



**SCHOLAR'S TRAIN PASS
APPLICATION FORM**

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

To assist in completion of this form please read the guidelines provided at section 6 or contact the Children Services Transport Team on 01384 816972

SECTION 1

Pupil Details

Surname		First Name	
Date of Birth		Gender	Male / Female
Home Address (including Post Code)			
Telephone Number			
School for which pass is required			
Date of Admission			
Journey details	Station	Station	
Travelling between			

To be completed if you have changed your address since your child was admitted to the school for which a pass is required.

Previous Address (including Post Code)	
Move Date	

Parent / Carer (Delete as appropriate)

Title Mr / Mrs / Ms / Miss (Delete as appropriate)			
Surname		First Name	
Surname (Partner)		First Name	
Signed		Dated	

SECTION 2

You must complete this section if your application is made under the low income criteria

Please read section 6 of the application form to see if you are eligible for free school transport under this section.

<u>Eligibility criteria</u>	<u>Please tick appropriate box</u>
My child is in Reception, Year 1 or Year 2 (state funded schools).	
My child is eligible for Free School Meals	
I am in receipt of Maximum Working Tax Credit (Please provide your current year award letter)	
My child is attending the nearest school within 2-15 miles from our home, on the grounds of our religion/philosophical beliefs. (Please provide written evidence of how and why the school meets your beliefs)	

SECTION 4

To be completed by Headteacher / Principal

I confirm that the above named pupil is/will be in full time attendance by the stated admission date at this school. (Delete as appropriate)

Signed		(Headteacher / Principal)
UPN		
Date		

SECTION 5

Additional Information

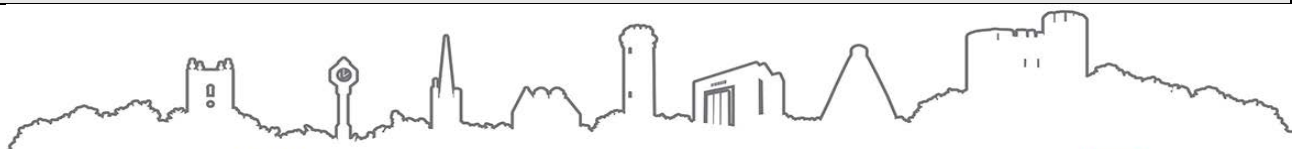
- In completing, and submitting your application form, you will be providing Dudley MBC with personal data. Dudley MBC will use this data for the purposes of processing your application. We will process this data in accordance with the Data Protection Act and General Data Protection Regulation (GDPR). This personal data may also be shared with, and used by third parties, (including other Dudley MBC departments, Schools, other Local Authorities, other Government departments for the purposes of the detection and prevention of fraud, West Midlands Combined Authority, and West Midlands Trains Ltd) in connection with the above purposes only. The information you provide will only be used to deliver the service you need or meet a requirement. If you require further information, a detailed privacy notice can be found on our website at www.dudley.gov.uk. By submitting your application, you will be deemed to be giving your consent to the processing and use of your personal data as set out in this paragraph.
- The information on this form is correct and complete to the best of my knowledge. I agree that the Council may make any necessary enquires to check the information provided. I agree to inform the Travel Support Team Office as soon as there is any change in circumstances that may affect the application
- **Warning:** Giving false information can lead to prosecution

Please return form to:

Travel Support Team
Council House
Dudley
DY1 1HL

Telephone: 01384 816972 or send completed request to Home2School.CS@dudley.gov.uk

OFFICE USE ONLY			
Date Received		Mileage Check	
Receipt of School Meals		Eligible Check	
Letter Issued		By	
Accept/Reject		Date	
Signed			
Notes			



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18/10/2018

SECTION 6

IMPORTANT GUIDELINES

Children living outside “statutory walking distance”

- Children of compulsory school age attending a qualifying school (or places other than a school at which they might receive education under section 19(1) of the 1996 Act), who live beyond “statutory walking distance” of the school are also “eligible children”¹ if no suitable arrangements have been made by the LA for such children either for boarding accommodation for the child at or near the school or for enabling the child to attend a qualifying school nearer to his home
- “Statutory walking distance” is two miles for children aged under eight, three miles for children aged eight to 16 or 2 miles for children qualifying under section 2 regardless of age. The measurement of the “statutory walking distance” is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads.
- Assuming that no arrangements have been made for enabling the child to become a registered pupil at a school nearer to his/her home, and that no arrangements have been made by the local authority for boarding accommodation at, or near the school (or other place), the local authority must ensure that suitable travel arrangements are made for the child
- If your child does not fit into the above classification, please provide additional supporting information explaining why you believe your child requires free travel.

Applications made under section 2

- A new category of eligible child is entitled to free home-to-school transport. Children from low income families attending their nearest qualifying primary school more than 2 miles from the home address will be entitled to transport.
- Children from low income families qualify for free transport to attend any one of the 3 nearest secondary phase schools as long as the school of choice is more than 2 but no more than 6 miles from the home address. Free transport will also be provided to children in this category to attend the nearest available school chosen on the grounds of faith or belief as long as the school is more than 2 but no more than 15 miles driving distance from the home address.
- The upper limit walking distance for applications qualifying under this section is 2 miles (including children aged 8 and over).
- Each application made under section 2 lasts until the end of term in July. A new application must be submitted for each academic year that a pass is required.