



# REQUEST FOR SUPPORT WITH BUS FEES

**To apply for support with your bus fees you must currently receive one of the following benefits:**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit, and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit
- If you are not in receipt of benefits, you should provide evidence that your household income is below the Child Tax Credit limit of £16190. This should be evidenced by a P60 or 3 month's payslips confirming your salary.
- Your child must also be in full-time education at Farmor's School

You will be required to submit original evidence documents to support your application. These will be photocopied by the school and retained as evidence.

## Section 1 – Your Personal Details

Your name:			
Address:			
Post code:			
Tel:			
Email:			
Child/Children's names			
Tutor groups			
Bus Route			

**Section 2 – Free School Meals entitlement**

Are you in receipt of Free School Meals?                      Yes                         No  

If yes, please attach a current entitlement letter, you do not need to complete Section 3.

**Section 3 – Your household income (you will need to provide original documentation to support these figures)**

**About you**

Do you have a job?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>
Are you self employed?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

**About you**

Do you have a job?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>
Are you self employed?	If yes, what do you earn?	Is this per month or week
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

**About your household income**

Do you receive any income based benefits, for example:	Amount received	Is this per month or week
Income Support or universal credit		Month <input type="checkbox"/> Week <input type="checkbox"/>
Other income based benefit (Please specify)		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

**Any other household income you think you should declare?**

Please let us know if you have any other household income you think may be relevant

Income from	Amount received	Amount received
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

**Section 4 – Declaration**

I certify that the information I have provided is correct and that I can provide supporting evidence. I understand that it is my responsibility to inform the Farmor’s School of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police.

Signed:	Date:

**Notes:**

1. Your application form to be completed and submitted to Mrs S Dorey, Business Manager with original documentation to support your claim
2. Your application will be assessed on receipt.
3. You will then be informed of the school's decision within 10 working days: reasons will be given for rejection of an application in whole or in part.
4. If support is awarded you will be notified by telephone and by letter
5. The maximum you can be awarded is 25% of the bus fee and will only be paid for the academic year in which the claim is made
6. The school reserves the right to make a payment outside of this application process in exceptional circumstances.

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<b>Date</b>	<b>Action</b>
	<b>Documentation checked</b>
	<b>Total income calculated</b>
	<b>Recommended for support</b>
	<b>Amount of support</b>
<b>First check</b>	<b>Finance Manager</b>
<b>Second check</b>	<b>Business Manager</b>
<b>Authorising signature</b>	<b>Headteacher</b>

<b>Amount Agreed:</b>	<b>Parent/Carer informed:</b>
<i>*To be contacted by letter and followed up in writing</i>	
Telephone: <input type="checkbox"/> Letter: <input type="checkbox"/>	
<b>Date Transferred from Fund A/C:</b>	
<b>Transferred to (Account):</b>	
<b>Transferred by:</b>	<b>Pupil Premium: Y <input type="checkbox"/> N <input type="checkbox"/></b>
	<b>PP Co-ordinator informed Y <input type="checkbox"/></b>