

Assistance with home to school transport related to family income 2008/09 – guidance notes



Bedfordshire
county council

Eligibility

If your child is entitled to free school meals, or your family is in receipt of the maximum level of Working Tax Credit, free transport will normally be provided for:

Children aged over 8 and under 11 on 31st August 2008 attending the nearest qualifying* school to home, provided it is more than two miles (by the shortest available walking route).

Children over 11 and under 16 on 31st August 2008 attending one of their three nearest qualifying* schools, provided it is more than two miles (by the shortest available walking route), but not more than six miles (by motorised route) from their home.

Children over 11 and under 16 on 31st August 2008 attending the nearest qualifying* school which accords with their parents' religion or belief, provided it is more than two miles (by the shortest available walking route), but not more than fifteen miles (by motorised route) from their home.

Please note that applications made under religion or belief will be subject to confirmation by the Head teacher of the school.

How to apply

If you believe the above criteria entitle your child to free home to school transport for 2008/09 please complete the attached application form and return it, along with supporting documentation (see below), by **Friday 1st August 2008** to:

School Transport Entitlement Team
Customer Engagement Centre
Bedfordshire County Council
Cauldwell Street
Bedford MK42 9AP

Tel: 01234 228431

Fax: 01234 276010

Email: school.transport@bedscc.gov.uk

We will let you know the outcome of our decision by post by **Friday 22nd August**.

Supporting documentation

1. If your child is in receipt of free school meals, we will be able to verify this.
2. If your child is eligible for, but not in receipt of, free school meals we will require evidence that parents are in receipt of one of the following benefits.

Benefit	Documentation required
Income Support (IS)	<ul style="list-style-type: none"> • Benefit Book • Letter confirming you are to receive this benefit • Current GIRO payment which states 'Inc. Supp.' or similar abbreviation
Income Based Jobseekers Allowance (IBJSA)	<ul style="list-style-type: none"> • Benefit Book • Letter confirming you are to receive this benefit • Current GIRO payment which states 'Inc. Supp.' or similar abbreviation
Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)	Letter of confirmation from the National Asylum Support Service (NASS)
Guaranteed element of State Pension Credit	Pension Credit M1000 Award Notice
Child Tax Credit, provided that you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that of 6 th April 2008 does not exceed £15,575	<ul style="list-style-type: none"> • TC602 Tax Award Credit Notice – issued by HM Revenue and Customs • Letter from your local Revenues and Customs Office confirming your tax credit details

3. If you have been awarded the maximum level of child tax credit please attach a copy of your tax award credit notice (TC602), issued by HM Revenue and Customs, to your application form.
4. If your child attends a school chosen because of religion or belief, we will seek confirmation from the Head teacher of the school.

Further details

Children qualifying for assistance due to family income will be granted free transport for the whole of an academic year. A new application will need to be made for 2009/10.

Children who were between the ages of 8 and 11 from September 2007 may be eligible for reimbursement if they were entitled to transport under these criteria and have not yet received it. If you think this might apply to your child, please contact the School Transport Entitlement Team.

Transport cannot be granted until the correct proof of eligibility has been confirmed.

If your circumstances change (i.e. you move house), you must let the School Transport Entitlement Team know as soon as possible.

Data protection

Personal information contained in the application form will be held on computer and is, therefore, subject to the Data Protection Act 1998.

*A qualifying school is defined as a community, foundation or voluntary school; community or foundation special school; non-maintained special school; pupil referral unit or maintained nursery school, with places available, that provides education appropriate to the age, ability and aptitude of the child, and any special educational needs that the child may have.