

E7/10

## Application for Home to School Travel Costs

### 1 Who should complete this application form?

Parents/guardians of:

- Pupils who are under 16 years of age at the beginning of the school year.
- Pupils attending community, academy, free, voluntary aided or foundation primary, secondary or special schools/centres and residing in Lancashire.

### 2 Who should NOT complete this form?

Parents/guardians of

- Pupils who are already in receipt of a bus pass (unless they are transferring to secondary school). These pupils will automatically be issued with a new travel pass each year if they still qualify.

### 3 Who may qualify for assistance?

You may qualify for assistance with travel costs for your child on the following grounds:

- If your child is under eight years of age, you live two miles or more away and your child attends the nearest primary school.
- If your child is over eight years of age, lives two or more miles away and attends the nearest primary school **and** is eligible for free school meals **or** you receive the maximum amount of Working Tax Credit (low income families).
- If you live three miles or more away and your child attends the nearest primary or secondary school.
- If you are a low income family and your child attends one of the three nearest secondary schools provided the distance to the school attended is between two and six miles.
- If you are a low income family, your child attends the nearest denominational school on the grounds of parental religion or belief and the distance to that school is between two and fifteen miles. You may be required to provide evidence to substantiate this conviction.

You may additionally qualify for assistance if your child has special educational or medical needs or on the grounds of an unsuitable walking route, or your child has moved home in Years 6, 10 or 11, and they meet the low income criteria. Please contact your Area Education Office for further details on these discretionary allowances.

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## Key Points for Applicants to note:

- Distance is measured by using the shortest **walking route** from your home to school, as determined by the County Council.
- If your child is entitled to free travel, transport will be provided normally to and from the nearest bus stop to your home.
- The above is only a summary of the Council's Home to School Transport Policy and should only be used as a guide. A full copy of the policy is available on [www.lancashire.gov.uk](http://www.lancashire.gov.uk). Search for 'free travel to and from school' or contact your local area office at the address below.
- Please note that since September 2018 for new children starting school, the Authority no longer offers partially subsidised transport assistance for children attending their nearest faith school which is not their nearest school. Children currently in receipt of this assistance will continue to be eligible until they finish at their current school, or there is a change of circumstances.

May 2020

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## AREA EDUCATION OFFICES

Please return your completed application promptly **by email** to the Area Education Office serving the district in which the pupil lives. Applications can take up to 10 working days to process and up to 15 working days in busy periods (August – September). Please apply at least one month before the pass is required as fares will not normally be refunded whilst awaiting arrival of the travel pass, unless the Council has significantly delayed processing your application.

Please see our website for the dates you can expect to receive your travel pass if you apply for the pass for the new academic year between May and August.

### **NORTH** (Serving Lancaster, Morecambe, Wyre and Fylde Districts)

Pupil Access team  
Area Education Office  
White Cross Neighbourhood Centre  
Quarry Road  
LANCASTER  
LA1 3SE

Telephone (01524) 581148

Email: [school.transportnorth@lancashire.gov.uk](mailto:school.transportnorth@lancashire.gov.uk)

### **SOUTH** (Serving Preston, South Ribble, West Lancashire and Chorley Districts)

Pupil Access team  
Area Education Office  
Room C37  
2<sup>nd</sup> Floor  
County Hall  
PRESTON  
PR1 0LD

Telephone (01772) 532109

Email: [school.transportsouth@lancashire.gov.uk](mailto:school.transportsouth@lancashire.gov.uk)

### **EAST** (Serving Ribble Valley, Hyndburn, Burnley, Pendle and Rossendale Districts)

Pupil Access team  
Area Education Office  
44 Union Street  
ACCRINGTON  
BB5 1PL

Telephone (01254) 220747

Email: [school.transporeast@lancashire.gov.uk](mailto:school.transporeast@lancashire.gov.uk)

Lancashire County Council has a statutory obligation under the Home to School Transport Guidance – published by the DfE to collect and process this information.