



**APPLICATION FOR FREE SCHOOL TRAVEL**

Full Name of School.....

Name of Pupil: Forename(s) ..... Surname.....

Full Postal Address..... Post Code.....

Tel. No. .... MALE  FEMALE  Date of Birth.....

Do you consider your child to be looked after in the care of a Local Authority YES  NO

Local Authority providing care: .....

To qualify for free home to school transport, pupils of compulsory school age are required to attend the nearest suitable school, where the home to school distance is over 2 miles for children up to the age of 8 years and over 3 miles for pupils 8 years and over (see note 2 on reverse). A national policy provides extended rights to pupils eligible for free school meals or whose parents receive their maximum level of Working Tax Credit (see note 3 overleaf).

1. Are you applying for school transport under the national extended rights policy (see note 3 on reverse)? YES  NO   
If yes, please complete below. If no, continue to number 2.

Which qualifying benefits are you entitled to? If you do not receive these benefits you will be assessed under the general policy.

Maximum level Working Tax Credit (WTC). You will need to send us the original WTC award notice to confirm eligibility. The working tax credit element of the WTC summary must indicate "reduction due to your income £0.00"

Free School Meals (please provide details of **parent** in receipt of relevant benefit below and we will check eligibility)

Parent's full name ..... Date of birth ..... NI No .....

For **primary pupils** aged 8 years or over (i.e. usually from the commencement of Year 4):

The nearest suitable school, where the school is more than 2 miles from the child's home

For **secondary pupils**:

1 of the 3 nearest qualifying secondary schools, more than 2 but less than 6 miles from the child's home

The nearest suitable school preferred because of \*religion or belief for pupils whose parent(s) adhere to that particular faith, which is more than 2 but less than 15 miles from the child's home

\*If applying for assistance to a Roman Catholic or Anglican School, do you meet the adherence criteria outlined in notes 3 and 5?  
Please forward copies of the certificates required. Without these we will be unable to assess your application. YES  NO

2. If this application is being made because of pupil's change of address or school please state:

Previous address .....

Previous school .....

Date of change ..... Was free travel awarded from previous address or to previous school YES  NO

3. **Application for Consideration of Exceptional Circumstances**

If you are applying on the basis of exceptional circumstances, please indicate and submit application with supporting information providing details of the exceptional circumstances (see note 6 on reverse) YES  NO

4. **Journey to School**

Nearest Bus Stop: ..... Bus Company/Service (if known) .....

5. Date from which travel is required .....

Bus passes are issued at considerable cost to Durham County Council and are paid for in advance for the whole of the academic year. If an issued pass is not required this must be returned immediately to the Admissions, Appeals and Transport Entitlement Team, County Hall, Durham DH1 5UJ, otherwise the parent will be responsible for any loss incurred by the County Council. I hereby agree to indemnify the County Council in respect of any damage, loss or rebate or additional expenses which the County Council may suffer in the event of the loss, improper use or non-return of any bus pass issued for my child.

I agree and consent to Durham County Council checking Council Tax records kept by the Council to confirm that those records show me as a resident at the address I have given as my place of residence.

Signed (full name).....

Relationship to pupil ..... Date .....

## NOTES

1. This application must be made by the pupil's parent or guardian and forwarded to the Admissions, Appeals and Transport Entitlement Team, Children and Adults Services, County Hall, Durham, DH1 5UJ. The supply of this form must not be regarded as an indication that an award of free travel will be made. Please note that you are required to advise us of any future change of circumstances, e.g. address. To allow assessment and provision of transport prior to the start of an academic year, this form should be returned by **1 June**. We aim to assess eligibility within 4 weeks of receiving an application.

2. To qualify for free travel, pupils of compulsory school age are required to attend the nearest suitable school (note 4), where the home to school distance (based on the parental address), using the shortest available walking route, is:

- Over 2 miles for children up to the age of \*8 years
- Over 3 miles for pupils of \*8 years and over

\*The 3 mile limit will apply from the start of the academic year after the child reaches the age of 8 years (i.e. usually from the commencement of Year 4). A reassessment will take place at this time.

Please see the home to school transport policy for full details, including provision where a walking route is assessed as unsafe, arrangements to allow pupils to complete their GCSE studies following a house move, travel outside the scope of the policy in exceptional and individual circumstances and the availability of concessionary travel allowing pupils not eligible for free school transport to access spare seats on school vehicles at a concessionary charge.

3. A national policy provides extended rights to pupils eligible for free school meals or whose parents receive their maximum level of Working Tax Credit. This provides transport to:

For **primary pupils** aged 8 but under age 11 years:

- The nearest suitable school, where that school is more than 2 miles from the child's home.

For **secondary pupils**:

- 1 of the 3 nearest qualifying secondary schools, where the school is more than 2 but less than 6 miles from the child's home, and
- the nearest suitable school preferred because of \*religion or belief for pupils whose parent(s) adhere to that particular faith, where that school is more than 2 but less than 15 miles from the child's home.

\*Parental adherence is defined as: to the Roman Catholic faith, where at least one parent and the pupil are baptised Roman Catholic; or to the Anglican faith, where at least one parent is a confirmed Anglican and the pupil is baptised Anglican (see note 5).

4. A suitable school is the maintained school which, in the view of the County Council, offers an efficient full-time education suited to the age, ability, aptitude and any special educational needs of the pupil and at which there is a place available for the pupil. For pupils whose nearest suitable school is in a neighbouring authority, the County Council will also provide free transport to the nearest suitable school within County Durham, providing that other eligibility criteria (e.g. distance) are met. If the nearest suitable school is a Voluntary Aided (Church) maintained school, transport will be provided over the distance limit(s) to this and to the nearest suitable non-Voluntary Aided maintained school.

5. If applying under the national policy (note 3) for transport to the nearest suitable school preferred because of religion or belief you are required to provide the following supporting documentation:

- baptismal certificates (for travel assistance to a Roman Catholic School).
- confirmation and baptismal certificates (for travel assistance to an Anglican School).

Should these not be available, please attach a letter from your parish priest confirming that at least one parent and the child are baptised Roman Catholic, or from your vicar confirming that at least one parent is a confirmed Anglican and the child is baptised Anglican. **Failure to do so will result in your request for free travel being refused.**

6. Where you feel that exceptional circumstances may prevail, even when the distance from home to school is less than the walking limit(s) (see note 2), e.g. where a pupil has a severe mobility difficulty which would prevent him/her from walking the distance to school, accompanied as necessary, this application form should be completed and submitted, together with supporting information providing details of the exceptional circumstances.

7. Distances are measured from home to school by the shortest available walking route, which may not follow the appropriate bus route. Where a school/academy operates on 2 sites, the site the pupil will attend for the majority of the academic year for which transport is applied will be the site used for the purpose of measurement of home to school/academy.

8. Special note must be taken of the bus pass conditions of issue. These will be enclosed with the pass. Bus passes are issued in accordance with the rules and regulations of the particular bus company.

9. From the date an application is received, together with supporting information where appropriate, applicants eligible for free home to school transport may be reimbursed appropriate travel expenses (bus fares) incurred whilst awaiting the provision of transport arrangements. See contact details below to request a reimbursement claim form.

10. We reserve the right to seek proof of address and withdraw any award made on the basis of an inaccurate address or any other inaccurate information you may provide. The data held by Durham County Council about this application may subsequently be shared across the Council and/or be disclosed to other appropriate organisations or bodies. However, the sharing or disclosing of your data will only be done for the detection and prevention of crime, to identify and correct errors and/or for verification purposes.

If you have any questions regarding this form please contact the Admissions, Appeals and Transport Entitlement Team on 0191 3835500 or email [schooltransportteam@durham.gov.uk](mailto:schooltransportteam@durham.gov.uk). A copy of the home to school transport policy is included in the school admissions brochure or is available on our website at [www.durham.gov.uk/schooltransport](http://www.durham.gov.uk/schooltransport)