

Application for Secondary School Travel Assistance: Academic Year: 2026/2027

Please read the following information and guidance before you complete this form.

You may be entitled to receive travel assistance from Sandwell Council if you are a resident in Sandwell and your child is:

- in Year 7 to Year 11 during the 2026-2027 academic year;
- travelling more than 3 miles from home to school by the shortest pedestrian route;
- attending the nearest appropriate qualifying school with places available.

In addition, the Education and Inspections Act 2006 has given additional entitlement to low-income families, and you may be eligible if the pupil is:

- in receipt of free school meals and the family is currently claiming Universal Credit (**with a monthly net earned income below £616**); and
- living between 2 and 6 miles from school (15 miles in the case of the **nearest** denominational school); and
- attending one of the **nearest** three schools or the **nearest** denominational school with places available (not necessarily within the borough of Sandwell).

Change of address

Assistance will only be provided if **ALL** the following criteria are met:

- your child is in Year 10 or Year 11 at the time of change of address; or the address change in temporary.
- transfer to a school closer to home is impractical because of syllabus requirements;
- the distance between home and school by the shortest pedestrian route is 3 miles or greater.

Please ensure that all relevant sections are completed in full and that all documentation is attached securely to the application form. (Photocopies will be accepted, please do not provide original documents.)

Failure to supply correct documentation will delay your application.

- **Sections A, B, C, D and E must be completed by the parent/legal guardian**
- **Section F must be completed and stamped by a suitable officer**

Section A: Pupil and Parent/Legal Guardian details

All sections MUST be completed in CAPITAL LETTERS in BLACK ink

First name of pupil										Surname of pupil																			
Male ☐ Female ☐ Non-binary ☐										Date of Birth											Age at 1.9.26								
Name, address and postcode of school																													
Year of study												Date of admission to this school																	

If attending Wood Green Academy as a result of being granted a place based on sporting aptitude or Shireland CBSO for Musical abilities, please provide a copy of the confirmation of acceptance.

If the pupil has recently changed schools, provide the previous school's name, address and postcode

Date left																				Reason for leaving																			

Name of parish where baptism took place

Name of current parish

OR

I confirm that my child belongs to a **practising Christian** family and attends church on a regular basis. I have enclosed a **letter of support from our priest/minister/religious leader**.

Name of Christian denomination

Name of regular place of worship

OR

I confirm that my child is a worshipping member of the _____ Faith.
I have attached a **letter of support from our religious leader**.

Name of regular place of worship

Name of religious leader

Section C: Additional entitlement

The Education and Inspections Act 2006 has given additional entitlement to low-income families to receive travel assistance for Secondary aged children 11 to 16 years, who are travelling over two miles, up to 6 miles from their home to one of their three nearest qualifying schools or the nearest Denominational school travelling up to 15 miles.

Low-income families are defined as being eligible to receive benefit-related free school meals as the family is in receipt of one of the following benefits;

Universal Credit

If you are in receipt of Universal Credit, please indicate if your net earned income is below £616 per month under the Universal Credit allowance, you receive?

Please Tick ✓

Yes ☐ No ☐

Yes ☐ No ☐

You can find this towards the end of the statement), where it says, “What we take off (deductions)”, it will say, the total take-home pay for (your name(s) this period is £....

Support under Part VI of the Immigration and Asylum Act 1999 Only
☐

Pension Credit – Guaranteed Element Only
☐

Note: Low-income entitlement will be reviewed annually, and transport may be withdrawn if you are no longer eligible.

NOW COMPLETE YOUR CONSENT AND SIGN THE DECLARATION BELOW PLEASE

Section D: Your Consent

☐ I agree that you will use the information I have provided to process my claim for Scholars’ Travel Assistance to verify my initial, and ongoing, entitlement; and that you may contact other sources, such as the Department for Education (DfE) as allowed to confirm this.

Please note that where successful, your details will be passed to the applicable school.

If you do not consent to the above, we cannot proceed with your assessment, so please ensure that you have thoroughly read the paragraph and ticked the box before submitting this form.

The Data Controller for the information held about you for this purpose is Sandwell Metropolitan Borough Council, Sandwell Council House, Freeth Street, Oldbury B69 3DB. Phone 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at DP_Officer@sandwell.gov.uk

For further information in relation to how the council will use your personal information, including how long it will be retained for, please see the council's full privacy notice at www.sandwell.gov.uk

Under no circumstances will the local authority finance the cost of a replacement pass. It is the responsibility of your child to ensure the safety of the pass, and we recommend that you arrange insurance cover with the relevant travel provider, if required.

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