



St. Cuthbert's
Roman Catholic High School

HOME TO SCHOOL BUS PASS APPLICATION

ACADEMIC YEAR 2021-2022

St. Cuthbert's RC High School Assistance with Home to School Transport

Applications for Assistance with Travelling Expenses for the academic year beginning September 2021 should be made to the school on the attached form.

Assistance with home to school transport costs will be considered for children who attend the school and the distance between the home address and the school is over the maximum walking distance of **3 miles**. Below this distance, the responsibility for the journey to school rests with the parent/carer. For full details regarding eligibility please see the Home to School Bus Pass Policy that can be found on the school website or alternatively paper copies are available from the school reception.

Please ensure that the form is fully completed, as the school will be unable to process incomplete applications. We cannot guarantee that any applications received after the deadline **(7 June 2021)** will be ready for the start of the school year. The school will not be liable for costs incurred due to these delays.

Important: Please note: if your child is entitled to **FREE SCHOOL MEALS** or if you are in receipt of the maximum level of **Working Tax Credit** you should apply to the Local Authority, not the school.

Yours sincerely

Mr D Shields



St. Cuthbert's

Roman Catholic High School

Home to School Transport Application for the academic year beginning September 2021.

APPLICATION DETAILS

PUPIL DETAILS

Surname:		Forename (s):	
Date of Birth:	Gender: Male /Female	Form:	
Address			
Town:		Postcode:	

OUTWARD JOURNEY DETAILS (where journey to school begins)

Nearest bus stop (i.e. road/street) or rail/metrolink stop:

PARENT/CARER DETAILS AND DECLARATION

Title: Mr/Mrs/Miss/Ms Other:	
Surname:	Forename:
Contact Telephone No.:	
Email:	
Discretionary Assistance	
I confirm that the information provided on this form is correct. I wish to apply for the pupil named on this application to be considered for Assistance with Travelling Expenses.	
Signed:	Date:

Once completed in full, this form should be returned to the school office marked 'Bus Pass.'

DATA PROTECTION ACT

The school maintains a Register Entry in respect of Education which includes the administration relating to pupils. Personal information provided on this form is treated in confidence and complies with the requirements of the Act. This information may be shared with the Local Authority and with Transport for Greater Manchester.

Verification of Information – the school may verify the information you have provided on this form which could involve contacting departments of the Local Authority who maintain appropriate records. In instances where the information provided is different from that held by them, they may use this information on this form.

PHOTOGRAPH

(Please ensure you read the notes to the right before attaching a photograph)

ATTACH PHOTOGRAPH HERE

THIS APPLICATION
CANNOT BE
PROCESSED WITHOUT
THE CORRECT
PASSPORT SIZED
PHOTOGRAPH

A Free School Bus Pass can only be issued once a

passport sized photograph

of the child has been provided. The school cannot be responsible for the expense of acquiring a photograph

Please attach a photograph with your application in the space provided to the left of these guidance notes ensuring that the **name of the child and Form group are written clearly on the reverse.**

If your application is not approved, your photograph will be returned to you.

**We Aim to give Bus Passes out in school within the first week of the new school term.
PLEASE ensure you provide transport or travel expenses possibly for the first week/s of school.**

FOR OFFICE USE ONLY

SIMS STUDENT ID (ADNO)	Year Group:
FSM:	Distance to School:

APPROVED
<input type="checkbox"/> Photo Received <input type="checkbox"/> Forwarded to LA <input type="checkbox"/> Pass Number <input type="checkbox"/> Recorded in SIMs
Issue Date:

DECLINED
Reason:
Date Letter Sent: