**E7/I0**

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# Application for Home to School

**Travel Costs**

### Who should complete this application form?

Parents/guardians of:

* + Pupils who are under 16 years of age at the beginning of the school year.
  + Pupils attending community, academy, free, voluntary aided or foundation primary, secondary or special schools/centres and residing in Lancashire.

### Who should NOT complete this form?

Parents/guardians of:

* + Pupils who are already in receipt of a bus pass (unless they are transferring to secondary school). These pupils will automatically be issued with a new travel pass each year if they still qualify.

### Who may qualify for assistance?

You may qualify for assistance with travel costs for your child on the following grounds:

* + If your child is under eight years of age, you live two miles or more away and your child attends the nearest primary school.
  + If your child is over eight years of age, lives two or more miles away and attends the nearest primary school and is eligible for free school meals or you receive the maximum amount of Working Tax Credit (low income families).
  + If you live three miles or more away and your child attends the nearest primary or secondary school.
  + If you are a low-income family and your child attends one of the three nearest secondary schools provided the distance to the school attended is between two and six miles.
  + If you are a low-income family, your child attends the nearest denominational school on the grounds of parental religion or belief and the distance to that school is between 2 and 15 miles. You may be required to provide evidence to substantiate this conviction.

You may additionally qualify for assistance if your child has special educational or medical needs or on the grounds of an unsuitable walking route, or your child has moved home in Years 6, I0 or II, and they meet the low income criteria. Please contact your Area Education Office for further details on these discretionary allowances.

**Continued overleaf**

* + Distance is measured by using the shortest **walking route** from your home to the school, as determined by the County Council.
  + If your child is entitled to free travel, transport will be provided normally to and from the nearest bus stop to your home.
  + The above is only a summary of the Council's Home to School Transport Policy and should only be used as a guide. A full copy of the policy is available on [www.lancashire.gov.uk.Search](http://www.lancashire.gov.uk.Search/) for 'free travel to and from school' or contact your local area office at the address below.
  + Please note that since September 2018 for new children starting school, the Authority no longer offers partially subsidised transport assistance for children attending their nearest faith school which is not their nearest school. Children currently in receipt of this assistance will continue to be eligible until they finish at their current school, or there is a change of circumstances.

**May 2022**

### AREA EDUCATION OFFICES

Please return your completed application promptly to the Area Education Office serving the district in which the pupil lives. Applications can take up to ten working days to process and up to 15 working days in busy periods (August­ September). Please apply at least one month before the pass is required as fares will not normally be refunded whilst awaiting arrival of the travel pass, unless the Council has significantly delayed processing your application.

Please see our website for the dates you can expect to receive your travel pass if you apply for the pass for the new academic year between May and August.

**NORTH** *(Serving Lancaster, Morecambe, Wyre and Fylde Districts)*

Pupil Access Team North

PO Box 100

County Hall

Preston

PR1 0LD

Telephone:(01524) 581207

**SOUTH** *(Serving Preston, South Ribble, West Lancashire and Chorley Districts)*

Pupil Access Team South PO Box 100

County Hall

Preston

PR1 0LD

Telephone: (01772) 532109

**EAST** *(Serving Ribble Valley, Hyndburn, Burnley, Pendle and Rossendale Districts)*

Pupil Access Team East PO Box 100

County Hall

Preston

PR1 0LD

Telephone: (01254) 220747

Lancashire County Council has a statutory obligation under the Home to School Transport Guidance - published by the DfE to collect and process this information.

**Please continue overleaf**

**E7/I0**

**APPLICATION FOR HOME TO SCHOOL TRAVEL COSTS**

***Please insert information into the relevant grey boxes below.***

Surname of Pupil



Forename of Pupil



Date of Birth *(in figures)*

1. Day       Month       Year

Address



Postcode:

Date on which pass is required to start for the purpose of attending school *(in figures)*

1. Day       Month       Year

Bus/Rail stops for which pass is required. *Please give town followed by name* of *stop, e.g. Preston Black Bull. If you are unsure* of *the stops please leave blank.*

From:



To:



Name of school pupil will attend:



Name of school pupil attended last year



If your child has moved to the address stated in Question 4 after he/she commenced at or were offered a place at the school stated in Question 8 please indicate their previous address and the date of the move (month, year).



Date of move (We may require evidence of the date of your move)

1. Is this an application for the renewal of last year's pass? Yes  No
2. Is there a brother or sister travelling to the same school? Yes  No
3. Surname of parent/guardian       Forename

Title Mr  Mrs  Ms  Miss  Other

1. Home telephone number
2. Daytime telephone number if different from 14
3. Email Address
4. Please attach a passport style photograph in .jpg format and name the file with the pupil's name, address and date of birth

**IMPORTANT PLEASE NOTE: THIS APPLICATION CANNOT BE PROCESSED UNLESS A PHOTOGRAPH IS ATTACHED FOR SECONDARY SCHOOL PUPILS**

1. Is your child entitled to free school meals (even if you are not claiming)? Yes  No
2. Are you in receipt of the maximum amount of Working Tax Credit? Yes  No   
   (If so, please scan and attach a copy of your Awards Notice as issued by HM Revenue and Customs)
3. Is your child less than 135cm (4ft 5ins) in height? Yes  No

This information is required for pupils who may travel to and from school in vehicles with less than 16 seats which are contracted by the County Council. If the pupil is under 12 years of age and less than 135cm in height, they will be required to be issued with booster cushions/seats by the County Council for travelling in these vehicles.

1. If you wish to add any information in support of your application, eg child's medical needs/suitability of walking route/parental disability, then please add the details here or attach a separate sheet.

1. **DECLARATION**

I hereby declare that all the information given on this form is true to the best of my knowledge and belief and undertake to inform the County Council should any relevant circumstances change. In the event that my child should be identified as being involved in any incident of anti-social behaviour on home to school transport, I consent to the disclosure of my child's details to the relevant transport contractor.

Signature (print your name)       Date

**When completed, please email this form and accompanying passport photo file to ….**