

# Application for home to secondary **faith school transport**

Notes of guidance



## Application for home to secondary faith school transport

### Notes of guidance

**Please read these notes carefully before completing the attached form.**

These Notes of Guidance are issued with the application form for secondary faith school transport assistance. This is for transport to faith schools for Essex students of secondary school age (years 7 – 11). Transport is awarded on an annual basis. You will be required to submit further income evidence each year.

### What is a faith school?

For the purposes of transport, a faith school is defined as a Voluntary Aided Catholic or Church of England School or Jewish School or a school that is financially supported by a particular religious group, usually for children from that religion.

### Am I entitled?

In order to qualify for transport to a faith school, the following must apply:

- The child must be eligible for free school meals or the household have an annual income less than £16,190\*  
**and**
- Must attend their designated faith school and live between 2 and 15 miles as measured by the shortest route  
**and**
- Child must be baptised into the faith of the school and evidence of this provided, or, if the school was chosen by reason of parent's religion or belief, a written statement giving reasons for choosing the school must be provided.

\* subject to parliamentary change

### Not on low income?

If you are not in receipt of a low income, transport will only be provided if the faith secondary school is closer than the nearest non-faith secondary school and you live over 3 miles from the school.

### How should students get to and from the pick up point/drop off point?

- Parents/carers are responsible for the safety and behaviour of their children and therefore must ensure that students know how to get to and from the bus safely and in time for the arrival of the vehicle.
- Students should wait for the vehicle sensibly without inconveniencing local residents or businesses.
- They must ensure that they are familiar with a safe procedure for getting to and from the pick-up/drop-off point and ask their parent/carer for advice should there be any concerns. Students should aim to be at the stop 5 minutes before the scheduled departure time.

### When should I apply?

You can apply for free transport as soon as you have received an offer of a place at the school. Your fully evidenced application may take up to 6 weeks to process if you apply during the summer months.

## Fuel allowance

Essex County Council is able to offer parents/ carers a payment in advance in order for them to take their children to school when the cost of the payment is less than the cost of Essex County Council providing transport.

The mileage rate is paid at 45p to cover fuel costs for return journeys at the start and end of the standard school day. Please tick the box on the application form if you would like to be considered for advanced fuel allowance. Where 45p is in excess of the cost of Essex County Council providing transport, 17p can be considered.

## Is transport available if I am not entitled?

Many school transport operators are able to sell seats on schools services. Please contact the operator direct. If you are unsure of the operator contact details, please contact your child's school.

Public transport information and a journey planning tool can be accessed at [www.travelinesoutheast.org.uk](http://www.travelinesoutheast.org.uk)

## Change of circumstances

If you move address, or your child leaves school, the ticket must be returned immediately with a covering letter. If you require transport from your new address to a different school you will need to complete a new application form. If you move and wish your child to remain at their existing school, your application will be re-assessed from your new address.

**Changes of address cannot be taken over the telephone. This is for your child's protection.**

### Please note the following important information before completing this form

**Data Protection Act 1998:** The personal information collected on this form will be used by Essex County Council for the administration of school transport. This information will only be shared with schools and other public bodies for the purposes of applying school transport policy. The Council may also use and share this data with other public bodies in connection with the prevention or detection of fraud or other crime. To see any personal information on your or a child for whom you have parental responsibility held by Essex County Council, please contact the Access to Records Team, PO Box 297, County Hall, Chelmsford, CM1 1YS, 0345 603 7627 [access.records@essex.gov.uk](mailto:access.records@essex.gov.uk)

# Application for secondary faith school transport assistance

Office use only

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## 1. School to be attended:

School address:

  
  

Postcode

## 2. Pupil details:

Surname

First name

Date of birth

Day  Month  Year

Gender

Male  Female

Home address:

  
  
  

Postcode

Telephone:

Mobile:

Email address:

## 3. Please arrange for your local parish priest, vicar or rabbi to complete the following section or alternatively attach a copy of your child's baptism certificate or a written statement confirming your reasons for choosing this school.

I confirm that the above child is a baptised member of the Church of England/ Roman Catholic faith or a member of the Jewish or other faith (\* please delete as appropriate)

Signed:

Designation:

Parish/Church/Synagogue/other:

If you have other children attending this school, please state their full names:

*Continued overleaf...*



## Application for secondary faith school transport assistance *continued*

### 4. Agreement

I understand and agree:

- If my child leaves school or moves address I will notify Essex County Council and return any ticket issued to me immediately
- I accept responsibility for my child while he/she travels to school on the transport provided. I also realise that any instances of bad behaviour may result in transport facilities being withdrawn for a set period or permanently

Parent's name	Parental signature	Date
2nd parent's name	2nd parental signature	Date

Please note: the application can only be discussed with named parent/carers.

Please tick the appropriate box to confirm which school term(s) you are applying for:

Autumn Term

Spring Term

Summer Term

### 6. Checklist (please tick)

Do you receive free school meals?

Yes

No

(If you claim free school meals via your child's school, please provide a letter confirming current entitlement from the school)

If no, have you enclosed a full copy of your current TC602 Tax Credits Award letter, showing that your taxable annual income (as assessed by the Inland Revenue) does not exceed £16,190\*.

\* *subject to parliamentary change.*

**Do you wish to select an alternative transport option?**

I wish to apply for fuel allowance

**Completed applications should be returned to:**

**Education Transport and Awards, PO Box 4261, Chelmsford, CM1 1GS**

**This information is issued by**

Essex County Council, Education, Transport & Awards

**You can contact us in the following ways**

@ educationawards@essex.gov.uk

🌐 [www.essex.gov.uk/schooltransport](http://www.essex.gov.uk/schooltransport)

☎ 0345 603 2200

Education, Transport & Awards

Essex County Council

PO Box 4261

Chelmsford

CM1 1GS

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