# Refund of travel expenses form

Pupil Support, Laurence House, SE6 4RU

Telephone: 020 8314 6221 (Mondays and Tuesdays, 10am–2pm)

Online enquiry form: <https://www.lewisham.gov.uk/psenquiry>

Please read the regulations governing refunds (page three) before you complete this form.

## For completion by the parent/guardian

Family record number (If known): Click here to enter text.

Term applied for (e.g. autumn 20/21 first half): Click here to enter text.

Receipts attached: Choose an item.

### Parent/guardian details

Last name: Click here to enter text.

First name: Click here to enter text.

Title: Click here to enter text.

Address: Click here to enter text.

Post code: Click here to enter text.

Telephone number: Click here to enter text.

### Child’s details

First name: Click here to enter text.

Last name: Click here to enter text.

Date of birth: Click here to enter a date.

School: Click here to enter text.

### Application criteria

Please tick the box which applies to you and provide documentary proof.

If you cannot prove that any of these apply we will not able to assist you.

1. Lewisham placed the child in this school as there was no closer school (attach letter from Lewisham Admissions) [ ]
2. We have moved and our child is in the last year of primary school or has completed at least one academic year of secondary school (attach tenancy agreement and proof of date of move) [ ]
3. We have experienced domestic violence (attach letter from Social Worker) [ ]
4. This child has a statement of special educational needs (attach letter from LEA who issued statement) [ ]
5. The child was bullied at nearest school and is attending the nearest alternative school (attach letter from school confirming bullying) [ ]
6. This is the nearest RC/C of E school and we practice this religious faith (attach letter from school) [ ]
7. We are Muslims requiring a particular school for religious reasons (attach letter from Mullah) [ ]
8. We are living in temporary accommodation (attach copy of the tenancy agreement) [ ]
9. Child’s sibling attends the same school and receives travel support from Lewisham [ ]
10. Other circumstances beyond our control (attach proof) [ ]

### Please choose yes or no to each question

It is very unlikely that we can assist you unless you can answer yes to all questions.

1. Have you provided proof of Child Benefit for your child? Choose an item.
2. Have you provided documentary evidence to support your claim for home to school travel? Choose an item.
3. Is your child aged 5-16? Choose an item.
4. Do you live in the London Borough of Lewisham? Choose an item.
5. Is your child going to a state school? (Not a private school, City Technology College or City Academy) Choose an item.

### Declaration

I claim the refund of fares as stated below and I certify that my child attended school during this period.

Date: Click here to enter a date.

Signature:

## For completion by the school (after the period of claim has elapsed)

### Details of the journey

From (home address): Click here to enter text.

To (school address): Click here to enter text.

### Period of claim

From: Click here to enter a date.

To: Click here to enter a date.

Number of days attended during period of claim stated above: Click here to enter text.

Date: Click here to enter a date.

Signature of School Administrator:

Copy of attendance record attached: Choose an item.

Please note that no application will be processed unless registration attendance is confirmed in document form.

**Please upload a copy of the completed form and copies of all of the receipts covering the claim period at** [**https://lewisham.gov.uk/psinformation**](https://lewisham.gov.uk/psinformation)**.**

**We will be unable to process your request if the form is not completed fully and clearly, if the travel receipts are missing or unclear, or if the attendance information is incomplete.**

**Refunds will be made at the rate of a weekly bus pass except where:**

* the journey involves authorised travel of 5 miles when the weekly travel card rate will be used;
* the period amounts to three days or less where the daily rate may be used.

Refunds payments will usually be processed at the end of each half term. Payment will be sent to the claimant’s address. A further refund form will be required to cover the next period of claim.

**Refunds will not be considered for:**

* expenses arising from travel to collect a pass from school;
* passes lost or damaged by the student
* travel during the four weeks following an application or an appeal being received by Lewisham Pupil Support.

## **Frequently asked questions**

1. **Who qualifies for travel support?**Most parents will be able to find a school that is less than five miles from home. Children travelling less than five miles do not qualify for travel support. Exceptionally, you will not find a school close to home, and Lewisham will give travel support where

	1. bullying, including racial harassment, means your child cannot go to the nearest school
	2. religious views means that you wish your child to attend the nearest Catholic, C of E or (for Muslims) single sex school
	3. family has experienced domestic violence
	4. family is living in temporary accommodation
	5. pupils with statements of special educational needs, who have no transport provided and who have to travel over 5 miles
	6. you have moved and wish to keep your child in the same school, where they are in the last year of primary school or they have been at their secondary school for more than one academic year
	7. Lewisham Admissions allocates your child a place at a school over 5 miles from home, as there were no places in closer schools.
	8. siblings attending the same school have already been granted travel support from Lewisham.
	9. circumstances beyond your control, such as boundary change, mean you must now seek travel support from Lewisham or your child will have to change schools.

We will not treat low income, curriculum choice, single sex or mixed sex school preference, or preference for an out of borough school as grounds for justifying travel support.

1. **How do I obtain assistance?**If you fall into one of the groups above, complete this form. Attach documentary proof to confirm that one of the above applies to your child. This must be a letter from a Doctor, Social Worker, Admissions Unit, School, Home Office or other appropriate independent professional.
2. **What proof of Child Benefit is acceptable?**We will only assist your child if you are claiming Child Benefit for them. Please attach a copy of a letter from the Child Benefit Agency (less than one year old) which shows the name of your child and your current address. Asylum seekers can produce a Home Office letter to confirm that the parent is responsible for the child.
3. **What assistance will I receive?**We normally refund in arrears once the application has been approved on a half termly basis. Refunds are made to the parent/guardian at the address on the application. If you are in temporary accommodation you must provide a copy of the tenancy agreement.
4. **What happens if my child loses their pass?**Cards can be replaced via the Transport for London website <https://tfl.gov.uk/>