Applying for a free bus pass for your child

Dear Parent / Carer

Thank you for your interest in applying for a free scholar’s bus pass for your child.

**To qualify for a free scholar’s bus pass each pupil must satisfy the following criteria:**

* If 8 years of age or above, the pupil’s home address must be 3 miles or more from his/her nearest qualifying school.
* If 7 years of age or younger, the pupil‘s home address must be 2 miles or more from his/her nearest qualifying school.
* Pupils attending selective schools must meet the distance criteria and be from a low income family.
* Pupils living at temporary addresses and who meet the distance criteria may qualify for short term assistance provided that their previous permanent address was within the Borough of Walsall.
* If a pupil moves address during year 10 or year 11 a free scholar’s pass will only be issued if the distance criterion is met.
* Children aged 8 but under 11 from low income families would qualify for a free scholars pass if they live 2 miles or more from their nearest qualifying school.
* Pupils aged 11 or over from low income families will qualify for a free scholars pass to 1 of their 3 nearest qualifying schools where they live more than 2 miles but not more than 6 miles from that school.
* The council do not provide bus passes for Year 12 and Year 13 pupils.

A full copy of the Home to School travel assistance policy can be found at

[Home to school transport (walsall.gov.uk)](https://go.walsall.gov.uk/schools_and_learning/schools_in_walsall/home_to_school_transport)

If you are satisfied that you meet the above criteria and wish to apply for a free scholars bus pass for your child for the academic year 2022-2023, please complete the attached application form and return it to [**buspassapplications@walsall.gov.uk**](mailto:buspassapplications@walsall.gov.uk) by Friday 12 August 2022. Failure to submit your application by this date may result in your child not receiving their bus pass in time for the start of the academic year. **Please note we are unable to accept applications via the post.**

All applications received by this date will be processed, and if eligible, you will receive an email confirming your application and details on how to access your pass.

**Unfortunately it may not be possible to process late applications in time for the start of the new term.**

Please attach the following proofs to the email along with the completed application form:

* Proof of the **pupil’s** address (anything with the pupil’s name and address on it)
* Where applicable free school meals letter your Universal Credit statement or Part 2 of Working Tax Credit

**No passes will be issued without proof of address for all pupils and free school meals letter or your current Universal Credit Statement or Part 2 of the current Working Tax Credit statement where applicable.**

|  |  |
| --- | --- |
| **Children’s Services**  Please complete in full and return by email to **buspassapplications@walsall.gov.uk** |  |

# Bus Pass Application Form

## Applicant Information – Must be completed in full for ALL pupils

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name | | |  | |  | | |  | Date of Birth: |  | |
|  |  | | |
| Address: | |  | | | | | | | | |  |
|  | |
|  | |  | | | | | | Post Code | | |  |
|  | |  | | | | | |
| Phone: | |  | | | | Email |  | | | | |

How long have you lived at this Address \_\_\_\_\_\_\_\_\_ Years ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Months

|  |  |
| --- | --- |
| School to be attended from September 2022 |  |

|  |
| --- |
|  |

Year group from September 2022

This section must be completed

Please confirm choices made on school preference form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE; NO BUS PASSES WILL BE ISSUED WITHOUT PROOF OF THE PUPILS ADDRESS ATTACHED TO EACH APPLICATION.**

## Section 2: Must be completed by Parent/Carer

**PROOF OF FREE SCHOOL MEALS (FSM) OR PART 2 OF YOUR UNIVERSAL CREDIT or WORKING TAX CREDIT STATEMENT MUST BE ATTACHED TO EACH APPLICATION WHERE APPLICABLE.**

|  |  |  |
| --- | --- | --- |
| Have you attached proof of the pupils address? | YES | NO |

|  |  |  |
| --- | --- | --- |
| Have you attached proof of FSM/WTC? | YES | NO |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you previously been refused a Free Scholars bus pass? | YES | NO |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Parent/ Career: |  | Print Name: | Date: / / |