**Home to School Transport Application for the academic year beginning September 2018.**

**APPLICATION DETAILS**

**PUPIL DETAILS**

|  |  |
| --- | --- |
| Surname: | Forename (s): |
| Date of Birth: | Gender: Male /Female |
| Address |
| Town: | Postcode: |
|  |  |
| **OUTWARD JOURNEY DETAILS (where journey to school begins)** |
| Nearest bus stop (i.e. road/street) or rail/metrolink stop: |
|  |
| **PARENT/CARER DETAILS AND DECLARATION** |
| Title: Mr/Mrs/Miss/Ms Other: |
| Surname: | Forename: |
| Contact Telephone No.: |
| Email: |
| **Discretionary Assistance**I confirm that the information provided on this form is correct. I wish to apply for the pupil named on this application to be considered for Assistance with Travelling Expenses.  |
| Signed: | Date: |

**Once completed in full, this form should be returned to the school office marked 'Bus Pass.'**

 **DATA PROTECTION ACT**

The school maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may be shared with the Local Authority and with Transport for Greater Manchester.

Verification of Information – the school may verify the information you have provided on this form which could involve contacting departments of the Local Authority who maintain appropriate records. In instances where the information provided is different from that held by them, they may use this information on this form.

**PHOTOGRAPH**

*(Please ensure you read the notes to the right before attaching a photograph)*

ATTACH PHOTOGRAPH HERE

A Free School Bus Pass can only be issued once a passport sized photograph of the child has been provided. The school cannot be responsible for the expense of acquiring a photograph. It is in the parent’s best interest to check the application is approved before submitting a photograph.

However, should you wish to provide a photograph with your application, please firmly attach it in the space provided to the left of these guidance notes ensuring that the name of the child and registration group are written clearly on the reverse.

If your application is not approved, your photograph will be returned to you.

***Bus passes will be given out in school on the first day of term.***

FOR OFFICE USE ONLY

|  |  |
| --- | --- |
|  SIMS STUDENT ID (ADNO) |  Year Group: |
|  FSM: |  Distance to School: |
|  |
|  **APPROVED** |
|   🞎 Photo Received  🞎 Forwarded to LA 🞎 Pass Number 🞎 Recorded in SIMs |
|  Issue Date: |
|  |
|  **DECLINED** |
|   Reason: |
|  Date Letter Sent: |