

APPLICATION FOR FREE SCHOOL TRANSPORT FOR 20 __/20 __

Please complete and hand into school

Reason for requesting free school transport

☐ Moved address
 ☐ Duplicate Bus Pass
 ☐ New transport request
 ☐ New student
☐ Receive Free School Meals
 ☐ In receipt of benefits* *See overleaf for more information

Student Surname _____ Date of Birth __/__/__
 (also known as - please enter both surnames)

Student Forename(s) _____ ☐ Male ☐ Female

Parent/Legal Guardian Mr/Mrs/Miss/Ms – Forename _____ Surname _____

Relationship to Student _____ Date Moved to address below _____
 (must be parent or legal guardian) (where applicable)

Address of Student _____

Post Code _____ Telephone No. _____
 (in case of an emergency)

Email address (please write clearly)

School/Academy _____

Please state which school/academy you are requesting transport for.

SERVICE No. (if known) _____ BOARDING POINT _____
 All route details are held at the attended School/Academy.

Parents and students are asked to read and adhere to the “Code of Conduct” which can be found at www.northamptonshire.gov.uk along with the “Home to School Transport Policy”.

I accept the “Code of Conduct” _____ Date _____
 Signature of Student/Parent/Legal Guardian

Print name _____

Once you have completed the details above please hand the form into the school. Please note that if all the above details are not completed by yourself the form will be returned for completion

SCHOOL USE ONLY - I hereby certify that the above named pupil is/will be attending this school.

Print Name _____ Name of School _____

Sign Name _____ Street Name _____

Job Title/Position _____ Post Code _____

Contact Tel. No. _____ School Session Times _____ AM _____ PM

Email address (please write clearly)

Date enrolled at school _____ Date pass to commence _____
 (please do not put asap as this is not sufficient)

Please note that if all the above details are not completed by the school the form will be returned for completion
 OFFICE USE ONLY

Receipt/Log Date	Ack. Sent	Admissions	Benefit Documents FSM	N/Q Letter Date
Cont. No	STAT - STAR – STTL – 8BD - SFAM - EXAM		Measurement / Mileage	Public Bus Pass
Service No	Student ID	DES Number	Description/Boarding Point	Photo received
	Chosen Name	Sec / Pri		Pass No.
				Euclid Request Date

Please refer to the full “**Home to School Transport Policy**” for further details at: www.northamptonshire.gov.uk

Are you in receipt of any of the following benefits? – **please tick appropriate box(s)**

It is essential that you enclose FULL documentary evidence to support your application. If you fail to send the correct documentary evidence your application will be delayed.

Income Support: - you will need to provide a photocopy of your current Income Support/Universal Credit Book or your original letter, dated within the last six weeks, confirming your award

☐

Or

Employment & Support Allowance (Income Related): - you will need to provide a photocopy of your current Employment & Support Allowance/Universal Credit Book or your original letter, dated within the last six weeks, confirming your award

☐

Or

Income Based Jobseeker’s Allowance: -you will need to provide your original letter, dated within the last six weeks, confirming your award

☐

Or

Support under Part VI of the Immigrations & Asylum Act 1999: - you will need to provide your original Home Office letter, ID card and Post Office receipt for the current weeks NASS payment for Asylum Seeker Status

☐

Or

Working Tax Credits: - families in receipt of the maximum level of Working Tax Credit may also be entitled to free transport. (Recipients of the maximum level of Working Tax Credit will NOT have a ‘reduction’ due to their income as part of their Working Tax Credit elements i.e. £0.00 will be recorded).

☐

Or

Child Tax Credit, provided they are not entitled to Working Tax Credit: - and have an annual income, as assessed by the Inland Revenue, which does not exceed £16,190 You will need to provide your original Child Tax Credit statement (dated within the last six months) showing receipt of Child Tax Credit only and income of less than £16,190

☐

Or

Guaranteed element of state pension credit: - you will need to provide your original letter confirming the Guarantee Element of State Pension Credit

☐

Or

Universal Credit: - you will need to provide your original letter, dated within the last six weeks, confirming your award

☐

It should be noted that if your child is provided with free transport due to the benefits that you receive, should you no longer receive those benefits then the transport will be reassessed and transport will only be provided until the end of the school year. **Northamptonshire Highways will check your eligibility with the relevant benefit providers. You must ensure that you notify us of any changes that may affect your claim.**

When the form is complete please email it to transportapplications@kierwsp.co.uk

Alternatively, you may post your completed application form to: -

Northamptonshire Highways
Mainstream Transport
Floor 4, Riverside House
Riverside Way
Bedford Road
Northampton
NN1 5NX

Should your child lose or damage their bus pass there is a replacement charge of £15.00 or £25.00 (subject to change by Stagecoach) depending on the type of pass issued.

NB. PLEASE NOTE THAT AN ACKNOWLEDGEMENT WILL NOT BE SENT UNLESS REQUESTED WHEN SUBMITTING THIS APPLICATION FORM