|  |  |
| --- | --- |
| Office use only | |
| Reference number |  |

# 

# Ealing Council

# Travel assistance for low-income families with children/young people aged between 5-16 years

# (Without SEND)

Please complete this form when your child has been allocated a school place for the academic year 2023/24

### Details of child:

|  |  |
| --- | --- |
| Last name (Surname) |  |
| First name(s) |  |
| Date of birth |  |
| Address including postcode |  |
| Does your child get free school meals? Yes or No |  |

### Details of parent:

|  |  |
| --- | --- |
| Name of parent |  |
| Telephone number |  |
| Mobile |  |
| Full name of other sibling receiving travel assistance |  |
| Are you in receipt of the maximum Working Tax Credit? Yes or no |  |

### Details of school

|  |  |
| --- | --- |
| School name |  |
| School address |  |
| Postcode |  |
| Telephone number |  |

### Other information (Reason for application)

All exceptional medical factors must be supported by evidence from your consultant or GP.

All exceptional social factors must be supported by evidence from a social worker or another professionally qualified person.

#### Office use only

* Proof of date of birth (checked)
* Proof of address (checked)
* Proof of Working Tax Credit TC602 Award Notice (checked)

If you feel that your child may be eligible for assistance with travel, please return your application to:

Ealing Council

Pupil Support Services

Perceval House 3/SE/2

14-16 Uxbridge Road

London. W5 2HL

Tel 0208 825 5566

[pupilsupport@ealing.gov.uk](mailto:pupilsupport@ealing.gov.uk)

### Approved applications

Successful applicants will be notified in writing. The Pupil Support section will carry out checks with the school to confirm that the child remains on roll and is attending regularly. Parents must notify the Pupil Support section if the child no longer attends the school.

### Method of payment

Each term a cheque to the value of a travel card to cover the cost of the return home to school journey during term time only will be posted to parents/carers before the start of each term. In exceptional circumstances and with the agreement of the parent/carer responsible for the child, alternative forms of support may be made available. For example, contribution towards fuel cost at the standard Ealing mileage rate where a parent has to transport a child due to a medical condition.

### Review and appeals procedure

Parents and carers will have the right of appeal where the decision is made not to offer travel assistance, to cease travel assistance or changes are made to the type of assistance provided. For further information about these procedures, please refer to Appendix 5 of the travel policy.

Further advice and information on transport in London can be obtained from:

• Planning your journey: [www.tfl.gov.uk/plan-a-journey](http://www.tfl.gov.uk/plan-a-journey)

• Fares and tickets: [www.tfl.gov.uk/tickets/14415aspx](http://www.tfl.gov.uk/tickets/14415aspx)

## Ethnic monitoring

To comply with our Equal Opportunities Policy can the person completing this form please state their Ethnic Origin by ticking the appropriate box:

### White

❑ British (wbri)

❑ Irish (wiri)

❑ Traveller of Irish Heritage (wirt)

❑ Other White Background

❑ Western European (wweu)

❑ Eastern European (weeu)

❑ Gypsy/Roma (wrom)

# Mixed / dual background

❑ White and Black Caribbean

❑ White and Black (mwba)

❑ White and Asian (maws)

❑ Other Mixed/Dual Background African (moth)

### Asian or Asian British

❑ Indian (aind)

❑ Pakistan (apkn)

❑ Bangladeshi (aban)

❑ Other Asian Background (aoth)

❑ African (aafr)

# Black or Asian British

❑ Caribbean (bcrb)

❑ Ghanaian (bgha)

❑ Nigerian (bngn)

❑ Somali (bsom)

❑ Other African Background (boaf)

❑ Other Black Background (both)

# Other ethnic group

❑ Chinese (chne)

❑ Afghanistan (oafg)

❑ Arab (oara)

❑ Iranian (orin)

❑ Iraq (oirq)

❑ Japanese (ojpn)

❑ Latin/South/Central American (olam)

❑ Other Ethnic Group (ooeg)

## Declaration

Please read the following declaration:

The information I have given on this form is complete and accurate, to the best of my knowledge and belief.

I understand that if I gave false information, or do not give complete information that it may disadvantage my child’s application.

### Please ensure that you sign and date here

|  |  |
| --- | --- |
| Name |  |
| Signature of parent, carer or legal guardian |  |
| Date |  |

### Data collection notice

Data Protection Act 1998

The information you have provided to the London Borough of Ealing in accordance with the Data Protection Act 1998 will be used to assist with your child’s admission to school.

The council has legal obligation to protect public funds we may therefore share the information you have provided with other departments of authority and with other similar bodies for the detection and prevention of fraud.

You have the right to ask for a copy of information about you held in our records. You must request this in writing to the Data Controller in ICT Services.

You also have the right to require us to correct any inaccuracies in your information.

[Ealing’s Home to School travel policy](https://www.ealing.gov.uk/download/downloads/id/13784/independent_travel_policy_for_children_and_young_people_up_to_16_years_of_age.pdf) is available to view on Ealing Council’s website: <https://www.ealing.gov.uk/downloads/download/101/help_with_travel_costs_to_and_from_school>

If you do not have access to the internet, a copy of the policy can be requested by contacting the Pupil Support Team:

Ealing Council

Pupil Support Services

Perceval House 3/SE/2

14-16 Uxbridge Road

London. W5 2HL

Tel 0208 825 5566

[pupilsupport@ealing.gov.uk](mailto:pupilsupport@ealing.gov.uk)