

Bath & North East Somerset Council

Home to School Transport Application Form
2017/18 Academic Year

(L.I.F.T Form)

Using BLOCK CAPITALS please **COMPLETE and RETURN THIS FORM** to the postal address of
The Admissions & Transport Unit, People & Communities Department, Lewis House, Manvers Street Bath BA1 1JG
NB: Please read all notes overleaf before submitting this application

I wish to apply for transport to be arranged for my child(ren) under the terms of the low income families transport Scheme.

	<u>Child's Name</u>	<u>First Name</u>	<u>Male/Female</u>	<u>Date of Birth</u>	<u>School in Sept 2017</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Address: _____

 Postcode: _____ Home Tel No: _____
 Work Tel No: _____

<u>Parent 1 Title</u>	<u>Mr/Mrs/Ms/Miss</u>	<u>Surname</u>	<u>First Name</u>	<u>Date of Birth</u>	<u>National Insurance Number (see notes)</u>
Parent 1 Title	_____	_____	_____	_____	_____
Parent 1 Title	_____	_____	_____	_____	_____

Under which category of the low income families transport policy are you applying?

(please tick as appropriate and see notes overleaf for providing verification if applying under Category 3 (A or C))

Category 3- Please tick either A, B or C as appropriate. (see explanatory notes overleaf & details of verification required with this application form)

(A) I am in receipt of Maximum Working Tax Credit (with no reduction due to income). I enclose the requested documentation as mentioned overleaf

(B) I am currently in receipt of Free School Meals (no documents needed but existing records will be checked)

(C) I do not currently receive Free School Meals but I believe I am eligible as I am in receipt of the following benefits. I have read the notes overleaf and am enclosing any requested documentation as appropriate:-

Income Support Income Based only Job Seekers Allowance Income Related only Employment Support Allowance Child Tax Credit (but without any Working Tax Credit) Pension Credit Support under part VI of the Immigration & Asylum Act 1999 Working Tax Credit run on Universal Credit

I certify that the information given on this form is to the best of my knowledge & belief correct and I undertake to notify the Admissions & Transport Section immediately of any changes to these circumstances. I confirm that I have read and accept the conditions overleaf:

Signature of Parent/Carer: _____ Mr/Mrs/Ms/Miss Date: _____

CONFIRMATION OF BENEFITS. See Explanatory Notes overleaf regarding this section of the form.

This Certificate must **only** be completed by an officer of B&NES Council Connect, Job Centre or Benefit Agency

I certify that the above named person is currently in receipt of Income Support OR Income Based Job Seekers Allowance OR Income Related Employment Support Allowance

Name:
Signed:
Contact Telephone Number:

OFFICIAL STAMP:(of B&NES Council Connect, Job Centre or Benefit Agency)

Do not use this section to confirm Child Tax Credit or Pension Credit.

HOME TO SCHOOL TRANSPORT SCHEME FOR THE 2017/18 ACADEMIC YEAR – Low Income Families

For children from low income families i.e. those who are either in receipt of free school meals/eligible for free school meals or who are in receipt of their maximum level of working tax credit (with no reductions due to income), free transport will be provided for children attending a Junior or Primary school between the ages of **eight** and **eleven** if they live between 2 and 3 miles from the nearest appropriate school to their home address, and for children attending a secondary school between the ages of **eleven** and **sixteen** (up to year 11) if they live between 2 and 6 miles from the nearest three schools to their home address.

See table below for evidence required , if any, under Category 3:-

Category 3 Applicants/ Type of Benefit	Evidence required with this application
<u>Category 3 A</u> - Maximum Level of Working Tax Credit (with no reduction due to income)	Inland Revenue Tax Credit Award Notice (Form TC602) to confirm that you are entitled– please note you must supply the full copy of your current (2017/18) Tax Credit Award notice (Form TC602)
<u>Category 3 B</u> - Already in receipt of Free School Meals	As you are <u>already in receipt</u> of free school meals for your child(ren) you will already have submitted necessary documentary evidence and it is therefore <u>not</u> necessary to send in any further copies of your benefits as our existing records will be checked.
<u>Category 3 C</u> – Applying for consideration on basis of:- Income Support, Income Based only Job Seekers Allowance or Income Related only Employment Support Allowance	The Local Authority will check eligible benefits on your behalf. No paper proof of benefit is usually required unless you have made a recent claim. If this is the case and you have paper evidence please forward this with the completed form to speed up your application. Your National Insurance Number and Date of Birth must be completed clearly and accurately on the form as incorrect data will lead to proof of benefit being refused. Alternatively if you prefer you can arrange for an officer of B&NES Council Connect, Job Centre or Benefit Agency to confirm entitlement in the section at the bottom of the previous page
<u>Category 3 C</u> -Applying for consideration on basis of:- Child Tax Credit (without any Working Tax Credit) and your annual household income (as assessed by HMRC) is below £16,190.	Provide all pages of your most recent (2017/18) Annual Tax Credit award notice (Form TC602).
<u>Category 3 C</u> -Applying for consideration on basis of:- Pension Credit (Guarantee Element only)	Provide your most recent Pension Credit (M1000)
<u>Category 3 C</u> -Applying for consideration on basis of:- Asylum Seeker	Provide a letter from the National Asylum Support Service that confirms that you are receiving support under part V1 of the Immigration and Asylum Act 1999
<u>Category 3 C</u> -Applying for consideration on basis of:- Universal Credit	Provide paper proof

OTHER NOTES AND CONDITIONS REGARDING THE TRANSPORT SCHEME

1. The Authority will determine whether assistance is provided through the issue of a Scholar's Season Ticket for travel on the public bus or rail services or whether their travelling arrangements will be met by the provision of a hired vehicle.
2. British Rail requires all train passengers to carry a "photocard". Before any order for a Scholar's Rail Season Ticket can be produced. If a rail card is to be issued you will be requested to submit a passport sized photograph. The photograph must have the pupil's name and school written on the reverse side, signed by the parent/carer certifying that it is a true likeness of the pupil concerned.
3. Pupils may be expected to walk some part of the way between home and school. Scholar's Season Tickets may not necessarily be valid for relatively short journeys involving the use of a second bus.
4. Where transport is being arranged, parents **must** notify the Authority **immediately** should they decide to change address as this may affect a pupil's entitlement to travel.
5. If a pupil issued with a Scholar's Season Ticket should leave school before the expiry date shown on the ticket, it is the parents responsibility to return the ticket to the Authority immediately their child completes the final homeward journey from the school so that an appropriate refund for any unexpired portion of the ticket can be claimed from either the appropriate bus company or British Rail.

Failure to comply with points 4 and 5 above may result in parents being charged with the cost of any travelling expenses incurred unnecessarily by the Authority.

Your completed form should be returned to the postal address of:

**The Admissions & Transport Unit
People & Communities Department
Lewis House, Manvers Street
Bath BA1 1JG**

This information can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats. Please contact 01225 394312 for further information or if you have any queries regarding the completion of this form