

# APPLICATION FORM FOR HOME TO SCHOOL TRAVEL ASSISTANCE

## Guidance notes for completion

- This application should be completed by parents/carers who wish to apply for travel assistance from home to school for their child.
- To view Warrington Borough Council's home to school transport policy, please visit [www.warrington.gov.uk](http://www.warrington.gov.uk) and click on 'Education and Learning.' Alternatively, you can telephone to speak to a member of the Families and Wellbeing Directorate, Admissions, Organisation and Transport Team on 01925 443322.

### • Policy Summary

Warrington Borough Council will provide travel assistance from home to school for:

- (i) Children living beyond the statutory walking distance (2 miles) to the nearest suitable\* primary school and
- (ii) Children living beyond the statutory walking distance (3 miles) to the nearest suitable\* secondary school;
- (iii) Children unable to walk in safety to their nearest suitable\* school because of the nature of the route.

Secondary aged children from low income families (children entitled to free school meals, or whose parents/carers are in receipt of their maximum level of working tax credit) will be entitled to travel assistance if:

- the child attends a suitable school which is one of the three nearest secondary schools and the shortest walking distance from home to that school is more than 2 miles but less than 6 miles away or
- the child attends a school and the shortest walking distance from home to that school is more than 2 miles but less than 15 miles away and is the nearest school preferred on the basis of the parent's/carer's religion or belief.

\* the nearest suitable school is defined as the nearest establishment to your home address that can meet the needs of your child with an available space in the appropriate year group.

## General conditions of the policy

- It is the responsibility of parents/carers to ensure a pupil's safe travel to and from school. In assessing a route for safety, it will be assumed that a pupil is accompanied by an adult.
- It is Warrington Borough Council's policy to withdraw assisted travel from pupils whose behaviour during the journey is not of an acceptable standard. Smoking is NOT permitted whilst travelling on any form of public transport.
- In the exceptional case where a child lives part of the week with different parents/carers, each with shared responsibility, the home address shall be defined as the address of the primary carer of the child who is in receipt of Child Benefit. You may therefore be asked to produce documentary evidence of this.
- If your child changes address or transfers to a different school part way through the year, you must inform the admissions, organisation and transport team immediately by telephoning 01925 443322 or emailing [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk). If your child's entitlement is affected by the change in circumstance and you have not returned the pass where requested, you will be liable for any additional costs incurred by the Council.
- If your application is successful, your child will be entitled to travel assistance throughout their time at the school until there is a material change of circumstances, for example, if the child moves house. Any change of circumstance must be reported to the Council, if necessary through the completion of another application form, at which point the eligibility for future assistance will be re-assessed.

## Type of assistance

When you return your completed application form, your form will be assessed and you will be notified whether or not you meet the criteria to receive travel assistance.

Assisted travel will normally be given in the form of a bus pass. In certain circumstances, for example, where there are no suitable local buses available, a Council bus pass may not be appropriate. If this is the case and you are entitled to travel assistance, you will be reimbursed for fares or mileage incurred, the level of financial assistance will be determined by the Council.

## Cycle allowance

A cycle maintenance allowance is available as an alternative to a bus pass, upon request. The grant is currently £50 per academic year.

## When to apply

Application forms will be available from the beginning of April 2014, to apply for transport for the next academic year starting September 2014. To ensure your pass is ready for the start of term, you must ensure the application reaches this office no later than 27 June 2014. Applications will be dealt with in the date order they are received. Please be aware that there is no facility to come in and wait whilst your application form is being processed.

If this is your first application it is essential that you include a passport sized photograph with your application form, which will be used to issue a bus pass if the application is successful and where bus travel is deemed appropriate. If your child is not provided with a bus pass the photograph will be returned.

## I already receive travel assistance for my child - Do I need to apply?

No - Parents/carers of children already in receipt of travel assistance will receive a renewal form during May/June 2014, for completion and return to the Passenger Transport Team.

## Lost or stolen bus pass

If your child is issued with a bus pass and subsequently loses it, you will need to contact the Passenger Transport Team (on 01925 443100) for a replacement. A charge of £8 will be made to cover replacement costs. If the pass has been stolen and you have reported it to the police, a replacement pass will be issued free of charge on receipt of a 'police incident report/crime number.' Whilst awaiting a replacement pass, temporary passes will not be issued and fares will not be refunded.

## Unsuccessful application

If your application for assistance is unsuccessful, you will be given the opportunity to request a review of the decision. This will enable you to supply additional information to a review panel. The review panel will make a decision based on the additional information. The panel's decision is final. Details regarding the review process will be included in your decision letter, if applicable.

# APPLICATION FORM FOR HOME TO SCHOOL TRAVEL ASSISTANCE

PLEASE ENSURE YOU READ THE NOTES AND REGULATIONS BEFORE COMPLETING THIS FORM

WARRINGTON  
Borough Council



PLEASE COMPLETE IN BLOCK CAPITALS

## Section 1. Pupil Details

Sex: Male  Female

Name of Child:..... Date of Birth:...../...../.....

Home Address:.....

..... Postcode:.....

Parent/Carer name: .....

Is your address the same as the child's? YES  NO

Home Tel. No:..... Mobile/Work Tel No:.....

Email Address:.....

If you have moved house in the last 12 months, please state your previous address below. Please attach to this form evidence of your new address e.g. a current council tax bill. If you do not attach proof to your application form, we may have to write to you and your application could be delayed.

.....  
.....  
.....

## Section 2. School Details

Please state the name and address of your child's current school:

If this application is as a result of a change of school please state the name and address of previous school attended:

## Section 3. Travel Details by Bus (this is the normal form of travel assistance)

Please give full details of the route from the home bus stop and bus route number(s) (if known).

From:..... Bus No:.....

To: .....

Change buses at (if applicable): .....

### Other means of travel

If you think that a bus pass is not applicable to your child's journey, please explain why and how the journey will be made instead:

Please tick the box if you wish to claim a cycle allowance for your child instead of a bus pass:

Please turn over and complete the remainder of the application form .

application

**Section 4. Income Details**

(Please tick the appropriate box)

Are you entitled to Free School Meals for your child?  
(Your entitlement will be checked)

Yes  No

Are you in receipt of the maximum level of Working Tax Credit?

Yes  No

(If yes, please provide evidence of your full Inland Revenue Award Notice. If you do not, your application may be delayed)

**Section 5. Declaration**

I have read and understood the notes and regulations provided, including the deadlines and important information which may be required to process the application.

I declare that the information given on this form is true to the best of my knowledge and belief. I understand that any false information which I provide on the application may result in the withdrawal of any transport support provided and possible legal proceedings.

By signing this form you agree to abide by the regulations governing the issue of travel assistance.

Signature of Parent/Carer:..... Date: ...../...../.....

Full Name of Parent/Carer: .....  
(BLOCK CAPITALS PLEASE)

Please return this form to:  
ADMISSIONS AND TRANSPORT TEAM, CHILDREN AND YOUNG PEOPLE'S SERVICES, 2ND FLOOR,  
NEW TOWN HOUSE, BUTTERMARKE STREET, WARRINGTON WA1 2NH

**CHECKLIST FOR COMPLETION BY APPLICANT**

Please tick the appropriate box(es) to confirm you have enclosed the following material with your application:

1. A passport sized photograph stapled to the form (with name and D.O.B. on the back)   
(only if a bus pass was not issued last year)

and (if applicable):

2. Evidence of current address (if you have recently moved house)

3 Evidence of current Working Tax Credit Entitlement

**Data Protection Act:**

All personal information is treated in confidence and complies with the requirement of the Act. The information which you provide may also be shared with other local authorities, transport operators and law enforcement officers. We may also verify information you have provided by contacting other departments of the council who maintain appropriate records. Where information provided is different from that held by them, they may use the information on this form.

**FOR OFFICE USE ONLY**

Application approved Yes  No

Approval code: .....

Detail: .....

Signature of officer: ..... Date: ...../...../.....

application