

Home to School Transport Application Form



WOKINGHAM
BOROUGH COUNCIL

PLEASE COMPLETE FORM IN BLOCK CAPITAL LETTERS.

SCHOOL:		Start date at School:	
NAME OF CHILD:			
Date Transport to Start:		Year Group:	
Date of Birth:			Sex: Male / Female
Home Address: (including postcode)			
Contact Numbers:	Home	Work	Mobile
Email Address:			

If you have other children at the school please name:	
Route No (If Known):	Boarding Point:

We are in receipt of maximum level Working Tax Credit (attach proof of this benefit)	YES / NO
We are in receipt of free school meals (Excluding universal free school meals)	YES / NO

Declaration by parent or guardian:	
I certify that the above information is correct and can be utilised to arrange home to school transport, and shared with transport operators where relevant. Where transport assistance is provided we (parent and student) agree to comply with the School Transport Code of Conduct. Please note that the supply of false information may subsequently invalidate any award of free transport, <u>and may lead to the recovery of any transport costs incurred.</u>	
Sign:	Print Name:
Date:	Relationship to child:

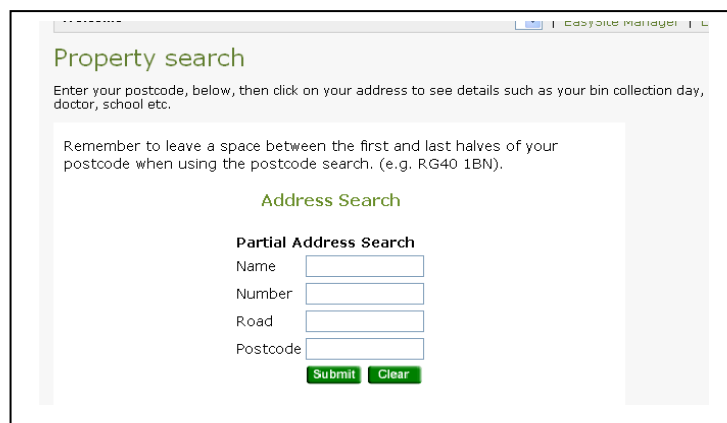
FOR CORPORATE TRANSPORT USE ONLY:		
Admissions Officer:	Date:	
Diverted Student YES / NO		
NOTES:		
Entitled: YES / NO Code:	Date: Officer Name:	Route No:
Boarding Point:	Boarding Time:	Operator:



GENERAL NOTES ON HOME TO SCHOOL TRANSPORT PROVISION

Designated area information is available through our website on the following link:

<http://www.wokingham.gov.uk/propertysearch1/>



- Enter your postcode and click submit
- Scroll down to Education and Youth to find your designated primary/secondary school
- To check the radial and walking distances to various schools, scroll down to:

Full information relating to School Admissions and School Transport is detailed in "A Parent's Guide to Primary/Secondary School Admissions in the Wokingham Borough". Alternatively you can contact the School Admissions Team or the Corporate Transport Unit who can assist with designated area information.

Will my child be entitled to any assistance with transport?

For pupils aged 11 to 16 years old, transport assistance can be considered to any designated area school (where there is more than one) but not if there was another designated area school that was available at the time of application and within safe walking distance of home. Transport can also be considered in the relatively few cases where the school attended, although not a designated area school, is the nearest available school (measured by radial distance). Transport in either case will only be considered if your child lives more than three miles from the school by the shortest safe walking route, unless there is no safe walking route. Transport assistance can also be considered if your child is entitled to free school meals, or you receive maximum level Working Tax Credit. Please refer to "A Parent's Guide to Secondary School Admissions in the Wokingham Borough" for further information.

For pupils of Primary School age, transport assistance can be considered where your child attends their 'designated area' school or in the relatively few cases where the school attended, although not the designated area school, is the nearest available school (measured by radial distance). Transport in either case will only be provided for children under eight years old if your child lives more than two miles from the school measured by the shortest safe walking route, or if there is no safe walking route to school. Transport assistance can also be considered if your child is entitled to free school meals, or you receive maximum level Working Tax Credit.

For pupils aged eight years or over, the distance is increased to three miles, except for families entitled to free school meals, or who receive maximum level Working Tax Credit. Please refer to "A Parent's Guide to Primary School Admissions in the Wokingham Borough" for further information.

Where transport is provided because a family is entitled to free school meals or in receipt of maximum level working tax credit, this will be reviewed on an annual basis and may be withdrawn if families are no longer eligible.

Additional notes

- Where parents are successful in obtaining a preferred school that is not the designated (or nearest) school, they are responsible for their child's attendance. Free school transport will not be provided.
- In the case of lower income families who apply for transport, transport will not be provided if their child attends a school which does not meet the criteria stated.
- Transport assistance may be provided by means of a contracted vehicle, public transport (bus or train) or reimbursement of travel expenses, at the Council's discretion.
- **All transport entitlement will be reviewed on an annual basis.**

Please send completed applications to: Corporate Transport Unit, Wokingham Borough Council, Shute End, Wokingham, RG40 1BN or email to ctu.group@wokingham.gov.uk

If you would like more information about how the Council uses your data, please see our Privacy Notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>