



Derby City Council

**Application form
for free school transport bus passes
for all children living with you
Academic year September 2012-July 2013**

Since September 2007, if you either:

- receive the maximum level of Working Tax Credit, or
- are entitled to Free School Meals for your children

you can apply for free transport for your **primary age children** to your nearest suitable school if you live two miles or more from that school.

Since September 2008, if you either:

- receive the maximum level of Working Tax Credit, or
- are entitled to Free School Meals for your children

you can apply for free transport for your **secondary age children** to any of the three nearest suitable schools between two and six miles of your home address. If your children are attending a school on grounds of religion or belief, the distance range is from two miles up to a maximum of fifteen miles.

If your child(ren) loses their bus pass(es), you can get a duplicate from the Integrated Passenger Transport Group, Derby City Council, Roman House, Friar Gate, Derby DE1 1XB. Please enclose a cheque or postal order payable to Derby City Council for the required amount. Contact them on 641739 or 641740 if you do not know the current cost.

The full transport policy is available to view at <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/schools-transport/>

How to complete the form – please see overleaf

- Write in CAPITAL LETTERS
- Complete all sections and questions
- Where a question gives choices, tick one box and provide all the information we ask for
- Return your completed and signed form to **Admissions, Derby City Council, Middleton House, 27 St Mary's Gate, Derby, DE1 3NN**. Contact us on 01332 642729 if you need help.
- Return your completed form for free transport along with supporting evidence as soon as possible

By signing this application form you confirm that you have spoken to your child(ren) about the need to behave responsibly at all times. Derby City Council will apply its 'Code for Dealing with Unacceptable Behaviour on Mainstream Home to School Transport' in response to incidents and will contact the Police in all instances of vandalism or criminal damage, which may lead to prosecution. In signing you agree to be responsible for the behaviour of your child(ren) and also agree to be contacted by either the School or Derby City Council staff.

FOR OFFICE USE ONLY

Date application received:

Pupil no.	School	Transport start date	CYP code	Year group	Reference number
1					
2					
3					
4					
5					

Application for Free School Transport for all children living at your address with you (2012–13)

SECTION A Your Details

1. Title of parent or guardian Mr Mrs Miss Ms (please tick one box)
2. First name
3. Last name
4. Address
5. Postcode
6. Daytime telephone number
7. Did you/your child(ren) move to this address within the last 12 months? Yes No
8. If 'Yes', write the previous address and moving date here
9. Are your children entitled to Free School Meals? Yes No (please tick one box)

If 'Yes', you must supply a copy of your current Free School Meals award letter

10. Do you receive the maximum level of Working Tax Credit? Yes No (please tick one box)

If 'Yes', you must supply a copy of your most recent 'Tax Credits Award' notice, including Part Two which shows a zero entry in the 'Reduction due to your income' field. If this field is not '£0.00' then you are *not* entitled to the maximum level of Working Tax Credit.

SECTION B Children's Details (please give information about all children who are applying for transport)

	Child's first name	Child's last name	Sex M/F	Date of birth	Which school do you need transport to?	Date of admission	Reason for attending this school (if any)
1							
2							
3							
4							
5							

If you are applying for more than five children, please continue on a separate sheet of paper and attach it to this form.

11. Do any of your children listed above have a Statement of Special Educational Needs?

Yes No (please tick one box)

12. If 'Yes', write the names of the children here

13. Are any of your children listed above 'Looked After' or in the care of a Local Authority?

Yes No (please tick one box)

14. If 'Yes', write the names of the children and the Local Authority here

Signature of parent / guardian **Date**