



CYPS TRAVEL TEAM

APPLICATION FOR HOME TO SCHOOL TRAVEL SUPPORT

This form should be completed in **BLOCK CAPITALS** and returned to the **CYPS TRAVEL TEAM (Create), THE COUNCIL HOUSE, COLLEGE GREEN, BRISTOL, BS1 5TR.**

Bristol City Council is strongly committed to safe and inclusive travel for all pupils to and from school. Our policy promotes the Government's initiative to encourage an increase in walking, cycling and public transport as means of travelling between home and school.

Before completing this form, please read the policy details on page 3 of this form and also 'notes' on page 4

SECTION 1: Pupil Details

Forename	<input type="text"/>	Surname	<input type="text"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Date of Birth	<input type="text"/>	Year Group	<input type="text"/>
School to which travel support is requested	<input type="text"/>		
Date of Admission	<input type="text"/>		

SECTION 2: Parent/Carer Details

Mr / Mrs / Miss / Ms / Other	First Name	<input type="text"/>	Surname	<input type="text"/>
Address				
<input type="text"/>				
<input type="text"/>				
Post Code				
<input type="text"/>				
How long have you lived at this address?			Years	<input type="text"/>
			Months	<input type="text"/>
Telephone	<input type="text"/>			Mobile
	<input type="text"/>			

SECTION 3: Families on Low Incomes

Pupils from low income families are entitled to some additional support with travel to school. If you are on a low income, please indicate so by checking the appropriate box below.

My child/children receive Free School Meals

I receive the highest level of Working Tax Credit

*Please note that if you receive the highest level of Working Tax Credit (and are therefore **do not** receive Free School Meals) you will need to send us a copy your Tax Credits Award Notice (TC602) for the current financial year as evidence of this.*

SECTION 4: Reason for Applying**3.1 If your application is the result of a change of school****Previous School****Date of transfer****Reason for transfer (e.g. a move to secondary school, etc.)**
3.2 If your application is the result of a change of address (please give reason for move):**Previous Address****Post Code****3.2.1 If you are applying due to a move into temporary accommodation please complete this section****Name of Housing Officer****Contact telephone Number****SECTION 5: Additional Information. Please enclose any supporting letters from relevant agencies**

SECTION 6: Declaration**Print Name****Signature****Date****For Office Use Only****Distance****Eligibility Code****Assessed by****Date**

POLICY

Primary Aged Children

Children of compulsory school age, but under the age of eight are entitled to support with travel to their nearest appropriate school, as determined by the City Council, if the distance to that school is more than two miles from their home address. (Please see Definitions' for explanation of 'qualifying schools' and distance measurements).

Low Income Families

Children aged between 8 and 11 years from **low income families** are entitled to travel support where they live more than two miles from their nearest, appropriate, qualifying school. (Please see 'Definitions' for details on 'low income families' and 'qualifying school').

Secondary Aged Children

Children aged eight or over are entitled to support with travel to the nearest appropriate qualifying school if the distance to that school is more than three miles from their home address. (Please see 'Definitions' for explanation of distance measurements and 'qualifying schools').

Denominational Schools

Where the child will be attending a specific school for denominational reasons, the parents must also have made a clear expression for denominational education at the start of the admissions/allocations procedure, i.e. during the final year of primary education. Written evidence must also be received from the relevant Church Authority that he or she is a practising member of his or her faith. (You should return a **Denominational Form, signed by a Church Authority** with your application form. To request a Denominational Form from this office please call a member of the Travel Team on 0117 9037671 to request this form).

Low Income Families

From September 2008, children aged 11 to 16 from **low income families** will be entitled to travel support to one of their three nearest qualifying schools where the distance from their home address to the school is more than two miles, but less than six miles from that school. Please see definitions (below) for details on 'low income families' and 'qualifying school'.

Additionally, where a parent has expressed a preference for a school, and that preference is based on the parent's religion or belief, then a child aged 11 to 16 from a low income family will be entitled to travel support to their nearest suitable school preferred on grounds of religion or belief, where the distance from their home address to the school is more than 2 miles, but not more than 15 miles from that school. (Please note that if your child is attending a school for denominational reasons, you will need to return a completed **Denominational Form signed by a Church Authority** and return it to this office with your application form. Please call a member of the Travel Team on 0117 9037671 to request this form).

DEFINITIONS

Low income families

Low income families are defined as those entitled to **free school meals**, or in receipt of **the maximum level of Working Tax Credit** (WTC). Part two of your Tax Credits Award Notice (TC602) gives details of the maximum amount a person can receive in WTC in any year. If there are no **reductions due to your income** listed you are receiving the maximum level of working tax credit. Please call a member of our team if you have any queries about this on 0117 9037671.

Qualifying school

The nearest qualifying school is the closest school to a child's home address that both meets that child's educational needs and has an available place for that child.

Distance

This is the 'statutory walking distance' and is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads.

NOTES

1. It is the legal responsibility of the parent to ensure their child's attendance at school.
2. Where a child, through parental preference, is attending a school other than the nearest appropriate one as designated by the Local Authority, the parent is responsible for arranging and paying for all travelling costs.
3. If a child is assessed as eligible for travel support, the Authority will determine the most suitable means of support.
4. Pupils may be expected to walk some part of the way between home and school. Bus passes may necessarily be valid for journeys involving the use of a second bus.
5. Where an application for support is approved, parents must notify the City Council immediately should they change addresses as this may affect a pupil's eligibility to free travel.
6. If a pupil issued with a bus pass should leave school before the expiry date shown on the ticket, it is the parents' responsibility to return the ticket to the City Council immediately after their child completes the final homeward journey
from the school so that an appropriate refund for any unexpired portion of the ticket can be claimed from the appropriate bus or rail company.

Failure to comply with points 5 and 6 will result in parents being charged with the cost of any travelling expenses incurred unnecessarily by the City Council.