

**Southend-on-Sea City Council**  
**Denominational (Faith) School Transport Request**



**Only use this form if your child is attending/will attend Our Lady of Lourdes Catholic Primary, Sacred Heart Catholic Primary, St Bernard's High School, St George's Catholic Primary, St Helen's Catholic Primary, St Mary's C of E Primary, St Thomas More High School or another denominational (faith) school within 2 - 15 miles of your home address and you are an eligible Low Income Family.**

Pupil's first name: ..... Pupil's surname: ..... Male/Female

Date of birth: ..... Home address: .....

..... Postcode: .....

Email: ..... Home phone: (01702) ..... Mobile No: .....

Providing an email address speeds up the communication process

Has your address changed in the last 12 months? Yes / No Date of move: .....

If yes, previous address: .....

Current school: ..... Date started at that school: .....

School year of pupil: ..... Requested start date of support: .....

When you applied for a place at this school, please list the schools you applied for in preference order:

1..... 2..... 3.....

It should be noted that Southend City Council will only provide transport assistance where your child is attending their nearest denominational (faith) school with spaces in the appropriate year group.

My child is currently on the waiting list for a place at ..... school

Southend City Council will normally provide assistance via public transport to facilitate the journey to and from school. You can if you wish express a preference for the mode of transport but we will provide the most cost effective option.

I would prefer: Bus Pass Rail Pass Cycle Allowance Mileage reimbursement  
 (please circle) (route number/s: ) (Stations: ) (£60 per term)

**Transport to Denominational (Faith) Schools is only available to those from eligible low income families:**

Parent's name: ..... Date of birth: ..... National Insurance no.: .....

Benefits you receive:.....

***You should register your child's eligibility for Free School Meals before submitting this transport request, or provide your National Insurance number so eligibility can be checked.***

If your child is not registered for Free School Meals you should provide suitable evidence of your household's low income status with this application – see Low Income Transport Criteria 2024-25

**Please turn to page 2 and complete the rest of this form**

**Office Use Only**

**Student Ref:** .....

**Pass type:** Bus Pass  Rail Pass

Transport Provider:.....

**Entitled:**  Distance Measurement: ..... Pass issued Date: .....

**Refused:**  Reason .....

**Assessed by:** ..... **Date:** .....

**Date application received:**

**Your local parish priest, vicar, rabbi or other celebrant needs to complete the following:**

I confirm that the above child is practising in the .....faith  
(Please complete as appropriate)

Signed ..... Name ..... Position ..... Date .....

Place of worship .....

The information provided by you will be held and processed by Southend-on-Sea City Council in accordance with the Data Protection Act 1998 and any subsequent data protection regulations or law including the General Data Protection Regulation and Data Protection Act 2018. The data collected on this form will be used for its intended purpose which is the successful and safe delivery of transportation for your child. It may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so.

The Council may also need to share your information with a third party, such as a contractor, so they can provide the transport service you have requested. However, the Council requires any third party to abide by the Data Protection Act 1998 and any subsequent data protection legislation when they process your data on our behalf and to follow our procedures or instructions. Your information will be held from the date transport provision ceases for 6 years under local government guidelines and then disposed of securely.

Unless subject to an exemption, you have the following rights with respect to your personal information:

- The right to request a copy of the personal information which the Council holds about you
- The right to request that any personal information is corrected if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary to retain such data
- The right, where there is dispute in relation to the accuracy or processing of your personal information, to request a restriction is placed on further processing
- The right to object to the processing of personal information (where applicable)
- The right to withdraw consent (if appropriate)
- The right to lodge a complaint with the Information Commissioner’s Office (ICO). You can contact the ICO on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us/email/> or write to Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Southend-On-Sea City Council is the data controller of this information and its appointed Data Protection Officer can be contacted by email at [dataprotection@southend.gov.uk](mailto:dataprotection@southend.gov.uk) or by phone on 01702 215000.

**Parent/guardian/carer declaration – I declare and/or understand that:**

- h) the school that my child attends is the nearest denominational (faith) school to my home address with spaces in the relevant year group
- i) the distance from my home to the school by the shortest available walking route is between 2 and 15 miles. This can differ from the driving route, and therefore routing websites are not considered (the distance may be verified by Southend Council using specialist software)
- j) my child is registered for Free School Meals or my family is a qualifying low income household
- k) should my child leave school, or move address, I will notify the Customer Services Team at the Civic Centre and return any ticket issued to me or refund the appropriate proportion of monies paid to me immediately
- l) I accept responsibility for my child while he/she travels to and from school. I also understand that any instances of bad behaviour may result in any transport facilities provided being withdrawn for a set period or permanently
- m) I understand Southend City Council may take recovery action against me for any financial loss should a bus or rail pass be lost, damaged or misused, and a replacement fee may apply. No more than one replacement pass per academic year is allowed
- n) I understand it is my responsibility to supply any photograph or other additional information that may be required by the transport provider as a condition of travel at my own cost. I also understand that should I be required to return this pass for whatever reason, it is my responsibility to return it recorded post otherwise I may be liable for the cost of the season ticket, and recovery may be made against me for the full amount. No further pass will be issued until all monies due are paid in full.

I have read and understood Southend City Council’s School Transport Policy for Primary, Secondary, 6<sup>th</sup> Forms and Colleges where applicable – available at [www.southend.gov.uk/etc](http://www.southend.gov.uk/etc).

**This application is for the 2024/25 academic year and a separate application must be made for subsequent academic years**

**Signed:** ..... (parent/carer) **Full name:** .....

**Date:** .....

**Forms need to be received by 19<sup>th</sup> July for a pass to be issued by 1<sup>st</sup> September. Mid-year applications may take up to 10 working days to process**

If you are providing proof of benefits, please ensure they accompany this application form duly completed and send to:

**Customer Services (Travel Passes), Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER**