

Please detach and retain this sheet for future reference



Payment of travelling expenses for pupils attending primary and secondary schools during the school year 2010/2011

Wigan Council's Integrated Transport Unit (ITU) will refund travelling expenses in accordance with the following regulations to pupils whose parents live in the borough.

- The ITU must approve all claims for payment of travelling expenses of pupils.
- Travelling expenses will be reimbursed 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. Please complete **Form A** to make a claim.
- Travelling expenses will be reimbursed 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. Please complete **Form A** to make a claim.
- Travelling expenses will be reimbursed 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 of your child is eligible for free school meals. Please complete **Form B** to make a claim, attaching evidence.
- Travelling expenses will be reimbursed if the pupil attends 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. Please complete **Form A** to make a claim.
- Travelling expenses will be reimbursed if the pupil attends 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 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. Please complete **Form B** to make a claim, attaching evidence.
- Each application will be assessed according to individual circumstances, with exceptions to the general rules made for appropriate reasons as accepted by the ITU.

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- All claims must be based on the most economical method of travel, otherwise the ITU may reduce the amount claimed where deemed necessary.
- The payment for students making two return trips will be based upon the cost of a journey using a Junior Bus Saver weekly ticket.

Parents or guardians wishing to submit a claim for the school year 2010/11 should complete sections 1, 2, 3, and 4 on the appropriate form and **return them to school** at the end of the Summer Term 2011..

To expedite processing of the many travel expenses claim forms, please do not query any claim before the 28 October 2011. All claims must be received by 29 February 2012.