

**APPLICATION FOR TRAVEL ASSISTANCE (BP1)
HOME TO SCHOOL TRANSPORT: ACADEMIC YEAR 2023/2024**

Please attach
passport sized
photo here

If your child(ren) meet the eligibility criteria for free travel as set out in the Guidance Notes please complete this Application Form for Travel Assistance (please use **black ink** and use CAPITAL letters) and return to:-

Wakefield Council, Wakefield One, Home to School Transport Team, Learner Support Services, PO Box 700, Burton Street, Wakefield, WF1 2EB.

Please note, applications for Travel Assistance are required on an annual basis. If your child(ren) qualified last academic year, **please re-apply for the next academic year.**

WHICH SCHOOL IS YOUR CHILD ATTENDING FROM SEPTEMBER 2023?

PUPIL DETAILS

| | | | |
|---|------------------------------|-------------------------------------|--|
| First Name: | | Last Name: | |
| Date of Birth: | Age: | Year Group:(as at Sept 2023) | |
| Permanent Home Address: | | | |
| Postcode: | | | |
| Contact Telephone Number(s): | | | |
| Email address: | | | |
| HAVE YOU MOVED HOUSE IN THE LAST 12 MONTHS? (If so, please provide details of your previous address below) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Postcode: | | Date of move: | |
| IS THIS YOUR CHILD'S FIRST APPLICATION FOR A PASS? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

LOW INCOME GROUPS

Parents of children from low income groups i.e. children who are entitled to free school meals, whose parents receive the maximum level of Working Tax Credit (WTC) or whose parents receive Universal Credit, must complete the following:

Is your child entitled to Free School Meals?

Yes

No

Are you in receipt of the Maximum Level of Working Tax Credit?

*If YES, enclose a **photocopy** of your 2022/23 Tax Credit Award Notice (including Part 2 which shows the WTC element)*

Yes

No

Do you receive Universal Credit? *Provided that you have an annual earned income of no more than £7,400*

Yes

No

PARENTAL RELIGION AND BELIEF

If your child is attending a school based on **parent's** religion or belief you must provide **clear written evidence from your religion's clergy to support your application.**

Yes

No

ADDITIONAL INFORMATION

If you feel there is any other information which may help when determining eligibility for travel assistance please provide us with full details (continue on a separate sheet if necessary):

DECLARATION OF PARENT/CARER

I declare that:-

- To the best of my knowledge, the information given on this form is accurate and up-to-date;
- I undertake to notify the Transport Team of any potential change in circumstances that may affect my child's entitlement to free travel immediately;
- I undertake to ensure that the conditions of use imposed by the West Yorkshire Passenger Transport Executive (Metro) will be complied with;
- I agree to return the bus pass within one week of it ceasing to be used for the purpose for which it was granted (e.g. pupil transfers to another school or leaves school prior to the expiry date);
- I understand that I will be required to pay for a replacement pass and will be responsible for any fares incurred whilst the replacement pass is being processed should my child lose, deface or have his/her card withdrawn due to improper use;
- I have read the guidance notes attached to the front of this form and agree that a breach of the guidelines for managing pupil behaviour on home to school transport could result in the temporary or permanent withdrawal of the pass.

Signed:

(Parent/Carer)

Date:**Full Name of Parent/Carer:**

(Please print)

Mr / Mrs / Miss / Ms / Other:

(Please circle)

APPLICATION FORM FOR TRAVEL ASSISTANCE 2023/2024 GUIDANCE NOTES

If your child(ren) meet the eligibility criteria for free travel as set out in these Guidance Notes please complete the Application Form for Travel Assistance and return to:-

**Wakefield Council
Wakefield One
PO Box 700
Home to School Transport Team
Learner Support Services
Burton Street
Wakefield WF1 2EB**

If you want any help in filling in any part of Application Form please contact your child's school or a member of the Home to School Transport Team on (01924) 305675, 305643, 306980. You can download the Application Form for Travel Assistance and Guidance Notes from the Wakefield Council website at www.wakefield.gov.uk/schools-and-children/schools/going-to-school/travel-transport

If you are applying for free travel or assistance with the costs of travel for the start of the school year 2023/2024 (i.e. September 2023) you must return your form no later than FRIDAY 23 JUNE 2023.

If the Application Form is submitted incomplete it will be returned to you for completion and this will result in a delay in your application being assessed.

What sort of help could my child get?

Most parents/carers remain responsible for the cost of their children's fares between home and school. However, any child under the age of 16, living in the Wakefield District and in full-time education, need only pay half the adult single or return fare. Pupils aged 11 to 16 need a Young Person's Photocard as proof of age and residence. The Young Person's Photocard can also be used in conjunction with the weekly and monthly U19 MCard, which is valid on buses only. You can get more information from Metro Travel Centres and from Metro's website for young people at www.generationm.co.uk

If, however, following an assessment we agree your child is eligible to receive free travel your child will be issued with a bus pass to enable them to travel free on the public service network or school buses.

Will my child get free travel if they attend their catchment area school?

Transport legislation does **not** recognise catchment areas or Local Authority district boundaries as part of the assessment criteria for the entitlement of free school transport. Only the nearest qualifying school (subject to a distance criteria) can be considered for transport purposes and this school may **not** be the catchment area school. If your child attends a school in the Wakefield District but there is a nearer school in a neighbouring authority with places available (i.e. Leeds, Barnsley, Kirklees) your child will not be eligible to receive free travel to the school in the Wakefield District. Qualifying schools include community, foundation or voluntary schools, pupil referral units, academies and city technology colleges.

What is the criteria for free travel assistance?

The following categories of children of **compulsory school age** are entitled to free transport to help them get to and from school:

- Children aged 5 – 8 years who live more than 2* miles from the nearest qualifying school by the nearest available walking route (free travel at the 2 mile limit will only be provided up to the end of the term in which the child becomes 8, after that a 3 mile limit will apply);
- Children aged 8 – 16 years who live more than 3* miles from the nearest qualifying school by the nearest available walking route;

Children from **low income families** (i.e. those pupils entitled to free school meals or whose parents receive the **maximum** level of Working Tax Credits) are also entitled as follows:-

- Children aged 8 – 11 years who live more than 2 miles from the nearest qualifying school;
- Children aged 11 – 16 years who attend one of their 3 nearest qualifying schools which are more than 2 miles but less than 6** miles from home;
- Children aged 11 – 16 years who attend their nearest school preferred on the grounds of parents religion or belief which is more than 2 miles but less than 15** miles from home.

*The 2/3 mile distance is measured as the nearest available walking route along which the child, accompanied as necessary, could walk with reasonable safety to school. This route could include footpaths, bridleways and other pathways as well as recognised roads.

**The 6 mile limit to a choice of schools and the 15 mile limit to a school preferred on the grounds of religion or belief are not walking routes. These routes will be measured along road routes.

In addition, we may also be able to help with transport arrangements for:-

- Children who are unable to walk to school because of their special educational needs, disability or mobility problems. If your child is in receipt of an Education, Health and Care Plan (EHCP) / Statement of Special Educational Needs and requires transport assistance you will need to complete an alternative Transport Request Form (which also incorporates a risk assessment). Please contact the Home to School Transport Team for details.
- Children who are unable to walk in safety to school (accompanied as necessary) because of the nature of the route;
- Young children with disabled parents who cannot accompany them on their journeys between home and school

What if I apply for help for my child and this is refused?

If we refuse your application we will send a letter explaining why and provide you with details of the two stage appeals process.

What if my child is attending a Denominational School/Academy?

From September 2013 only those pupils who are attending the nearest qualifying school by the nearest available walking route subject to the 2/3 mile distance criteria or those pupils who come under the low income category will be eligible for free travel.

What if my child is over 16?

A separate policy exists for post 16 students. A full copy of the policy and application form can be obtained from the Home to School Transport Team or can be located on the Council's website www.wakefield.gov.uk/schooltransport. These are available from 1 June each year.

What happens next?

You need to complete the Application Form for Travel Assistance and return to the Home to School Transport Team:

Please Check

- A passport size photograph (35 mm x 45 mm) is enclosed with your child's name, date of birth and school written clearly on the reverse (please attach this securely to the application form). Once provided with your first application you do not need to send further photos unless you wish to do so;

Only Photocopies of documentary evidence to support your application (i.e. tax credit award notice) are enclosed.

The Tax Credit Award notice is dated 1 April 2023 to 31 March 2024.

That if you are applying because you are in receipt of Maximum Working Tax Credits that your Awards Notice states at Part 2 - Reduction due to your income shows a value of £0.00.

Please DO NOT send original documents as post is stored electronically and then destroyed.

Timescales

If you are applying for free travel for the start of the school year 2023/2024 (i.e. September 2023) you must return your form (and any appropriate documentation and photograph) no later than **Friday, 23 June 2023** to enable us to process your application before the start of the Autumn Term. The Home to School Transport Team cannot be held responsible for delays due to late submission of the application form. Parents will be held responsible for any fares incurred after this date until such time as the assessment has been completed and the appropriate travel pass issued.

We will process mid-year applications within 10 working days of receipt of your form. However, during certain times of the year (i.e. start of September) this may not always be possible due to competing demands and volume of work.

If you post your application to us you may wish to obtain a Certificate of Posting from the Post Office and please ensure that you use the correct postage otherwise your application may not reach us.

Guidelines for Managing Behaviour on Public Service/School Buses

The behaviour of the majority of pupils on public service/school buses is generally very good and does not cause any concern. However, the behaviour of a minority of pupils can be unacceptable and unsafe. Where a pupil is found in breach of the guidelines and/or conditions of use imposed by Metro, this could result in a temporary or permanent withdrawal of the school card. Parents will then be responsible for transporting their children to/from school together with associated costs. Where a sanction is applied parents/carers will have the opportunity to appeal.