Application for a free secondary school travel pass or cycle voucher
September 2019 to July 2020

Before completing this form please read the notes of guidance. Only Manchester City Council residents can use this form to apply for a free travel pass.

The information provided on this application form will be used to ensure that the council’s records are correct. It may also be shared with other agencies and service providers to ensure that your child receives an appropriate service. For further information, please see the council’s privacy notice at www.manchester.gov.uk/privacy.

Section A – Please tick the box of which type of pass/voucher you are applying for

<table>
<thead>
<tr>
<th>Free travel pass</th>
<th>Cycle voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>A TfGM (transport for Greater Manchester) travel pass enables the child to make a return journey to and from school on any Greater Manchester bus, tram or train. This pass is valid for one academic year.</td>
<td>A cycle voucher can be used to purchase a bicycle and equipment up to the value of £180 (£90 for year 11 children). Please read the attached notes carefully before applying for a cycle voucher.</td>
</tr>
<tr>
<td>Has your child passed Bikeability Level 2? (see notes for further details). A copy of the Bikeability Level 2 certificate must be provided if applying for a cycle voucher.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Section B – Child’s details

<table>
<thead>
<tr>
<th>Child’s forename</th>
<th>Child’s surname</th>
<th>Date of birth</th>
</tr>
</thead>
</table>

Home address – This must be the child’s normal place of residence

<table>
<thead>
<tr>
<th>Postcode</th>
</tr>
</thead>
</table>

Section C – Parent/Carer’s details

<table>
<thead>
<tr>
<th>Parent/Carer’s forename</th>
<th>Parent/Carer’s surname</th>
<th>Relationship to child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td>Home telephone number</td>
<td>Mobile telephone number</td>
</tr>
</tbody>
</table>

Section D – Travel pass eligibility

Please read the questions below, select which group you would like to apply under and attach further evidence as indicated. See the attached notes for information regarding the eligibility criteria.

<table>
<thead>
<tr>
<th>Full name of child’s current school (including the area or school’s postcode)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your child had a free travel pass previously for this school? Yes</td>
</tr>
</tbody>
</table>

Please note that if your child attends an Independent school (fee paying) you cannot apply for Free Travel assistance.

Group 1 – Looked After Child

<table>
<thead>
<tr>
<th>Is the child LAC or previous LAC?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes please provide the name and telephone number of the social worker.
**Group 2 – distance/nearer provision**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you applying for free travel because you think the distance to the school/academy is between 3 and 15 miles?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are you aware of any nearer schools to your home address?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Group 3 – Low income: Free School Meals/ maximum Working Tax Credit/ Universal Credit**

Please note that if you do not provide evidence your application will be returned to you unconsidered

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your child receive Free School Meals?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, please provide a photocopy of your Benefits letter confirming your child is entitled to Free School Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you in receipt of the Maximum entitlement of Working Tax Credit?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, you must provide a full photocopy of your Tax Credit Awards Notice for 2018-2019 No other documents will be accepted as proof Please send a photocopy only as originals cannot be returned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you in receipt of Universal Credit?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, you must provide a copy of your Universal Credit award notice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your child’s current school over 2 miles (but less than 6 miles) from the home address?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Group 4 - Year 10 or Year 11**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the child recently moved into Manchester from another local authority?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Does the child wish to remain at their current school which is under a different local authority?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Group 5 – Exceptions**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the child living in homeless or temporary accommodation?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes you must provide evidence of this living arrangement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided a passport sized photograph?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Please write the full name and date of birth of the child on the back of the photograph</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that if your application is successful, the travel pass will be sent to your child’s school for collection

If your application is unsuccessful, we will inform you of the reasons why. You will have the opportunity to submit an appeal if you disagree with the refusal reasons

**Section E - Declaration**

I confirm that the information given on this form is correct and that the child lives at the home address stated. I will notify the School Admissions team if there are any changes to the information provided on this form.

I understand that Manchester City Council must protect the public funds they handle and may use the information provided on this form to prevent and detect fraud. Manchester City Council may also share this information, for the same purposes, with other organisations which handle public funds.

I accept that where a cycle voucher is issued Manchester City Council is not responsible for the safety of the cyclist or the security of the cycle equipment. I acknowledge a replacement voucher will not be issued in the event of theft or loss of the bicycle or if the child no longer wishes to cycle to school.

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>

Please return this form by post
School Admissions
Manchester City Council
PO Box 532
Town Hall Extension
Manchester M60 2LA

or in person
Customer Contact Centre
Manchester City Council
Ground Floor
Town Hall Extension
Albert Square
Manchester M60 2LA (satnav M2 5DB)
Application for a free secondary school travel pass or cycle voucher
September 2019 to July 2020

Notes of guidance

Please keep these notes for your information.

Who can qualify for a free travel pass/cycle voucher?
Only Manchester City Council residents can use this form to apply for a free travel pass. Travel passes will not be provided for children attending Independent schools. If your child has a EHC plan, please contact the SEN Travel Co-ordination Unit, tel 0161 219 8400 (calls are taken by contact Manchester) for free travel assistance.

Where we require the distance measurement between the child’s home and school, this will be measured by the shortest walking route.

To qualify for a TfGM (Transport for Greater Manchester) free travel pass or cycle voucher from Manchester City Council, the child must be aged 11 to 16 and fall into one of these groups.

Group 1 – LAC
A child looked after or previously looked after by Manchester City Council, and attending a secondary school or academy more than 2 miles from their home address.

Group 2 – Secondary Distance
A child aged 11-16 years old and living in Manchester who is
  • attending a secondary school more than 3 miles but less than 15 miles from home, and
  • where nearer similar provision in Manchester is not available

The definition of nearer similar provision in secondary schools for children who qualify under group 2 is defined as any school (other than the school the applicant currently attends) which may be closer to the applicants’ home address. We do not consider specialism, such as specialist technology schools or the performance of a school when looking for a ‘similar’ school.

Group 3 – Low income: Free School Meals/maximum Working Tax Credit allowance/Universal Credit.
A child living in Manchester who is

Aged 11-16 year old and living in Manchester who is
attending a secondary school or academy more than 2 but less than 6, (15 miles if their preferred school is on the grounds of religion or belief) from their home, and
who receives free school meals, or
whose parent receives the maximum working tax credit, or
whose parent receives Universal Credit, and
where there are not three or more nearer suitable schools.

Also a similar school will be defined when looking at the school(s) applied for or the school attended. If the school applied for/attended is due to its faith then similar faith schools will be looked at when assessing group 3.

If you are claiming Free School Meals for your child, a full photocopy of your Free School Meals letter from the benefits service must be provided. Alternatively a copy of your entitlement to Universal Credit or a full photocopy or your Tax Credit Awards Notice for 2018-2019 must be provided to confirm if you are in receipt of the maximum entitlement of Working Tax Credit. The maximum entitlement will show £0.00 against reduction due to your income under part 2 of the Working Tax Credit elements. If you do not provide any of the above notifications, we will return your application to you unconsidered.

The definition of nearer similar provision in secondary schools for children who qualify under group 3 is defined as three or more suitable community/faith schools or academies.

Vacancy information used for nearer similar provision under group 2 and group 3 will be captured at certain points in the year. For issuing free travel passes to children applying at transition time (a child which has been allocated a place in the normal round, years 0 & 7 only) availability at schools will be defined on national offer day. For all other children who apply in-year, availability will be defined by vacancies on specific dates at the start of each term as stated in the free travel policy for 2019-20

Group 4 – Year 10 or Year 11
A child in Year 10 or Year 11 who has
  • recently moved into Manchester from another local authority and wishes to remain at their current school, and
  • lives between 3 and 15 miles from their current school.

Exceptions - Secondary
(a) a child living within statutory walking distance of 3 miles where the nature of the route is such that the child could not be expected to walk and there is no suitable school within walking distance.

(b) a child living in temporary or homeless families’ accommodation, evidence must be provided, if you do not provide evidence, your application will be returned unconsidered.

Secondary Free Travel application 2019/2020 3
What if my child does not qualify for a free travel pass/cycle voucher?
You have the right to appeal the decision made if you feel your application was not considered correctly on the basis of one or all of the following:
- Entitlement,
- Distance measured,
- Route safety,
- Consideration of exceptional circumstances that was submitted along with the original application

If you wish to appeal, you need to write to the address below within 20 working days of the date on your decision letter along with your reasons why you feel free travel should have been issued for your child. The information received will be considered as a formal stage 1 appeal and a reviewed decision of your case will be made within twenty working days of receipt of your request.

Your written request needs to provide the details of the child(ren) concerned, including their full name, date of birth, and current address, along with any exceptional circumstances. Please send your written appeal to:

Free Travel Appeals (Stage 1)
The Corporate Complaints Team
PO Box 532
Town Hall Extension
Manchester
M60 2LA

Alternatively, you can email your appeal and supporting documents to school.admissions@manchester.gov.uk

Children under 16 can travel for the concessionary fare on all buses, trains, and Metrolink trams in Manchester. Children can apply for an ICO card to enable them to buy special tickets that save more money. An application form can be obtained from the Transport for Greater Manchester Office (TfGM) by telephoning 0161 244 1050.

What is a cycle voucher?
Manchester City Council offers a cycle voucher that can be put towards the cost of a bicycle and cycle equipment up to the value of £180 (£90 for year 11 children). This is as an alternative to a free travel pass for secondary age children. For children in years 7-10 the cycle voucher is issued for a two-year period. Manchester City Council will not issue another cycle voucher or replacement travel pass in the following academic year.

In order to be issued with a cycle voucher, the child must fall into any one of groups 1, 2, or 3 as detailed above and have completed bike-ability level 2 (ask in school about taking the test if your child has not already done so).

A replacement voucher or free travel pass will not be issued in the event of theft or loss of the bicycle. A replacement free travel pass will not be issued if the child no longer wishes to cycle to school. It remains the parent's responsibility to ensure that the child travels to and attends school.

What if my child loses their travel pass?
If your child has already received a free travel pass, do not fill in this form. Replacement passes can be obtained from TfGM. Please contact them on 0161 244 1050 or concessionary.travel@tfgm.com

What happens next?
If your application has been successful, the free travel pass/cycle voucher will be sent to your child's school for collection. The school will advise you of its arrival. If your application is unsuccessful and free travel/cycle pass is refused, you will be notified by letter, the letter will also contain information of what to do next if you are unhappy with the decision as you have the right to appeal.

For applications received after 31 July 2019, we aim to have the free travel pass available for collection from school approximately four weeks (20 working days) after the form arrives at the School Admissions Team's office.

If you have been refused a Free Travel Pass, you cannot apply again in the same academic year unless you have had a change in your circumstances, for instance, a change of address.

Refunds
Where we are unable to process your free travel pass application within a 4 week period, a refund may be issued for travel expenses occurred for travel after the 4 week processing period and up to the time the pass arrives at your child's school. The refund will only be issued on receipt of evidence of your child's travel details, therefore only the original travel tickets/receipts will be accepted as evidence for a refund purpose. Only partial cost of a weekly ticket will be refunded if your child did not attend school, or qualify on any of the dates claimed for. A four week processing period will not be included in any refund given.

A refund will not be provided if:
- the parent failed to provide the correct documents or photograph at the time of submitting the application which lead to the delay of issuing a pass,
- the school lost/damaged the pass, or
- the school delayed giving the pass to the child.

Secondary Free Travel application 2018/2019 4