

### Infant, Junior, Primary Schools

You can apply for free transport if you live two miles or more from the school and it is the nearest suitable school for your child if you currently receive:

- the maximum level of Working Tax Credit
- entitled to Free School Meals (Pupil Premium)

### Secondary Schools

You can apply for free transport to any of the three nearest suitable schools between two and six miles of your home address if you currently receive:

- the maximum level of Working Tax Credit
- entitled to Free School Meals (Pupil Premium)

### Full Transport Policy

For more information about the different criteria's for Home to School Transport please access the full policy using the link below...

- <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/schools-transport/>

### How to complete the form

1. Complete all sections and questions.
2. Return your completed and signed form to School Admissions, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS. Contact us on 01332 642729 if you need help.
3. **You must include Free School Meals proof, Working Tax Credit proof or your child's Baptism Certificate, failure to include the documents will delay your application being processed.**

### SECTION A - Your Details

1. Title of parent or guardian      Mr       Mrs       Miss       Ms
2. First name .....
3. Last name .....
4. Address .....
5. Postcode .....
6. Telephone Number .....
7. Did you/your child(ren) move to this address within the last 12 months?      Yes       No
8. If 'Yes' detail previous address and moving date .....

9. Are your children entitled to Free School Meals?      Yes       No

**If 'Yes', you must supply a copy of your current Free School Meals award letter.**

10. Do you receive the maximum level of Working Tax Credit?      Yes       No

**If 'Yes', you must supply a copy of your most recent 'Tax Credits Award' notice.**  
Including Part Two which shows a zero entry in the 'Reduction due to your income' field. If this field is not '£0.00' then you are not entitled to the maximum level of Working Tax Credit.

### SECTION B - Children's Details

	Child's first name	Child's last name	Sex M/F	Date of birth	Which school do you need transport to?	Working Tax Credit/Free School Meal letter supplied?	Reason for attending this school (if any)
1							
2							
3							
4							
5							
6							
7							

11. Do any of your children listed above have a Statement of Special Educational Needs?

Yes  No

12. If 'Yes', write the names of the children here.

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13. Are any of your children listed above 'Looked After' or in the care of a Local Authority?

Yes  No

14. If 'Yes', write the names of the children and the Local Authority here.

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15. If you are applying for a catholic school have you included a copy of your child's Baptism Certificate

Yes  No

**If you do not include your child's baptism certificate, the application will be assessed as a none catholic application.**

**Signature of parent / guardian .....** **Date .....**



**How is your information used?**

The information that we collect will be used primarily so that we can allocate School Places to our Children and Young People; but also to ensure that Children, Young People and their Families are receiving any necessary support in order to maintain their school place, and ensure that any barriers to learning are removed or minimised. Information collected will also be used in order to support the Common Transfer Portal whereby schools exchange data to ensure necessary support for transition. Information may also be used to identify families with multiple and complex needs under the National Troubled Families Programme, ensure they are receiving the most appropriate services and monitor the effectiveness of these services.

**Who will your information be shared with?**

The information that you provide may be shared with other departments in the Council (such as Educational Welfare, Children's Social Care and/or Early Help Service, Vulnerable Learners Service, Inclusion Service, Family Information Service, SENDIASS, New Communities Support, Democratic Services, Youth Support Services and Business Intelligence). This is so that we can support, and safeguard our Children and Young People. Common Transfer information will be shared with Link ICT to support the Common Transfer Portal; this is to support the reception, junior and secondary transition. Your information will be shared with schools in order to allocate places, and with the NHS, so that a School Nurse can be allocated. Your information will also be shared with the Department for Education (DfE), the Ministry for Housing, Communities and Local Government (MHCLG) and Ofsted, because we have a Legal duty to do so.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from the Admissions Service by telephoning 01332 642730 or emailing [Admissions@derby.gov.uk](mailto:Admissions@derby.gov.uk)