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**Application for support with**

**home to school travel**

**arrangements**

*for pupils aged five to 16*

*who live in Leeds*

*and attend a state-funded*

*primary school,*

*secondary school*

*or academy*

**Issued for use from 2019 by:**

Leeds Education Transport Assessment Team

West Yorkshire Combined Authority

**On behalf of:**

Children and Families Directorate



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| **Application for support with home to school travel arrangements for pupils aged five to 16** |
| Data Protection - Please be aware that the information you supply on this form will be used to assess eligibility for free transport and, if successful, shared with Leeds City Council and the Zero Fare pass manufacturer. All data will be held strictly in accordance with the Data Protection Act 19982018. |
| We advise you to read the policy and guidance notes before you fill in this form. Type your answers in the yellow boxes in CAPITAL LETTERS. |
| **Reason for this application – answer yes or no in the boxes below** |
| **Change of school** |  | **Change of address** |  | **Renewal of zero fare pass** |  | **Other** |  |
| **Pupil Details** |
| **First + last name** |  | **Male or female?** |  |
| **Date of birth** |  | **Age** |  | **School year group** |  |

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| **Is this child fostered or in public care? – answer yes or no** |  |
| ***If yes to which local authority?*** |  |
| **Is this child on a managed move? (Applications will not be considered until the child is on roll). Answer yes or no.** |  |
| **Name of school?** |  |
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| **Child’s permanent home address with postcode** |
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| **Has this child moved house since being allocated a place at the school? Answer yes or no.** |  |
| ***If yes, what was their previous address? [Please include proof of address with this application]*** |
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| **The date they moved** |  |
| **Is this child entitled to free school meals? Answer yes or no.** |  |

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| **Details of parent or legal guardian** |
| **Title** |  | **First and last name** |  |
| **Relationship to child or young person** |  |
| **Home address including postcode (if different to that given above)** |
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| **Home telephone** |  | **Work telephone** |  |
| **Mobile telephone** |  | **Email address** |  |
| **Are you in receipt of maximum working tax credits? Answer yes or no.**If you are, please enclose a copy (the whole document) of the tax credits awards notice you received from HM Revenue and Customs. It must relate to the current tax year. Or if you receive universal credit, a copy of your latest statement. |  |

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| **If you know that your child is not going to the nearest qualifying school to his or her home, please tell us why.** |
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| **If you are applying for support on the grounds of low income because your child is entitled to free school meals or you are in receipt of your maximum level of Working Tax Credit or Universal Credit, and your child is going to a particular school on the basis of your religion or belief, please refer to the policy and give reasons for choosing that school.** |
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| **Please tell us if there is any other information that you would like us to take into account – you may include supporting evidence if you wish.** |
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| **Where appropriate, which bus number(s) will your child use to get to/from school?** |  |
| **For primary school pupils only:**If your child needs to use a dedicated school service, in addition to this form, you may need to register online. Please visit wymetro.com/schools for details.  |

**Declaration of parent or legal guardian**

I declare that:

* + I have read and understood the guidance notes and Code of conduct;
	+ to the best of my knowledge, the information given on this form is correct and complete;
	+ I have enclosed all the extra information I want you to look at;
	+ I have attached a passport style photograph for use on the Zero Fare pass and have written my child’s name, date of birth and school on the back;
	+ If my application is successful and my child is awarded a Zero Fare pass, **I will immediately return it to the West Yorkshire Combined Authority if my child moves house or changes school; failure to do so may be fraud.**
	+ I am aware children can only travel free-of-charge if they have a valid pass and present it each time they use the relevant bus or train service;
	+ I understand that the Zero Fare pass may be confiscated if my child breaches the Code of conduct or Conditions of use issued with the pass; and
	+ I also understand that the local authority and the Combined Authority reserve the right to withdraw the provision of support either for a temporary period or permanently for more serious or persistent cases of misbehaviour.

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| **If my application is successful, I would like my child’s support to start… (answer yes or no as applicable)** |
| As soon as possible |  | From September |  |
| **Your name** |  |
| **Date** |  |

Please see the next page for details of how to send in your application



**How to submit your application**

1 Save this application to your pc [any format for example Microsoft .docx/.doc, Open Document Format .odt, or as a pdf]

2 Create a new email and attach your saved application

3 Attach to the same email a passport style photograph [jpeg format]

4 Attach to the same email, where applicable, any supporting documents

5 In the subject line of the email type: Leeds Zero fare Application

6 Send the email to: freetravel@westyorks-ca.gov.uk

7 Please do not post any application, photographs or supporting documents. These must be emailed as per the above.