





**Further information required**

How does your son / daughter currently get to and from School / College

**Please give details:**

Do you currently have any other children?      Yes       No

Please give details of all other children below 16 years of age.

**Names of children, dates of birth, name of school, nursery or playgroup attended.**

If you feel that there are exceptional circumstances in your case which need to be taken into account, please provide details below.

**Please continue on a separate sheet if there is insufficient space here.**

**Declaration:**

I believe that the information I have given on this form is complete and correct. I understand that if I give false information I may be prosecuted. I will inform you if anything I have told you on this form changes. I understand that any payment made is specifically for my child's travel between home and school. If my child does not attend school, other than for short periods through illness, I understand I am not entitled to retain the payment.

Signature of parent/guardian: .....

Full name: ..... Date (DD/MM/YYYY): .....

## **Travel Policy**

The Education and Inspections Act 2006 extends rights to free home to school transport to maintained schools and Academies for children from low income families (defined as those whose children are entitled to free school meals or who are in receipt of their maximum level of Working Tax Credit).

This will remove the lack of affordable transport as a barrier to choice for these families. Admission authorities must bring this information to the attention of parents. The position is different for primary and secondary schools:

- a) for children of primary age, transport will only be provided to the nearest suitable school, but for those in low income families aged 8–11, local authorities must ensure that free transport is provided for children living more than two miles from the school.
- b) for children of secondary age, local authorities must ensure that those from low income families have free transport to any one of the three nearest suitable schools, where the distance travelled is between two and six miles.

Local authorities must also ensure that transport is provided to the nearest school preferred on the grounds of religion or belief where this is between 2 and 15 miles away.

In London, travel is free on buses for children up to 18 years of age. Where it is possible to travel free of charge the Council would expect that option to be taken. However, where a journey is considered too long (more than 75 minutes) or too complicated (more than two changes) to be undertaken by bus the Council will provide assistance with tube or train fares. The Council will consider all applications submitted.

## **Privacy Policy:**

You are providing your information to Brent Council, contact details [school.admissions@brent.gov.uk](mailto:school.admissions@brent.gov.uk). The Council's Data Protection Officer can be contacted via [dpo@brent.gov.uk](mailto:dpo@brent.gov.uk), or 020 8937 1402. Your information is collected for the purpose of assessing eligibility for school transport, as required to fulfil the council's duties under The Education and Inspections Act 2006.

The information will be processed internally and will not be shared with outside organisations unless a travel claim is agreed, in which case relevant schools will be notified that a child is in receipt of home to school transport. The information shall be retained for three years after the end of your each claim and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. If you are dissatisfied with the processing of your information, you can raise your concern with the council's data protection officer.

You have a right to lodge a complaint with the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk).

Further information can be found at [www.brent.gov.uk/privacy](http://www.brent.gov.uk/privacy)