

SCHOOL TRAVEL – MAINSTREAM APPLICATION FORM



Please complete all relevant sections of this form in **BLOCK CAPITALS** and return it to: **Transport Coordination Unit, Southampton City Council, Room 215, East Wing, 1st Floor, Civic Centre, Southampton, SO14 7LY.** Please make sure you enclose the correct evidence or your application will be delayed.

Data Protection

Southampton City Council is collecting this information in order to perform this service, and if further information is needed in order to do so, you may be contacted using the details provided. In performing this service, the Council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so. The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law. More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.

PART A – CHILD'S DETAILS (You must complete this section)

Surname		First Name(s)				
Date of Birth		Child's Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Parent/Carer Name		Relationship to Child				
Address / Postcode						
Contact Numbers	Main		Other			
Email Address						

PART B – ELIGIBILITY (You must complete this section)

School		Distance from Home to School (miles)					
Is your child entitled to free school meals?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, please give details of the parent the child lives with who is eligible for the qualifying benefit							
Surname		Date of Birth		NI Number			
OR Are you in receipt of MAXIMUM Working Tax Credit or Universal Credit? (You must send a copy of ALL the pages of these documents)				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

PART C – FAITH ELIGIBILITY (Complete this section if you are applying on faith grounds)

What is your child's faith?					
I have attached a copy of my child's baptismal certificate or a letter from my religious leader stating that my child is otherwise accepted into the faith of the school					<input type="checkbox"/>
OR I have attached a letter from my religious leader stating that because of my child's religion their preference is to attend a faith / single sex school					<input type="checkbox"/>

PART D – TRANSPORT DETAILS (You must complete this section)

Type of transport you are applying for. The most cost effective option will be offered in all cases.					
First/City Red Bus Pass	<input type="checkbox"/>	Blue Star/Uni-link Bus Pass	<input type="checkbox"/>	Other (please state)	
Rail Pass	<input type="checkbox"/>	From (station)		To (station)	

Declaration

I certify that the information given on this form is correct and that I have read and understood the guidance notes.

Parent / Carer Signature		Date	
Print Name		Relationship to Child	

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ELIGIBILITY				
SCC resident?		Yes		No
Attends nearest appropriate school?		Yes		No
Attends one of the three nearest appropriate schools?		Yes		No
If not attending the nearest appropriate school or one of the three nearest appropriate schools, please state the reasons why the closer schools were not appropriate.				
Meets distance criteria?		Yes		No
1	Name of School			Distance (miles)
2	Name of School			Distance (miles)
3	Name of School			Distance (miles)
4	Name of School			Distance (miles)
5	Name of School			Distance (miles)
Meets means testing criteria?		Yes		No
Faith / single sex evidence enclosed?		Yes		No

PART C – APPLICATION SUCCESS				
Application Successful?		Yes		No
Please state reasons if the application is unsuccessful.				

Children are eligible for free school travel if they meet ALL of the criteria as shown below.

Children at non-faith schools

1. Primary

- Your child must be attending their catchment or a nearer school to your home.
- The distance between your home and the school must be:
 - more than 2 miles for children in years R-3
 - more than 3 miles for children in years 4-6 (2 miles if your child meets the means testing criteria).

2. Secondary

- Your child must be attending their catchment or a nearer school to your home.
- The distance between your home and the school must be more than 3 miles.

OR

- Your child must be attending one of the three nearest schools to your home.
- The distance between your home and the school must be more than 2 miles.
- Evidence is provided to show that your child meets the means testing criteria.

Children at faith schools – secondary aged children only

- Your child must be attending the nearest appropriate faith school to your home.
- The distance between your home and the school must be more than 2 miles but less than 15 miles.
- Evidence is provided to show that your child meets the means testing criteria.
- Evidence is provided to show that your child is baptised or otherwise accepted into the faith of the school or that because of their faith, their preference is to attend a church school.

Evidence of faith will be one of the following:

- A copy of your child's baptismal certificate showing that they are baptised into the faith of the school.
- A letter from your religious leader stating that the child is otherwise accepted into the faith of the school.
- A letter from your religious leader stating that because of your child's faith, their preference is to attend a faith school.

What else do I need to know?

Appropriate schools: A school might not be appropriate for your child if it has no places available, your child has been permanently excluded from it, it is not compatible with your religious or philosophical beliefs or there are special circumstances and the Council agrees that the school is not suitable for your child. If these circumstances apply, please enclose a covering letter with your application. In some situations, we may need extra evidence to deal with your application.

Distances: Lower distances are measured by the shortest available safe walking route. Upper distances are measured by the shortest available safe driving route. If your child has a medical condition and does not meet the distance criteria, this can be taken into account if specific written evidence from your GP or Consultant is sent with your application form.

Means testing: Your child will meet the means testing criteria if you can answer yes to one of the following questions:

- My child is eligible for free school meals
- I am in receipt of **maximum** Working Tax Credit.

Means tested applications need to be made for each academic year. If your family's financial circumstances change and your child is no longer eligible for free school travel, a reassessment of places at closer schools will be undertaken.

Changes of address: If you move after you have successfully applied for free school travel, a check will be made to ensure that your child still meets all of the eligibility criteria from the new address.

Application deadline: Applications for the start of the academic year can be made from 1 June. Early applications will be held until this date. If you apply after 10 August, we cannot guarantee that your child's transport will be arranged by the start of the autumn term. During the school year, applications will normally be dealt with within 10 working days.

Lost bus/train tickets: Lost tickets should be reported to the bus/train company. They will tell you the procedure for getting a new pass. Please note that they may make a charge for the replacement pass and there may be a limit on the number of replacements they will issue in any school year.

Contact Details

Address: Transport Coordination Unit, Southampton City Council, Room 210, East Wing, First Floor, Municipal Block, Civic Centre, Southampton. SO14 7LY.

Tel: 023 8083 3463 (for children living in the east of the City)
 023 8083 3467 (for children living in the west of the City)

E mail: travel.coordination@southampton.gov.uk

For more information visit our website at: www.southampton.gov.uk/freeschooltravel