

Refund of Travel Expenses Form

Pupil Support, Laurence House, SE6 4RU
 Telephone 020 8314 6221 (Mon/Tues 10am-2pm)
 Online enquiry form: <https://www.lewisham.gov.uk/psenquiry>



Please read the regulations on page 4 governing refunds before you complete this form.

Family Record Number (If known):	Term Applied For : (e.g. Autumn 20/21 first half)	Receipts Attached : Y/N
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Parent/Guardian details (to be completed by Parent)	
Last name	
First names	
Title	
Address	
Post code	
Telephone number	

Child's details

First name	Last name	Date of Birth	School

Application Criteria

Please tick the box which applies to you and provide documentary proof. If you cannot prove that any of these apply we will not be able to assist you.

Lewisham placed the child in this school as there was no closer school (attach letter from Lewisham Admissions) <input type="checkbox"/>	This is the nearest RC/C of E school and we practice this religious faith (attach letter from school) <input type="checkbox"/>
We have moved and our child is in the last year of primary school or has completed at least one academic year of secondary school (attach tenancy agreement and proof of date of move) <input type="checkbox"/>	We are Muslims requiring a particular school for religious reasons (attach letter from Mullah) <input type="checkbox"/>
We have experienced domestic violence (attach letter from Social Worker) <input type="checkbox"/>	We are living in temporary accommodation <input type="checkbox"/>
This child has a statement of special educational needs (attach letter from LEA who issued statement) <input type="checkbox"/>	Child's sibling attends the same school and receives travel support from Lewisham <input type="checkbox"/>
The child was bullied at nearest school and is attending the nearest alternative school (attach letter from school confirming bullying) <input type="checkbox"/>	Other circumstances beyond our control (attach proof) <input type="checkbox"/>

Please tick the appropriate box	YES	NO
Have you provided proof of Child Benefit for your child?	<input type="checkbox"/>	<input type="checkbox"/>
Have you provided documentary evidence to support your claim for home to school travel?	<input type="checkbox"/>	<input type="checkbox"/>
Is your child aged 5-16?	<input type="checkbox"/>	<input type="checkbox"/>
Do you live in the London Borough of Lewisham?	<input type="checkbox"/>	<input type="checkbox"/>
Is your child going to a state school? (Not a private school, City Technology College or City Academy)	<input type="checkbox"/>	<input type="checkbox"/>

It is very unlikely that we can assist you unless you can answer YES to all the above questions.

Declaration

I claim the refund of fares as stated below and I certify that my child attended school during this period.

Signature	Date

For completion by the School (after the period of claim has elapsed)

Details of Journey Home address to School Address	From:	To:
Period of claim	From:	To:
Number of days attended during period of claim stated above		
Signature of School Administrator		Date
<p>Copy of attendance record attached: Y/N</p> <p>Please note that no application will be processed unless registration attendance is confirmed in document form.</p>		

Please upload a copy of the completed form and copies of all of the receipts covering the claim period at <https://lewisham.gov.uk/psinformation>.

We will be unable to process your request if the form is not completed fully and clearly, if the travel receipts are missing or not clear or if the attendance information is incomplete.

Refunds will be made at the rate of a weekly bus pass except where:

- A. the journey involves authorised travel of 5 miles when the weekly travel card rate will be used;
- B. the period amounts to 3 days or less where the daily rate may be used.

Refunds payments will usually be processed at the end of each half term. Payment will be sent to the claimant's address. A further refund form will be required to cover the next period of claim.

Refunds will NOT be considered for:

- A. expenses arising from travel to collect a pass from school;
- B. passes lost or damaged by the student;
- C. travel during the 4 weeks following an application or an appeal being received by Lewisham Pupil Support.

Frequently Asked Questions

1. Who qualifies for travel support?

Most parents will be able to find a school that is less than 5 miles from home. Children travelling less than 5 miles do not qualify for travel support. Exceptionally, you will not find a school close to home, and Lewisham will give travel support where

- a. Bullying, including racial harassment, means your child cannot go to the nearest school
- b. Religious views means that you wish your child to attend the nearest Catholic, C of E or (for Muslims) single sex school
- c. Family has experienced domestic violence
- d. Family is living in temporary accommodation
- e. Pupils with statements of special educational needs, who have no transport provided and who have to travel over 5 miles
- f. You have moved and wish to keep your child in the same school, where they are in the last year of primary school or they have been at their secondary school for more than one academic year
- g. Lewisham Admissions allocates your child a place at a school over 5 miles from home, as there were no places in closer schools.
- h. Siblings attending the same school have already been granted travel support from Lewisham.
- i. Circumstances beyond your control, such as boundary change, mean you must now seek travel support from Lewisham or your child will have to change schools.

We will not treat low income, curriculum choice, single sex or mixed sex school preference, or preference for an out of borough school as grounds for justifying travel support.

2. How do I obtain assistance?

If you fall into one of the groups above, complete this form. Attach documentary proof to confirm that one of the above applies to your child. This must be a letter from a Doctor, Social Worker, Admissions Unit, School, Home Office or other appropriate independent professional.

3. What proof of Child Benefit is acceptable?

We will only assist your child if you are claiming Child Benefit for them. Please attach a copy of a letter from the Child Benefit Agency (less than 1 year old) which shows the name of your child and your current address. Asylum seekers can produce a Home Office letter to confirm that the parent is responsible for the child.

4. What assistance will I receive?

We normally refund in arrears once the application has been approved on a half termly basis. Refunds are made to the parent/guardian at the address on the application. If you are in temporary accommodation you must provide a copy of the tenancy agreement.

5. What happens if my child loses their pass?

Cards can be replaced via the Transport for London website <https://tfl.gov.uk/>

Dates of Refund Period _____

An amount of £_____ is payable.

The amount has been calculated as follows:

Signed _____
Pupil Support Officer

Date _____

Counter Signed _____ Catering and Pupil Support Manager