

E7/10

PLEASE DETACH THIS PAGE AND RETAIN FOR FUTURE REFERENCE

13 Surname of parent/guardian  Forename

Title

14 Home telephone number

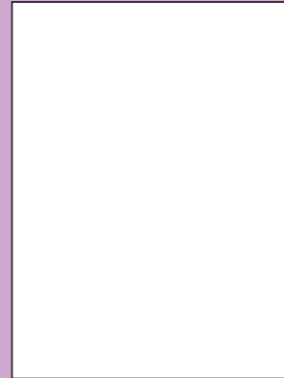
15 Daytime telephone number if different from 14

16 Email Address

17 Please attach a passport style photograph here and print the pupils name and address on the reverse of the photo

**IMPORTANT PLEASE NOTE**

**THIS APPLICATION CANNOT BE PROCESSED UNLESS A PHOTOGRAPH IS ATTACHED FOR SECONDARY SCHOOL PUPILS**



18 Is your child entitled to free school meals (even if you are not claiming?)   
If No

19 Are you in receipt of the maximum amount of Working Tax Credit? (If so, please attach a copy of your Awards Notice as issued by HM Revenue and Customs.)

20 Is your child less than 135cm (4ft 5ins) in height?

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.

21 If you wish to add any information in support of your application (ie child's medical needs/suitability of walking route/parental disability) then please add the details here. (Or attach a separate sheet.)

**23 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  Date

# Application for Home to School Travel Costs

## 1. 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, academies, free, voluntary aided or foundation primary, secondary or special schools/centres and residing in Lancashire.

## 2. 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.

## 3. 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, 10 or 11, and they meet the low income criteria. Please contact your Area Education Office for further details on these discretionary allowances.

## Key Points for Applicants to note:

- 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](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 for new children starting school from September 2018, 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 2018

## 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  
Area Education Office  
White Cross Neighbourhood Centre  
Quarry Road  
Lancaster  
LA1 3SE  
Telephone: (01524) 581148

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

Pupil Access Team  
Area Education Office  
Level One Christ Church Precinct  
County Hall  
Preston  
Lancashire  
PR1 8XJ  
Telephone: (01772) 531813

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

Pupil Access Team  
Area Education Office  
44 Union Street  
Accrington  
BB5 1PL  
Telephone: (01254) 220715 if you live in Ribble Valley  
(01254) 220714 if you live in Hyndburn  
(01254) 220708 if you live in Burnley  
(01254) 220710 if you live in Pendle  
(01254) 220711 if you live in Rossendale

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

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## APPLICATION FOR HOME TO SCHOOL TRAVEL COSTS

Please start writing in the left hand box of each block in block capitals.  
Please do not write outside the boxes.

Surname of Pupil

1

Forename of Pupil

2

Date of Birth (in figures)

3

Day Month Year

Address

4

Postcode

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

5

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:

6

To:

7

Name of school pupil will attend

8

Name of school pupil attended last year

9

If you have moved to the address given at 4 above during the last twelve months please give old address.

10

Date of move

(Please provide evidence of the date of your move)

11 Is this an application for the renewal of last year's pass?

Delete as appropriate

12 Is there a brother or sister travelling to the same school?

Please continue overleaf