

## Free School Travel Permit Application 2020/2021

This application form must be made by the pupil's parent/guardian and submitted together with a **stamped addressed envelope** and a **passport style colour photograph** cut to no larger than 2.5cm x 2.5cm in size, endorsed with the child's name and school on the reverse side.

This application should be submitted **before Friday 10<sup>th</sup> July 2020** to the Benefits Section at the address below. Those pupils whose application forms are received **after 10<sup>th</sup> July 2020** are **not guaranteed to receive their permit for the first day of the Autumn Term.**

**PLEASE SEE GUIDANCE NOTES OVERLEAF.**

Please complete the following form in **BLOCK CAPITALS** and **ATTACH THE COLOUR PHOTOGRAPH** and **STAMPED ADDRESSED ENVELOPE SECURELY.**

<b>Name of pupil</b>	<b>Date of Birth</b>	<b>Age</b>
<b>Address</b>	<b>School to be attended in 2020/21</b>	
	<b>Distance from home</b>	
	<b>Name of home bus stop</b>	
<b>Post code</b>		
<b>Telephone number</b>	<b>Previous school attended</b>	
<b>For Means Tested Travel scheme only</b>		
<p><b>Please ✓ which applies</b></p> <p><input type="checkbox"/> Maximum Working Tax credit (you must attach your latest 2019/20 tax credit award notification). <input type="checkbox"/> Free School Meals – we will check our records.</p>		
<p><b>Please state below on what grounds of religion or belief the pupil is attending a faith school if appropriate (see guidance notes).</b> _____</p> <p>_____</p>		
<p><b>Declaration</b></p> <p>In accordance with General Data Protection Regulations 2018, Gateshead Council will use any personal data to process your application. We may also share this data with other council services or public organisations if required by law to do so. Your personal data will only be used in respect of your claim and not for marketing purposes or passed to third parties. To read how we will use your information, please view our full privacy notice, at <a href="http://www.gateshead.gov.uk/data-protection">www.gateshead.gov.uk/data-protection</a>. I have read and understand the guidance notes overleaf.</p>		
<b>Signature of Parent /Guardian</b>	<b>Date</b>	<b>Attach photograph here</b>

## Guidance Notes

There are two schemes of travel assistance available to pupils **up to and including the year 11 age group** as outlined below.

### **Non-Means Tested Scheme**

A pupil may qualify for a free travel permit if they reside more than

- **Two** miles from their **catchment area** primary school or
- **Three** miles from their **catchment area** secondary school

*From September 2015 we will not be providing free school travel to Faith schools unless pupils qualify under the means tested scheme as below.*

### **Means Tested Scheme**

A Secondary School pupil may qualify for a free travel permit if they are in receipt of Free School Meals or the household qualified for the maximum level of Working Tax Credit on the 2<sup>nd</sup> March 2020 and if one of the following applies:-

- They attend one of the three nearest qualifying schools where they live more than two miles but not more than six miles from that school or
- They attend the nearest suitable school preferred on grounds of religion or belief (i.e. faith school) where they live more than two miles but not more than fifteen miles from that school. You must complete the box overleaf stating clearly the reasons why.

Qualification for free travel under this scheme in future years will depend on continued eligibility for free school meals or maximum working tax credit.

### **Both Schemes**

- Eligibility for a school travel permit is based on distance, which is measured from home to school i.e. from door to door, by the **shortest practicable walking route**.
- If the travel permit is lost or damaged there is a charge of £6.50 for a replacement permit. If you are paying for the permit by cheque, please make it payable to 'Gateshead Council'. This charge will be revised in March 2021.
- The schemes are open to Gateshead Council residents only. Pupils living outside the Gateshead area should apply to their own Local Authority.
- Any permit which is no longer required during the academic year **must** be returned.

### **Restrictions on use of scholars permits by NEXUS**

The issue of permits to pupils shall facilitate that pupil's travel on any bus or metro service in Tyne and Wear between the hours of 6am and 7pm Monday to Friday during school term time. Permits shall only be used for the purpose of travel to and from school and/or for the purposes incidental to attendance at school (for example, travel for school excursions and/or for other school business). NEXUS reserves the right to remove a Permit (and/or instruct a travel service operator to affect this removal) from any pupil where that permit has been used outside the scope of these restrictions or is otherwise misused by the pupil.

#### **Contact Details**

**Return the completed form to:-**

Benefits Service, Civic Centre, Regent Street,  
Gateshead, NE8 1HH

**Enquiries by telephone on:-**

0191 433 4848

**Enquiries by email on:-**

benefitsfsm@gateshead.gov.uk