

Please read the following information and guidance notes before completing this form.

Are you eligible?

Is the pupil

- A Sandwell resident?
 - In Year 7 to 11 during 2018-2019 academic year?
 - Travelling more than 3 miles from home to school by the shortest pedestrian route?
 - Attending the nearest appropriate qualifying school with places available?
- In addition, the Education & Inspections Act 2006 has given additional entitlement to low income families. You may be eligible if:

The pupil is:

- In receipt of FSM or the family is eligible to receive maximum working tax credit; and
- Living between 2 and 6 miles from school; (15 miles in the case of the **nearest** denominational school); and
- Attending one of the **nearest** three schools or the **nearest** denominational school with places available? (not necessarily within the Borough of Sandwell)

If you have answered **Yes** to all of the questions then you **may** be eligible to receive travel assistance from Sandwell Local Authority.

NB Renewal applicants do not need to complete an application form unless circumstances have changed, ie change of name, address etc.

Change of Address

Assistance will only be provided if **ALL** the following criteria are met:

- Your child is in Year 10 or 11 at the time of change of address.
- Transfer to a school closer to home is impractical because of syllabus requirements.
- The distance between home and school by the shortest pedestrian route is 3 miles or greater.

Please ensure that all relevant sections are completed in full and that all documentation is attached securely to the application form. (Photocopies will be accepted, please do not provide original documents).

Failure to supply correct documentation will delay your application.

Sections A and Declaration	Must be completed by Parent/Guardian.
Section B and C (if applicable)	Must be completed by Parent/Guardian.
Section D	Must be completed and stamped by a suitable school officer.

Section A: Pupil's Details

Surname:	<input type="text"/>	Forenames:	<input type="text"/>
Gender Male/Female:	<input type="text"/>	Date of Birth:	<input type="text"/>
		Age at 1.9.18	<input type="text"/>
Home Address:	<input type="text"/>		
		Post Code	<input type="text"/>
Home Tel No:	<input type="text"/>	Mobile Tel No:	<input type="text"/>
Year of study:	<input type="text"/>		
Name and Address of School:	<p>SANDWELL ACADEMY HALFOLDS LANE WEST BLOMWITH</p>		
		Post Code	<input type="text" value="B71 4LG"/>

If attending Oldbury Academy or Wood Green Academy as a result of being granted a place on the basis of sporting aptitude, please provide a copy of the confirmation of acceptance letter sent by the LA.

Date of admission to current school:

If you have changed your home address since your child was admitted to the school and he/she is currently studying in Years 10 or 11 please provide your previous address:

Address:

Post Code

What date did you move:

Please provide written evidence to confirm the date of your move. A rent agreement or confirmation of your move from your Solicitor will be acceptable.

If you have changed school(s):

Previous school:

School Address:
Post Code

Date left:

Reason for leaving:

Is the child in Section A in the care of the Local Authority?

If yes, this child will already be funded for Home to School Transport through the Local Authorities payment paid to the Carer so additional support will not be considered. For further information contact your Support Worker.

Yes No ✓ *as appropriate*

Has the child been permanently excluded or undergone a managed transfer?

If yes, please indicate as appropriate "excluded" or "managed".

Yes No ✓ *as appropriate*
Excluded Managed

Is this the nearest suitable school?

Yes No ✓ *as appropriate*

Has your child been placed at this school by the Hard to Place Panel?

Yes No ✓ *as appropriate*

Is your child attending the school to fulfil religious beliefs?

If yes, complete Section B in full and include the documentary evidence required.

Yes No ✓ *as appropriate*

Section B: Denominational/Faith Schools/Colleges

Must be attending the nearest appropriate school (in terms of age range and faith/belief) to the pupils home.

NB This may not necessarily be within the Sandwell Borough.

The Religious Background of your Child

I confirm that my child is a baptised Roman Catholic and I have attached a copy of the Certificate of Baptism

Name of Parish where Baptism took place:

Name of Current Parish:

OR

I confirm that my child has been formally received into the Roman Catholic Church and I enclose a copy of the Certificate of Reception

Name of Parish where Baptism took place:

Name of Current Parish:

OR

I confirm that my child belongs to a practising Christian family and attends Church on a regular basis. I have enclosed a letter of support from our priest/minister/religious leader.

Name of Christian Denomination:

Name of Regular Place of Worship:

Section B: Denominational/Faith Schools/Colleges Continued...

OR

I confirm that my child is a worshipping member of the _____ Faith.
I have attached a letter of support from our religious leader.

Name of Regular Place of Worship:

Name of religious leader

Section C: Additional Entitlement

The Education & Inspections Act 2006 has given additional entitlement to low income families to receive travel assistance as outlined on the front of this form. Low income families are defined as being eligible to receive Free School Meals or whose family are entitled to receive the maximum level of Working Tax Credit.

Are you entitled to receive Free School Meals?

(✓ as appropriate)

Yes

No

Please provide your National Insurance No. or NASS reference No.

& Date of Birth

NASS CLAIMANTS ONLY – If you have a residence permit that allows you to live in the UK it may include the condition **NO RECOURSE TO PUBLIC FUNDS**, this means that you will not be considered to receive Home to School Transport or any other publicly funded support from the local Authority. If this is the case, then please **do not** complete this application form.

OR

Is family in receipt of the maximum level of Working Tax Credit? (✓ as appropriate)

Yes

No

To confirm your entitlement to **Maximum Working Tax Credit** please provide a full copy of all pages of your current Tax Credit Awards Notice (TC602).

Please note: Low income entitlement will be reviewed annually and transport will be withdrawn if you are no longer eligible.

Declaration and Signature of Parent/Guardian:

I/we understand that if my son/daughter leaves his/her present school or changes address before the termination date shown on the travel pass then the pass should be returned immediately to the Authority.

I/we also understand that failure to return the pass will result in me being charged for the financial loss incurred by the Authority.

I/we certify that I/we am/are the person(s) with parental responsibility for the child named in Section A and that the information given is true to the best of my/our knowledge and belief. I/we understand that any false or deliberately misleading information given on this form and/or supporting papers, or any relevant information withheld may render this application invalid and could lead to the withdrawal of any assistance.

Signature(s) of Parent(s)/Guardian(s):

Print Name of Parent/Guardian:

Signature:

Date:

In accordance with our service standards, your application will be processed within 10 working days of receipt.

Please return this form to:

Education Benefits and Transport,
Children's Services,
Sandwell MBC,
PO Box 16230, Freeth Street,
Oldbury, B69 9EX

Data Protection Act 1998:

The information that you supply on this form will be used by Sandwell MBC for the purpose of processing your application for Scholars' Travel Assistance. Your Local Authority (LA) is under a duty to protect the public funds it handles and may use the information you have provided on this form to prevent and detect fraud. All information is regarded as confidential and any data collected via this form will be processed or disclosed only within the limits of the data protection notification. Data may be shared within/with other organisations that handle public funds.

Loss of Travel Pass/Insurance

Under no circumstances will the Authority finance the cost of a replacement pass. It is the responsibility of your child to ensure the safety of the pass and we recommend that you arrange insurance cover with the relevant travel provider if required.

Section D: to be completed by the Head Teacher

I can confirm that _____ is in full-time/~~will be in full-time~~* attendance by the admission date shown in Section A and that all the pupil's details are correct.

Signed:	<input type="text"/>	(Head Teacher)
Print Name:	<input type="text"/>	
School Name:	SANDWELL ACADEMY	
Date:	<input type="text"/>	Contact Tel No: <input type="text"/>
Full School Postal Address:	SANDWELL ACADEMY HALFORDS LANE WEST BROMWICH B71 4LG 0121 525 1700	Official Stamp SANDWELL ACADEMY HALFORDS LANE WEST BROMWICH B71 4LG 0121 525 1700

Sandwell Sustainable Travel Strategy

Sandwell Council are committed to improving the journey to schools for all young people in the borough and to promoting sustainable and healthier travel by working with pupils, students, parents, residents and schools.

**For more information on all aspects of school travel
Please visit our
Website: www.sandwell.gov.uk**

Are You Claiming Benefits?

If so, did you know that you may be eligible to claim Free School Meals for your children?

We can now perform an instant eligibility check,
Just have your National Insurance number to hand when calling,
It couldn't be simpler!

**For further information please visit our
Website: www.sandwell.gov.uk
under Schools and Learning
or alternatively
call 0121 569 8186/8189
to speak to one of our Advisors**