

**Please sign the declaration**

**This application cannot be processed unless the declaration overleaf is signed.**

I declare that it is necessary for my child to travel in accordance with the details given and that, to the best of my knowledge and belief, these details are correct in every respect. I understand that the Council may seek corroboration of my claim through the school. I undertake to return the bus pass if my child leaves the school before the end of the school year, or otherwise ceases to be eligible for assisted travel. I agree that my child will abide by the conditions of travel as stated in the guidance notes.

The information provided on this form will be processed in accordance with the requirements of the Data Protection Act (1998). It will be treated as confidential and will be used only for the purpose of assessing your child's eligibility for free school transport, in accordance with the Education and Inspection Act (2006). Under the Council's liability to protect the public funds it administers, and to ensure the health, safety and welfare of your child, information provided on this form may be shared with other departments of St.Helens Council and other relevant agencies, such as the Police and HM Revenue & Customs.

The disclosure of this information will only take place when you have given consent, or when we are allowed to by law.

.....  
Parent/Carer Signature

.....  
Please print name

Date: .....

**Completed applications along with a passport-size photograph and proof of low income, if appropriate, are to be returned to:**

**St.Helens Council  
People's Services  
School Transport Section  
Atlas House, Corporation Street  
St.Helens WA9 1LD**



St.Helens Council

**Contact Centre**

Wesley House  
Corporation Street  
St.Helens  
WA10 1HF

**Tel:** 01744 676789

**Minicom:** 01744 671671

**Fax:** 01744 676895

**Email:** [contactcentre@sthelens.gov.uk](mailto:contactcentre@sthelens.gov.uk)

➔ [www.sthelens.gov.uk](http://www.sthelens.gov.uk)

Please contact us to request translation of Council information into Braille, audio tape or a foreign language.



# Assisted Travel to School Form Application Form



**This application form should be used for all applications for assistance with travel to school for the 2016/2017 school year.**

Only applications received from households who pay their Council Tax to St.Helens Council will be processed.

For more information about who is eligible for assisted travel, please refer to the leaflet which accompanies this form. If you are entitled, assistance will usually be in the form of a public service bus pass.

All applications must include a passport-size photograph of the pupil with their name and date of birth printed on the back.

To obtain further copies of this form, contact the Home to School Transport Section on: 01744 671033, or visit: [www.sthelens.gov.uk](http://www.sthelens.gov.uk), school and college transport, where a form can be downloaded.

### **Pupil details**

**Please complete in BLOCK CAPITALS**

**Surname:**.....

**First name(s):**.....

**Date of birth:**.....

**Surname of Parent/Carer:**.....

**Title/initial:**.....

**Home address:**.....

.....  
**Postcode:**.....

**Telephone no.**.....

If you have moved within the last 12 months, please enter your previous address and removal date (inc. postcode and phone no.). Please ensure you have informed the school of your new address.

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

### **School details**

Name and address of school:

.....  
.....

**Has your child received assistance before?**

**Yes**  **No**

### **Journey details**

Can you please indicate on which service(s) your child will travel (bus no. and company).

.....

### **Notification of changes**

Please note that if your child changes address, changes/leaves school or is absent from school for more than 4 weeks, it is essential that the bus pass is returned immediately and a receipt must be obtained as proof of return. Failure to do so will result in you being invoiced for the cost of the bus pass, from the date your child becomes no longer eligible for assistance to the date the bus pass is returned to this office.

### **School details**

#### **a) Primary-age pupils**

Assistance with transport will usually be provided to those pupils who are attending their nearest qualifying school with available places, where the safest measured walking distance between home and school is 2 miles or more for students under 8 years and 3 miles or more for students aged 8 years and over.

#### **b) Secondary-age pupils**

Assistance with transport will usually be provided to those pupils who are attending their nearest qualifying school with available places, where the measured walking distance between home and school is more than 3 miles.

### **Low-income criteria**

#### **a) Primary-age pupils - aged up to 11 years**

Those pupils who are entitled to free school meals, or whose families are in receipt of the maximum Working Tax Credit, will be awarded assistance with transport if they are attending their nearest suitable school where the measured walking distance is more than two miles from home.

#### **b) Secondary-age pupils**

Those pupils who are entitled to free school meals, or whose families are in receipt of the maximum Working Tax Credit, will be entitled to assistance with transport if the pupil is attending any of the 3 nearest suitable secondary

schools (not faith schools) closest to their home, providing the measured walking distance to these schools are more than 2 miles and less than 6 miles.

#### **c) Religion or beliefs**

If a parent expresses a preference for a school on the grounds of religion or belief, then a pupil aged 11-16 will be entitled to assistance if it is the nearest suitable school and the distance is more than 2 miles but not more than 15 miles. Proof of low income - either Entitlement to Free School Meals or maximum Working Tax Credit (Part 2 of the HM Revenue & Customs letter) must be provided at the time of application.

#### **d) Change in circumstances**

If there is a change in circumstances, and the pupil is in year 10 or year 11 and is a St.Helens resident, they may be entitled to assistance with transport if the school they are attending is more than 3 miles from their home address and an application for transport has not been previously received.

**The Department of Education states a qualifying school is a school that provides education appropriate to the age, ability and aptitude of the child. The measured walking route is one that an accompanied child may walk.**