

Travel Assistance Application Form

This form is for those wishing to apply for travel assistance to take a child aged between 5 and 16 to and from home-to-school/place of learning. This form is not to be used for those applying for assistance to further education – please complete the post 16 application form). **Please read the Travel Assistance Policy before completing this form (a copy is available on Southwark’s website).**

1. About the child that requires assistance			
First name		Last name	
Date of birth		Boy/Girl	
Child’s home address	Postcode:		
Is the child ‘looked after’ (i.e. placed to live with foster carers or in a children’s home) by Southwark Local Authority? (please circle)	Yes / No		
If the child is ‘looked after’ by a Local Authority other than Southwark, what is the name of that Local Authority?			
If your child has a Social Worker, please provide their name and contact telephone number			

Does the child have an Education, Health and Care Plan (EHCP)/Statement of Special Educational Needs? (please circle)	Yes / No
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2. The child's school

Name of school to which travel assistance is being requested			
Full address of school	Postcode:		
Is the child already at this school?	Yes / No		
Date started, or due to start, at school		Date travel assistance is being requested from	
Walking distance from your home to school (please measure using <i>Walkit.com</i>). Please note that unless a child's needs prevent them from doing so, children aged under 8 are expected to walk to school accompanied, if the school is 2 miles or less from home, and children aged 8 and over are expected to walk, either accompanied or unaccompanied, if the school is 3 miles or less from home.			

3. Children who meet national eligibility criteria for free school lunches or families in receipt of the maximum level of working tax credit

In order to assess applications for travel assistance for children who are of compulsory school age, the Council needs to know if they meet the national eligibility criteria for free school lunches or their family receives the maximum level of working tax credit.

If you are applying for a child of primary school age, please answer question 3a.

If you are applying for a child aged 11- 16, please answer question 3b.

3a. If you are applying for a primary school aged child, please tick whichever applies:

<p>I receive one of the following:</p> <ul style="list-style-type: none"> ▪ Universal Credit ▪ Income Support ▪ Income based Jobseeker's Allowance ▪ Income-related Employment and Support Allowance ▪ Guarantee credit of Pension Credit 	<input type="checkbox"/>	<p>I receive the maximum level of working tax credit. (Please provide proof, e.g. your Tax Credits Award Notice from HM Inland Revenue and Customs)</p>	<input type="checkbox"/>
<p>I am entitled to and receive Child Tax Credit based on an annual income not exceeding £16,190. (Please provide proof, e.g. your Tax Credits Award Notice from HM Inland Revenue and Customs)</p>	<input type="checkbox"/>		

3b. If you are applying for a child aged 11- 16, please tick whichever applies:

<p>My child is eligible for a free school lunch</p>	<input type="checkbox"/>	<p>I receive the maximum level of working tax credit (Please provide proof, e.g. your Tax Credits Award Notice from HM Inland Revenue and Customs)</p>	<input type="checkbox"/>
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4. Reasons for requesting travel assistance

Starting nursery	<input type="checkbox"/>	Starting primary school	<input type="checkbox"/>
Starting Year 7	<input type="checkbox"/>	Change of school/place of learning	<input type="checkbox"/>
Other (please state in space below)	<input type="checkbox"/>		
Reasons for 'other':			
What is the name of the nursery/school that your child <u>currently</u> attends?			
How does your child currently travel to nursery/school?			
How does your child travel on evenings and weekends?			
Please tell us how your child's current school transports him/her on school trips.			

<p>Are there any reasons why the child cannot walk to their school or travel there on public transport even if accompanied by a responsible person? (please circle) If 'yes', please explain why in the space below, and provide any recent professional evidence to support what you are telling us.</p>	<p>Yes / No</p>
<p>If your child is under 8 years old and lives 2 miles or less from school, you are expected to accompany them to school. If your child is 8 years old or over, and lives 3 miles or under from school, you are expected to accompany them to school. Are there any reasons why you are unable to accompany your child to school?</p>	<p>Yes / No / Not applicable</p>
<p>If you answered 'yes' to the previous two questions, please state the reasons why in the space below, (e.g. if you are unable to accompany on medical grounds, please upload recent medical evidence stating)</p> <ul style="list-style-type: none"> • What your condition is • How it impacts on your ability to accompany your child to school • How long it is likely to impact you for 	
<p style="text-align: right;">Please continue on separate sheet</p>	

5. Parent/Carer's details

Title (please circle)	Mr Mrs Miss Ms	First name				
Surname/Last Name			Your relationship to child			
Address (if different from address provided in section 1)	Postcode:					
Home Tel No.			Daytime Tel No.			
Mobile Tel No.						
Email Address (Please write clearly)						
How would you like us to communicate with you?			Email	<input type="checkbox"/>	Written correspondence	<input type="checkbox"/>
Do you have access to a car?	Yes / No					

6. Wheelchairs

Does your child use a wheelchair?	Yes / No
Is the wheelchair manual or electric?	Electric / Manual
What is the make and model of the wheelchair?	
Does your child need to take their wheelchair to school?	Yes / No
Is your child able to hoist themselves from their wheelchair onto a vehicle seat?	Yes / No

7. Declaration

By signing the box below:

- you are giving us permission to share the information contained in this application form for the purpose of considering your request for travel assistance.
- you are also confirming that to the best of your knowledge the information given on this form is correct and true, and that travel assistance may be withdrawn if at a later date, information has been found to be falsified.
- you are confirming that you understand that you will need to re-apply for transport when your child moves into secondary education, further education and at 19+ when starting a new course.
- you are confirming that you understand that the type of assistance your child receives will periodically be reviewed, and will always be reviewed when they reach Year 9. The review will involve consideration for your child to be trained to travel independently.

Form completed by	
Relationship to child	
Signature	
Date	

8. Completed forms

Email to: travelassistance@southwark.gov.uk

Post to:

Travel Assistance Team
Southwark Council
4th Floor, Hub 2
PO Box 64529
London SE1P 5LX