

Transport Application Form In-year Secondary

Please read this information carefully and if you think your child may be eligible for free school transport complete and **return this form as soon as possible**.

Whose responsibility is it to get a child to school? It is **your responsibility** to get your child to school for the whole time the child is there. We encourage you to consider the practicalities of sending your child to a school which is not in walking distance, unless it is the designated or nearest school.

Will my child get free school transport? You can express a preference for a place at any school, but your child may not necessarily be entitled to free school transport. It is important to check whether your child will be entitled to transport and, if not, consider how your child will get to school for the whole time they will be there.

How do I check if my child is eligible for free school transport? If you apply for a place at the school designated to serve your home address and you live more than three miles away by the shortest walking route, your child will be entitled to free transport. You can check which is the designated school to serve your home address by phoning **0345 155 1019** or at **www.devon.gov.uk/schoolareamaps**

Your child will also be entitled to free transport to the school nearest to your home, provided it is still over three miles from your home by the shortest walking route. This is usually the designated school, but not always.

We provide transport assistance from one permanent home address. If your child lives at two addresses you must nominate one address as permanent for transport even if both addresses are eligible for transport assistance. You must let us know if your child's permanent address changes and you may be asked to provide evidence of this if it affects entitlement to transport assistance. Transport is provided only at normal school times at the beginning and end of the day. Transport is **not** provided for foreign exchange students, work experience, or taster and induction days.

How are distances measured? Walking distances (up to three miles) are measured using the shortest available walking route. This may include roads and recognised footpaths.

The measurement is made between the nearest entrance to your house (for example, a front gate) and the nearest entrance to the school grounds. Private driveways to homes and within schools are not included in the measurement. Distances over three miles are measured by road. Distances are measured using an electronic geographic information system (GIS).

What if I am on a low income? The statutory right to free transport for secondary school pupils from low income families provides a choice to one of the three **nearest** schools to their home address. However, transport will only be provided if the school is between two and six miles of the home address, or to the **nearest** school preferred by a parent's religion or belief between two and fifteen miles of the home address.

Distances of up to two miles are measured using the shortest available walking route as described above, and distances of over two miles are measured by road. If your child is entitled to free school meals, or your family receives the **maximum** level of Working Tax Credit, then your family is considered to be on a low income. **Unless your child gets free school meals, you will need to give us current proof that you receive an appropriate means tested benefit. If so, please enclose a copy of your benefit evidence with this form.**

What if my circumstances change? Income assessed entitlement has to be reapplied for every year so you should not assume that you will continue to have support if your circumstances change - for example if your child no longer has free school meals, or your family no longer gets the maximum level of Working Tax Credit. **We advise you to consider whether you would be able to get your child to school if assistance was withdrawn.**

If free transport is withdrawn can I appeal? Withdrawal of free transport is not considered sound grounds for an appeal, as you have been advised in advance that this could happen if your child ceases to be eligible.

What if I have chosen my child's school because of religion or belief? We will help with travelling arrangements to faith schools if you have made a clear expression that you prefer this at the **start** of the Admissions Process and if your child is eligible under the low income criteria.

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If you need help completing this form contact the School Transport Team on **0345 155 1019**.

Start date for transport: **Age:**

Forename(s):

Surname:

Date of birth: **Gender: Male** **Female**

Address:.....

..... **Postcode:**

Home/work telephone:

Mobile telephone:

Email address:

School to be attended:

Please provide names and dates of birth of siblings at the chosen school:

.....

Nearest bus stop or train station transport requested from (if known):

Please be aware your child may need to make their way, accompanied as necessary, to a pick up point up to 1.5 miles from home.

If you are applying on low income grounds please complete the section overleaf.

Please return this application form to: Devon County Council, Mainstream Team, Transport Co-ordination Service, County Hall, Topsham Road, Exeter, EX2 4QD

Using your personal information: Devon County Council will use the information you provide to process your transport application. Should it be found to be fraudulent the transport may be withdrawn in accordance with the Education Transport Policy. The information may be shared with other council services, schools and transport providers acting on our behalf. Financial information will not be disclosed or used for any other purposes. More information about how we process personal data can be found at: new.devon.gov.uk/accesstoinformation

For office use only

Date received:

Entitled to transport? Yes No

Reason:

Trams no:

PUP:

Notes

Date letter sent:

Only complete this page if you are applying for transport on low income grounds.

If you can answer **yes** to **all** of these questions your child may be entitled to free school transport on low income grounds. Please see full notes on the front page.

Will your child be aged over 11 and under 16 on 1 September 2017?

Yes

No

Is your child attending one of the three nearest secondary schools to your home address?

Is the school between two and six miles of your home address?

Up to two miles measured by the shortest walking route and over two miles by the shortest road route.

Faith school applications only: If you can answer yes to these questions your child may be entitled to free faith school transport on low income grounds. See full notes on front page.

Is your child attending the nearest school to your home address that you prefer because of faith or belief? Evidence of faith will be verified before your application can be processed. We will get confirmation from the school that your admissions application would satisfy their faith criteria if the school was oversubscribed.

Yes

No

Is the school between 2 and 15 miles away from your home address?

Up to two miles measured by the shortest walking route and over two miles by the shortest road route.

Yes

No

Complete this section for low income applications for transport to secondary and faith schools

If you are applying for transport on low income grounds and your child doesn't receive Free School Meals you must return proof that you are receiving benefits with this form. Benefit evidence will be reviewed each year and if your circumstances change your child may no longer be eligible for free school transport.

Is your child receiving Free School Meals?

Yes

No

If your child **doesn't receive Free School Meals** please provide evidence that you are receiving **one** of these means tested benefits. Please send copies of **ALL** pages and **not** your original documents.

Job Seeker's Allowance (income-based)

Guarantee Pension Credit

Employment Support Allowance (income-related)

Income Support

Support under part VI of the Immigration and Asylum Act 1999

Universal Credit

Maximum Level of Working Tax Credit (WTC)* (In Section 2 of your TC602 Tax Award Notice check to see 'Reduction due to your income' if it shows £00.00 it is the maximum level.)

NB: IMPORTANT* – To check that you receive the maximum amount of WTC we need to see your new TC602 Tax Award Notice. However, if your financial circumstances have not changed since the previous financial year you will not be asked to complete the HMRC annual review and will not be sent a TC602 Tax Award Notice.

We advise you to request a copy of the TC602 by telephoning the Tax Credit Helpline on 0345 300 3900 and explain you need it for evidence for free school transport for your child. Please do this as soon as possible as it can be several weeks before the HMRC send your TC602 Award Notice.

Child Tax Credit (Provided you do not also receive Working Tax Credit or any other means-tested benefit and you have an annual income, as assessed by the Inland Revenue, which does not exceed £16,105)
NB This amount is subject to change.

Questions? Call 0345 155 1019 or visit www.devon.gov.uk/school_transport