

Please detach and retain this sheet for future reference



## **Application for a school bus pass for pupils attending primary and secondary schools during the school year 2011/2012**

A letter was sent to all parents of pupils who reside in the Wigan Borough in November 2010 to inform them that the council is proposing to end the assistance with travel for pupils attending a church school from 1 January 2012. The proposed change would affect pupils who receive free or subsidised transport to church schools, except secondary school children from low income families who will still be entitled to transport to church schools if they live between 2 to 15 miles from their nearest available school preferred by reason of a parent's religion or belief.

The proposal will be put before a meeting of the council in June 2011. To avoid possible delays in issuing travel passes due to the late decision being made, the Integrated Transport Unit has decided to circulate application forms before the decision. Forms will not be processed before this time as the ITU will need the opportunity to clarify the decision.

Parents need therefore to be aware that the policy may change from the time they complete the form to the time the form is evaluated. The proposed policy can be viewed at [Home to school transport for denominational \(church-aided\) schools](#)

The current policy for assistance with travel is detailed below.

Wigan Council's Integrated Transport Unit (ITU) will issue a bus pass in accordance with the following regulations to pupils whose parents live in the borough.

The ITU must approve all applications for a school bus pass for pupils.

School bus passes will be issued if the walking distance between home and school for a pupil attending the nearest suitable primary school is more than two miles, measured by a reasonable walking route decided by the ITU.

School bus passes will be issued if the walking distance between home and school for a pupil attending the nearest suitable secondary school is more than three miles, measured by a reasonable walking route decided by the ITU.

School bus passes will be issued if the walking distance between home and school for a pupil attending one of their three nearest suitable schools, if the school they attend is more than two miles and less than six miles, measured by a reasonable walking route decided by the ITU, and you are in receipt of full Working Tax Credit or your child is eligible for free school meals.

School bus passes will be issued to pupils attending the nearest available secondary school preferred by reason of a parent's religion or belief, if the walking distance between home and school is more than three miles and less than 15 miles, measured by a reasonable walking route decided by the ITU.

School bus passes will be issued to pupils attending a secondary school who attend the nearest available school preferred by reason of a parent's religion if the school is more than two miles and less than 15 miles, measured by a reasonable walking route decided by the ITU and you are in receipt of full Working Tax Credit or your child is eligible for free school meals.

Each application will be assessed according to the individual circumstances, with exceptions to the general rules made for appropriate reasons as accepted by the ITU.

Walking routes are measured by the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. This is in line with the Education Act 1996 and the amendments to the Act from September 2008.

Parents or guardians wishing to submit an application for the school year 2011/2012 should complete the attached form and return to the address below by the end of the Summer Term 2011 to ensure passes are issued by the start of the Autumn Term 2011.

MCT-11-250

**Application for a school bus pass for school year 2011/2012**



Please attach evidence if you are in receipt of the full amount of Working Tax Credit or if your child is eligible for free school meals.

**1. Pupil details**

<b>SURNAME</b>		<b>FORENAME(S)</b>	
<b>Telephone Number</b>	<b>Main Residence Address</b>		
<b>Date of Birth</b>	<b>Post Code</b>		
<b>Name of School</b>		<b>Date admitted</b>	

**2. If pupil does not attend the nearest school to his/her home.**

- (a) **Name of nearest suitable school** .....
- (b) **Reason why pupil does not attend nearest suitable school** .....
- .....
- .....

**3. I certify that the details given on this form are correct**

**Signature of Parent or Guardian** .....

**Full name of Parent of Guardian Mr /Mrs / Miss / Ms** .....

**Date** .....

PARENTS.CHECKLIST

PHOTOGRAPH ENCLOSED  
EVIDENCE ENCLOSED

**OFFICE USE ONLY**

APPROVED      DATE \_\_\_\_\_      BY WHOM \_\_\_\_\_

PASS NUMBER	ISSUE DATE	BY WHOM

DENIED      DATE \_\_\_\_\_      BY WHOM \_\_\_\_\_

SCHOOL	SCHOOL	SCHOOL
DISTANCE	DISTANCE	DISTANCE
SCHOOL	SCHOOL	SCHOOL
DISTANCE	DISTANCE	DISTANCE

<b>Reason for refusal</b>	
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LETTER SENT      DATE \_\_\_\_\_      BY WHOM \_\_\_\_\_

APPEAL LETTER RECEIVED      DATE \_\_\_\_\_

RESPONDED      DATE \_\_\_\_\_      BY WHOM \_\_\_\_\_

UPHELD / DENIED

PLEASE RETURN TO : **Integrated Transport Unit, Wigan Council, Room 25, Hindley Business Centre, Platt Lane, Hindley, Wigan, WN2 3PA.**