

(Attach photograph here)

Application for Free Travel Permit

(Please read notes overleaf before completing this form)

Full name of pupil:			
Home address:			
		Postcode:	
Date of birth:		Age:	
Name of person with parental responsibility:			
Daytime telephone number:			
School:		Year Group:	
Are you receiving Free School Meals?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Are you receiving Highest Level Working Tax Credit?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
• If yes, please supply a copy of your certificate.			
Have we issued a free permit for this pupil before?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Is this a replacement for a lost or damaged permit?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Pupil's previous school:		Leaving date:	
Religion, if attending a church school:			
I have read the notes attached to this form and confirm that the information I have given is correct.			
Parent/Carer's signature:		Date:	

Office use only

Permit Number:

Expiry date:

Date of issue:

Distance:

FSM:

MWTC:

Notes

a) This application form must be completed by the pupils parent/carer and forwarded to:

Home to School Transport
Bunny Hill Centre
Hylton Lane
Sunderland
SR5 4BW

Tel: 0191 561 2284

(Please note: If you wish the permit to be sent direct to your home, you must enclose a stamped, addressed envelope; otherwise the permit will be sent to the school.)

- b) All permits will expire on 31st July of each year, unless previously cancelled. New applications should be made as early as possible in July for the school year commencing in September.
- c) The supply of this form must not be regarded as an indication that a permit will be issued under the regulations, nor that other forms of transport will be provided.
- d) Parents/carers are required to attach a coloured passport sized photograph of the pupil to this form with the pupil's name clearly printed on the reverse.
- e) Where a parent has expressed a preference for a school, then the Local Authority will only agree to assist with the travelling expenses of the pupil to the preferred school under the following circumstances:-

Primary schools:-

- if the nearest school is more than 2 miles from the home address;

Secondary schools:-

- if the nearest school is more than 3 miles from the home address,

OR

- the family are receiving Maximum Working Tax Credits or Free School Meals, and the selected school is either the nearest, or second nearest or third nearest AND is more than 2 miles but less than 6 miles from the home address;

Church schools:-

- The family is in receipt of Maximum Working Tax Credits or Free School Meals AND the selected school (preferred on the grounds of religion or belief) is the nearest of that faith AND is more than 2 miles but less than 15 miles from the home address;

- f) The issue of a free travel permit is determined by the shortest walking distance between the pupil's home address and the school, subject to note e) above.
- g) Please do not supply original documentation/certificates with this application form as we are unable to return these unless a stamped addressed envelope is also enclosed.
- h) This authority reserves the right to withdraw any permit issued on the basis of false or fraudulent information having been given.

This information can be made available in large print, Braille, audio and other languages. Please contact the Performance Improvement and Policy Team on 0191 566 1841.