

**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  
Wellington House  
40 – 50 Wellington Street  
Leeds  
LS1 2DE

**On behalf of:**  
Children and Families Directorate

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If you need a copy of this form in large print or Braille, please contact 0113 348 1121.

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**Leeds**  
CITY COUNCIL

## Guidance notes

### How can I find out whether my child will qualify for support?

Please read the latest *Leeds Children's Services Transport Policy* before you fill in the form. You can download a copy from the West Yorkshire Combined Authority ("Metro") website [wymetro.com/schools](http://wymetro.com/schools). If you do not have access to the internet, or you would like a paper copy, please ask at your child's school or ring 0113 348 1121 for help.

### Who is the application form intended for?

It's for parents and legal guardians who live in the Leeds district of West Yorkshire. Having read the policy, you may use this application form to apply for support if your child would have to walk a distance of two miles or more to get from home to school and:

- is transferring to a new school; or
- has recently moved house; or
- you believe your child qualifies for support under the policy.

When you fill in the form, please make sure you tell us everything you want us to take into consideration, particularly if you think your circumstances are exceptional. We will use the information you give us to check whether your child is entitled to support.

### Important information

The distance to your 'closest school' for school admissions purposes is measured in a different way to the 'Nearest Qualifying School' for school transport purposes. Although the law allows schools to create their own admissions policies, it also says that for transport purposes the council must measure distances up to three miles according to the shortest available safe walking route. We measure distances over three miles using the shortest available driving route, which is not necessarily the route that private or public transport would take. Google Maps and Easy Travel are initially used to assess the "gate to gate" distance between your home address and your child's school. We never use straight-line measurements or catchments, which some schools choose to use in their admissions policies, when assessing transport requests.

### What sort of support could my child get?

Most children who qualify for support with home to school transport will get a Zero Fare pass. This would give your child the right to travel to and from school without having to pay a fare. It does not entitle parents or carers to free travel. There are two types of Zero Fare pass:

- a **Zero Fare School Pass**, which is accepted for travel on buses and trains operating within the county of West Yorkshire and allows one journey to school and one journey home between 7am and 7pm each school day – it can be used on more than one service if no direct service is available and the child needs to change from one bus service to another (or from bus to train and vice versa), but it is not valid if they break their journey unnecessarily and try to re-board without paying.
- a **Zero Fare Boarding Pass**, which would allow your child to travel on a school bus free of charge - these school services are funded by the local authority to serve areas where ordinary bus services may not be available.

Both of these Zero Fare passes are smartcards that are issued by the card manufacturer and are subject to children abiding by the *Code of conduct* given at the end of these guidance notes and the *Conditions of use* listed in a carrier letter that accompanies the pass. **If your child moves house or changes school, you must let us know immediately.** Valid passes must always be presented when boarding a bus or shown to the conductor when travelling by train in order to travel free of charge. Children wishing to travel at weekends, during school holidays or to other destinations must pay the appropriate fare.

### **When will I know if my child qualifies for a Zero Fare pass?**

Applications for a new academic year start (September) will be assessed from April onwards. If your form is received by the end of June, you will be notified of the result in writing before the start of term. At other times of the year, you must allow up to 15 working days for us to process your application.

### **When would I receive the Zero Fare pass?**

If your application for a September start-date is successful and we receive your application by the end of June, your child's pass will be posted to you in August. Passes for successful applications that reach us after the end of June are not guaranteed to arrive before the new school year has started. If you apply part-way through the academic year and your application is successful, you should receive the pass within 15 working days.

### **What if I believe my child qualifies for support but a Zero Fare pass would not be any use?**

Give us as much extra information as you can about the special circumstances you feel are relevant, for example a remote location or parental disability. Continue on a separate sheet if necessary. You may need to include supporting information from a qualified medical practitioner.

### **How do I apply?**

You should:

- read the policy and guidance notes carefully;
- fill in the application form – there are three pages for you to complete;
- attach a passport style photograph – write your child's name, date of birth and school on the back;
- read and sign the declaration;
- put your application in a suitable envelope;
- include any extra information you want us to look at, for example a copy of your latest Tax Credits Award notice (please note that we cannot accept annual reviews), or if you are in receipt of Universal Credit, a copy of your statement or if you have moved house recently, a copy of proof of a change of address; and
- send your application to the address shown on the form – keep the guidance notes for future reference.

If you post your application to us, we advise you to get a Certificate of Posting from the Post Office and check that you have used the correct postage. Your application may not reach us if you do not pay sufficient postage in relation to the size and weight of the envelope you use. Please note: It is important that you only send copies of documents as we cannot guarantee receipt or return of them.

### **We will return the form to you if:**

- you haven't given us all the information we need;
- the photograph you sent us is unsuitable; or
- your form is illegible.

### **What if I apply for support, but my child does not qualify?**

We will send you a letter to explain why we have refused your application. This will include details on how to appeal the decision.

### **My child goes to primary school and I would like them to travel on a dedicated school service, even if I have to pay. What do I have to do to get a place?**

You may need to register for a place on that service. Please see our website for more details and the online application form @ [www.wymetro.com/schools](http://www.wymetro.com/schools) or call 0113 348 1122 to ask for a paper copy. We prioritise children who are eligible to free transport and cannot guarantee a seat on any school bus for fare-paying children. School bus services are reviewed every year and there is no guarantee that a service running this year will run next year.

### **What other help can I get for my child who is going to secondary school?**

Anyone who lives in Leeds and is aged 11 to 16 needs to have an **Under 16 PhotoCard** to prove that they are entitled to travel at half the adult fare on buses and trains within West Yorkshire. For more details about this smart card visit [www.wymetro.com](http://www.wymetro.com).

### **Where can I get more information about public transport?**

If you need to find out which buses serve the area in which you live, call Metroline on 0113 245 7676. If you would like more details about dedicated school bus services and the possible cost of travel, visit [www.wymetro.com](http://www.wymetro.com) or call the School Transport Team on 0113 348 1122.

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## **Code of conduct for pupils in receipt of either a Zero Fare School Pass or a Zero Fare Boarding Pass**

### **Waiting for the bus or train**

#### **Your child must:**

- queue sensibly, away from the road or the edge of the platform;
- if at a bus stop, stick their arm out to indicate that the bus needs to stop
- get on the bus or train calmly, without pushing.

### **On the bus or train**

#### **Your child must:**

- show their valid School Pass or Boarding Pass to the driver or conductor;
- hold their pass against the electronic smart card reader if there is one on the service;
- find a seat and stay seated throughout the journey - if there are no seats, they must stand and hold on to a handrail;
- show respect for other passengers; and
- behave sensibly throughout the journey.

#### **Your child must not:**

- attempt to use the School Pass or Boarding Pass to avoid paying the appropriate fare on journeys made other than to or from school;
- do anything to distract the bus-driver unless in an emergency;
- cause any damage to property;
- interfere with CCTV or any other safety equipment;
- take photos without prior consent of the person(s) involved; or
- use abusive language or threatening behaviour.
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#### **If your child breaches any condition set out above, they could:**

- have the Zero Fare School Pass or Boarding Pass withdrawn - any request for its return would need to be made in writing, to the West Yorkshire Combined Authority;
- be banned from the bus or train; and
- face action by the Police – parents or legal guardians will face civil action requiring them to pay for any damage their child has caused.

**Please note that the provision of transport may be withdrawn either for a temporary period or permanently for serious or persistent misbehaviour.**

# 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 2018.

We advise you to read the policy and guidance notes before you fill in this form. Please use **black or blue ink** and write in **CAPITAL LETTERS**.

## Reason for this application

Change of school  Change of address  Renewal of Zero Fare pass  Other

## Pupil details

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Male  Female

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ School year group: \_\_\_\_\_ Age: \_\_\_\_\_

Is this child fostered or in public care? **No**  **Yes**  *If yes, to which local authority?* \_\_\_\_\_

Is this child on a managed move? Tick if yes  (Applications will not be considered until the child is on roll).

Name of school: \_\_\_\_\_

Child's permanent home address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Has this child moved house since being allocated a place at the school? **No**  **Yes**  *If yes, please tell us:*

- *their previous address* \_\_\_\_\_
- *the date they moved: \_\_\_\_/\_\_\_\_/\_\_\_\_ please include proof of the new address.*

Is this child entitled to free school meals? **Yes**  **No**

## Details of parent or legal guardian

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Relationship to child or young person: \_\_\_\_\_

Home address (if different to that given above): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone numbers and email address:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Are you in receipt of your maximum level of Working Tax Credit? **Yes**  **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.*

If you know that your child is **not** going to the nearest qualifying school to his or her home, please tell us why.

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.

Please tell us if there is any other information that you would like us to take into account – you may continue on a separate sheet and attach supporting evidence if you wish.

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](http://wymetro.com/schools) for details.

Attach **one** passport style photograph of your child here.

On the back, write their:

- name;
- school; and
- date of birth.

## 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.

If my application is successful, I would like my child's support to start:

as soon as possible  in September

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**When you have fully completed the application form, put it in a suitably sized envelope and send it to:**

Leeds Education Transport Assessment Team  
West Yorkshire Combined Authority  
Wellington House  
40 – 50 Wellington Street  
Leeds  
LS1 2DE

**Please check that you've:**

- kept the guidance notes for future reference;
- filled the form in properly;
- enclosed copies of all the extra information you want us to look at;
- attached a passport style photograph; and
- used the correct postage.

**West  
Yorkshire**  
Combined  
Authority



**Leeds**  
CITY COUNCIL



**For office use only**

Application returned for photograph/completion on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

Application assessed on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

Pupil reference number: \_\_\_\_\_

Walking/driving distance between home and school: \_\_\_\_\_ miles

FSM? **Yes**  **No**  **n/a**

Maximum Working Tax Credit? **Yes**  **No**  **n/a**

Religion or belief? **Yes**  **No**  **n/a**

Nearest schools:

_____ miles	_____ miles
_____ miles	_____ miles
_____ miles	_____ miles
_____ miles	_____ miles

Preferred schools:

Change of address since allocation? **Yes**  **No**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

Nearest qualifying schools:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Support approved?**  Code \_\_\_\_\_

Award of Zero Fare pass? **Yes**  **No**

Code: \_\_\_\_\_

Start date: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Other provision: **Yes**  **No**

Confirmation letter sent on: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

**Support refused?**

Reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Refusal letter sent on: \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

Review request received on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed by: \_\_\_\_\_

Response: \_\_\_\_\_

Reviewed on: \_\_\_\_/\_\_\_\_/\_\_\_\_