SCHOOL TRANSPORT APPLICATION FORM

East Ayrshire COUNCIL

Please ensure that you have read the relevant School Transport Information Leaflet before completing this form. A separate application form is required for each pupil. All leaflets are available on East Ayrshire Councils Website

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Tick which School Transport Service you are applying for

Free School Transport (based on distance and safety)	☐	Complete Parts A, B, C and F of this form
Subsidised Transport Membership (including free school meal entitlement)	☐	Complete Part s A, B, D and F of this form
Privileged Seat	☐	Complete Parts A, B, E and F of this form

Part A – Pupil Details

Forename:	Surname:
Home Address:	
Post Code:	Date of Birth:

Part B – School – Transport Details

Name of School:

Date Transport required from:

Current/Previous Transport :
(If you are currently receiving or have previously received School Transport from a different address or school please provide details)

Other children in your family:
(Please provide the names of any siblings currently receiving school transport to the same school or who you are also applying for)

Part C – Free School Transport

This application for Free School Transport is based on the following reason:

My home address, above, is more than the **qualifying distance** from the school	☐
I have received confirmation that the **walking route** has been assessed as unsuitable	☐
I have enclosed evidence that provides a **medical reason** why my child needs transport	☐
I have been allocated the above school and am on the waiting list for my **catchment school**	☐
My child is at a **critical stage** and I would like to keep them at their current school	☐

Part D – Subsidised Transport Membership

This application is based on my home address, at Part A, being between 1 ½ and 3 miles from my child's catchment secondary school and

Please tick the relevant statement (one statement only)

I agree to pay the **full annual membership** fee for my child ☐

I agree to pay the 50% discounted membership fee for my **second child's membership** ☐

I am applying for free family membership for my **third or subsequent child's membership** ☐

I am applying for free membership - my child has been **awarded Free School Meals** entitlement ☐

I am applying for free membership - my child is **awaiting the award of Free School Meals** entitlement ☐

I have enclosed the following required documents:

Passport style photograph for ID Membership Card ☐

Part E – Privileged Seat

If my child is successful in obtaining in a Privileged Seat I agree to pay the full annual membership fee to East Ayrshire Council ☐

I have enclosed the following required documents:

Passport style photograph for ID Membership Card ☐

Part F – Parent/Guardian details

e-mail Communication

Our preference is to communicate with you by e-mail whenever possible. If you have no objection to this, please provide your e-mail address below.

Declaration by Parent or Guardian

(it is important that you read the declaration before signing this form)

- I confirm that the information provided on this form is correct, and I have read and understood the relevant school transport leaflet, and I undertake to return any pass no longer required to the School Transport section at East Ayrshire Council.

Name (print):	
Signature:	Contact Number:
Date:	Email address:

Data Protection Act: Please note that the information provided by you may be held by the council in computer files for use by the council and transport operators in planning and administration of use.

Applications to be returned to:

School Transport Section, Facilities Management, Council Offices, Greenholm Street, Kilmarnock, KA1 4DJ

Office Use	SEEMIS/Pupil Candidate Number:		Distance:
Transport Reason		Approved YES/NO	Payment Amount:
Systems Updated	PTIS Number:	ID Pro Number:	
Processed By:		Date Processed:	
Date Award Letter Issued:		Date ID Badge Issued:	
Debtors Number:		Invoice Number:	
Date Invoice Issued:		Completed By:	