



Chilwell Croft Academy

All Different, All Equal, All Achieving

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Equitas Academies Trust

Guidance on how to apply for a free bus pass for your child to attend school.

1. First you have to go online to register and create an account:

https://www.birmingham.gov.uk/info/50052/school_travel/888/apply_for_a_free_school_travel_pass

2. Select Register

Child's bus pass



This form can only be completed by signed in users

Please sign in or register.

[Sign in](#) [Register](#)

3. Enter your email address here and press "Next" and then fill in the online application form

Birmingham City Council
Once registered you can track the progress of your cases and collaborate in real time.

Create an account
It only takes a few minutes. If you already have an account [Sign in](#)

Email

We're going to send an email to this address. You'll need to open it and click on the link to continue registration.

4. Decide if you need a bus pass based on the distance measurements below:

Distance estimator

	<small>Rectangular Snip</small> Started at the school they're travelling to before 1 September 2013	Started at the school they're travelling to after 1 September 2013
Up to 8 years old	1 mile	2 miles
Between 8 and 11 years old	1.5 miles	3 miles
Older than 11 years	3 miles	3 miles

Exemptions

You won't be able to apply for free school travel assistance if:

- Your child goes to a school more than the qualifying distance from your home because that's the school you want, even though your child could have gone to a school within that distance.
- Your child is attending a denominational (faith) school, unless [you're on a low income and qualify for additional support](#).
- You haven't already accepted a place at a school.

To apply for free school travel assistance, please complete our online form.

Apply for free school travel assistance

We may be able to offer your child free school travel assistance to get to school.

To apply for free school travel assistance your child must:

- Live in Birmingham
- Be between 5 and 16 years old ([unless they have learning difficulties or disabilities](#))
- Attend one of the following:
 - State school (school maintained by the Council)
 - Pupil referral unit
 - Non-maintained special school
 - Free school
 - Academy.
- Have to walk further than the distance (qualifying distance) shown in the table below when considering their shortest possible walking routes

5. If you need a bus pass then begin the application process by clicking "Begin this form".

Child's bus pass

Before starting this form please ensure that you have all of the relevant information that you will need in support of your application.

Based on your answers, you may be asked to provide the following types of information:

- Your temporary accommodation reference number
- The type of benefits you claim, and supporting evidence
- Evidence that your child attends a religious school because of their faith

You can save your form and return to it at a later stage.

Begin this form >

6. Follow and answer all the questions asked- remember to press "Next" to move to the next question:

Child's bus pass

Have you applied before?

Have you already submitted a bus travel request and are waiting for a response? *required*

Yes

No

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7.

Child's bus pass

Child's age

Child's age *required*

Under 5

Between 5 - 16 (you can apply any time from 4 weeks before the child's fifth birthday)

Over 16 and in full time education in year 11 (you can apply any time before your child's 17th Birthday during that academic year)

17 or over

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Child's bus pass

Does your child attend an independent school?

Attendance at independent (also known as private) schools is subject to the payment of school fees.

Does your child attend an independent school? *required*

Yes

No

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9.

Child's bus pass

Distance check

Does the child have to walk more than 2 miles to their school? *required*

Yes

No

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Child's bus pass

Residency

Do you live in Birmingham? *required*

Yes

No

Does the child live in temporary accommodation? *required*

Yes

No

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11.

Child's bus pass

Temporary accommodation

Please note that if your child has already been awarded funding for a bus pass whilst living in temporary accommodation, then you will only need to reapply for funding when you move to a permanent address.

You do not need to reapply each time you move to a new temporary accommodation address.

Does the child already receive funding for a bus pass? *required* Yes No

Lead tenant's name *required*

Please confirm if you or your partner is the lead tenant at this address.

Please confirm your temporary accommodation number *required*

This number will appear on any correspondence that you have received about your temporary accommodation.

Please confirm the address where the child lives *required*

Postcode

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12.

Child's bus pass

Child's address

Rectangular Snip

Please confirm the address where the child lives *required*

Postcode

Property

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13.

Child's bus pass

Date child moved into current address

Please confirm the date that the child moved to their current address. *required*

dd/mm/yyyy



Date must be added in the following format: dd/mm/yyyy.

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14.

Child's bus pass

Child's name, gender and date of birth

Please provide us with your child's details.

Child's first name required

Child's middle names

Child's surname required

Child's gender required

Male

Female

Please confirm your child's date of birth required 

Child's date of birth must be added in the following format: dd/mm/yyyy. e.g. 11 May 2010 would be recorded as 11/05/2010.

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Child's bus pass

School address

Please confirm the address of your child's school required

Postcode

[Lookup](#)

Choose address



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Child's bus pass

Additional benefits

Please select any benefits you currently claim

Universal credit

Tax credits

Free school meals

Please upload proof of Universal Credit

Drop files here or click to upload

Please upload proof of all pages of your most recent Tax Credits award notification

Drop files here or click to upload

Please upload proof of free school meals

Drop files here or click to upload

17.

Child's bus pass

Education, Health and Care (EHC) plan

Does your child have an Education, Health and Care (EHC) plan?

Yes

No

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Child's bus pass

Religious schools

Does your child attend this school for religious reasons?

Yes

No

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Child's bus pass

Standard contact details

Please provide us with your details.

Title

- Miss
- Mr
- Mrs
- Ms
- Other / not stated

First name

Last name

Email address

Main telephone

Other telephone

Address

Postcode

20.

Child's bus pass

Relationship to the child

What is your relationship to the child? *required*

- Parent / Guardian
- Relative
- Carer
- Other

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21. Once you have submitted your claim you will be automatically informed if your child is eligible for a bus pass.

Child's bus pass

Review your supplied details

Pressing "Submit Form" will send these details for processing.

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Submit Form >

If you need support with completing this application or need access to a computer, please arrange an appointment to

come in and see me with all the support documents this week.

Bus pass applications can take up to 6 weeks to process so I urge anyone who knows that they may need a free school travel pass for September 2020 to apply now.