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# UNDER 16 HOME TO SCHOOL TRAVEL ASSISTANCE 2021/22



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| 1. Child’s details |  |
| Child’s first name: Child’s last name: DOB: Child’s home address: ………………………………………………………………………………………Postcode: (If you have recently moved address, please ensure you complete Section 4)Why are you applying for travel assistance: **………………………………………………………………………………………****…………………………………………………………………………………………………………………………………………..**If you **do not** pay your Council Tax to **Nottingham City Council** you will need to contactNottinghamshire County Council Tel 0300 500 8080 |
| 2. School details |  |
| Which school are you applying for a bus pass to? **(if the school has more than one site, please specify which)**  In which Year Group is your child: Is the pupil already attending this school? YES/NO - What is the expected start date? ................................... Was the placement offered through Fair Access Protocol? YES / NO / Don’t know**next step - PLEASE READ THE FOLLOWING CAREFULLy**If the school is a **church/faith school**, **or** a **single sex school**, you will need to send this application form to the school in order for the Headteacher to complete the remainder of this section below. If the school is not a **church/faith school** **or** a **single sex** school please go straight to Section 3.**CHURCH/FAITH SCHOOL** **TO BE COMPLETED BY HEADTEACHER (please tick appropriate box and sign below)** I confirm that the child named above **is** attending my school on denominational grounds I confirm that the child named above **is not** attending my school on denominational grounds**SINGLE SEX SCHOOL****TO BE COMPLETED BY THE HEADTEACHER (please tick appropriate box and sign below)** I confirm that the child named above **is** attending my single sex school on the grounds of religon or belief I confirm that the child named above **is not** attending my school on the grounds of religion or beliefHeadteacher’s Signature…………………………………………Date……………………………………………… |
| 3. Parent’s/Carer’s details |  |
| Title: (delete as appropriate) Initials: Last name: Telephone Number: (home)…………………..….………….. (mobile): Email address: **Is your child in receipt of free school meals?****Is your family in receipt of the maximum level of Working Tax Credit?****Please send in a copy of your Working Tax Credit Award Notice if you tick “YES” to the above for the current Tax Year 2021/22** |

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| 4. Other information |  |
| If you are applying for transport following a change of address please enter the details here.Previous address: …………………………………………………………… Postcode: ………………………….Date of moving: ……………………………………….. Previous School: ………………..………………..………Has your new address been provided to you as temporary accommodation? Yes / No (if yes, please circle one of the following)**Sheltered Housing – Women’s Refuge – Registered Asylum Seeker – Refugee – Housing Association****Other (please state)** …………………………. ……………………………………………………………………..**If you were moved on emergency grounds through Nottingham City Homes, and given no choice of where you were placed, you must provide supporting evidence from any Authority involved i.e. Housing Aid, Police** |

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| **5. Transport Options** |  |
| If your application is successful, your child will be provided with Citycard Scholar Pass which has great flexibility on usage allowing access to all public bus operators in Greater Nottingham and including ability to use the NET (Tram) and local train services. However, please note that you will not be able to use the pass on any of the private school bus contracts that serve County Schools.  |

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| 6. Declaration |  |
| PLEASE SIGN AND DATE YOUR APPLICATION BELOWThe health and safety of everyone travelling on buses is dependent on good behaviour. Nottingham City Council takes incidents of disruptive behaviour very seriously and we are increasingly using video recordings to identify people who cause nuisance, harm or damage. In the event of a serious incident or persistent offences of this nature, **transport provision may be permanently withdrawn**. When this happens parents/carers will have to make alternative arrangements for their children. Therefore, it is essential that parents/carers and children take personal responsibility for meeting good behaviour standards.**I AGREE TO COMPLY WITH THE GENERAL CONDITIONS RELATING TO HOME TO SCHOOL TRAVEL AS SPECIFIED BY NOTTINGHAM CITY COUNCIL AND AGREE TO THE RELEASE OF TRAVEL DATA BY TRANSPORT OPERATORS ON REQUEST FROM THE COUNCIL IN RELATION TO SCHOOL TRAVEL OF THE ABOVE APPLICANT.**SIGNED PARENT/CARER: DATE:  |

**The information provided on this application form will be kept on record by Nottingham City Council until the pupil leaves education at the end of year 11 in line with the General Data Protection Regulations 2018.**

### Please send the completed form to the address below, or if you have any questions about completing this form, please contact:

### Passenger Transport Operations, People’s Directorate, Building 5 Woolsthorpe Depot, Woolsthorpe Close, Nottingham, NG8 3JP

**Tel:** 0115 8761464

### email: transport.team@nottinghamcity.gov.uk

**Web: www.nottinghamcity.gov.uk/school\_transport**