



# Apply for assistance with home to school transport due to family income

Please read the notes overleaf before filling in the form to see what evidence you may need to provide in advance of transport being granted. Please use BLOCK CAPITALS (except email address)

**Details of parent/carer:**  
 Surname:..... (Mr/Mrs/Miss/Ms) First name:.....  
 Date of birth:..... NI number:.....  
 Relationship to child(ren):.....  
 Address: .....  
 .....  
 Postcode: ..... Telephone No: .....  
 Email address: .....

**Details of ALL children for whom you are requiring assistance:**

Surname	First names (in full)	Male or Female	Date of birth	Name of school* (*for Church aided secondary schools, please complete option 1 or 2 under 'religious evidence')

**Financial evidence (please tick the appropriate box)**  
 I am applying for assistance because my child is entitled to free school meals (please ensure you have given us your National Insurance number and date of birth above)   
 I am applying for assistance because I am in receipt of the \*maximum level working tax credit. (\*Maximum = where the reduction shows nil (£0.00) (please attach a full copy of your HM Revenue & Customs tax credit award notice - TC602)

**Religious evidence - only complete this part if your child attends a church aided secondary school**

**Option 1 – Child’s/parent’s connection with the church (please tick one box)**  
 I enclose a copy of my/my child’s baptismal certificate. Please indicate denomination.  
 Church of England  Methodist  Catholic

**Option 2 – Other religious grounds (to be signed and verified by a priest/minister of religion)**

I confirm that the child(ren) named above or their parent(s) are known to me as members of (please state denomination) \_\_\_\_\_ and attendance at the named school is in order to obtain religious instruction in line with the principles and traditions of this particular church.

Full name and address of Church & Parish stamp	Signed:
	Status:

**To be completed by all claimants:**  
 I certify that the information given is correct and I will inform the Admissions and Transport team of any changes in my circumstances such as a change of address or government benefit.

**Signed:**..... **Date:**.....

Please send your completed form to: Admissions & Transport Team, Children’s Services Department  
 PO Box 4, County Hall, St. Anne’s Crescent  
 Lewes, East Sussex, BN7 1SG

Free transport will be given in the following circumstances: -

### Primary schools

To any child from a \*low income family where the distance between the home and the \*\*designated school is more than two miles. Please note there is no policy of support for children attending primary school for religious reasons.

### Secondary schools

To any child from a \*low income family where the distance between the home and the \*\*designated school is more than two miles.

To any child from a \*low income family where the child is attending one of the three nearest schools to the home provided the distance is between two and six miles.

To any child from a \*low income family attending the nearest or designated church aided school on \*\*\*religious grounds where the distance from the home to the school is more than two miles but less than fifteen miles.

\***Low income** is defined as being a child entitled to free school meals or the family are in receipt of their maximum level working tax credit. Parents of children entitled to free meals must supply their National Insurance number and date of birth in the relevant section of the form. If not receiving free school meals, parents will need to send a **full** copy of their tax credit award notice (TC602) from the HM Revenue and Customs which includes full details of working tax credit awards.

\*\*The **designated** school means either the school suitable to your child's age, ability and aptitude which serves your area, or if there is more than one school, the nearest school to your home which is considered suitable for your child and at which a place is available.

\*\*\***Religious grounds** are defined as being where a parent has decided their child should attend a church aided secondary school in relation to their religion or belief. To satisfy this qualification parents should provide either a copy of the baptismal certificate for the child concerned or for themselves or a signed statement from a religious leader confirming commitment to that faith.

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If you believe your child is eligible for transport, please complete this form and return it to the address given, together with the relevant evidence where required. Transport cannot be granted until the correct proof has been supplied. Once an application for assistance has been agreed, please allow 10 working days for the transport arrangements to be made.

Once agreed, transport is granted for the whole of an academic year unless you move house or your child changes school. Cases are reviewed annually and up to date evidence maybe required before assistance can continue in the following school year.

Transport will be in the form of a season ticket for use on public services (bus and rail) or, if no suitable public service is available, we will allocate a seat on a vehicle under contract to the County Council. Assistance is not normally given to parents who prefer to make their own arrangements.

If you have any further queries please call 01273 481388 or email us at [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)

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For Admissions & Transport Team use only			
New		Continuer	Restart
Correct benefit			
Designated school			
Religious grounds			
Distance met			
Authorised by			
Input of data			
Letter sent			
Start date			
Comments			