

# **IMPORTANT Information Relating to the renewal of Zoom Zero Travel Passes (free bus pass to travel on public transport)**

## **NEW School Year September 2025 – July 2026**

Entitlement to free transport is confirmed on an academic school year basis which means that there is a requirement for each family to apply to have eligibility for their child's zoom zero travel pass reassessed each new school year.

The Local Authority, in the past, have sent individual reminders to all the parents/carers who have received a zoom zero travel pass funded by the Local Authority, to renew their applications each year.

There is no statutory duty for the Local Authority to remind families of their entitlement and, due to staffing resources, this is not something that we can support with anymore.

We are therefore asking all schools for your help with distributing an urgent reminder to families to ensure that eligible children do not miss out on what they are entitled to.

We also need to remind all that applications need to be completed by **the required deadline which is 30<sup>th</sup> June 2025**. Applications for a bus pass received after this deadline are unlikely to be sent to parents in time for the new academic year and the bus drivers may ask for the child to pay before allowing them to travel.

It is important therefore for families to be advised that a **renewal application** is required **in all cases** if all 3 of the below criteria is met

Child was provided with a zoom zero travel pass funded by the Local Authority during this current school year.

Child will be returning to the same school in September 2025, and are in school year 8 to 11

Child has not moved home address.

**If any of the above do not apply a new application will need to be completed in all cases so that entitlement can be established/re-established.**

Renewal and new application forms which need to be completed can be found under the travel button here: [Transport/Getting Around – Rotherham SEND Local Offer](#)



### Additional important information about the application form process:

1. Parents/carers may experience difficulty accessing/completing the application at peak times, due to high volume of use. If this occurs, families are advised to please try again later.
2. If the family are not able to upload documents required to progress with their application, they will be unable to proceed and progress may be lost, so parents/carers should ensure they have them available to upload onto their application, if appropriate.

### Documents which may be required:

If the family are on a low income (extended rights) they will need to upload the relevant correspondence at the time they make the online application. This will usually be:

- Letter from The Council's Benefits Section confirming your child's entitlement to Free School Meals.

A photograph is not required for a renewal application unless the family wish for it to be updated. If, however, they do wish to change it, you will be required to upload a recent colour digital, passport style photograph (head and shoulders only), of the child at the time of the renewal application. They should ensure that the photograph is of the child only and that there are no filters applied to the image. They should also be reminded that we cannot accept a photograph if it contains any shine or glare or is out of focus. Acceptable file types for photographs are .PNG, .JPG and .JPEG.

If schools/families have any queries relating to zoom zero travel passes then they may find useful information on the SEND Local Offer – under the Travel button above.

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Contact details email: [education.transport@rotherham.gov.uk](mailto:education.transport@rotherham.gov.uk).

Telephone: 01709 249951/ 01709 822525 – 24 hr voicemail is available.