

Applying for a bus pass

The Council will provide a bus pass or equivalent amount of money to pupils who meet the criteria set out in our policy.

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| **Your child must meet all the criteria 1, 2, 3 and 4** |
| 1 | Live permanently in Solihull |
| 2 | Be of compulsory school age (Reception to year 11) |
| 3 | Attend the nearest suitable school |
| 4 | Live more than the ‘statutory walking distance’ from his or her ‘nearest suitable school’ |

**Nearest suitable school**

The nearest school for a mainstream pupil is usually the catchment-area school. If it is not possible to secure a place at the catchment-area school, the next nearest school with a vacancy is deemed to be the nearest suitable school.

Parents who choose a different school will not qualify for travel assistance.

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| **Statutory walking distance** to nearest suitable school |
| **Age** | **Statutory walking distance** |
| Under 8 | 2 miles |
| 8 or over | 3 miles |
| 8 or under 11 low income family | 2 miles |
| 11 or over low income family | 2-6 miles (one of the three nearest) |
| 11 or over low income family | 2-15 miles (nearest school of belief or religion) |
| Low income family = eligible for free school meals or in receipt of the maximum level of Working Family Tax Credits |

Some families have complex childcare and employment patterns. Our travel assistance policy does not provide help simply because it is difficult or inconvenient for parents to get their child/ren to school.

You can read the Home to School Travel Assistance Policy on our website: [Schools and learning | solihull.gov.uk](https://www.solihull.gov.uk/Schools-and-learning) and follow the link to ‘school transport’.

**Contact us:**

**(** 0121 704 6610

8 edtrans@solihull.gov.uk

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| Request for a bus pass |  |
| Child’s name |  |
| Date of birth |  |
| Address |  |
|  | Post code |  |
| Parent’s name |  |
| Email |  |
| Home phone |  | Mobile phone |  |
| School you need to get toSchool address |  |
|  |
|  | Post code |  |
| What are you applying for? | * I would like a bus pass for my child
* I would like a cash value of a bus pass and will make my own arrangements to get my child to and from school
 |
| Free school meals or low income? | * Does your child qualify for free school meals due to low income?
* Are you in receipt of maximum working tax credit? If yes, send a

copy of your Tax Credit Award Letter TC602 |
| Date you need transport to start |   |
| Is this a temporary request?If yes, explain why and the date you expect assistance to end? Why can’t you, or someone else, take your child to school? | Yes / No         |
| *Office use*: Yr group: Decision: Distance: |
| Is there anything else you think we should consider? |          |

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| **Bus pass purchase** |
| **If you do not qualify for a free bus pass and want to buy one, fill in this section**You will be sent an invoice |
|  | **One term** | **Three terms** |
| **Bus pass purchase**Tick appropriate box | £140 □ | £380 □ |

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| * I confirm that the information provided is accurate, to the best of my knowledge. Transport team is collecting your information and will use it to process your application. If you qualify for assistance we will share your data with other agencies and service providers to ensure that the appropriate service is delivered. Your information may also be shared with other council services and partner organisations to ensure our records are kept accurate and to help us to identify services or benefits you may be entitled to or interested in. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council’s Privacy Statement on www.solihull.gov.uk or contact edtrans@solihull.gov.uk.

Print name: Signed:  |
| **Return this form:**School Transport by email | **Contact us:*** edtrans@solihull.gov.uk
* 0121 704 6610

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