



Bus Pass Application Form

Please complete application overleaf in full and return by email to buspassapplications@walsall.gov.uk

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.
- Pupil's 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.
- Pupil's 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 [here](#)

If you are satisfied that you meet the above criteria and wish to apply for a free Scholar's bus pass for your child for the academic year 2025-2026, please complete the attached application form and return it to buspassapplications@walsall.gov.uk by **Friday 15th August 2025**. 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 by 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, Universal Credit statement or Part 2 of Working Tax Credit

Please note that no pass will be issued without proof of address for all pupils, free school meals letter, or current Universal Credit Statement or Part 2 of the current Working Tax Credit statement where applicable.



Section 1: Pupil's Personal Information

Must be completed in full for all pupils

Pupil's Surname

Date of Birth

Pupil's First Name

Year group from September 2025

Home Address incl. postcode

Home telephone number

Email address

How long have you lived at this address?

School to be attended from September 2025

Temporary

Permanent

Please confirm three choices made on school preference form. This section must be completed.

PLEASE NOTE: NO BUS PASS WILL BE ISSUED WITHOUT PROOF OF THE PUPILS ADDRESS ATTACHED TO EACH APPLICATION.

Section 2: Evidence to Support

Must be completed by Parent/Carer

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

2.1 Have you attached proof of the pupils address?

2.2 Have you attached evidence requested?

Yes

No

Yes

No

2.3 Have you previously been refused a free Scholar's bus pass?

Yes

No

If yes, please explain

Section 3: Declaration And Signature Of Applicant

I certify that the information I have provided on this form is true to the best of my knowledge and belief. I acknowledge that I understand that any false or deliberately misleading information on this form and/or supporting papers may invalidate this application and could lead to the withdrawal of an offer of a bus pass.

Data Protection Act 1998: The information you release to us will only be used for school transport purposes.

Signature

Date