

TRAVEL SUPPORT FOR PUPILS AGED 5- 16

Student and Pupil Support
4th Floor, Laurence House
London SE6 4RU



From 1 September 2005, everyone under 16 can travel for free on London's buses and trams.

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.

IMPORTANT NOTE

Travel applications take 4 weeks to process. Please ensure that each part of the form is completed. Your application will be delayed if you do not complete all parts of the form or do not provided relevant supporting documentation.

Please keep this page of your form.

OFFICIAL STAMP

If you bring the form to Customer Service Centre,
we will stamp the date we received it.

INFORMATION

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 is in 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?

You are responsible for paying the termly fares and you will then need to provide proof of attendance from your child's school before the cost can be reimbursed to you. A form will be sent to you each term.

If your circumstances change you will need to re-apply for travel support. Your entitlement to assistance will then be re-assessed.

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To be completed by Parent/Guardian

A. Family details

Parents surname _____ Initials _____ Title _____

Pupils surname _____ First names _____

Pupils date of birth _____ Age _____

Home address _____

Telephone number _____ Post code _____

When did you moved to your current address? _____ Month _____ Year

Previous address if recently moved _____

Do you receive child benefit for the child you are applying for? Yes No

B. School details

Current school name _____

Current school address _____

When did your child start attending this school? _____ Month _____ Year

Previous school _____

C. Exceptional reasons

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

D. Equal Opportunities Policy

Lewisham Pupil Support wishes to ensure that we continue to provide our benefits to those families in need from all areas of the community. It would help us to do this if you would complete the section below. You are not required to complete this section to receive assistance.

Is your child male or female? Male Female

Is your child registered as having a physical disability or Special educational needs at school? Yes No

How would you describe your child's ethnic origins?

- | Asian | Black | White | Mixed race |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| <input type="checkbox"/> Bangladesh | <input type="checkbox"/> African | <input type="checkbox"/> British | <input type="checkbox"/> |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Caribbean | <input type="checkbox"/> Irish | |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> British | <input type="checkbox"/> Turkish | |
| <input type="checkbox"/> Arab | <input type="checkbox"/> Other Black | <input type="checkbox"/> Greek | |
| <input type="checkbox"/> Chinese | | <input type="checkbox"/> Other White | |
| <input type="checkbox"/> Vietnamese | | | |
| <input type="checkbox"/> Other Asian | | | |

E. Declaration

I declare that the information I have given in this form is true and complete and authorise Lewisham to check the details herein with the Department for Work and Pensions.

I further authorise that data on this form may be held on a computer system which has been registered in accordance with the Data Protection Act 1984 and may be shared with other local and national government agencies in order to facilitate the processing of this or other applications for assistance.

Signed _____ Date _____

F. For Lewisham use only

Proof of child benefit received Measurement type _____

Distance from home to school _____

What are the documented reasons for exceptional support or is this the nearest available school to home? _____

Further information requested _____

Decision Agreed / Refused

Reason for refusal: Under distance/ NNA/ No special circumstances/ other

SEN pass approved (attach memo) Yes No

Decision made by _____ Initials _____ Date _____

Decision entered on computer and applicant notified _____

Decision authorised _____

Type of assistance given _____