SEFTON COUNCIL TRAVEL PASS ELIGIBILITY NOTES AND REGULATIONS

Please read carefully before completing the application form
The full Home to School Transport Policy is available on the Sefton website:
www.sefton.gov.uk/schooltransport (paper copies of the policy are also available on request).
Please ensure that you had read and understood the Policy before making an application.

1. Eligibility based on Statutory Walking Distances
Sefton will provide free transport for all pupils of compulsory school age (5-16) if their nearest suitable (qualifying) school* is:

- beyond 2 miles (if below the age of 8); or
- beyond 3 miles (if aged between 8 and 16)

Distance to the nearest qualifying school for statutory walking distances will be measured as the shortest walking route from the pupil’s home to the nearest school gate, using the Local Authority’s computerised measuring system.

2. Eligibility based on Extended Rights
Sefton will provide free transport for all pupils who are entitled to free school meals or their parents are in receipt of maximum Working Tax Credit if the distance to the nearest suitable (qualifying) school* is:

- beyond 2 miles (for primary aged children over the age of 8 and under 11);
- between 2 and 6 miles (for secondary aged children aged 11-16 ) if the school is one of the three closest suitable schools;
- between 2 and 15 miles for secondary aged children (aged 11-16) if it is the nearest school preferred on the grounds of religion or belief

Distance to the nearest suitable (qualifying) school for the 2 mile limit will be measured in the same way as statutory walking distances above. However the 6 mile upper limit to a choice of schools and the 15 mile upper limit to a school preferred on grounds of faith or religion or belief are not walking routes and will be measured along roads for suitable motorised vehicles.

Please refer to the Policy for a full explanation of the meaning of nearest qualifying school.
*Qualifying schools are: All Community, Foundation, Voluntary Aided and Voluntary Controlled schools, Academies, Free schools and Pupil Referral Units.

3. Completing and Submitting the Form

PLEASE ENSURE YOU ATTACH 2 PASSPORT SIZE PHOTOS OF THE PUPIL WITH THEIR NAME PRINTED ON THE BACK TO THIS APPLICATION FORM If you fail to do this, your pass may be delayed. If your application is unsuccessful we will return your photographs.

Renewal applications should be returned by 28 June 2019 to ensure that the Travel Pass is ready for the start of term.

Applications are dealt with in the date order they are received. Most passes will be sent out 7 days before the start of the Academic Year. We aim to issue tickets within one month of receipt of a COMPLETED application form. However, at peak times for applications and those for which additional information is required, or the correct details/information has not been provided, these applications may take longer to process.
4. Data Protection Act
What data we collect and how we use the information provided on the application form.

The Young People and Families Department maintains a database in respect of Education, which relates to the administration of pupils. Sefton Council only collects personal information within the home to school transport application form that is required in order for us to process your application and establish eligibility for home to school transport. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act. This information may be shared with other Local Authorities, transport operators, auditors and law enforcement officers. We may also verify information you have provided by contacting other departments within Sefton Council, who maintain appropriate records. Where information provided is different from that held by them, they may use the information on this form. The application forms will be held for 2 years and then destroyed securely. The application information held within the Education database may be held for up to 7 years.

5. Important Information - Once the Travel Pass has been issued

- **IF THERE IS A CHANGE OF ADDRESS OR THE PUPIL TRANSFERS TO A DIFFERENT SCHOOL FROM THAT STATED ON THIS APPLICATION FORM BEFORE THE PASS EXPIRES**

You must inform the Admissions Team immediately by emailing the admissions team admissions@sefton.gov.uk as entitlement to the pass may be affected. If entitlement is affected and you have not returned the pass as indicated you will be liable for any rebate the Authority has not been able to claim.

- **LOST OR DESTROYED TICKETS**

You must inform the Admissions Team immediately and request a form to apply for a duplicate ticket. You must complete and return the form, together with one further photograph and an administration fee of £25.00.

A duplicate ticket will be issued after one week of receiving the duplicate application form at this office. Once the duplicate ticket is issued, the fee is non-refundable.

Travelling expenses incurred whilst waiting for the duplicate ticket to be issued will not be refunded.

- **PARENTAL RESPONSIBILITY**

In the exceptional case where a child lives part of the week with different parents, each with shared responsibility, the home address shall be defined as the address of the primary carer of the child who is in receipt of Child Benefit. You may therefore be asked to produce documentary evidence of your child’s address.

- **FAILURE TO COMPLY WITH ANY OF THESE REGULATIONS**

By signing the form you are agreeing to abide by the above regulations. The parent/carer will be responsible for refunding to the Authority the amount of any rebate lost through failure to comply with these regulations.

Please return the application form to: School Admissions Team, Schools Regulatory Services, Town Hall, Oriel Road, Bootle, L20 7AE

Please note: All information correct at the time of printing.
SEFTON SCHOOL TRAVEL PASS APPLICATION FORM 2019-20

Please ensure that you have read and understood the Home to School Transport Policy and the attached notes and regulations before completing this form

Submit this form by 28 June 2019 to ensure that the pass is ready for the start of term.
PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

1. Pupil Details

Pupil’s First name(s) Pupil’s Surname/Last Name

Pupil’s Date of Birth Age on 01/09/2019 Year Group in 2019/20

DD / MM / YYYY Yrs

Home Address ____________________________ Postcode ____________________

If you have moved house in the last 12 months, or are applying for travel because you have moved house please state your previous address below and enclose evidence of your current address ie current Council Tax bill. If you do not, and we have to write to you, your application can be delayed.

Previous Address Date of House Move

2. School Details

Name and address of school attending in 2019-20

Name and address of school attended in 2018-19 (if different from above)

3. Travel Details

Will the journey be by: Bus □ Train □ Both □

(Please tick appropriate box)

Please give full details of the route to be used, ie bus stop/train station:

PLEASE CONTINUE COMPLETING THIS APPLICATION FORM OVERLEAF

Office Use Only:

Logged in by: ____________ Income: FSM / WTC One ID: ____________

ER check by: ____________ Date: _________ Distance: (complete in ALL cases)

Ticket type: ____________ Zone: ____________ Code: ____________

Ticket No: ____________ Assessed by: ____________ Date: ____________
4. Parents/Carers Details
Title (please tick) Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐
Relationship to child (please tick)
Father ☐ Mother ☐ Step Parent ☐ Foster Parent ☐ Social Worker ☐ Other (Please specify)
First Name ___________________________ Surname ___________________________
Day ___________________________ Tel No: ___________________________
Tel No: ___________________________
Email Address: ___________________________

5. Looked After Children
Does the Local Authority have parental responsibility for this child? Yes ☐ No ☐
If yes, please state which Local Authority and the contact details for the Social Worker responsible for the child.

6. Extended Rights – Income Details
Are you entitled to receive Free School Meals for your child? Yes ☐ No ☐
(Your entitlement will be checked within the Young People and Families Dept)
Are you in receipt of the maximum level of Working Tax Credit? Yes ☐ No ☐
Please provide your FULL Inland Revenue Award Notice to determine this. If you do not provide this evidence and we have to write to you to request it, your application may be delayed.

7. Checklist
Before signing and returning this form, please ensure that you have:
☐ Enclosed 2 passport photographs (please include the pupil’s name on the back of the photos)
☐ Enclosed evidence of Working Tax Credit entitlement (see section 6)
☐ Enclosed evidence of your current address if you have moved (see section 1)

8. Data Protection Act
Sefton Council maintains a database in respect of Education, which relates to the administration of pupils. All personal information provided on this form is treated in strict confidence in accordance with the requirements of the Act. This information may be shared with other Local Authorities, transport operators and law enforcement officers. We may also verify information you have provided by contacting other departments of the council who maintain appropriate records. Where information provided is different from that held by them, they may use the information on this form.

9. Declaration and Signature of Parent/Carer
➢ I certify that I have read and understood the Home to School Transport Policy and the attached regulations.
➢ I hereby declare that to the best of my knowledge and belief, the information I have given on this form is true and up to date. I understand that any false or deliberately misleading information on this form and/or supporting documents may result in legal proceedings.
➢ By signing this form I agree to abide by the regulations governing the issue of a travel pass.
Signature of Parent/Carer ___________________________ Date ___________________________
PRINT full Name ___________________________

THIS APPLICATION WILL NOT BE PROCESSED IF YOU HAVE NOT SIGNED AND PRINTED YOUR NAME ABOVE

Please return the completed form to: Sefton Council, School Admissions Team
Schools Regulatory Services, Town Hall, Oriel Road, Bootle, Liverpool, L20 7AE