

Application for a free secondary school travel pass or cycle voucher 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 or cycle voucher.

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.

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. Type of travel assistance

Tick the box next to the type of travel assistance you are applying for.

<p>Free travel pass</p> <p>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.</p>		
<p>Cycle voucher</p> <p>A cycle voucher can be used to purchase a bicycle and equipment up to the value of £180 (£90 for year 11 children). Read the attached notes carefully before applying for a cycle voucher.</p>		
<p>If you are applying for a cycle voucher, has your child passed Bikeability Level 2? (see notes for further details)</p> <p>A copy of the Bikeability Level 2 certificate must be provided if applying for a cycle voucher.</p>	Yes	No

Section B. 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 C. Parent/Carer's details

Parent/carer's forename	
Parent/carer's surname	
Relationship to child	
Email address	
Home telephone number	
Mobile telephone number	

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.

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	

Note that if your child attends an independent school (fee paying) you cannot apply for Free Travel assistance.

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

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, but less than 6 miles, from the home address?	Yes	No

Group 4 – Year 10 or Year 11

Has your child recently moved into Manchester from another local authority?	Yes	No
Does your child wish to remain at their current school which is under a different local authority?	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 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.

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 secondary 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 / 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 an Education and Health Care Plan, please contact the EHCP 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 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, A child looked after from overseas 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 – 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 aged 11 - 16 years 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 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.

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 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 2023-2024.

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

- (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.

Further guidance

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 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

Children under 16 can travel for the concessionary fare on all buses, trains and Metrolink trams in Manchester. Children can apply for an IGO 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 Bikeability 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 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 lead to the delay of issuing a pass;
- the school lost/damaged the pass; or
- the school delayed giving the pass to the child.