their claim status for conveyance allowance eligibility purposes. The next review will be conducted in 2020 for introduction in 2021.

Once a postcode area within the metropolitan boundary is deemed to have an AI which indicates an appropriate level of public transport exists for travel to and from school, schools within the postcode area will no longer be eligible to claim the allowance.

Transition arrangements (grandfathering) for students receiving a conveyance allowance in 2012

The Minister for Education directed the following transition arrangements, also referred to as grandfathering, apply to students who were receiving a conveyance allowance in 2012, and deemed ineligible due to the changed metropolitan conveyance allowance boundary implemented in 2013.

Eligible students, who claimed the conveyance allowance in 2012 while attending a school/campus inside the metropolitan Melbourne area as defined in the current conveyance allowance policy, may continue to claim the conveyance allowance in the following circumstances:

- For the duration of their primary school years (prep to Year 6) if they were in their primary years in 2012.
- For duration of their secondary school years (Years 7 to 12) if they were in their secondary school years in 2012.
- For primary students attending a P-12 until they complete Year 6.

These students will have no ongoing entitlement to the allowance under this transition arrangement if they:

- commence at a new school or move campus within their current school
- leave school
- transition into Year 7
- change residential address.

If one of the above events occurs then the transition arrangements will cease for that student and the student's eligibility for any subsequent conveyance allowance will be subject to the current eligibility criteria.

Note: For transition arrangements (grandfathering), students who claimed the conveyance allowance on public transport in 2012 will not be able to continue to claim if they changed to private transport in 2013 or beyond, except where the public transport service has ceased.

Students who claimed the conveyance allowance for private transport in 2012 will be transitioned if they changed to public transport in 2013. Transitioned students are also able to change between private car and private bus.

Appendix 1 – Conveyance allowance rates

Private car conveyance allowance rates

| Distance (kilometres) | Amount paid annually |
|--|----------------------|
| 4.8–10 | \$439.20 |
| >10–15 | \$549.50 |
| >15–20 | \$658.70 |
| >20–25 | \$769.10 |
| >25–30 | \$878.30 |
| >30–35 | \$986.50 |
| >35 | \$1,098.90 |
| Additional student | \$219.70 |
| Next nearest school (government schools only) | \$329.50 |
| Next nearest additional student (government schools only) | \$164.70 |

Private bus conveyance allowance rates

| Distance (kilometres) | Amount paid annually |
|-----------------------|----------------------|
| 4.8-10 | \$493.80 |
| >10–15 | \$604.20 |
| >15–20 | \$713.40 |
| >20–25 | \$823.60 |
| >25–30 | \$933.00 |
| >30–35 | \$1,043.20 |
| >35 | \$1,153.60 |

Other modes of transport for the conveyance allowance

| Mode | Amount paid annually unless otherwise stated |
|--|---|
| Bicycles and motorcycles | \$50.00 |
| Taxi for deaf, blind, or for severely physically disabled | \$2,196.80 |
| Students in Years 11/12 off-campus settings | \$2.10 per day |
| Victorian Student Pass (first half year, second half year or yearly) | Fares set by PTV each year http://ptv.vic.gov.au/tickets/metropolitan-myki-fares/ |

Appendix 2 – Denomination information for non-government schools

The Education and Training Reform Regulations 2017 provide scope for the Minister for Education to provide travel assistance to students attending their nearest 'appropriate' non-government school. The 2001 School Bus Review and the Regulatory Impact Statement for the Education and Training Reform Regulations stated that 'appropriate' meant 'appropriate religious denomination' for the school.

The Department, in consultation with Independent Schools Victoria (ISV), the Catholic Education Office and the Victorian Registration and Qualifications Authority (VRQA), agreed to adopt the Australian Bureau of Statistics' (ABS) Australian Standard for Classification of Religious Groups 2011 (ASCRG).

Using census data the ABS publishes lists of recognised denominations at three levels, with each list progressively more detailed. For the purposes of the CAP, the Department selected the 'narrow' group of denominations as permissible.

The Department currently uses the denomination registered by the school to best describe the denomination of their school and maps to the ABS Narrow Groups. If a school identifies as a category not included as a narrow group, the school may need to confirm the ABS narrow group category to be mapped to.

Schools must advise the Department in writing of any change to the school's registered denomination, together with written evidence supporting the reason for the change.

No inference should be made that this policy applies to other government departments and/or authorities including the Victorian Registration and Qualifications Authority. Please refer to their individual policies for their approach to religious denominations.

Any changes to the 'narrow' group will be incorporated into the CAP. For the most up-to-date religious groups and information from the ABS please see: www.abs.gov.au.

1266.0 Australian Standard Classification of Religious Groups, 2016

Table 1.2 Classification structure, Broad groups, Narrow groups

| Broad group | | Narrow group | |
|-------------|---------------------|--------------|---------------------------|
| 1 | BUDDHISM | 101 | Buddhism |
| 2 | CHRISTIANITY | 201 | Anglican |
| | | 203 | Baptist |
| | | 205 | Brethren |
| | | 207 | Catholic |
| | | 211 | Churches of Christ |
| | | 213 | Jehovah's Witnesses |
| | | 215 | Latter-day Saints |
| | | 217 | Lutheran |
| | | 221 | Oriental Orthodox |
| | | 222 | Assyrian Apostolic |
| | | 223 | Eastern Orthodox |
| | | 225 | Presbyterian and Reformed |
| | | 227 | Salvation Army |

| | | | |
|----------|--|-----|---|
| | | 231 | Seventh-day Adventist |
| | | 233 | Uniting Church |
| | | 24 | Pentecostal |
| | | 28 | Other Protestant |
| | | 29 | Other Christian |
| 3 | HINDUISM | 301 | Hinduism |
| 4 | ISLAM | 401 | Islam |
| 5 | JUDAISM | 501 | Judaism |
| 6 | OTHER RELIGIONS | 601 | Australian Aboriginal Traditional Religions |
| | | 603 | Baha'i |
| | | 605 | Chinese Religions |
| | | 607 | Druse |
| | | 611 | Japanese Religions |
| | | 613 | Nature Religions |
| | | 615 | Sikhism |
| | | 617 | Spiritualism |
| | | 699 | Miscellaneous Religions |
| 7 | SECULAR BELIEFS, OTHER SPIRITUAL BELIEFS & NO RELIGIOUS AFFILIATION | 71 | No Religion, so described |
| | | 72 | Secular Beliefs |
| | | 73 | Other Spiritual Beliefs |

Appendix 3 – Glossary

This glossary is intended to assist the users of this document in understanding the terms that have been used throughout this document.

CAU

The Conveyance Allowance Unit within the Department. The CAU manage the Conveyance Allowance Program which includes the Student Conveyance Allowance System (SCAS).

DET

The Department of Education and Training, which is generally referred to in this document as 'the Department.'

Designated Neighbourhood School (DNS)

The Designated Neighbourhood School is generally the nearest school to a residential address. Some areas have regionally approved enrolment zones in which case DNS is defined by the school that a student at a particular residential address is zoned to. For the purposes of the School Bus Program, the Department recognises the DNS to be the nearest school by shortest practicable route unless a regionally approved enrolment zone is in place.

Nearest appropriate school

The nearest 'appropriate' school for government school students is the nearest government school/campus to a student's primary residence that is suitable at their year level, measured by the shortest practicable route.

The nearest 'appropriate' school/campus for students attending non-government schools is determined by the denomination of the school (see Appendix 4 for more information). The nearest 'appropriate' school/campus for non-government school students is the nearest non-government campus to a student's primary residence of their chosen denomination that is suitable at their year level, measured by the shortest practicable route.

PTV

Public Transport Victoria.

Shortest practicable route

The shortest practicable route between the student's residence to the main entrance of the school/campus they attend is measured using all-weather public roads drivable by car.

Student Transport and Family Allowances Branch

The Student Transport and Family Allowances Branch in DET is made up of two units; the Conveyance Allowance Unit (CAU) and the Student Transport Unit (STU).

STU

The Student Transport Unit within the Department. The STU manages the special case consideration process and the administration for the Transport Special Case Panel. It also has responsibility for two programs; the School Bus Program (SBP) and Students with Disabilities Transport Program (SDTP).

SCAS

The Student Conveyance Allowance system (SCAS) is the online system used to process conveyance allowance claims.

Appendix 4 – Contact information

Department of Education and Training (DET)

For Conveyance Allowance Program policy advice:

1800 060 970

conveyance@edumail.vic.gov.au

www.education.vic.gov.au/conveyance

If government schools have any CASES21 related SCAS enquiries, call the DET service desk on 1800 641 943 and follow prompts for CASES21 administration or log a service request via the Service Gateway.

For general student transport assistance information:

03 9637 2200

student.transport@edumail.vic.gov.au

www.education.vic.gov.au/studenttransport

Public Transport Victoria (PTV)

Journey planner and advice on public transport options available:

www.ptv.vic.gov.au

Victorian Registration and Qualification Authority (VRQA)

Advice on the registered school information:

www.vrqa.vic.gov.au