

**HOME TO SCHOOL TRANSPORT**

**EDUCATION & INSPECTIONS ACT 2006**

**Renewal 2023/24**

**Implementation of Universal Credit in the Middlesbrough area may affect changes to transport eligibility criteria and may require any application to be re-assessed for the start of the new academic year 2023/24.**

**PUPIL DETAILS**

First Name

Surname

Address

Enter Name of School and Year Group from **September 2023/2024**

Pupil Date of Birth

School:

Year Group:

Postcode:

**PARENT/GUARDIAN/CARER INFORMATION**

First Name

Is your child eligible for free school meals?  Yes  No

(Please X as appropriate)

If **yes**, enclose a copy of your entitlement from your Free School Meals provider.

If **no**, enclose pages 1, 2, 3, & 4 of your entitlement to the maximum level of Working Tax Credit for the year **April 2023 to April 2024** or provide evidence of Universal Credit entitlement. **For additional information please see overleaf.**

Surname

Tel. No

Email

**DECLARATION**

I declare that the information given on this form is correct.

Signature of Parent/Guardian/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The completed form should be returned by email to** [**eia@middlesbrough.gov.uk**](mailto:eia@middlesbrough.gov.uk) **or by post to: Integrated Transport Unit, Resolution House, Cargo Fleet Lane, Middlesbrough TS3 8AL.** **If you have any queries regarding assistance with Home to School Transport email** [**eia@middlesbrough.gov.uk**](mailto:eia@middlesbrough.gov.uk) **.**

**If your application does not include the required evidence or documentation it will be deemed incomplete and returned to you. Your application will not be assessed for eligibility until it is deemed complete. Any initial assessment will be carried out within 20 working days from when your application is deemed complete. As the parent/carer/guardian of the child it is your responsibility to ensure that your child attends for school with or without travel assistance.**

**Please see overleaf for additional information on HOW TO APPLY.**

**Home to School Transport**

**Applications for Travel Assistance from September 2023**

Home to school travel assistance will be approved for the following eligible pupils who will be of compulsory school age during the Academic Year 2023/24:

* + - 1. A secondary age pupil attends the nearest suitable or catchment school and that school is over 3 miles from the home address (where the distance is determined by the Council) and uses the shortest walking distance along which a child, accompanied as necessary, may walk with reasonable safety **Or**
      2. A secondary aged pupil is from a low income family and attends:

(a) any one of their three nearest suitable schools and the school is between two and six miles away from their home address **Or**  (b) the nearest school preferred by their parents on the grounds of religion or belief and the school is between two and fifteen miles away from their home address.

A low income household is currently defined as one where the pupil is eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit. The implementation of Universal Credit within the Middlesbrough area may affect your eligibility for travel assistance. There is a net earning threshold of £7400 and under for your child to be eligible for travel assistance.

The provision of travel assistance is subject to an annual assessment or review and the type of travel assistance provided may alter during the course of any eligibility period.  Notification of any changes will be given to parents and carers the Term prior to any change being made.

**Before applying ask yourself:**

1. **How will my child get to school if they are not eligible for travel support or assessment of any application is delayed or my application has been returned to me?** 
   1. It is a parent’s legal responsibility to ensure that their child attends school. Applications for travel assistance deadlines are set and you must ensure you submit your complete application on time. If not, then your application may not be processed for your child’s school start date.
2. **Is my child attending their nearest or catchment school which is over 3 miles from our home or 2 miles if applying due to low income?**
   1. Check the catchment zone for your child’s new school.  You can find a map with school catchment zones on the Council’s School Admissions Webpage   [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)
   2. If there is no catchment zone then the eligible school is the nearest school.
3. **Is my child attending their catchment school or one of their 3 nearest schools which is over 2 miles from home as we are applying due to low income?** 
   1. When making your application to School Admissions did you apply for your child’s ‘catchment school’ or one of the 3 schools all of which were the closest schools to your home address?
      1. If not, then your child is attending a school which is not one of the 3 closest. This is classed as **Parental Choice** and your child is not eligible for travel assistance.
   2. Check for your child’s new school.  You can find a map with school on the Council’s School Admissions Webpage   [www.middlesbrough.gov.uk](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.middlesbrough.gov.uk%2F&data=05%7C01%7CJack_Eardley%40middlesbrough.gov.uk%7C373414e6cff748e5325908db0f6b20c2%7C80e3c22b9f3044afb1981975db77798a%7C0%7C0%7C638120724999107781%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vNAr%2FdpxBH7fzeJAeFxznxWncpkYvmKsSGQlzD54oi8%3D&reserved=0)
4. **Is my child attending a school based on sibling links or for any other reason other than it being the nearest or one of the 3 nearest if on low income?** 
   1. Check the catchment zone for your child’s new school.  You can find a map with school catchment zones on the Council’s School Admissions Webpage   [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)  .
   2. It is your parental choice to send your child to this school, however, your child **may not** be eligible for travel assistance if they attend this school.  Sibling links to other schools is not an eligibility criteria for home to school transport.

**How to Apply and Required Evidence**

**Apply using the application form** on our Home to School Transport web page and return it via email **with** the required evidence to support eligibility no later than **Friday 19th May 2023** if your child is due to start secondary education from September 2023.

Applications received after this date may not be processed in time for the new academic year. It is your parental choice to send your child to this school, however, your child **may not** be eligible for travel assistance if they attend this school.

Eligibility for refund of fares starts from the start of the new academic year or from the date the application is approved mid - term.   No payments will be backdated beyond this date.

Bus passes will be issued within 20 working days from the date of receipt of photo and behavioural agreement.

**Note:** All applications for Academic Year 2023/24 will be initially assessed to ensure any evidence has been submitted within 20 days of receipt.  If your application does not include the required evidence it will be returned to you and not processed further.    Applications for the start of September 2023 may not be initially assessed if they are not received by **19th May 2023** at the latest.

**What do I need to send to you?**

If you are applying as your child(ren) are in receipt of free school meals

* + Complete and return this form **plus**
  + enclose a copy of your entitlement from your Free School Meals provider

If you are applying as your family are in receipt of maximum working tax credit or meet the universal credit threshold

* + Complete and return this form **plus**
  + Enclose pages 1, 2, 3, & 4 of your entitlement to the maximum level of Working Tax Credit for the year **April 2023 to April 2024** or provide evidence of Universal Credit entitlement.

**Assessment for Eligibility**

Once your application is received and is deemed complete an assessment for eligibility will be carried out. We aim to complete the initial assessment and email you with notification of eligibility within 20 working days of your application being received and deemed complete.

**What Travel Support will my child receive?**

If your child is eligible for home to school travel assistance there is a range of travel support offers that may be made to you. These include refund of fares or fuel costs, bus pass or seat upon designated home to school transport, journey planner or travel training. When assessing for eligibility we will also look at what offer we can make to you for your child.

If your child is to receive refund of fares or fuel costs then we will send you a bank form which needs to be returned to us.

If your child is to receive a seat on designated home to school transport we will send you a behaviour and emergency care and contact form to be completed and returned. If your child requires a bus pass then we will also ask for a passport style and sized photo of your child. We will not accept any photo that does not reflect your child’s current image ie a baby photo, any photo that has a filter, pouting, sun glasses or other type of alteration made to it. We aim to get your child’s bus pass issued within 20 working days from their assessment.

**What happens if my child is not eligible?**

If your child is assessed as not eligible for travel assistance you have the right to appeal.

A copy of the Home to School Transport Policy, Home to School Transport Appeals Policy, Application Forms and FAQ’s can be found on the Home to School Transport page on the Council’s Website.

Web address: [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)   Home to School Transport