

Please attach a colour passport sized photograph of the child's face with the child's name and school clearly written on the back here.

## Free School Travel Permit Application form

**Please use black ink and write in block capitals.** Apply by **1 July** to be guaranteed that your application is assessed in time for the new school year.

### Child's details

Forename:		Surname:	
Date of birth:    /    /	Age:	Name of school in September:	
Address:			
		Postcode:	
Permit number of child's current travel permit (if applicable):			

### Eligibility for free school travel

Please tick which of the following eligibility criteria applies to your child. If none of the statements below apply to your child's circumstances, they are not entitled to free school travel. Definitions of terms are explained overleaf.

#### Primary age children aged 5 to 11:

- ☐ My child is under 8 years old, attends their nearest suitable Newcastle school and the walking distance from home to school is more than **2** miles.
- ☐ My child is aged 8 to 11, attends their nearest suitable Newcastle school and the walking distance from home to school is more than **3** miles.
- ☐ My child is from a low income family and attends their nearest suitable Newcastle school or attends their nearest Newcastle faith school and has a proven faith, and the walking distance from home to the school is more than **2** miles.
- ☐ My child received a free school travel pass in 2013/14, is from a low income family, attends a Newcastle faith school and the walking distance from home to school is more than **2** miles.

#### Secondary age children aged 11 to 16:

- ☐ My child attends their nearest suitable Newcastle school and the walking distance from home to school is further than **3** miles.
- ☐ My child is from a low income family, attends one of their three nearest Newcastle schools, and the walking distance from home to school is between **2** and **6** miles.
- ☐ My child is from a low income family, has a proven faith, attends their nearest Newcastle faith school and the walking distance from home to the school is more than **2** miles.
- ☐ My child received a free school travel pass in 2013/14, is from a low income family, attends a Newcastle faith school and the walking distance from home to school is between **2** and **6** miles.

## Journey details

The permit does not allow more than one change. Describe the school journey taken most often.

Where does the child get on the bus or metro?	
Where does the child get off the bus or metro?	
Where does the child change buses or metro?	

## Parent/carer's details

Title:	Forename:	Surname:
Home phone number:		Mobile number:
Email address:		

## General notes and definitions

- **Nearest school** – the state school nearest to home with available places at the time that places were allocated, that provides education appropriate to the age, gender and ability of the pupil. It is identified by considering whether the child would have qualified for a place at the school, regardless of whether it was named on the school admission application form.
- **Walking distance** – measured along the nearest qualifying route using an electronic route mapping software application from home to a fixed point at the school. If you are unsure of the distance, there are a number of sources on the internet which will give you an estimated walking route, e.g. [www.maps.google.co.uk](http://www.maps.google.co.uk), [www.walkit.com](http://www.walkit.com).
- **Low income families** – defined in law as those where the children are entitled to free school meals or where the parents are in receipt of the maximum level of Working Tax Credit. If you are not currently claiming free school meals, you must attach proof of the maximum level of Working Tax Credit (your current TC602) with the application.
- **Proven faith** – proof will be required that your child is baptised or a dedicated member of another faith which is recognised by Churches Together in England (see [www.cte.org.uk](http://www.cte.org.uk)). This information will be sought from your child's school based on evidence you provided to support your child's application for a school place.

You can view a copy of the Mainstream Home to School Travel Policy by enquiring at a customer service centre or online at [www.newcastle.gov.uk/freeschooltravel](http://www.newcastle.gov.uk/freeschooltravel)

If you have any questions about free school travel, please phone us on 0191 278 7878 (ask for free school travel) or email us at [admissions.information@newcastle.gov.uk](mailto:admissions.information@newcastle.gov.uk)

**Return this form no later than 1 July to:** Admissions and Information Service, Newcastle City Council, Room 225, Civic Centre, Newcastle upon Tyne NE1 8QH.

Any applications received after this date may result in a delay in accessing free school travel.

**Parent Checklist:** Passport sized photograph ☐ Proof of Working Tax Credit (TC602) ☐