

APPLICATION FOR FREE HOME-TO-SCHOOL TRAVEL

(for Camden resident school pupils of compulsory school age)

This form is for pupils living in Camden only. Parents/carers of pupils living outside Camden should contact the local authority within which they reside.

Please read the home to school travel policy and additional guidance notes before completing this form.

1. About Your Child

First Name(s)		Surname/ Last Name	
Date of Birth	/ /	Boy/Girl	
Child's Home Address			
	Postcode		

2. Your Child's School

School attended			
Full School Address			
	Postcode		
Nearest underground or rail station to school		Date of first attendance at the school	

3. Reasons for application

Tick appropriate box

Started Reception/Year 7

Change of school

Other See below

Recent change of address If your child has recently moved to the address stated above please attach proof (e.g. a copy of your tenancy agreement)

Please use this space to tell us about any other information that might support your application, including reasons based on religion or belief for attending the school. (See full policy and guidance notes for further guidance on this.)

Reasons for application continued

(Continue on separate sheet if necessary)

4. Families in receipt of free school meals or the maximum level of working tax credit

If you are in receipt of free school meals or the maximum level working tax credit, please tick the appropriate box below and provide proof e.g. recent letter from your child's school (or the local authority in which the school is located) confirming receipt of free school meals or your Tax Credits Award Notice from HM Inland Revenue & Customs

Free School Meals Maximum Level of Working Tax Credit **5. Parents/Carers Details**

Title (please circle)	Mr	Mrs	Miss	Ms	Initials	
Surname/ Last Name				Relationship to Child		
Address (if different from child's address given above)						Postcode
Home Tel No.				Daytime Tel No.		

5. Declaration

I declare that I am the legal parent or guardian of the above-named child, for whom I apply for free travel to and from school and I undertake to comply with the conditions set out below.

Signature of Parent/Carer		Date	
--------------------------------------	--	-------------	--

Camden Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Please return this form to admissions@camden.gov.uk or via post: The School Admissions Team, London Borough of Camden, Town Hall, Judd Street, London, WC1H 9JE

<i>For official use</i>			
Home/sch dist.		Alt/sch+dist.	
Free travel agreed?	YES	NO	Proviso
Reasons			
Authorised		Date	
Guidance Notes for Applicants			

All children living in London under the age of 16 are able to travel for free on London's buses and trams or by tube if they hold the relevant Oyster card.

Camden Council will only issue Education travel payments (including rail and underground) to children of compulsory school age living in Camden if:

- For children aged under eight years old: the qualifying school* is the nearest available, the journey between home and school is more than two miles by the shortest available walking route and it would be unreasonable to expect the child to make the journey by bus, tram or tube as it would take over 45 minutes each way*** or;
- For children aged eight to ten years old: the qualifying school* is the nearest available, the journey between home and school is more than three miles by the shortest available walking route and it would be unreasonable to expect the child to make the journey by bus, tram or tube as it would take over 45 minutes each way*** or;
- For children aged eight to ten years old from low income families**: the qualifying school* is the nearest available, the journey between home and school is more than two miles by the shortest available walking route and it would be unreasonable to expect the child to make the journey by bus, tram or tube as it would take over 45 minutes each way*** or;
- For children aged eleven to sixteen years old: The school attended is the nearest available qualifying school*, the journey between home and school is more than three miles by the shortest available walking route and it would be unreasonable to expect the child to make the journey by bus as it would take over 75 minutes each way*** or;
- For children aged eleven to sixteen years old from low income families**: the school attended is one of the three nearest qualifying schools*, where they live more than two miles, but not more than six miles from that school, and it would be unreasonable to expect the child to make the journey by bus as it would take over 75 minutes each way*** or;
- For children aged eleven to sixteen years old from low income families ** where the child's parent/guardian has expressed a preference for the school based on the parent's religion or belief****: the school attended is the nearest suitable school preferred on grounds of religion or belief, where they live more than two miles, but not more than 15 miles from that school and it would be unreasonable to expect the child to make the journey by bus as it would take over 75 minutes each way*** or;
- The circumstances are so exceptional that the Head of Education Commissioning and School Organisation agrees to issue travel payments.

* A qualifying school is defined as community, foundation, or voluntary schools, Academies, City Technology Colleges (CTC), community or foundation special schools, non-maintained special schools, pupil referral units or maintained nursery schools.

** Children from low income families are defined as those who are entitled to free school meals or those whose families are in receipt of the maximum level of Working Tax Credit.

*** The shortest journey time is that ascertained and published by Transport for London on their journey planner website.

**** For purposes of home to school travel, DfE guidance gives a definition of "religion" as including those religions widely recognised in this country such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarianism, Baha'is, Zoroastrians and Jains. Equally, denominations or sects within a religion can be considered as a religion or religious belief, such as Catholicism or Protestantism within Christianity. The DfE believes that the main limitation on what constitutes a "religion" is that it must have a clear structure and belief system. The guidance states that for a "belief" to be worthy of protection, 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. Examples of beliefs are Humanism and Atheism. Further information is given within the document 'Home to School Travel and Transport Guidance' published by the DfE in 2014, available to download at [Home-to-school travel and transport - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

There is a right of appeal against the refusal of travel payments if received within 20 working days of the decision. Further details are available from the School Admissions Team.