

**Application for a Place on a Secondary School Service**

**PLEASE RETURN THIS FORM BEFORE 26 JUNE 2020**

Please complete all fields on this form. This application is to apply for a place on a school bus service, which requires you to show a Priority PhotoCard (this form is for new users, it is not a renewal form). Please see our website www.wymetro.com/schools/your school to find out which services require a card. If you have lost your card, do not complete this form, please contact our hotline on (0113) 3481122.

**\*PLEASE NOTE THAT THIS IS NOT A FORM TO APPLY FOR ZERO FARE TRAVEL, IT IS TO RESERVE A PLACE ON A DEDICATED SCHOOL BUS SERVICE ON A FAREPAYABLE BASIS\* Please visit our website for details on how to apply for zero fare travel.**

***Write your text in the yellow boxes below***

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| **1 Bus Route Number** | |
| If you know which bus service your child requires, please specify in the field below. If you do not specify a service, your child will be allocated the most appropriate one. We do not offer the facility for pupils to swap services unless the service allocated is inappropriate. Therefore, if your child wishes to travel with friends or siblings please make sure you request the same service. Please note that without prior consent, the bus must not be used until you are in receipt of the card. | |
| **Bus route number** |  |

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| **2 Pupil and Parent Details** | |
| **Pupil name** |  |
| **Full address with postcode** |  |
| **Date of birth** |  |
| **Name of school** |  |
| **Start date** |  |
| **Name of Parent/Carer** |  |
| **Parent contact number** |  |
| **Email address** |  |

**Important information**

This application form is to reserve a place on a school bus service (providing there are places available). The pass should be used in conjunction with a cash fare or prepaid ticket unless your child qualifies for zero fare travel. To apply for zero fare home to school travel, you need to complete an additional form. Details can be found on our website [www.wymetro.com/schools](http://www.wymetro.com/schools).

If we receive more applications than there are spaces, priority will be given in accordance with the Combined Authority’s **School Bus Service Pupil Allocation Criteria**, which you can find on the website above.

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| **3 Other information** |
| If there are any other factors that you wish to be taken into consideration when processing your application, please specify below. For example, if your child requires more than one service (i.e. for childcare reasons) or you are applying for a place on a bus that is not the nearest bus to your home address.  You may be required to provide supporting evidence. Please note that this does not guarantee your child a place, particularly if the bus is already fully subscribed. It is therefore important to submit your application as soon as possible.  Enter your text in the box below. |
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**TERMS AND CONDITIONS OF REGISTRATION**

When registering your child to use a service you undertake to accept our Code of Conduct and the Conditions of Use of the PhotoCard. These are shown below.

**CODE OF CONDUCT**

This includes sanctions which will be applied if the required standards of behaviour are not met. Parents need to be aware that if their child causes any damage or does not meet the required standard of behaviour on the bus they could:

* Receive a written warning from either the driver or WYCA;
* Have their PhotoCard withdrawn;
* Be banned from the bus;
* Be prosecuted by the Police;
* Be required to pay for any damage they have caused.

This Code of Conduct is also on our website: <http://www.wymetro.com/schools>

**PRIORITY PHOTOCARD CONDITIONS OF USE**

* The Priority PhotoCard is not a travel ticket. It is valid only when used in conjunction with a cash fare or valid pre-paid ticket.
* It must only be used on the service specified on the front of the card.
* It must also be shown to the driver and any ticket checking staff. These staff have the right to retain the PhotoCard, particularly where misuse is suspected or the PhotoCard has been damaged, defaced or in any way tampered with.
* The PhotoCard remains at all times the property of WYCA.
* If the PhotoCard is not required for any reason, you must return it to us so we may offer the place to someone else. Please note that WYCA reserve the right to cancel the PhotoCard if it is not used for 15 consecutive school days.

**GENERAL DATA PROTECTION REGULATION (GDPR**)

To view our full Data Protection and Privacy Statement, please visit our website www.wymetro.com/schools

We will always contact you regarding the operation of your bus service, such as service changes, or for behaviour concerns with your child. However, we would also like to contact you with marketing information related to your bus service. To opt-in to receiving such marketing communications, please tick either or both of the boxes below. If you wish to remain opted out of such communications, leave blank.

I wish to receive marketing communications:

|  |  |
| --- | --- |
| **4 AGREE TO TERMS AND CONDITIONS** | |
| By completing and submitting this application you agree to be bound by the Code of Conduct and the Priority PhotoCard Conditions of Use and that you have read and understood our Data Protection and Privacy Statement. | |
| **Your name** |  |
| **Date** |  |

See the next page for instructions of how to submit your application

**HOW TO SUBMIT YOUR APPLICATION**

1 Save this form to your PC [.doc/.docx/.odt/.pdf formats]

2 Create a new email

3 Attach your form to the email

4 Attach a passport style photograph to the email

3 In the subject line put ‘Secondary School Application 2020-2021’

3 Email the attachment to:

[educationcustomerservices@westyorks-ca.gov.uk](mailto:educationcustomerservices@westyorks-ca.gov.uk?subject=Secondary%20School%20Application%202020-2021)