

# APPLICATION FOR ASSISTANCE WITH TRAVEL TO SCHOOL

**PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM.**

## **HOW DO YOU KNOW IF YOUR CHILD IS ELIGIBLE FOR ASSISTANCE WITH TRAVEL TO SCHOOL**

To qualify for a free bus pass your child must meet the following criteria.

- (a) parent(s) must live in the Borough of Lambeth;
- (b) the child must attend the nearest appropriate school to home - i.e.:
  - (i) the nearest Community, Foundation, Voluntary-Controlled or Voluntary-Aided school to home, regardless of whether the school is mixed or single-sex;
  - (ii) the nearest denominational school to home whether mixed or single-sex.
- (c) The child must be travelling a distance of over two miles for a child aged 5-7, and over three miles for a child aged 8-16.

If the distance to your child's school is more than the distances mentioned above, we will only give your child a pass if this school is the nearest school to your home with a place for your child. If there are schools nearer to your home with spare places, we will not give your child a pass. We will check this with the Schools Admission Section or directly with the school. **You must send us proof if you could not get your child into the nearer schools.**

## **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (SEN)**

Assistance with transport will only be provided for Lambeth resident pupils with a Statement of SEN if transport is identified as being necessary in parts V and VI of the Statement.

In all cases the Assessment and Intervention section will undertake an assessment for all pupils in order to establish if the pupil meets the eligibility criteria and to determine whether there are any other factors, which prevent a parent from transporting or escorting their child to and from school. In coming to a decision issues such as the age of the child and development of independent travel and social skills should be considered.

## **DENOMINATIONAL PREFERENCE (CHURCH SCHOOLS)**

If you decide to send your child to a particular Church School, the School must still be over the distances given above. It also has to be the religion or denomination which you practice and the nearest denominational school to your home with a vacancy, at the time of application. A supporting reference will be required from the parish priest or other church authorities of the church attended.

## **WHAT ASSISTANCE WILL I RECEIVE?**

A bus pass will be issued to eligible applicants termly at the beginning of each term and sent to the school for collection. Travel cards will only be issued in very exceptional circumstances where either:

- The journey cannot be undertaken by bus (as confirmed by Transport for London) or
- There are professionally supported medical reasons why the child cannot undertake a bus journey.

## **WHAT IF MY CHILD CHANGES SCHOOL OR WE MOVE HOME?**

If your child changes school or you move home, you must complete a new application form and you will be assessed using criteria on the notes of guidance.

## **WHAT HAPPENS IF MY CHILD LOSES THEIR PASS?**

In the event of your child losing, defacing, damaging or rendering the pass unusable for any other reason, you will be responsible for replacing the pass or for covering the cost of your child's travel for the duration of that term.

## **REFUNDS**

You can only claim refunds of travel expenses if we take longer than four weeks to process your child's application. Please keep all the travel pass/tickets to submit with the claim form.

## **APPEALS**

If your application is refused. You can appeal in writing to the Access Service. A response will be sent within 10 working days of receiving your appeal.

## **16-19 Travel**

Assistance is available for applicants aged 16-19 years old attending school, sixth form or a college course and travelling more than three miles from Home to School/College and not eligible for an Education Maintenance Allowance (EMA), any form of government training allowance or any form of college funding. Joint family annual income must be less than £30,000.

The travel grant is a flat rate grant of £300 to be paid in three termly instalments.

Forms can be obtained from the Access Service.

**Please send your completed application form to:**

**Lambeth Education  
Access  
1st Floor  
International House  
Canterbury Crescent  
London SW9 7QE**

**Tel: 020 7926 9307/9390  
Fax: 020 7926 9397**

**or you can hand deliver and get help with the photocopying of your documents from the One Stop Shop on the Ground Floor of International House.**