

Transport Application Form Mainstream Schools 2017/2018

**This application only applies to children who are of statutory school age (5-16)
and who live at a permanent address in the area of Slough Borough Council.**

Before you fill in any details, please read the home to school transport policy.

Please attach
two passport
photographs
here

Pupil's Surname Forename

Date of Birth Gender Male/Female

Home Address
 Postcode

School (to which transport is requested)

Have you chosen this school on religious grounds? (If yes, complete supplementary form) YES NO

Is your child entitled to free school meals or are you in receipt of the maximum level of working tax credit? (If yes, complete supplementary form) YES NO

Type of transport preferred (please tick) Bus Rail

Nearest boarding point to home address:

Bus stop Railway station

Does your child have a medical need which prevents them making their own way to school, accompanied as appropriate? YES NO

If Yes, please attach a supporting letter from your GP/Consultant.

DECLARATION BY APPLICANT

I CERTIFY THAT THE INFORMATION GIVEN IS TO THE BEST OF MY KNOWLEDGE AND BELIEF CORRECT AND ACCURATE. I will inform you immediately of any change in my circumstances, (at any time) which may affect my entitlement to transport. I understand that this information will be used for purposes related to the provision of transport and may be disclosed to other authorities for these purposes.

Data Protection Act 1998

The information which you give on this form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

Signed (Parent/Guardian*)

Print name

Telephone number Home Work

Date

A pupil cannot be considered for travel assistance until an application form has been received. As no retrospective payment can be considered, it is important you return this form as soon as possible to the address above.

* Delete as appropriate.

PTO

EQUAL OPPORTUNITIES

In order to ensure that the Council's Equal Opportunities Policy can continue to develop, all school applicants are asked to complete the details below. It is purely for monitoring the effectiveness of the policy and will not affect your child's application.

You do not have to fill in this section if you do not want to. I would describe my child's ethnic origin as (please tick)

Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White British	<input type="checkbox"/>	Asylum Seeker	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Refugee Status	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	European	<input type="checkbox"/>	Gypsy/Roma	<input type="checkbox"/>
Other	<input type="checkbox"/>	please specify		European white and other	<input type="checkbox"/>		

For applicants of mixed racial or ethnic origin please tick box and indicate your self assessment of your child:

.....

Gender: Male Female

Do you consider your child to have any kind of disability? (please state)

.....

OFFICE USE ONLY

FACTOR	DECISION	INITIALS
Distance		
Catchment school		
Low Income		
Qualifying Schools	1	
	2	
	3	
ENTITLED (Y/N)		

COMMENTS

Mainstream Home to School Transport 2017/18 supplementary form for:

- **Pupils entitled to free school meals OR**
- **Parents in receipt of maximum level of Working Tax Credit**

(CONFIDENTIAL) Please read notes overleaf before completing this form.

A. DETAILS OF PARENT/GUARDIAN

	Surname	Other Names	Date of Birth	National Insurance No.
Father				
Mother				
Guardian				

B. HOME ADDRESS OF PARENTS/GUARDIAN (APPLICANT)

Mother/guardian (Delete as appropriate)	Address of father (if different from Mother)

C. BENEFITS RECEIVED BY PARENTS/GUARDIAN

Please tick below the benefit(s) you receive:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)
- Guarantee element of State Pension Credit
- Child Tax Credit, but I am **not** entitled to Working Tax Credit, and have an annual income as set by Her Majesty's Revenue and Customs, **or**
- Maximum level of Working Tax Credit

D. DOCUMENTARY EVIDENCE (please tick) Photocopies only (please do not send originals)

- I am enclosing appropriate documentary evidence of receipt of benefit (see overleaf), **or**
- I am unable to provide documentary evidence and wish for Slough Borough Council to use the information I have provided to determine, in liaison with other sources as allowed by the law, my entitlement. (Please note if you are receiving the Maximum Level Working Tax Credit Slough Borough Council is unable to determine the entitlement on your behalf; in this circumstance you must submit a copy of your Tax Credit Award Notice (TC602))

E. DECLARATION BY PARENT/GUARDIAN

- I hereby declare that I am currently in receipt of the benefits as indicated above or will be from the date provided, and that to the best of my knowledge and belief the information provided in this form is correct.
- I undertake to inform Slough Borough Council of any change of financial or other circumstances, which will affect any items of information contained therein.
- I agree that Slough Borough Council will use the information I have provided to process my claim for home-to-school transport and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.
- I understand that the results of any home-to-school transport eligibility check may also be used to assess my entitlement to receive free school meals.
- I agree that information supplied may be used for registered purposes under the terms of the Data Protection Act 1998.

Data Protection Act 1998: The information which you give on this form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.

Signature of Parent/Guardian

Date

Eligibility

The Local Authority (LA) will provide free transport for your child between home and school if:

- Your child is aged between 8 and 11, from a low income family, attends the suitable or nearest maintained school and the distance between home and school is more than 2 miles.
- Your child is aged between 11 and 16, from a low income family and they live:
 - a. more than 2 miles but less than 6 miles from one of the three nearest maintained schools, or
 - b. more than 2 miles but not more than 15 miles from the nearest suitable maintained school for those who attend a school on a religious belief.

How to apply

If you believe the above circumstances are applicable, and wish to apply for home to school transport, you should:

- Ensure that you have first completed a 'Free Home to School Transport Mainstream' application form.
- Complete Sections A to E of this supplementary form.
- Submit your application form(s) with proof of current receipt of the relevant support/benefit to:
Address: Home to School Transport, Slough Borough Council, St Martins Place, 51 Bath Road, Slough, Berks SL1 3UF
Telephone: 01753 875729

Free school meals

Eligibility for free school meals is limited to children whose parents are in receipt of:

- Income Support (IS); *
- Income Based Jobseekers Allowance (IBJSA); *
- Employment and Support Allowance (Income Related) (ESA(IR))
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service);
- Guarantee element of State Pension Credit; or
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income as set by Her Majesty's Revenue and Customs.

*Children who receive IS or IBJSA in their own right are also eligible to receive free school meals.

Documentary evidence

You must provide clear proof of current (i.e. valid at the point of application/renewal) receipt of support by showing one of the following:

For Income Support or Income Based Job Seekers Allowance:	• Your benefit book;
	• A letter confirming that you are to receive this benefit;
	• A current GIRO payment which will state 'Inc.Supp.' or similar abbreviation;
For support under part VI of the Immigration and Asylum Act 1999:	A letter of confirmation from the National Asylum Support Service (NASS).
For Tax Credits:	• A TC602 Tax Award Credit Notice - issued by H.M. Revenue and Customs (if you have lost your copy, please contact the Tax Credit Helpline 0345 300 3900);
	• A letter from your local Revenues and Customs office confirming your tax credit details.
For State Pension Credit:	• Your Pension Credit M1000 Award Notice.

Renewal

You will need to complete a new Supplementary Form and provide supporting documentary evidence for transport to continue into the 2017/18 academic year.

Delay or failure to provide sufficient evidence at the point of application/renewal will mean that your child's transport assistance will be withdrawn.

Change of circumstances

You must inform us of any changes of address and when your benefit/support is changed or stopped.

Data protection

Personal Information contained in this form will be held in a computer and is therefore subject to the Data Protection Act 1998.