

Home to School Transport Application Form

September 2019 to July 2020

Home to School Transport for pupils aged 5 to 16 years

Important

- Please complete a separate application form for each pupil.
- We will normally issue your pass before the start of the school term or within 10 working days of receiving your application, whichever is longer.
- Further application forms are available from the Social & Education Transport Team via Email –
Edtransport@Cambridgeshire.gov.uk or
Tel - 0345 045 5208.
- If you are applying for a fare-paying seat you will need to apply each term, renewal forms will not be automatically sent to you.
- The term school includes colleges and academies.

To qualify for free school transport your child must:

- Live within the area where Cambridgeshire is the local authority.
- Be registered at his/her nearest/catchment/designated school.
- Be at least in the school year in which he/she will attain his/her fifth birthday.
- Live beyond the specified walking distance from the school;
 - Two miles for primary pupils
 - Three miles for secondary pupils

This is measured by the shortest available walking distance.

- Be able to complete the journey time, on the vehicle, in 75 minutes (secondary) or 45 minutes (primary).
This excludes the time taken to get to the designated pick-up point or waiting time for a connecting service.

For information on paying for a seat on a Cambridgeshire County Council contracted bus please refer to the [BACK PAGE](#) of this form.

Data Protection Statement

You will be asked to provide information about yourself to enable us to log and process your request. Your personal information will be collected and used in line with Data Protection legislation to provide you with the service you request under the Council's public task and our responsibilities under the Education Act. Information will only be shared with other organisations where this is needed to provide the service you request, or if we are under a legal requirement to do so. Details will be shared with our bus pass producer Euclid and, depending on the service, the taxi provider.

Further details about how we use this data and the rights you have around this can be found on our privacy page. If you have any data protection queries, please contact the Data Protection Officer at data.protection@cambridgeshire.gov.uk

1 Student's details

First name Surname

Date of birth day month year Gender Male Female

Address
 Postcode

Name of brother/sister attending the same school

Due to the regulations regarding seat belt restraints for school children transported in a taxi or small minibus please tick if your child is aged 12 and under and their height is under 1.35m (4'5") **Yes**

2 Parent or guardian's details

Parent Guardian Title

First name Surname

If you wish to receive communication via email please provide your address below

Email address

Tel. day Mobile

3 School or college details

Name of school/college for which transport is required

Date you wish transport to start day month year

Preferred boarding point (please note that this cannot be guaranteed)

OFFICE USE ONLY

Entitled:

Yes reason.....

No reason.....

Bus number

Stop

Date _ _ / _ _ / _ _

Authorised by

Date _ _ / _ _ / _ _

SLIF – Office Use Only

FSM

Max WTC

2–6 Miles

3 Nearest

Entitled Yes No

4 Free transport

Tick **all** the boxes that apply in your case.

Beyond statutory walking distance from the designated school (2 miles for primary and 3 miles for secondary)

On low income* and child is attending one of the three nearest secondary schools and that school is within 2 to 6 miles from home

If applying on low income grounds, please specify under which criteria you are applying and **attach supporting documentation*

- Child is entitled to free school meals
- Family is in receipt of maximum level Working Families Tax Credit (Please include a copy of all pages)

Home address is beyond statutory walking distance from the school attending (2 miles for primary and 3 miles for secondary)

Child is attending one of the three nearest secondary schools and is within 2 to 6 miles from home

Child is entitled to free school meals

Child is attending the nearest secondary denominational school and is within 2 to 15 miles from home

Family is in receipt of maximum level of Working Families Tax Credit

5 Spare seats

Full Term £240

Autumn

Spring

Summer

Transport required for a single journey only

Morning Afternoon

(Note: Single journey tickets are not available for any pupils travelling on a service buses)

Amount Enclosed £

Cheques and postal orders must be made payable to **Cambridgeshire County Council**

Note: If you do not enclose payment or enclose incorrect payment with your application form it will be returned to you.

6 Declaration by parent or guardian

It is **important** you read the declaration before signing the form.

- I confirm that the information provided is correct, that I have read and understood the form and accompanying notes.
- I understand that if I knowingly provide false information, the pass will be withdrawn.
- I undertake to ensure that any pass no longer required will be returned immediately to the Social & Education Transport Team.
- I understand that a change of address may mean that I am not longer eligible for assistance with transport and I undertake to inform the Local Authority of any such changes.

Name (print)

Signature

Date

Pupils who do not meet the conditions for free transport may be able to pay to travel on existing buses that are contracted to Cambridgeshire County Council. However, seats are subject to availability and issued on a first come, first served basis.

To apply for a spare seat please complete the transport application form, ensuring that you complete the fare paying section and enclose payment. Payments should be made by either a cheque or postal order and made payable to Cambridgeshire County Council. Do not send cash.

Important

When applying for a spare seat you should note that:

- Applications must be received after the start of the half-term holiday immediately before the beginning of the term for which the application is made. The earliest dates you can apply for a spare seat each term are:
 - Autumn Term **1 June 2019**
 - Spring Term **19 October 2019**
 - Summer Term **15 February 2020**
- If you do not enclose payment or enclose incorrect payment with your form, the date of receipt of your application will be counted when correct payment is received.
- Spare seats can only be agreed on a term-by-term basis.
- Cambridgeshire County Council cannot guarantee to give advance warning of seats that are no longer available; furthermore the issue of a ticket for one term does not guarantee the issue of tickets for subsequent terms.
- Spare seats are not available for use on public services buses provided by commercial operators. In this case you should apply to the bus company directly.

Please complete and return to:

Social and Education Transport Team
Cambridgeshire County Council
Box Number SH1013
Shire Hall
Castle Hill
Cambridge CB3 0AP

Telephone: 0345 045 5208 (Monday-Friday 8am-6pm, Saturday 9am-1pm)

Email: edtransport@cambridgeshire.gov.uk (Transport and Eligibility queries)

www.cambridgeshire.gov.uk/education/transport