



## Application for a free primary school travel pass September 2023 to July 2024

Please read the enclosed notes of guidance before you start to fill in this form. Only Manchester City Council residents can use this form to apply for a free travel pass.

A Transport for Greater Manchester (TfGM) 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.

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](http://www.manchester.gov.uk/privacy).

**All parents need to provide attached to the application forms, a passport sized photo of the child. The child's name, date of birth should be written on the back of the photo for correctly matching the photo with the child's application form.**

### Section A. Child's details

Child's forename	
Child's surname	
Date of birth	
Home address  This must be the child's normal place of residence	
Postcode	

### Section B. Parent/carer's details

Parent/carer's forename	
Parent/carer's surname	
Relationship to child	
Email address	

Home telephone number	
Mobile telephone number	

## Section C. Travel pass eligibility

Please complete the questions below and attach further evidence as indicated.  
Choose the group you are applying under, either group 1, 2 or 3. See the attached notes for information regarding the eligibility criteria.

Full name of child's current school			
School's area or postcode			
Has your child had a free travel pass for this school before?	Yes	No	

### Group 1 – Looked After Child

Is the child a Looked After Child (LAC), LAC from overseas or previous LAC to Manchester City Council?	Yes	No
If yes, provide the Social Worker's name		
and telephone number		

### Group 2 – Distance / nearer provision

Is the child aged between 4 – 7 years old?	Yes	No
If yes, are you applying for free travel because you think the distance to the school is over 2 miles from your home address?	Yes	No
Is the child aged between 8 – 11 years old?	Yes	No
If yes, are you applying for free travel because you think the distance to the school is between 3 and 15 miles from your home address?	Yes	No
Are you aware if there is another school nearer to your home address?	Yes	No

### Group 3 – Low income

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

Does your child receive Free School Meals?	Yes	No
If yes, provide a photocopy of your benefits letter confirming your child is entitled to Free School Meals.		
Do you receive the maximum entitlement of Working Tax Credits?	Yes	No
If yes, you must provide a full photocopy of your Tax Credit Awards Notice for 2023-2024. No other documents will be accepted as proof. Please send a photocopy only as originals cannot be returned.		
Do you receive Universal Credit?	Yes	No
If yes, you must provide an up-to-date copy of your Universal Credit award notice.		
Do you think the distance to your child's current school is over 2 miles from the home address?	Yes	No

### Exceptions

Is the child living in homeless/temporary accommodation and the distance is over 2 miles?	Yes	No
If yes, evidence must be provided.		
Have you enclosed a passport-sized photograph?	Yes	No
If yes, write the child's full name and date of birth on the back of the photograph.		

Please note that if your application is successful, the free travel pass will be sent to the 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 D. 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. For the same purposes, Manchester City Council may also share this information, with other organisations that handle public funds.

Signed	
Date	

Please return the completed form to:

School Admissions  
Manchester City Council  
PO Box 532  
Town Hall Extension  
Manchester  
M60 2LA

# **Application for a free primary school travel pass September 2023 to July 2024 - Notes of guidance**

Please keep these notes for your information.

## **Who can qualify for a free travel pass?**

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 an Education, Health and Care Plan, please contact the SEN Travel Co-ordination Unit, telephone 0161 219 6400 (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 from Manchester City Council, the child must be aged 4 to 11 and fall into one of these groups:

### **Group 1 – Looked After Child (LAC), LAC from overseas and previous LAC**

A child looked after, a child looked after from overseas or previously looked after by Manchester City Council and attending a primary school or academy more than 2 miles from their home address.

### **Group 2 – Primary distance**

A child aged between 4 – 7 years old who is

- attending a primary school more than 2 miles from the home address; and
- where nearer similar provision in Manchester is not available.

A child aged between 8 – 11 years old who is

- attending a primary school more than 3 miles but less than 15 miles from the home address; and
- where nearer similar provision in Manchester is not available.

The definition of nearer similar provision in primary 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.

Vacancy information used for nearer similar provision under Group 2 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 and 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 2023-24.

Whilst parents and carers have the right to express a preference for which school they wish their child to attend, a pupil who attends a school which is further away than the nearest school with places available will not be eligible for transport support.

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

A child aged between 4 - 11 years old and living in Manchester who is

- attending a primary school beyond 2 miles from the home address; and
- who receive free school meals; Universal Credit; or whose parents receive the maximum working tax credit award; and
- nearer similar provision is not available.

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 Universal Credit entitlement letter or full photocopy of your Tax Credit Awards Notice for 2023-2024 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.

### **Exceptions**

- (a) A child living within walking distance of 2 or 3 (dependant on age) 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 and evidence is provided which is more than 2 or 3 (dependant on age) miles from their current school. If evidence is not provided, your application form will be returned to you unconsidered.

## Further guidance

### What if my child does not qualify for a free travel pass?

You have the right to appeal the decision made if you feel your application was not considered correctly based on 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 20 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](mailto: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 Under 16 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 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](mailto: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 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 2023, 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 incurred 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 4-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 led to the delay of issuing a pass;
- the school lost/damaged the pass; or
- the school delayed giving the pass to the child.