



OFFICE USE ONLY

Student Reference No: \_\_\_\_\_

Acknowledged on: / /

Initials \_\_\_\_\_

# Application for financial assistance with home to school travel

Please read the attached notes for guidance before completing this form  
Please complete in block capitals and return the form as soon as possible. Please ensure that all sections  
of the form are fully completed, inserting 'Not applicable' or 'N/A' in any section which is not relevant.

## Parent's/Guardian's details

Surname  Initials

Title (Please tick) Mr  Miss  Mrs  Ms  Other (Please state)

Present address

Postcode

Telephone number  Date moved to present address  /  /

If at this present address for less than three years, please give previous address(es) with dates

From  To

From  To

From  To

## Pupil's details

Surname  Forename

Date of birth  Sex (Please tick) M  F

Please circle school year for this application

Primary  Reception  1  2  3  4  5  6  Secondary  7  8  9  10  11

Name and address of school attending, or to be attended

Is this the nearest school of its type to your home address? (Please tick) Yes  No

If no, did you apply to the nearest school? (Please tick) Yes  No  Not applicable

Date of admission to school  /  /

Please list previous schools attended

Name of school	Address of school	Date of admission	Date left
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you feel that there are exceptional circumstances in your case which need to be taken into account, please provide details in the space below. Please continue on a separate sheet if there is insufficient space here.

Lined area for providing details of exceptional circumstances.

To receive the grant payments into your bank account, please provide the following details:

Name of account holder(s) [text input]

Sort code [text input]

Account number [text input]

Building society roll number (if applicable) [text input]

If approved, a travel grant to cover the costs of the most economical journey will be issued. Please indicate the intended route.

BUS: Boarding point [text input]

Alighting point [text input]

RAIL: Boarding point [text input]

Alighting point [text input]

Exchange point [text input]

**Parent's/Guardian's undertaking**

I will use the grant to purchase (Delete where applicable)

- A termly ticket at a London Underground or South West Trains station
- A combination of monthly/weekly tickets at a newsagent

Yes / No [radio buttons]

Yes / No [radio buttons]

I certify to the best of my knowledge, the enclosed information is true.

Signature [text input]

Date [text input]

*Please return this form to:*

**Home to School Travel, Pupil and Student Finance, Education, Children's and Cultural Services, Civic Centre, 44 York Street, Twickenham, TW1 3BZ**

**Data Protection Act 1998** • The information that you give on this form will be used for the purposes of processing your child's entitlement to home to school travel assistance. As a local authority, we are obliged to protect public funds and we may therefore use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same reason, with other agencies which handle public funds.

Please cut out this page and keep for reference

# Application for financial assistance with home to school travel

This application form should be completed for each child for whom you wish to claim assistance with the cost of home to school travel.

## Eligibility (abridged version\*)

A London Borough of Richmond upon Thames resident child will be eligible for a home to school travel grant if

- they are in year 11 or below; **and**
- the walking distance between home and school, measured by the shortest route by road and publicly-maintained footpaths, accompanied as necessary<sup>†</sup>, is more than three miles (or two miles if aged seven or less); **and**
- the school attended is the nearest suitable school of its type (community or of a particular religion or denomination) at which a place is available. (Please note, however, that this criterion does not need to be fulfilled if the resident's family has just moved to the borough and they are in Year 10 or 11); **and**
- the school attended is not accessible within a timetabled journey of less than one hour by buses on which the Transport for London free travel concession for under-16 year olds applies throughout the entirety of the bus journey(s).

<sup>†</sup>Accompanied as necessary. The distance measured does not take account of the mode of transport used, nor does it indicate that the route is considered safe for children who are unaccompanied by an adult.

A London Borough of Richmond upon Thames resident child who is receiving free school meals or whose family is receiving the maximum amount of Working Tax Credit will be eligible for a home to school travel grant in the following circumstances:

### Primary school

1. They attend a school which is the nearest suitable school of its type (community or of a particular faith or denomination) at which a place is available; **and**
2. The walking distance between home and school, measured by the shortest route by road and publicly-maintained footpaths, accompanied as necessary<sup>†</sup>, is more than two miles; **and**
3. The school cannot be reached within a timetabled journey of less than one hour by buses on which the Transport for London free travel concessions for under-16 year-olds applies throughout the whole bus journey(s).

### Secondary school

1. They attend a school which is one of the three nearest suitable schools of its type (community or of a particular faith or denomination) at which a place is available; **and**
2. The walking distance between home and school, measured by the shortest route by road and publicly-maintained footpaths, accompanied as necessary<sup>†</sup>, is between two miles and six miles for non-faith schools or between two miles and fifteen miles for faith schools; **and**
3. The school cannot be reached within a timetabled journey of less than one hour by buses on which the Transport for London free travel concessions for under-16 year-olds applies throughout the whole bus journey(s).

If a resident attends a school which is not the nearest suitable school of its type, but the nearest school with a place available is also more than three miles (or two miles if aged seven or less) from home, then a grant will be given to the value of travel costs to either the school attended or to the nearest school, whichever is cheaper.

If a resident attends a school which is not the nearest suitable school of its type, but a place could not be obtained at any nearer school of that type, a grant for travel to the school attended will only be given if evidence can be provided that each nearer school of that type was unable to offer a place.

\*Please see [www.richmond.gov.uk/studentsupport](http://www.richmond.gov.uk/studentsupport) for the full policy.

## Discretion

The Authority has the discretion to provide financial assistance for home to school travel in exceptional circumstances, which may be social, medical, financial, or other, but which fall outside the eligibility criteria of the policy. Circumstances which could fall within this category include sudden financial downturn, relocation due to domestic violence, and change of school following exclusion, however this list is not exhaustive. If you feel that you have any such circumstances, you should provide full details on your application form and provide any relevant documents that can support your case. Applications that outline exceptional circumstances will be considered on their own merits by a senior officer of the Authority. Successful applicants at this stage will be awarded grants at values to be determined by the senior officer. Applicants who are refused at this stage will be given the right of appeal to the Pupil and Student Support Appeals Panel (see 'Appeals' below).

## Appeals

Applicants who do not meet the policy criteria, and whose circumstances are not deemed to justify the awarding of support at the 'discretion' stage (above), have the right to appeal against the Authority's refusal of assistance with home to school travel costs. Unsuccessful applicants will automatically be notified of the appeal procedure. Appeals are heard on a quarterly basis by the Council's Pupil and Student Support Appeals Panel, which is made up of four elected councillors and one parent-governor representative, and are treated on their own merits. Applicants who are successful at the appeal stage will be awarded grants at values to be determined by the Appeals Panel.

## What form will the assistance take?

Assistance will be given in the form of grants, one per term, to the value of travelcards or rail passes that your child would ordinarily require for home to school travel by the most economical route. Grants can be used to purchase cards or passes that include additional zones, if so desired, however we will require proof of purchase. Termly travel card tickets can only be purchased at London Underground stations. Monthly and weekly tickets, however, can be purchased at most newsagents.

Rail passes can be purchased at the station from which the student is travelling.

## What will happen after the autumn term payment?

After the payment of the grant for the autumn term, the spring and summer term payments will be sent out automatically provided that we obtain:

- satisfactory proof of attendance from your child's school (we will obtain this proof); **and**
- evidence from you that the previous term's grant has been used to purchase cards or passes for that term. To that end, please supply as soon as possible after purchase a photocopy of your child's photocard **as well as either**
- their termly season ticket **or** (b) at least 2 of their monthly/weekly tickets (whichever is applicable) that you bought for the term. (You should note that failure to provide such evidence may result in action being taken by the Authority to recover the money paid to you in respect of the term's grant.)

## Will the grants be sent automatically in subsequent academic years?

No - for each subsequent academic year, you will need to complete and return a form to renew your child's entitlement. This is to ensure that your child's circumstances have not changed from year to year.

The renewal form will be sent automatically to the parents/guardians of each child that will be continuing to attend school in Year II or below.

## How can lost travelcards or passes be replaced?

London Transport will replace lost termly travelcards/passes within 2-3 weeks if a fee of £10 is paid by the parents/guardians. (Monthly or weekly travelcards/passes, however, cannot be replaced.) Rail-passes can also be replaced at a cost of £10, at the stations where they were purchased.

## Further information

Further details concerning the administration of home to school travel assistance can be obtained by telephoning 020 8891 7587, or by visiting Education, Children's and Cultural Services, Civic Centre, 44 York Street, Twickenham TW1 3BZ, Monday to Thursday, 9.00am to 5.00pm, and Friday, 9.00am to 4.45pm.

## Personal information protection statement

The Council respects your privacy rights and is committed to ensuring that it protects your details and other information about you available to the Council (your information).

The Council will use your information to:

- make informed decisions in connection with your potential or current employment
- meet its statutory obligations
- prevent and detect fraud
- conduct surveys and research
- carry out equal opportunities monitoring

The Council may share your information (but only to the extent it is strictly necessary to do the above and only where it is lawful to do so) with other Departments within the Council, central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf. The Council may obtain information about you from third parties (including referees).

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

## Translation advice

If you have difficulty understanding this form, please visit reception at the address below where we can arrange a telephone interpreting service.

Albanian	Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.
Arabic	إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.
Bengali	এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।
Farsi	اگر در فهمیدن این نشریه مشکلی دارید لطفاً به میز پذیرش در آدرس قید شده در زیر مراجعه نمایید تا ترتیب ترجمه تلفنی برایتان فراهم آورده شود:
Gujarati	જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઈ-ટર્મિટીંગ સેવાની ગોઠવણ કરી આપીશું.
Punjabi	ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।
Urdu	اگر آپ کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہ کرم نیچے دیئے ہوئے ایڈریس کے استقبال پر جا کر ملیئے، جہاں ہم آپ کیلئے ٹیلیفون انٹر پریٹنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔

Please contact us if you need this form in Braille, large print, on audio tape or in another language.  
Phone: 020 8891 7500 or Minicom: 020 8891 7539.