

## Transport Application Form Mainstream Schools 2019/2020

This application only applies to children who are of statutory school age (5-16)  
and who live at a permanent address in the area of Slough Borough Council.

Before you fill in any details, please read the home to school transport policy.

Please attach  
two passport  
photographs  
here

Pupil's Surname

Forename

Date of Birth

Gender

Male/Female

Home Address

Postcode

School (to which transport  
is requested)

Have you chosen this school on religious grounds? (If yes, complete supplementary form)

YES

NO

Are you currently claiming a benefit which would entitle your child to free school meals,  
or are you in receipt of the maximum level of working tax credit?  
(If yes, complete supplementary form)

YES

NO

Type of transport preferred (please tick)

Bus

Rail

Nearest boarding point to home address:

Bus stop

Railway station

Does your child have a medical need which prevents them making their own way to  
school, accompanied as appropriate?

YES

NO

If Yes, please attach a supporting letter from your GP/Consultant.



## Mainstream Home to School Transport 2019/20 supplementary form for:

- **Parents currently in receipt of a benefit entitling their child to free school meals OR**
- **Parents in receipt of maximum level of Working Tax Credit**

(CONFIDENTIAL) Please read notes overleaf before completing this form.

### A. DETAILS OF PARENT/GUARDIAN

	Surname	Other Names	Date of Birth	National Insurance No.
Father				
Mother				
Guardian				

### B. HOME ADDRESS OF PARENTS/GUARDIAN (APPLICANT)

Mother/guardian (Delete as appropriate)	Address of father (if different from Mother)

### C. BENEFITS RECEIVED BY PARENTS/GUARDIAN

Please tick below the benefit(s) you receive:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)
- Guarantee element of State Pension Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Employment and Support Allowance
- Child Tax Credit, but I am **not** entitled to Working Tax Credit, and have an annual income as set by Her Majesty's Revenue and Customs
- Maximum level of Working Tax Credit, **or**
- Working Tax Credit run-on

### D. DOCUMENTARY EVIDENCE (please tick) Photocopies only (please do not send originals)

- I am enclosing appropriate documentary evidence of receipt of benefit (see overleaf), **or**
- I am unable to provide documentary evidence and wish for Slough Borough Council to use the information I have provided to determine, in liaison with other sources as allowed by the law, my entitlement. (Please note if you are receiving the Maximum Level Working Tax Credit Slough Borough Council is unable to determine the entitlement on your behalf; in this circumstance you must submit a copy of your Tax Credit Award Notice (TC602))

### E. DECLARATION BY PARENT/GUARDIAN

- I hereby declare that I am currently in receipt of the benefits as indicated above or will be from the date provided, and that to the best of my knowledge and belief the information provided in this form is correct.
- I undertake to inform Slough Borough Council of any change of financial or other circumstances, which will affect any items of information contained therein.
- I agree that Slough Borough Council will use the information I have provided to process my claim for home-to-school transport and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.
- I understand that the results of any home-to-school transport eligibility check may also be used to assess my entitlement to receive free school meals.
- I agree that information supplied may be used for registered purposes under the terms of the Data Protection Act 2018.

### DECLARATION BY APPLICANT

I CERTIFY THAT THE INFORMATION GIVEN IS TO THE BEST OF MY KNOWLEDGE AND BELIEF CORRECT AND ACCURATE. I will inform you immediately of any change in my circumstances, (at any time) which may affect my entitlement to transport. I understand that this information will be used for purposes related to the provision of transport and may be disclosed to other authorities for these purposes.

#### Data Protection Act 2018

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: [www.slough.gov.uk/yourprivacy](http://www.slough.gov.uk/yourprivacy). Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at [dataprotectionofficer@slough.gov.uk](mailto:dataprotectionofficer@slough.gov.uk).

Signed (Parent/Guardian\*)

Print name

Telephone number

Home

Work

Date

A pupil cannot be considered for travel assistance until an application form has been received. As no retrospective payment can be considered, it is important you return this form as soon as possible to the address above.

\* Delete as appropriate.

PTO

## **Eligibility**

The Local Authority (LA) will provide free transport for your child between home and school if:

- Your child is aged between 8 and 11, from a low income family, attends the suitable or nearest maintained school and the distance between home and school is more than 2 miles.
- Your child is aged between 11 and 16, from a low income family and they live:
  - a. more than 2 miles but less than 6 miles from one of the three nearest maintained schools, or
  - b. more than 2 miles but not more than 15 miles from the nearest suitable maintained school for those who attend a school on a religious belief.

## **How to apply**

If you believe the above circumstances are applicable, and wish to apply for home to school transport, you should:

- Ensure that you have first completed a 'Free Home to School Transport Mainstream' application form.
- Complete Sections A to E of this supplementary form.
- Submit your application form(s) with proof of current receipt of the relevant support/benefit to:  
**Address: Home to School Transport, Slough Borough Council, St Martins Place, 51 Bath Road, Slough, Berks SL1 3UF**  
**Telephone: 01753 875729**

## **Free school meals**

Eligibility for free school meals is limited to children whose parents are in receipt of:

- Universal Credit (provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

## **Documentary evidence**

You must provide clear proof you currently receive the benefit you have indicated e.g. your award notice.

## **Renewal**

You will need to complete a new Supplementary Form and provide supporting documentary evidence for transport to continue into the 2020/21 academic year.

Delay or failure to provide sufficient evidence at the point of application/renewal will mean that your child's transport assistance will be withdrawn.

## **Change of circumstances**

You must inform us of any changes of address and when your benefit/support is changed or stopped.