

# Notes to help you complete the Application Form

## IMPORTANT

- Please complete a separate application form for each pupil.
- We will normally issue your pass before the start of the school term or within 10 working days of receiving your application, whichever is longer.
- Further application forms are available from the school, Education Transport, or the website [www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport).
- This is particularly important if you are applying for a fare-paying seat, as we do not send out forms automatically.

## 1. DOES MY CHILD QUALIFY FOR FREE SCHOOL TRANSPORT?

To qualify for free school transport your child must:

- Live within the area where Cambridgeshire is the local authority.
- Be registered at his/her nearest/catchment/designated school.
- Be at least in the school year in which he/she will attain his/her fifth birthday.
- Live beyond the specified walking distance from the school;
  - Two miles for primary pupils
  - Three miles for secondary pupilsThis is measured by the shortest available walking distance.
- Be able to complete the journey time, on the vehicle, in 75 minutes (secondary) or 45 minutes (primary). This excludes the time taken to get to the designated pick-up point or waiting time for a connecting service.

## 2. EXTENDED SECONDARY RIGHTS FOR LOW-INCOME FAMILIES

Extended transport rights for secondary aged pupils from low income families came into effect from September 2008. The low-income criteria are:

- Children are entitled to free school meals.
- Children from families in receipt of **maximum level** Working Families Tax Credit (WFTC). You are in receipt of maximum level WFTC if your tax credits award document shows **no** reduction due to income. If you receive a reduction due to your income you are **not** in receipt of maximum level WFTC.

Pupils who meet the above low-income criteria will be entitled to free transport to:

- One of their three nearest secondary schools, if those schools are between two and six miles from their home address.
- The nearest denominational school, if they are attending on faith grounds, and that school is between two and fifteen miles from their home address.

## 2. EXTENDED SECONDARY RIGHTS FOR LOW-INCOME FAMILIES continued

You will need to:

- Submit an application form with supporting documentation as proof of low-income status in time for the start of each new school year.

| <b>Examples</b>  |   |   |
|--|---|---|
| <p><b>Child A</b> is entitled to free school meals. The nearest suitable school is 2.4 miles from their home; the second nearest school is 3 miles away; the third nearest school is 5.2 miles away. Under the extended transport rights Child A would be entitled to free transport to each of the schools.</p> | <p><b>Child B's</b> parents are in receipt of maximum level working tax credit. The nearest suitable school is 1.7 miles from their home; the second nearest school is 3.8 miles away; and the third nearest is 6.4 miles away. Under the extended rights Child B would be entitled to free transport to the second school, but <b>not</b> the first and third.</p> | <p><b>Child C</b> is entitled to free school meals and will be attending a denominational school on faith grounds. The nearest denominational school is 5.7 miles from their home. There is also a second nearest denominational school 11.4 miles from their home. Child C would be entitled to free transport to the first school, but <b>not</b> the second.</p> |

## 3. IF MY CHILD IS NOT ELIGIBLE FOR FREE TRANSPORT CAN HE OR SHE PAY TO TRAVEL ON THE SCHOOL BUS?

Possibly. Pupils who do not meet the conditions for free transport may be able to pay to travel on existing buses that are contracted to Cambridgeshire County Council. However, seats are subject to availability and issued on a first come, first served basis.

To apply for a fare paying seat please complete the transport application form, ensuring that you complete the fare paying section and enclose payment. Payments should be made by either a cheque or postal order and made payable to **Cambridgeshire County Council**. Do not send cash.

For 2011/2012 academic year the costs for travel are:

| <b>Term</b> | <b>Journey</b> | <b>Cost</b> |
|-------------|----------------|-------------|
| Full        | Return         | £150.00     |
| Half        | Return         | £75.00      |
| Full        | Single         | £75.00      |

### **IMPORTANT**

When applying for a fare-paying seat you should note that:

- Applications must be received after the start of the half-term holiday immediately before the beginning of the term for which the application is made. The earliest dates you can apply for a spare seat each term are:
  - Autumn Term      27 May 2011
  - Spring Term      24 October 2011
  - Summer Term      12 February 2012

- If you do not enclose payment or enclose incorrect payment with your form, the date of receipt of your application will be counted when correct payment is received.
- Fare-paying seats can only be agreed on a term-by-term basis.
- Cambridgeshire County Council cannot guarantee to give advance warning of seats that are no longer available; furthermore the issue of a ticket for one term does not guarantee the issue of tickets for subsequent terms.
- The ticket concession is **not** available for use on public services buses provided by commercial operators. In this case you should apply to the bus company directly for a season ticket.

#### 4. DENOMINATIONAL TRANSPORT

Please note that with effect from **September 2014** all denominational transport support will cease, except that which is statutorily required by the Education Act 2006 i.e. for children who meet the low-income **criteria**, attending their nearest denominational secondary school on grounds of religion/belief **and** that school is within 2 and 15 miles from home. (see section 2)

##### What it will mean in practice

Over the next 3 years the LA will increase the annual parental charge and correspondingly reduce its subsidy.

In the meantime, to qualify for assistance with transport to a denominational school your child must meet the criteria in section 1, plus:

- Attend the nearest denominational school.
- Be a practising, appropriately admitted or baptised member of the denomination appropriate to the school he/she is attending and have a written statement to this effect from their minister of religion.

Families will have to pay a contribution as follows for 2011/2012:

|           | Return journey per family |                   | Single journey per family |                   |
|-----------|---------------------------|-------------------|---------------------------|-------------------|
|           | St Bede's                 | All other schools | St Bede's                 | All other schools |
| Year      | £354.00                   | £489.00           | £177.00                   | £244.50           |
| Term      | £118.00                   | £163.00           | £59.00                    | £81.50            |
| Half Term | £59.00                    | £81.50            | £29.50                    | £40.75            |

**NOTE: Single journey tickets are not available for any pupils travelling on a commercial bus services.**

Families do not have to pay a contribution if:

- They are in receipt of Income Support, Income Based Job Seeker Allowance or Pension Credit, Support under part VI of the Immigration & Asylum Act 1999, Guarantee element of State Pension Credit; **or**
- They are entitled to an NHS Tax Exemption certificate (issued to families receiving Child Tax Credit (CTC) or Working Family Tax Credit (WFTC)). We require a copy of either your CTC or WFTC award notice valid for the date you are applying for transport (not the NHS certificate). You must supply **all pages** of your award notice to enable us to assess your entitlement to free transport (including full details of your income); **or**
- If they are paying a subsidised transport contribution for a post 16 student in the family. You must supply photocopies all ALL pages from your benefit documents to enable us to access your entitlement to free transport. Original copies will not be returned.

## **5. WHERE DO I SEND MY COMPLETED APPLICATION FORM?**

Please send your completed application form to:

Education Transport  
Cambridgeshire County Council  
Box Number CC1301  
Castle Court  
Shire Hall  
Cambridge  
CB3 0AP

If you would like a copy of the text in this leaflet in large print, Braille, audio tape or in another language please call 0345 045 5208

Education Transport Team  
Cambridgeshire County Council  
Box Number CC1301, Castle Court, Shire Hall, Cambridge, CB3 0AP  
Telephone: 0345 045 5208 (Monday-Saturday, 8am-8pm)  
Facsimile: 01223 475948  
Email: [edtransport@cambridgeshire.gov.uk](mailto:edtransport@cambridgeshire.gov.uk)  
[www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)