



North Tyneside Council

Commissioning, Partnerships and Transformation

www.northtyneside.gov.uk

Application for Travel Assistance

Free travel is available to pupils attending their nearest mainstream school appropriate to their age where the school is more than 2 miles from the home address if under 8 years of age or more than 3 miles if 8 years or over. Children from low-income families, i.e those entitled to free school meals or whose parents are in receipt of their maximum level of Working Tax Credit could also be eligible for travel assistance to school.

Please complete this form in BLOCK CAPITALS using black ink.

Name of Pupil (in full):		Date of Birth:	
Home Address:			
		Post Code:	
Contact Telephone Number(s):			
School:			

Does your child have an Education, Health and Care Plan (EHCP)? Yes ☐ No ☐

Please indicate why you are applying for Travel Assistance:-

Primary	Over 2 miles/ catchment (under 8 years of age)	☐
	Denominational and Low Income (between age 8 and 11 years)	☐
	Low Income (between age 8 and 11)	☐
Secondary	Over 3 miles/ catchment (age 11 to 16 years)	☐
	Over 2 miles denominational and low income (age 11 to 16 years)	☐
	Low Income (aged 11 to 16 years)	☐

Passport size
colour
photograph
with pupils name
on the reverse
must be
attached here

If you have selected the Low Income category please continue to complete the Further Information Section. If you have selected the other categories please sign and date the declaration and return to the address shown at the bottom of this form.

FURTHER INFORMATION

Is your child entitled to receive free school meals? Yes ☐ No ☐

We will need to check that your child is receiving Free School Meals. By signing and dating this form you consent to us checking information held by Department for Education.

Parent's Full Name:		Parent's Date of Birth:	
Parent's National Insurance Number:			

Do you receive the maximum level of Working Tax Credit? Yes ☐ No ☐

If you have answered 'yes' please submit evidence of your Working Tax Credit. The application can not be processed without the relevant information.

NOW PLEASE SIGN AND DATE THIS APPLICATION

I declare that to the best of my knowledge, the information I have given on this form is accurate and complete and that I will advise the Council of any changes. I agree to abide by the conditions specified by the Council in respect of home to school travel assistance. I also consent to you checking information held by North Tyneside Council.

The information on this form will be shared with Nexus and their processors. It will only be used to process your application. This form will be destroyed at the end of the current academic year. The Council's full privacy notice can be found on our website

Parent /Carer		Date	
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This application must be completed by the parents/carers and forwarded to:-

Home to School Transport,
Commissioning, Partnerships and Transformation,
Quadrant West, Floor 3,
Silverlink North,
Cobalt Business Park,
North Tyneside,
NE27 0BY.

For further information please call 0191 643 8726. Email hometoschooltransport@northtyneside.gov.uk

CONDITIONS RELATING TO FREE TRAVEL PERMITS

The permit is not transferable and must not be used by any person other than the pupil named and shown. Fraudulent use of the permit renders the offender liable to prosecution and the permit will be confiscated.

The travel permits may only be used for the journey to school in the morning and for the journey home in the afternoon. They cannot be used for free travel over the lunch period or outside the times indicated on the permit.

All permits terminate on 31 July of each year, unless previously cancelled. New applications should be made as early as possible for the school year commencing in September.

The supply of this form must not be regarded as an indication that a permit will be issued.

Parents are required to attach a **COLOURED PASSPORT SIZED PHOTOGRAPH** of the pupil to this form.

Note: No reimbursement of loss incurred will be made if the Local Authority has not received an application form. The date of receipt will be the date of claim.

Replacement permits will be issued at the cost of £3.00. A maximum of two replacements can be issued in an academic year.

FOR OFFICE USE ONLY

ENTITLEMENT			
NELG (Not Eligible)		SEC1 (SEC - Catchment over 3m)	
PR1 (PRIM - Catchment over 2m)		SEC3 (SEC - Low Income FSM)	
PR3 (PRIM - Low Income FSM)		SEC4 (SEC - Low Income Tax Credit)	
PR4 (PRIM - Low Income Tax Credit)		SEC5 (SEC - Unsafe Route)	
PR5 (PRIM - Unsafe Route)		SEC9 (SEN Travel Permit)	
PR9 (PRIM - SEN Travel Permit)		SEC10 (Fair Access)	

Notes

Attachments

Proof of entitlement to Free school Meals ☐

Proof of Working Tax Credit ☐

(entitlement notice must show that parents are in receipt of their maximum level of Working Tax Credit).

Approved Yes ☐ No ☐

Signed: Checked by:

Permit No:		Date of Issue:	
Expiry Date:	31 July 20		