

SUPPLEMENTARY APPLICATION FORM 2009/10 FOR LOW INCOME FAMILIES

(CONFIDENTIAL) Please read notes overleaf before completing this form.



A - DETAILS OF PARENT/GUARDIAN

RELATIONSHIP TO CHILD	SURNAME	FIRST NAME(S)	DATE OF BIRTH	Please provide one of the following:	
				NATIONAL INSURANCE NO.	NATIONAL ASYLUM SUPPORT SERVICE NO.
Father					
Mother					
Guardian					

B - HOME ADDRESS OF PARENTS/GUARDIAN (APPLICANT)

MOTHER / GUARDIAN (Delete as appropriate)	ADDRESS OF FATHER (if different from Mother)

C - DETAILS OF DEPENDENT CHILDREN

SURNAME	FIRST NAME(S)	DATE OF BIRTH	SCHOOL ATTENDING

D - BENEFITS RECEIVED BY PARENTS/GUARDIAN

Please tick below the benefit(s) you receive:

<input type="checkbox"/>	Maximum Level of Working Tax Credit
<input type="checkbox"/>	Free School Meals

E - DOCUMENTARY EVIDENCE (please tick)

<input type="checkbox"/>	I am enclosing appropriate documentary evidence of receipt of benefit (see overleaf); or
<input type="checkbox"/>	I am unable to provide documentary evidence and wish for Bracknell Forest Borough Council to use the information I have provided to determine, in liaison with other sources as allowed by the law, my entitlement. (Please note if you are receiving the Maximum Level of Working Tax Credit Bracknell Forest Borough Council is unable to determine the entitlement on your behalf; in this circumstance you must submit a copy of your Tax Credit Award Notice (TC602)).

F - DECLARATION BY PARENT/GUARDIAN

- I hereby declare that I am currently in receipt of the benefits as indicated above or will be from the date provided, and that to the best of my knowledge and belief the information provided in this form is correct.
- I undertake to inform Bracknell Forest Borough Council of any change of financial or other circumstances, which will affect any items of information contained therein.
- I agree that Bracknell Forest Borough Council will use the information I have provided to process my claim for home-to-school transport and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.
- I agree that information supplied may be used for registered purposes under the terms of the Data Protection Act 1998.
- I understand that the results of any home-to-school transport eligibility check may also be used to assess my entitlement to receive free school meals.

SIGNATURE OF APPLICANT		DATE	
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ELIGIBILITY

The Local Authority (LA) will provide free transport for your child between home and school if:

- Your child is aged between 8 and 11, from a 'low income family', attends the 'suitable' or nearest maintained school **and** the distance between home and school is more than 2 miles (3.218688 kilometres).
- Your child is aged between 11 and 16, from a 'low income family' **and** they live:
 - a. More than 2 miles (3.218688 kilometres) but less than six miles (9.656064 kilometres) from one of 3 nearest maintained schools; **or**
 - b. More than 2 miles (3.218688 kilometres), but not more than 15 miles (24.14016 kilometres) from the nearest 'suitable' maintained school for those who attend a school on the basis of a religious belief.

DEFINITIONS

- Low Income Families - children entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit.

HOW TO APPLY

If you believe the above circumstances are applicable, and wish to apply for home to school transport, you should:

- Ensure that you have first completed a 'Education Transport Mainstream Application Form 2009/2010'
- Complete all sections of this supplementary form.
- Submit your application form(s) with proof of current receipt of the relevant support/benefit to:

Address:	Integrated Transport Unit, Central Depot, Old Bracknell Lane West, Bracknell, Berkshire, RG12 7QT
Telephone:	01344 355229
Fax:	01344 353235
Email:	corporate.transport@bracknell-forest.gov.uk

FREE SCHOOL MEALS

Eligibility for free school meals is limited to children whose parents are in receipt of:

- Income Support (IS); *
- Income Based Jobseekers Allowance (IBJSA); *
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service);
- Guarantee element of State Pension Credit; or
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of 6 April 2008 does not exceed £15,575.

**Children who receive IS or IBJSA in their own right are also eligible to receive free school meals.*

DOCUMENTARY EVIDENCE

You must provide clear proof of current (i.e. valid at the point of application/renewal) receipt of support by showing one of the following:

For Income Support or Income Based Job Seekers Allowance:	<ul style="list-style-type: none">• Your benefit book;• A letter confirming that you are to receive this benefit;• A current GIRO payment which will state 'Inc.Supp.' or similar abbreviation;
For support under part VI of the Immigration and Asylum Act 1999:	<ul style="list-style-type: none">• A letter of confirmation from the National Asylum Support Service (NASS).
For Tax Credits:	<ul style="list-style-type: none">• A TC602 Tax Award Credit Notice – issued by H.M. Revenue and Customs (if you have lost your copy, please contact the Tax Credit Helpline 0845 300 3900);• A letter from your local Revenues and Customs office confirming your tax credit details.
For State Pension Credit:	<ul style="list-style-type: none">• Your Pension Credit M1000 Award Notice.

RENEWAL

You will need to provide supporting documentary evidence in time for the start of Autumn (1), Spring (1) and Summer (1) terms for transport to continue. You will also need to complete a new Supplementary Form for transport to continue into the 2010/2011 academic year.

Delay or failure to provide sufficient evidence at the point of application/renewal will mean that your child's transport assistance will be withdrawn.

CHANGE OF CIRCUMSTANCES

You must inform us of any changes of address and when your benefit/support is changed or stopped.

DATA PROTECTION

Personal Information contained in this form will be held in a computer and is therefore subject to the Data Protection Act 1998.