



# Saint Aidan's

Church of England High School

Head: Mr. A.N. Smith

## APPLICATION FOR A CONTRIBUTION TOWARDS THE COST OF TRANSPORT BETWEEN HOME AND SCHOOL

### Introduction

At Saint Aidan's we recognise that the financial burden of transport costs to and from school is significant. We have therefore introduced a scheme that hopes to help meet some of this cost for families who are in particular financial hardship.

It should be noted that Saint Aidan's scheme is separate from the help already available from Lancashire County Council. Therefore before setting out the criteria under which we may be able to help, it is worth re-stating how students can currently be helped by Lancashire County Council. Free travel is available for the following students:-

1. Students who live further than 3 miles from Saint Aidan's where Saint Aidan's is the nearest school (distance requirement may be lower if there is no safe walking route);
2. Students from low income families who live 2-6 miles from school where Saint Aidan's is one of the three nearest schools;
3. Students from low income families who live 2-15 miles from school who are admitted to Saint Aidan's under faith criteria, if Saint Aidan's is their nearest Church of England school;
4. Students from low income families where previously Saint Aidan's was their closest school who move house in Year 10 or 11.

*Please note that "low income families" are those where parents are in receipt of one of the qualifying benefits for free school meals or the maximum amount of Working Tax Credit.*

N.B. Lancashire County Council are asking for travel pass application forms, issued by the area education office, to be submitted electronically where this is possible and by 31 July 2025. For more information on help available from Lancashire County Council and how to apply for a seasonal bus pass go to [www.lancashire.gov.uk/children-education-families/schools/school-transport/](http://www.lancashire.gov.uk/children-education-families/schools/school-transport/) or telephone 0300 123 6738.

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## **Eligibility for assistance under Saint Aidan's Travel Assistance Fund**

The Transport Assistance Fund is designed to help families who are experiencing particularly difficult financial circumstances. Therefore, when applications for assistance are received the following will be taken into consideration:

1. Total family income;
2. Cost of transport before assistance – this will depend on the number of children in the family attending Saint Aidan's and distance from home to school;
3. Any particular reasons for new students wishing to attend Saint Aidan's.

If there are any exceptional reasons you feel should be considered, please also note these in the application.

## **Payment levels**

The full cost of transport will be met only in the most exceptional of circumstances, as the size of the Transport Assistance Fund is limited and governors would wish to help as many families as possible. In most cases the fund will reduce the cost of transport but parents will still need to make a significant contribution.

## **Closing date for receipt of applications**

**4<sup>th</sup> July 2025.** However, late applications will be considered if financial circumstances change or if there are other exceptional circumstances.

## **Payment of awards**

Applicants will be informed in July whether or not their application has been successful. Late applications will be considered and told within 10 working days of receipt whether the application has been successful or not. Please note that successful applicants will be asked to provide bank account details so that our grant can be paid directly into this. Payment to successful applicants will be made in late September.

**Please note that applications need to be made each year for assistance. Saint Aidan's reserves the right to end the scheme at any time. After completion of a year in which help was given, the student's attendance will be reviewed. If this is less than 90% (unless there are exceptional circumstances) the award will not be renewed.**

**Advice note: Students using bus routes operated by Blackpool Transport may find that weekly child tickets are at a much reduced rate compared to those available from Lancashire County Council.**

|  |
|--|
| <b>Saint Aidan's Travel Assistance Fund Application Form</b> |
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|                |
|----------------|
| <b>2025/26</b> |
|----------------|

**A1. Student Details**

|  |  |
|--|--|
| <b>Surname/ Family Name</b>            |  |
| <b>First Name</b>                      |  |
| <b>Sex (M/F)</b>                       |  |
| <b>Date of Birth</b>                   |  |
| <b>School Year (7 – 11) in 2025/26</b> |  |

**A2. Address Details**

|                     |  |
|---------------------|--|
| <b>Home Address</b> |  |
|                     |  |
|                     |  |
|                     |  |
|                     |  |
| <b>Post Code</b>    |  |

**A3. Bus route used to travel to Saint Aidan's**

|   |  |
|---|--|
| <b>Route Number</b>                               |  |
| <b>Location of home bus stop</b>                  |  |
| <b>Cost of season ticket for 2025/26 if known</b> |  |

**A4. Applicant's Details**

|  |  |
|--|--|
| <b>Full Name</b>                           |  |
| <b>Title (Mr, Mrs etc)</b>                 |  |
| <b>Address ( if different than above )</b> |  |
|  |  |
|  |  |
| <b>Post Code</b>                           |  |
| <b>Home telephone/ Mobile number</b>       |  |
| <b>Email Address</b>                       |  |
|  |  |
| <b>Relationship to student</b>             |  |

**A5. Free School Meals**

|  |                          |
|--|--------------------------|
| Is your child in receipt of free school meals? | Yes / No (Please circle) |
|--|--------------------------|

If you have answered “Yes” to this question you may omit questions A6-A7

**A6. Financial information – Household**

Income – details of adult members of the household

|          |                   |                          |
|----------|-------------------|--------------------------|
| Person 1 | Are you employed? | Yes / No (Please circle) |
| Person 2 | Are you employed? | Yes / No (Please circle) |

Please write any benefit(s) or tax credit(s) you receive in the box provided below (for example, child benefit, working tax credit, child tax credit, Universal Credit):

|          |                                       |  |
|----------|---------------------------------------|--|
| Person 1 | Please list benefits in adjoining box |  |
| Person 2 | Please list benefits in adjoining box |  |

Please indicate if you have any other source of household income (e.g. salary/ wage, child maintenance, investments or property):

|          |                                     |  |
|----------|-------------------------------------|--|
| Person 1 | Please list other sources of income |  |
| Person 2 | Please list other sources of income |  |

**A7. Evidence Required**

To enable us to make the assessment, evidence is required to back up the details of A6 above. Where a salary/wage is received, please send us a photocopy of your latest P60 (financial year 2024/25) or copy of your final payslip for financial year 2024/25 (dated March 2025).

In respect of benefits or tax credit received – please provide a copy of your most recent Entitlement/Award letter (dated within the last 12 months).

In respect of other income please provide evidence of the income received in the last 12 months.

**A8. Other evidence**

There may be other circumstances that you feel may support your case for an award. If so please write the details on a separate sheet with appropriate evidence of current earnings, if available, and enclose it with your completed application form.

**A9. Declaration**

**Please read the declaration below before signing:**

**A9.1**

I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect.

**A9.2**

I am aware that any decision regarding an award is completely down to the discretion of the school and that the school may withdraw the scheme at any time. I am aware that the funding covers only the school year stated and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if my application is successful on this occasion.

|               |  |                   |  |
|---------------|--|-------------------|--|
| <b>Signed</b> |  | <b>Print Name</b> |  |
| <b>Date</b>   |  |                   |  |

**Please return your completed application form with evidence as soon as possible to:**

**Mrs Vicky Leah  
Business Manager  
Saint Aidan's Church of England High School  
Cartgate  
Preesall  
Poulton-le-Fylde  
FY6 0NP**