



Application for Travel Assistance for Children and Young People in School and Sixth Form/College



Admissions stamp only

Date received

Staff initials

Office use only:

Year:

ID:

- Please ensure that you have read and fully understood the 'Policy and guidance notes' before completing this application form. If you have any difficulties, please contact us.
- **You should only complete this form if you are a resident of Tower Hamlets and you either:**
 - have parental responsibility for the child you are applying for, or
 - are a student already attending or due to start sixth form/college.
- Please use black ink and BLOCK CAPITALS and tick any boxes that apply.
- Section A must be completed for all applicants. You should then complete either Section B or C, which ever is applicable.
- The completed form and any original documentation must be sent to Pupil Services, Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG.
- The office is also open Monday to Friday 9.00am-5.00pm.
- If you need further advice or information, please contact us by email to pupil.services@towerhamlets.gov.uk or call 020 7364 5006.

SECTION A

1. Applicant details

The term 'applicant' refers to the child or young person for whom assistance is being requested. This section should be completed for all applicants.

If the child or young person has a statement of Special Educational Needs (SEN) or an Education, Health and Care Plan, you should first contact the SEN team on 020 7364 4880 or email sen@towerhamlets.gov.uk to find out whether you are eligible for travel assistance.

Does the applicant attend:

Primary school Secondary school Sixth form/college

First name:

Last name:

Date of birth: Day Month Year Year group (where applicable)

Home address:

 Postcode:

For children under 16, this should be the permanent address where they normally live with their legal guardian. If this is different from the parent or carer's address, please explain why. If parents share custody, please provide both addresses on a separate sheet of paper.

When did you move to the above address? Day Month Year

Previous home address:

 Postcode:

Name of child's current establishment:
(school/sixth form/college)

Pupil ID:

Year:

Address of establishment:
(if outside Tower Hamlets)

Postcode:

Is this the establishment for which travel assistance is being requested? Yes No

If not, then please give the details below:

Name of establishment:
(school/sixth form/college)

Address of establishment:
(if outside Tower Hamlets)

Postcode:

When is the applicant due to start? Day Month Year

2. Why is travel assistance being requested? (please tick those which apply)

Please note that the child or young person must be registered at the ‘qualifying’ school, or have an expected start date which has been confirmed in writing.

Statutory walking distance: child is under the age of 8 and attending a school which is beyond two miles or aged 8 or over and attending a school which is beyond three miles from home address. Yes No

Special educational needs, disability or mobility problem: child has mobility problems or health and safety issues related to their special educational needs or disability, including temporary medical conditions. Yes No

Unsafe route: the school is within walking distance but child(ren) cannot reasonably be expected to walk in safety because of the nature of the route Yes No

Extended rights eligibility: children entitled to Free School Meals, or whose parents are in receipt of their maximum level of Working Tax Credit who meet the additional criteria as stated in the guidance notes. Yes No

Do you have any other children will require travel assistance? Yes No
If Yes, please provide details.

Full name:

DOB:

Full name:

DOB:

Full name:

DOB:

Additional Information: If there are any other reasons for applying for travel assistance, please state below (for example, the school attended was chosen on grounds of religion or belief or parent has an illness or disability which prevents them from accompanying the child).

3. Supporting information

In order to help us process your application, please ensure that, where relevant, you provide as much of the following information as possible.

Reason	Explanation	Documentation required
Medical	Physical or mental health issues relating to the child/ young person or any other member of the family e.g. disability	Report from a hospital specialist or other professional
Social	Issues affecting the family such as domestic violence, involvement from social services, or if you are a single parent family	Letter from a social worker or other professional, copy of Council Tax bill or tenancy agreement
Family issues	There are other children in the family, in particular younger children who may be attending a different school	Confirmation such as the child's birth certificate or if in receipt of benefits, a copy of your annual tax credits award notice
Employment	One or both parents/carer are working or seeking work and must be available for training or interviews etc	Letter from employer confirming the nature of employment and days and hours worked, letter from Jobcentre Plus confirming training etc
Income	Currently in receipt of benefits such as income support or Job Seekers Allowance, entitled to Free School Meals	Recent tax credits award notice or JSA letter
Housing	Currently living in temporary accommodation, arranged by Tower Hamlets either in or outside the borough.	Copy of tenancy agreement, a confirmation letter from the Lettings Team

4. Form of assistance

The local authority will decide on the form of travel assistance which is most suitable in line with the Children's Travel Assistance policy, the child's specific needs, family circumstances, availability and cost. The most common form of assistance is a travel pass for the parent/carer.

PLEASE NOTE: School transport is only provided in exceptional circumstances. If you are requesting the provision of school transport, you MUST provide supporting information to show why this is the most appropriate form of assistance.

Please state which form of assistance, if any, you would prefer:

How does the applicant currently travel to school/college?

When should the travel assistance start? Day Month Year

Section B should be completed by parents applying for travel assistance for children attending primary or secondary school.

Section C should be completed for students applying for travel assistance who are attending or will be attending sixth form/college.

SECTION B

This section is to be completed for children in primary or secondary school.

5. Parent's or carer's details

Parent/carer 1

Title: Mr Mrs Ms Miss

First name:

Last name:

Relationship to the child: Mother Father

Step-parents Foster parents Social worker

Other family member Other contact

If 'other family member or other contact', please state which:

Address (if different to child's address)

Home tel:

Work tel:

Email:

Date of birth: Day Month Year

National Insurance number

Parent/carer 2

Title: Mr Mrs Ms Miss

First name:

Last name:

Relationship to the child: Mother Father

Step-parents Foster parents Social worker

Other family member Other contact

If 'other family member or other contact', please state which:

Address (if different to child's address)

Home tel:

Work tel:

Email:

Date of birth: Day Month Year

National Insurance number

6. School details

Travel Assistance will normally only be considered when the local authority is unable to offer your child a place at a suitable local school. This will apply in most cases even for children who have a Statement of Special Educational Needs (SEN).

Please confirm if your child is on the waiting list for three of your local schools? Yes No

If you have not applied for your local schools, you must do so before completing this form.

Please contact Pupil Admissions for further information.

Now please complete Part 10 - Declaration and Signature

SECTION C

To be completed for applicants currently attending or due to start at a sixth form or college.

7. Course details

What is the full title of your course?

Is it a full or part time course? Full time Part time

Subject and qualification to be gained from the course

When will the course start? Day Month Year

When will the course finish? Day Month Year

Email address:

8. Other sources of funding

Have you applied elsewhere for a grant? Yes No

Please tick those which apply:

Tower Hamlets & Canary Wharf Education Trust Yes No

Sir John Cass's Foundation Grant Yes No

Tower Hamlets Educational Maintenance Allowance (THEMA) Yes No

School/College Hardship Fund Yes No

YPLA Discretionary Learner Support Fund Yes No

Other (please specify)

9. Parental income

You must provide details of the income of both parents, where applicable. Please refer to the guidance for the type of documentation required.

What are the sources of parental income? (Please tick those which apply)

Employment Yes No

Income Support Yes No

DWP Benefits Yes No

Working Families Tax Credit Yes No

Income from Company or Private Pension Yes No

Other (please specify and provide supporting documentation)

10. Declaration and signature

Please read and sign the declaration below.

Please note that if the applicant is under 18 years of age, it must be signed by the parent or carer who has parental responsibility for the child or young person named on this form.

- I have read and understood the conditions under which Tower Hamlets provides travel assistance as set out in the guidance notes provided.
- I consent to the information provided in this form being used for the purposes of processing this application and understand that the information may be verified with other sources for accuracy.
- I declare that the information I have given is complete and accurate to the best of my knowledge and belief.
- I agree to supply any further information you may ask for in respect of this application.
- I am aware that I am responsible for informing the council immediately of any change of circumstances that might affect this application.
- I understand that if I provide false information or do not provide complete information, I may be prosecuted and the financial assistance withdrawn. I may also be obliged to pay back the balance of any assistance provided to me.

Signature

Date

The information you have provided on this form will be held by the London Borough of Tower Hamlets in accordance with the General Data Protection Regulation. We have a duty to protect public funds and may use the information provided to prevent & detect fraud. Your information may be shared with other council and government departments for the purposes of processing your form and prevention and detection of fraud. Your information will be kept by the Local Authority for 7 years after your entitlement to travel assistance ceases. You may withdraw your consent for the processing of your information, which will also mean the withdrawal of your application for travel assistance, at any time by contacting the Pupil Services Team within the Local Authority. You also have a right to complain, object to or access the information that is held and processed about you. Please see the Council's website for further details on contacting the Complaints and Information Team.

Important information – checklist for all applicants

Before returning this form, please make sure you have done the following:

- Filled in all the relevant sections on this form.
- Enclosed a copy of your current Council Tax bill as evidence that you are a resident of Tower Hamlets.
- If necessary, enclosed any supporting evidence (for example, a letter of diagnosis from a specialist to support any medical claim).
- Enclosed a stamped, self-addressed envelope (SAE) so that we can provide a receipt for your application.

Receipt and acknowledgement

We will let you know we have received this form only if you fill in the applicant's details below and send us a SAE or take your form to:

Pupil Services, Tower Hamlets Council
Mulberry Place, 5 Clove Crescent, London E14 2BG

If you do not hear from us within 14 days of handing in or posting us your form, it is likely that we did not receive it.

First name:

Last name:

Admissions or LBTH
stamp