

Application for a Free Travel Pass for travel to school

Guidance Information – All applications are considered in line with the below guidance. Please read the information below before progressing with the application.

Free bus and travel pass policies

1. Mayor of London's free bus pass scheme

The Mayor of London has implemented a scheme whereby all school aged children up to the age of 18 years old, will be eligible for a free bus pass. Children between 5 and 10 years old can get free travel on tube, DLR and London Overground as long as they are travelling with an adult or using a 5-10 Zip oyster photocard. Therefore, the Council's travel assistance policy below will not apply unless a child falls outside of the Mayor of London's free bus pass scheme. Parents/carers wishing to be considered under Newham Council's scheme for a Free LT Travel Card must provide evidence to show that their child is ineligible under the Mayor of London's free bus pass scheme, unless they fall under the exceptions mentioned in section 2 below.

2. London Borough of Newham free travel pass scheme

This scheme only applies to children of compulsory school age or children over the age of 4 when they have been offered a reception placement. Children over compulsory school age who are in full time education and experiencing financial hardship should contact their school, college or learning provider for advice on the 16-19 bursary fund.

This scheme does not cover free travel passes or travel assistance for parents/carers or escorts.

To apply for a pass under the Newham scheme the child must attend or be due to start at a state funded school – the scheme does not apply to children attending: nursery schools, nursery classes in primary schools, special schools or fee paying independent schools or nurseries or colleges.

The nearest suitable school referred to in 2.3 below, is taken to mean the nearest school with places available that is within the statutory home to school distances for free travel and provides education appropriate to the age, ability and aptitude of the child, and any physical access or special educational needs that the child may have.

This scheme is not intended to provide free travel passes or travel assistance to children who attend or are due to attend a school for which their parent has expressed a preference (named on their application form). This does not mean the child will be automatically refused. Parents/carers still have the right to apply and for their case to be considered. However if Newham can allocate the child a place within the statutory distances, see 2.3 below, the application will be refused even if this alternative allocation is not accepted.

In all cases where a travel pass is granted, the child's eligibility will be reviewed at the end of each school term to determine if they still qualify for the free travel pass or free travel in the next school term.

- 2.1 Provided they are not eligible under the Mayor for London's bus pass scheme, the policy laid out below will apply.
- 2.2 For all pupils, except those who have an Education & Health Care Plan (EHCP) and for whom a separate policy exists, the policy laid out below will apply. In all instances, the cheapest form of travel is expected to be taken.

- 2.3 Except in the situations described in paragraph 3 below, a free travel pass will only be issued if:
- The distance between home and school is two miles or more for children under 8 or three miles or more for children aged 8 or over, as measured by the shortest available walking route;
 - and
 - No place can be found in a suitable school less than two miles away for children under 8 or less than three miles away for children aged 8 or over.
- 2.4 The authority will not regard a school as automatically unsuitable because it does not provide the kind of religious education that is preferred by the parents/carers or because it does not comply with their parents/carers philosophical beliefs. So, for example, a school would not automatically be considered unsuitable because it is a mixed school when the parents/carers would prefer a single-gender school, or they prefer a mixed school and the school offered is a single-gender school. However, in considering each application, the authority will consider all relevant factors and have regard to any wish of the parents/carers for their child to be educated at a school where the religious education is that of the religion or denomination to which the parent adheres and/or their philosophical concerns.
- 2.5 Children, whose family is, as a result of the decision of their housing authority, temporarily re-housed in Newham by another local authority, if they are in year 10 or 11 and are within reasonable daily travelling distance of their existing school and over 3 miles away from it. This is designed to facilitate school attendance, and avoid disruption to the education of children in their last two years of secondary education who may be unable to gain access to a similar range of curriculum subjects, or similar syllabi, in a local school.
- 2.6 Children whose family is temporarily re-housed in bed and breakfast accommodation in another London borough under the Housing Act 1996, by Newham Housing Services. The only children that will be considered are those who are in years 10 or 11; have been attending a Newham school for at least one term; and who have a school attendance record of at least 90%. If the child's school attendance drops below 90% and/or the school reports problems with lateness, the offer of travel assistance will be removed. Children that are temporarily re-housed as detailed in paragraphs 2.5 and 2.6 will be considered for a travel pass under this policy where this is assessed as a significantly quicker way to complete a home to school journey.

If the free travel pass gets lost, stolen or defaced, children will not be issued with a new pass by Newham in any one term this means it is very important for pupils to take responsibility for any pass issued. Parent/carer must immediately notify Newham Pupil Services and it will be expected for the parent/carer to fund the child's travel for the rest of the term. If children lose the Oyster Card only, the original travel pass must not be used until Transport for London issue a new Oyster Card.

3. Additional support for families on low income (Extended Eligibility Criteria)

- 3.1 Under the Education and Inspections Act 2006, provided the child does not fall under the Mayor for London's Free Bus Pass Scheme, the LA will also take into account the following factors for families that are defined as on low income. Low income families for this purpose is defined by the government's Department for Education, (DfE) as when the child is entitled to free school meals or their parents/carers are in receipt of the maximum level of Working Tax Credit.
- 3.2 Primary aged children:
- The 2 mile limit for providing transport costs mentioned paragraph 2.3 above, is extended to include children up to the age of 11 years old attending their nearest suitable school.
- 3.3 Secondary aged children:
- Where the home to school distance traveled is between 2 and 6 miles, support with transport costs will be provided to any one of the nearest three suitable schools.
 - Where the nearest suitable school is preferred on the grounds of religion or belief, support with transport

costs will be provided if the school is between 2 and 15 miles from the family home.

- In this context, based on case law, the DfE suggests that for 'belief' to be considered, it must attain a certain level of cogency, seriousness, cohesion and importance; be worthy of respect in a democratic society; and not be incompatible with human dignity or the fundamental rights of the child. Below are listed some examples of the types of beliefs it does not include.
 - A wish to attend a particular category of school e.g. foundation, grammar etc.
 - Preference for a particular type of management or governance which does not effect the curricula or teaching at the school.
 - A belief that a child should be educated privately.
 - A wish that a child must taught a particular language.
 - Objection to having to wear a school uniform.
 - A wish for single sex or co-educational education, where this is not based on the parent/carer's religious views.

4. Appeals

- 4.1 Appeals will be considered if the parent/carer feels that the above policy has not been applied correctly. A Principal Officer will consider each child's particular circumstances on their merits and take account of any representations made to them. To appeal, parent/carer must put this in writing to the address stated on the application form.

Application for a Free Travel Pass for travel to school

1. Child's Details

Child's First Name(s)	<input type="text"/>	Surname/ Last Name	<input type="text"/>
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Child's Date of Birth	Date / Month / Year	Boy/ Girl	<input type="text"/>
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Child's Home Address	<input type="text"/>	Postcode	<input type="text"/>
	Date moved to this address		

This must be the address where the child normally lives.

If the child's address has changed within the last 2 months please state their previous address below.

Child's Home Address	<input type="text"/>	Postcode	<input type="text"/>
	Date moved to this address		

Current School	School Name:	<input type="text"/>
	Address:	<input type="text"/>
	Date started:	<input type="text"/>

❖ Does your child have an Education & Health Care Plan (EHCP)?

YES / NO / Do Not Know (please circle your answer)

- If YES – When was the plan written?

❖ Is your family 'temporary re-housed'?

YES / NO / Do Not Know (please circle your answer)

- If YES – Which Council (Local Authority) arranged the accommodation for you?

When did it happen?

Please attach a copy of the letter to indicate you are in temporary accommodation.

❖ **Is your child currently receiving free schools meals?**

YES / NO / Do Not know (please circle your answer)

- **If YES – Which Council (Local Authority) authorised the claim?**

❖ **Does the Home Office recognise your child as an asylum seeker?**

YES / NO / Do Not Know (please circle your answer)

- **If YES - Are you supported by the National Asylum Support Service (NASS)?**

2. Parents/Carers Details

Title (Please circle) Mr Mrs Miss Ms Other (Specify):

Family Name/
Surname

First Name

Relationship to Child

Home Language

Can you speak and understand English?

YES / NO / A LITTLE
(Please circle your answer)

Address
(if different from child's address given above)

Date moved in	Post Code
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Home Tel No.

Mobile Tel No.

E-mail Address

3. Declaration and Signature of Parent/Carer

- I certify that I am the person with parental responsibility for the child named, and that the information given is true to the best of my knowledge and belief.
- I understand that any false or deliberately misleading information given on this form and/or supporting information may render this application invalid, or lead to the offer of a pass being withdrawn and may result in legal action being taken.

Parent's/Carer's Signature

Date:

- ❖ Completed forms should be returned either:
 - ❖ By post to **Pupil Services, PO Box 69972, London, E16 9DG** or;
 - ❖ Scanned and sent by email to pupil.services@newham.gov.uk

Data supplied on this form will be processed in accordance with London Borough of Newham's privacy policy, available at www.newham.gov.uk/privacy