

FORM S20 APPLICATION FOR FREE SCHOOL TRAVEL

Please read the notes overleaf prior to completing this application. If you have questions about this form please contact the School Admissions and Transport Team on 03000 264444 or email schooltransportteam@durham.gov.uk

Full Name of School.....

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

Home 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:

Does your child have an Education, Health and Care Plan or a Statement of Special Educational Needs YES NO

To qualify for free home to school transport, children 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 children 8 years and over (see note 2 overleaf). A national policy provides extended rights to children eligible for free school meals or whose parents receive their maximum level of Working Tax Credit (see note 3 overleaf).

1. Please indicate whether you are eligible for the following qualifying benefits and we will assess your application under national extended transport rights:

Maximum level Working Tax Credit (WTC). You will need to send us the full WTC award notice (pages 1-8) for the year for which you are applying for transport 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).
Please note there is a separate application form to complete for Free School Meals at www.durham.gov.uk/freeschoolmeals

Parent's full name Date of birth NI No

I do not receive the above benefits. If you do not receive these benefits you will be assessed under the general policy.

Applying for Transport to a Roman Catholic or Anglican Secondary School

If you are eligible for assistance under national extended transport rights, we will consider the nearest suitable school preferred because of religion or belief for children whose parent(s) adhere to that particular faith, which is more than 2 but less than 15 miles from the child's home. Do you meet the adherence criteria outlined in notes 3 and 5 overleaf?

YES NO Please forward copies of the certificates required (see note 5 overleaf).
Failure to do so will result in your request for free travel being refused.

2. If this application is being made because of child'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 overleaf) 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 **School Admissions and Transport 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 Print full name

Relationship to child Date

NOTES

Please read these notes in conjunction with the home to school transport policy included in the school admissions brochure or on our website at www.durham.gov.uk/schooltransport.

1. This application must be made by the child's parent or guardian and forwarded to the **School Admissions and Transport 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 in writing 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 **31 March** for secondary applications and **30 April** for primary applications. We aim to assess eligibility within 4 weeks of receiving an application.
2. To qualify for free travel, children 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 walking route, is:
 - Over 2 miles for children up to the age of 8 years*
 - Over 3 miles for children 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 unsuitable, arrangements to allow children to complete their GCSE studies following a house move, only in exceptional and individual circumstances and the availability of concessionary travel allowing children 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 children eligible for free school meals or whose parents receive their maximum level of Working Tax Credit. This provides transport to:

For **primary children** 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 children**:

 - 1 of the 3 nearest suitable 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 children 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 child are baptised Roman Catholic; or to the Anglican faith, where at least one parent is a confirmed Anglican and the child is baptised Anglican (note 5).
4. A suitable school is the maintained school/academy 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 child and at which there is a place available for the child. Individual subject choices will not be considered in determining the nearest suitable school. For children whose nearest suitable school/academy 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, e.g. when the distance from home to school is less than the walking limit(s) (see note 2) and where a child 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. In assessing home to school distance the LA uses a Geographic Information System (GIS) to identify and measure the shortest route utilising only the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN) which are national recognised datasets. The LA will not include any other routes or any other method of measurement. Routes are measured from the centre point* of the child's house, or in the case of a flat from the centre point* of the building, to the nearest school site entrance. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point* of the child's house to the closest point on the nearest route on the ITN/UPN.

*In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer. With the exception of Greenfield Community College, Newton Aycliffe and Shildon Sites, and Sherburn Village Primary School, Sherburn Village site and Sherburn Hill site, where a school/academy operates on 2 sites, the site the child 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. Please see the Secondary and Primary Schools Admissions Brochures for full details.
8. Special note must be taken of the bus pass conditions of issue 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 full supporting information and documentation 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 overleaf to request reimbursement claim form. If you are eligible for free home to school transport but would prefer to receive a mileage allowance to enable you to transport your child to school please contact us.
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 information you provide to us on your application form and in any supporting documents will be used to process your application dealt with in accordance with the Data Protection Act 1998. Your data will only be shared with your consent or where it is necessary to do so and where the law allows. For further information about how your information may be shared please see the Privacy Notice at www.durham.gov.uk/schooltransport.