

Student I.D. Number:

APPLICATION FOR A FREE SCHOOL TRAVEL PASS 2019/2020

Please ensure you read the whole form before submitting your application. We aim to process all applications within 10 school days from receipt of the completed form. Incomplete forms may lead to delays.

PUPIL DETAILS

Forename(s) of pupil: Surname:

Current Address: Postcode:

Phone number: Home: Mobile:

School Attending in Academic Year 2019/2020:

Date of Birth: School Year Group:

Which Travel Pass would your child require? **Stagecoach** **Scholars** **EYMS**

(if applying for a Free Travel Pass due to a change of address)

Previous Address (including Postcode):

Date moved to current address:

FOR ANY ADDITIONAL INFORMATION PLEASE USE A SEPARATE SHEET

ELIGIBILITY CRITERIA

Please tick relevant criteria

Children attending Primary School

1. Who are under the age of 8 and attend their nearest suitable school (with a place available) which is more than 2 miles from their home address ☐
2. Who are over the age of 8 and attend their nearest suitable school (with a place available) which is more than 3 miles from their home address ☐
3. Who are over the age of 8 and attend their nearest suitable school (with a place available) which is more than 2 miles from their home address and whose parents are in receipt of low income or free school meals ☐

Children attending Secondary School

4. Children who attend their nearest suitable secondary school (with a place available) which is more than 3 miles from their home address by the shortest safe walking route; ☐
5. Children entitled to free school meals, or whose parents are in receipt of low income
 - a. who attend one of their three nearest qualifying schools (with a place available) which is more than 2 miles but less than 6 miles from their home address by the shortest safe walking route ☐
 - OR**
 - b. who attend their nearest faith school preferred on grounds of religion or belief, which is more than 2 miles but less than 15 miles from their home address ☐

Once the 3 nearest schools have been identified, the eligibility for free travel is then calculated by 'shortest safe walking route'.

(Refer to the following page for full list of eligible benefits. Please provide supporting evidence of Low Income at the time of submitting application, otherwise a delay in your application being processed may occur).

LOW INCOME STATUS

Free School Meals: If you are applying on the free meals criteria we need to check that you qualify. The parent/guardian who makes the claim for benefits needs to complete the following:

Surname of Parent/Guardian: _____

Date of Birth of Parent/Guardian: _____

National Insurance Number of
Parent/Guardian (or NASS
Reference): _____

Supporting evidence of Low Income can be provided with the following:

Working Tax Credit: If you are applying on the working tax credit criteria, please attach a copy of your most recent Tax Credit Award Letter (this is not the same as the review letter). To qualify, you must be in receipt of the maximum level of credit with no deductions due to your income.

Income Support Allowance: Please provide an award letter received within the last 3 months confirming your receipt of this benefit.

Employment Support Allowance: Please provide an award letter received within the last 3 months confirming your receipt of this benefit. To qualify, it must state that your benefit is income based (not contribution based).

Job Seekers Allowance: Please provide an award letter received within the last 3 months confirming your receipt of this benefit. To qualify, it must state that your benefit is income based (not contribution based).

Pension Credit: Please provide an award letter received within the last 3 months confirming your receipt of this benefit.

Religion or belief: If you are from a low income family and are also applying on the basis of religion or belief you will be required to provide proof of religion/belief e.g. Baptism certificate, supporting letter from priest/cleric).

Her Majesties Revenue and Customs (HMRC) or the Department of Work and Pensions (DWP) can be contacted to obtain necessary proof letter.

DECLARATION

I understand that the pass will be issued subject to conditions. If issued, is to be used for 1 x return bus journey to school per day. This must be taken between the hours of 7:30am and 5pm, Monday to Friday, term time only. I understand that as the parent/guardian, I will be responsible for any charges which occur due to use of the pass outside the above specified times and that such charges occurring may result in withdrawal of the free travel pass due to misuse. The pass is required to be returned to Hull City Council in the event of no longer being eligible, for example a change of address or school.

The pass remains the property of Children, Young People and Family Services.

I agree that you will use the information I have provided to process my application for a free travel pass and will contact other sources as allowed by the law to verify my entitlement.

Signature of Parent/Guardian: _____ Date: _____

FURTHER INFORMATION

Please complete all relevant sections on the application form and return the completed form to:

School Travel Passes, Brunswick House, Strand Close, Beverley Road, Hull, HU2 9DB

The deadline for applications to be received for travel starting September 2019 is 21st June 2019. Applications received after this date will be processed as quickly as possible but owing to school holidays, we cannot guarantee that a pass will be available for the start of the new term.

Travel passes will be distributed via the school, unless it is an East Riding school in which case the pass is required to be collected from Brunswick House.

Your travel pass is valuable, try not to lose it. A charge of £10 will be made for replacing lost or damaged passes to cover administration and material costs.

Definitions

The following definitions are given in the Home to School Travel and Transport Guidance (DFES-00373-2007) issued by the Secretary of State for Education. The web link:

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport>

- **'Nearest'** is determined in a straight line from the front entrance of the child's normal place of residence to the main entrance of the school
- **'Suitable'** means a qualifying school or other place of education recognised by the council which provides education appropriate to the age and ability of the child **and** has a place available at the time of allocation.
- **'Low income families'** means a family where the child is entitled to free school meals, or whose parents/carers are in receipt of their maximum level of Working Tax Credit i.e. there are no deductions listed under the Working Tax Credit elements.
- **'Religion'** is defined for the purposes of these duties as 'any religion', a broad definition in line with the freedom of religion guaranteed by article 9 of the European Convention on Human Rights. It includes those religions widely recognised such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarian, Baha'is, Zoroastrians and Jains. Denominations or sects within a religion can also be considered as a religion or religious belief such as Roman Catholics or Protestants within Christianity.
- **'Belief'** is defined in the line with The Equality Act for the purposes of these duties as any religious or Philosophical belief with a certain level of cogency, seriousness, cohesion and importance, and worthy of respect in a democratic society, and not to be incompatible with human dignity or the fundamental rights of the child.

Below is for office use only

| | <u>School</u> | <u>(Di)</u> | <u>(W)</u> | <u>(V)</u> <u>(L.A.D)</u> | <u>Comments</u> <u>(L.A)</u> |
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