



**Family Cohesion Services and Transport  
Transport Operations  
Darby House  
Lawn Central  
Telford  
TF3 4JA**

**Tel (01952) 384620  
(01952) 384621**

## **Application for Transport Assistance**

Please read these notes before completing the application form.

### **How long will my application take to process?**

You should allow up to 20 working days for your application form to be processed. Please note however that more complex cases may take considerably longer.

### **Who qualifies for 'Transport Assistance'?**

As a parent of a school aged pupil, you are responsible for ensuring your child attends school and for getting your child to and from school. However, if you live more than 2 miles (for primary aged pupils) or 3 miles (for secondary aged pupils) from your designated or nearest school, your Local Authority may provide transport to get your child to and from school.

Telford & Wrekin Council may provide Transport Assistance if: -

- Your child is attending full time at your designated or nearest school and
- Your home address is more than 2 miles (for primary aged pupils) or 3 miles (for secondary aged pupils) from your child's school. New provisions have been brought in by Government for pupils from low income families with children at secondary school. Please see next page for more details and a definition of low income.

### **Are there any other grounds on which transport can be provided?**

Yes, Telford & Wrekin Council will initially consider all applications received against the criteria described above. If there are any other circumstances you wish us to take into account you will need to state these, in detail, on the back of your application form. Your application will then be considered on its merits.

### **What is meant by 'Transport Assistance'?**

In some circumstances, Telford & Wrekin Council may offer to provide financial assistance towards transporting your child to school. This may be a travel pass on existing transport where a seat is available or in some cases travelling expenses.

### **What is meant by 'designated' school?**

#### **Primary**

Every address in Telford & Wrekin will have a designated (catchment) primary school. This is normally, but not always, your nearest school. If you live more than 2 miles from your designated or nearest primary school, free transport will be provided.

#### **Secondary**

Transport, or help with it, will be provided for children who live beyond the maximum statutory walking distance from their designated (catchment) or nearest secondary school. Parents who make a preference for a school which is beyond three miles (4.8kms) from their home or which is not the designated or nearest school should note that the Council **will not normally provide** transport. There is a separate application form (Tran 3) for parents wishing to apply for transport to a school on faith grounds. Please contact the Transport Contracts Team on the above number for advice.

For some families, transport assistance can be claimed on low income grounds. Under these new provisions families are entitled to help with transport to any one of the three nearest suitable LA schools to their home address where they live more than 2 miles but less than 6 miles from the school.

### **What is meant by low income?**

The legislation states that a family can apply for transport assistance on low income grounds if they are in receipt of the **Maximum Level of Working Tax Credit or Free School Meals**. If you are applying on either of these grounds, you **must** provide evidence. In the case of free school meals you must provide a copy of your entitlement letter from the Council. For a claim made on maximum level of working tax credit grounds to be considered you must provide copies of parts one and two of the award letter from the Revenue and Customs Department.

**Please note:** Any transport assistance given on low income grounds will be for that academic year only and you will need to reapply in June every year for transport for the following academic year including evidence that you still meet the criteria.

### **How is the distance measured?**

When processing an application for 'Transport Assistance', staff in the Transport Contracts Team will check the distance between the child's home address and school. **This distance is normally measured by using the shortest pedestrian route between home and school**. If an application is made on low income grounds the higher limit (6 miles) is measured by using the shortest road route.

### **How do I apply for 'Transport Assistance'?**

Please fill in the attached form in ink and forward it to the Transport Contracts Team at Granville House.

### **What happens if my circumstances change?**

If any of the details you have given on your application change you will need to notify the Transport Contracts Team straight away.

### **Safety**

Telford & Wrekin Council considers safety on school transport to be a priority. A leaflet offering advice about safety on school transport is available upon request.

**Please note:** when Telford & Wrekin Council provides transport, parents are fully responsible for the safety and care of their children until they board the provided transport at the designated pick up point and, on the return journey from the moment they alight from the vehicle at the designated drop off point.

### **Pupils with 'special needs'.**

If your child has a 'Statement of Special Educational Needs' please state this on your application. Having a 'Statement of Special Educational Needs' does not automatically entitle you to 'transport assistance'. If your child has special educational needs that you wish to be considered as part of your application for transport please give details on the form.

Any transport that is provided will seek to meet the individual needs.

### **And finally...**

If you have any queries about completing this form or school transport in general please contact us on (01952) 384620 or 384621



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TRAN/1

### Application for 'Transport Assistance'

#### Pupil's Details:

Surname

First Name/s

Sex: M / F

Date of Birth:

(DD/MM/YY)

Is this application for Children in Care?

Yes

No

#### Parent/Carer Details

Title

Initials

Surname

Address

Post code:

Telephone Number:

Mobile Number:

Your telephone numbers are given to the transport provider in case of emergencies. If you do not wish us to give them your numbers please indicate.

Yes  No

E-mail address:

School:

On what grounds are you applying?

Distance

Low Income

To apply on low income Grounds you must provide supporting evidence. Please tick relevant piece of evidence and attach to back of form:

• Free school meals entitlement

- Maximum level of working tax credit letter parts 1 & 2

### Medical/Special Educational Needs

If you are applying on medical grounds you **must** provide supporting evidence from a medical consultant. If you are applying on other grounds but your child has a medical condition please provide details on the attached form.

- Medical Evidence – please provide a letter from a consultant or complete attached form with further details
- Special Educational Needs
- Other

*Please specify on*  
Date transport requested to start:    *following page.*  
(DD/MM/YY)

(Please note: You should allow up to 20 working days for your application form to be processed – more complex cases may take longer)

*I certify that I have read the attached notes in respect of school transport and that the details I have given are true and accurate to the best of my knowledge. I have attached any evidence required to support this application..*

Parent/Carer's signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Social Worker for Child in Care \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only.

Route No \_\_\_\_\_ Confirmation Letter Sent \_\_\_\_\_

### Notice under the Data Protection Act 1998

The Council processes data in accordance with the principles of good information handling contained in the Data Protection Act 1998. We will not sell this information to any other persons or organisations, however, the data collected may be used to provide you with information about the services offered by the Council. By completing and signing this form you are giving your express consent to such processing.

### Please provide the following information

1 Previous address:

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2 Date admitted to school:

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3 Reason for admission:

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4 If your child has a medical condition please see above and provide medical evidence:

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5 Please provide reasons for your application:-

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