



Wandsworth Council  
Children's Services  
Pupil Services Section  
Town Hall Extension Wandsworth High Street  
London SW18 2PU  
Telephone (020) 8871 8318  
Reception Desk 4th Floor

Wandsworth Children's Services  
Application for a  
**Home to School  
Travelcard**  
For pupils aged 11 – 15

**These notes explain Wandsworth Council's Home to School Travel Assistance Policy. Please read them carefully before filling in your application form.**

### **Free travel for children and young people**

All children under 16 in full time education can travel free on bus and tram services.

All school pupils aged 11-15 will be required to carry a 'Zip' Oyster Photocard to travel free on buses and trams. They must touch in as they board a bus or at the tram stop before boarding a tram. If they do not they will be liable for a penalty fare. All 11-15 year olds who do not have a valid Zip Oyster Photocard must pay the full adult cash fare until they get one.

To enquire about obtaining a Zip Oyster Photocard please telephone the Oyster Helpdesk on 0845 330 9876. For further information visit the Transport for London website: [www.tfl.gov.uk](http://www.tfl.gov.uk)

### **Home to School Travelcards**

Pupils aged under 16 who, in the judgement of the Director of Children's Services, have an unreasonable journey to school using bus or tram services, may be entitled to assistance with the cost of rail and/or underground travel to and from school.

**To qualify for a free Travelcard for your child, you must meet *all four* of the following requirements:\***

- 1) **Residence:**  
You must live in the borough of Wandsworth.
- 2) **Distance:**  
The distance from your home to the school, using the shortest walking route with street lighting as measured by the council's Geographical Information System, must be over 3 miles.
- 3) **Journey:**  
Your child's journey can only reasonably be made by train or tube (i.e. bus or tram travel is impractical).
- 4) **School:**  
Your child must be attending the 'nearest suitable school' to your home (Wandsworth Council will take account of a parent's preference for a faith school).

**Wandsworth Council will also provide a free Travelcard for a child from a low-income family (families entitled to free school meals or receiving the maximum level of Working Tax Credit) where either:**

- The child aged between 11 and 16 years attends one of the three nearest maintained schools or academies between 2 miles and 6 miles from their home; or
- The child aged between 11 and 16 years attends the nearest maintained school or academy, for which the parent has applied on the grounds of their religion, between 2 miles and 15 miles from their home.

\*Wandsworth Council has the discretion to provide financial assistance for home to school travel in cases where the Director of Children's Services agrees that there are exceptional circumstances.

## Frequently asked questions

- **How is the distance from home to school measured?**

The Council uses its Geographical Information System to calculate the shortest walking route with street lighting. We use the same method for every application, so that everyone is treated fairly.
- **What is the 'nearest suitable school'?**

The 'nearest suitable school' means the nearest Community school, Foundation school and Academy, or the nearest Faith school. If your child has a place at a school of one of these types, and there is no school of that type nearer to your home, either inside or outside the borough of Wandsworth, you will qualify for a Travelcard. The decision will be based on whether a place was available at your nearest suitable school when you originally applied (or should have applied) for a school place.
- **What if my child was refused a place at the 'nearest suitable school'?**

If you applied to your 'nearest suitable school' and you were refused, you might still qualify for a Travelcard. You should state on your application form any schools which you applied for, but were refused a place. In order to qualify for a Travelcard you will need to have been refused a place at all of your 'nearest suitable schools' and you will be asked to provide a copy of the refusal letter(s).  
(If you ranked the school your child is attending more highly in your secondary transfer preferences than the 'nearest suitable school' you will not be eligible for assistance.)
- **What if my child attends the same type of school further away than the 'nearest suitable school', but both schools are over the qualifying distance?**

If the 'nearest suitable school' to your home is over the qualifying distance (3 miles), the council will provide the cost of travel to 'the nearest suitable school' and you will need to pay the difference. Payment will be made by reimbursement.
- **Are there any types of school that don't qualify?**

We only award Travelcards for children attending state schools and academies. We do not award Travelcards for children attending private fee-paying schools.
- **What if my child goes to school outside Wandsworth?**

If your child attends a school outside Wandsworth, you may still qualify for a Travelcard if you meet all four qualifying requirements (see page 1).
- **What if I have an older child at the same school?**

If you have an older child who was awarded a Travelcard, it does not mean you will automatically get a pass for a younger child. Your younger child will have to meet all the requirements of the policy, as described above.

### How to apply

Please complete the attached form in full and return it to Wandsworth Council Pupil Services Section, 4th Floor Town Hall Extension, Wandsworth High Street, London, SW18 2PU. We will write to you with the outcome of your application.

If your application is approved, your child will need an 11-15 Zip Oyster Photocard in order to collect the Travelcard from his/her school. Your child will need to carry the Zip Oyster Photocard at all times while using public transport. For further information about the Zip Oyster Photocard please telephone the Oyster Helpdesk on 0845 330 9876 or visit the Transport for London website: [www.tfl.gov.uk](http://www.tfl.gov.uk)

All applications for a Zip 11-15 Oyster Photocard must be made at your local Post Office <sup>TM</sup> branch. You will need to take a passport photograph of the child. You will also need the child's valid passport, an ID card from a European Economic Area (EEA) country or a birth certificate.

Contact Wandsworth Council's Pupil Services Section on (020) 8871 8318 if you have any queries about applying for a home to school Travelcard.

Please complete and send in this form. Retain the accompanying notes for your reference.

## Application for a Home to School Travelcard

Child's Surname	<input type="text"/>	Child's First Name	<input type="text"/>		
Date of birth	<input type="text" value="/"/>	Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/>
Address	<input type="text"/>				
	<input type="text" value="Full Postcode"/>				
Telephone Number	<input type="text"/>				
Parent's Surname	<input type="text"/>	Parent's First Name	<input type="text"/>		
School's Name and Address	<input type="text"/>				
	<input type="text"/>				

Date of starting at school

Is this the 'nearest suitable school' to your home as defined in the notes? Yes  No

If 'No', have you applied for and been refused a place at any nearer schools? Yes  No

If 'Yes', please state which schools\*

\* You may be required to produce the written refusal letter as proof.

Details of journey	Name of place	Bus/train/underground	Zones
Start			
Change			
End			

Is your child entitled to Free School Meals? Yes  No

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

### Warning

#### Data Protection Act, 1998:

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. If you provide false information, or deliberately withhold information that could affect this application, you may be prosecuted and this application will not be valid.

### Declaration

'I declare that as far as I know the information given on this form is true and complete. The address I have given is my child's permanent address. I will notify Pupil Services immediately if my child's address or school changes. If my child's address or school changes and I do not notify Pupil Services immediately, I understand I will be required to pay back any amount asked for by Wandsworth Council.'

Parent's signature  Date



**For office use only**

Measurement

Type:

CE

RC

Other

**Nearer Schools:**

Name

Distance

Name

Distance

Name

Distance

Name

Distance

Name

Distance

School

Zone

Termly ticket cost

Nearest school

Zone

Termly ticket cost

Difference

Comments


Approved

Refused

Letter sent

Pass sent to school

Logged

