



Alban City School
7 Hatfield Road
St Albans
AL1 3RR
www.albancityschool.org.uk
01727 860304

Office email: admin@albancityschool.herts.sch.uk

4th September 2019

Dear Parents

We have just received confirmation from St Albans District Council that they will once again be issuing a small number of parking permits for parent parking during the 2019/20 school year. The permits are for the civic car park behind the Alban Arena and will be valid for short periods of time at the beginning and end of the school day.

If you wish to apply for a permit, please complete the slip below and return it to school by Friday 13th September. The criteria used to determine who has the permits is based on the list below. As we now have a greater number of children in the school and as we have only been allocated ten permits it may mean that just because you had a permit last year that you may not qualify for one this year. Where we have information that current permit holders have not regularly been using their permits this will also be taken into account when determining who receives a permit.

Parking permits will be allocated based on the following criteria:

1. Pupil has a diagnosed disability, medical condition, social need which makes walking from home to school or using public transport difficult and therefore needs to make the journey to and from school by car.
2. Parent has a disability, medical condition, social need which makes walking from home to school or using public transport difficult and therefore needs to make the journey to and from school by car.
3. Distance from home to school requires that the journey must be undertaken by car. (All distances will be measured and checked)
4. Family circumstances require the journey to be undertaken by car.

Please tick which permit you are applying for:

Morning drop off window 8.20 am – 9am and afternoon pick up window 3.20pm – 3.50pm

After school pick up window 4.50pm – 5.20pm

After school pick up window 5.50pm – 6.20pm

Yours sincerely

Mrs G Stray

Headteacher

✂-----

Please list the reasons why you are applying for a permit based on the criteria above and return this form to school by Friday 13th September.

Child's Name: _____

Class: _____

Signed: _____

Date: _____