APPLICATION FOR ASSISTANCE WITH HOME TO SCHOOL TRAVELLING EXPENSES

Tameside Metropolitan Borough

PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE YOU START TO FILL IN THIS FORM.
PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

PLEASE APPLY EARLY – All applications received by the end of July will be guaranteed to be processed for the beginning of term in September. Applications received during the school summer holidays will be looked at in the order of the date received, we cannot guarantee a response by the beginning of term in September. We will be unable to process your application without this.

SECTION A: TYPE OF ASSISTANCE REQUIRED

	PLEASE TICK	
ZERO FARE BUS PASS		A TfGM bus pass enables the child to travel to and from school for free before 9pm on any Greater Manchester bus, tram or train. The pass is only valid for the journey shown on the pass. Any changes to those journeys must be authorised by the school using a 'Journey Variance Voucher'. This pass is valid for one academic year.
CYCLE ALLOWANCE		A cycle allowance of £30 can be made instead of a bus pass. Please read the attached notes carefully before applying for a cycle allowance.

PLEASE TICK THE RELEVANT BOX BELOW

THIS IS A NEW APPLICATION DUE TO:

CHANGE OF SCHOOL		HOUSE MOVE		CHANGE IN ELIGIBILITY *		Date of Change

***i.e. Student has become eligible for Free School Meals or Parent now receiving Maximum Working Tax Credit**

NO CHANGE IN CIRCUMSTANCES BUT WOULD LIKE TO APPLY FOR PASS		THIS IS A RENEWAL APPLICATION	

SECTION B: CHILD DETAILS

CHILD'S SURNAME:	CHILD'S FORENAME:	DATE OF BIRTH:		
		DD	MM	YYYY

HOME ADDRESS: THIS MUST BE THE CHILD'S PERMANENT RESIDENTIAL ADDRESS

POST CODE: **DATE MOVED TO THIS ADDRESS:**

IF YOU HAVE MOVED HOUSE IN THE LAST 12 MONTHS, PLEASE STATE YOUR PREVIOUS ADDRESS

POST CODE:

SECTION C: PARENT/CARER DETAILS

PARENT/CARER SURNAME:	PARENT/CARER FORENAME:	RELATIONSHIP TO CHILD:
PARENT NATIONAL INSURANCE (NI) NUMBER:	**PARENT DATE OF BIRTH:**	**MOBILE TELEPHONE NUMBER:**
	DD / MM / YYYY	
HOME TELEPHONE NUMBER:	**EMAIL ADDRESS:**	

SECTION D: TRANSPORT ASSISTANCE ELIGIBILITY

PLEASE COMPLETE THE QUESTIONS BELOW AND ATTACH FURTHER EVIDENCE AS INDICATED.
SEE THE ATTACHED NOTES FOR INFORMATION REGARDING THE ELIGIBILITY CRITERIA.

NAME OF PRESENT SCHOOL:	
NAME OF PRIMARY SCHOOL ATTENDED:	

HAS YOUR CHILD HAD A FREE TRAVEL PASS FOR THIS SCHOOL/ACADEMY IN THE PAST?	**YES**	**NO**	
DOES THE CHILD HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?	**YES**	**NO**	
IS THE CHILD ELIGIBLE FOR FREE SCHOOL MEALS?	**YES**	**NO**	
IS THE PARENT IN RECEIPT OF THE MAXIMUM WORKING TAX CREDIT?	**YES**	**NO**	→ **IF YES, YOU MUST ENCLOSE A FULL COPY OF YOUR MOST RECENT TAX CREDIT ASSESSMENT NOTICE.**
HAVE YOU ENCLOSED A PASSPORT SIZED PHOTOGRAPH?	**YES**	**NO**	→ **PLEASE WRITE THE FULL NAME OF THE CHILD ON THE BACK OF THE PHOTOGRAPH**
HAVE YOU ENCLOSED A STAMPED, SELF- ADDRESSED ENVELOPE?	**YES**	**NO**	

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 apply for the child named on this application to be considered for assistance with travelling expenses. I understand that assistance with travelling expenses issued on the basis of false or misleading information may result in assistance being withdrawn.

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

I accept that where a cycle allowance is made, Tameside Council is not responsible for the safety of the cyclist or the security of the cycle equipment. I acknowledge a replacement allowance or free bus pass 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 WITH A **STAMPED, SELF ADDRESSED ENVELOPE** TO:

SCHOOL ADMISSIONS TEAM, TMBC, HYDE TOWN HALL, MARKET STREET, HYDE, SK14 1AL

OFFICE USE ONLY				
GROUP 1	**YES / NO**	**DISTANCE**	**PASS NUMBER**	**ISSUED BY**
GROUP 2	**YES / NO**			
GROUP 2 FAITH	**YES / NO**			
GROUP 3	**YES / NO**			
ISSUED ON APPEAL	**YES / NO**	**REASON**		

APPLICATION FOR ASSISTANCE WITH HOME TO SCHOOL TRAVELLING EXPENSES – GUIDANCE NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE YOU START TO FILL IN THE APPLICATION FORM.

You may wish to detach these notes and keep them in a safe place so that you can refer to them at a later date.

The application form must be completed by the child's parent or carer. You must enclose a passport sized photograph of your child with the completed form; please write your child's name on the back of the photograph. You should also enclose a stamped, self addressed envelope.

Who can qualify for a zero fare bus pass/cycle allowance?

The following groups of pupils are eligible for a zero fare bus pass or cycle allowance:

Group 1

Pupils whose **nearest** qualifying school is **outside the statutory walking distance**. Statutory walking distance is defined in law as more than:

- Two miles for children of school age but under the age of 8
- Three miles for children or young people aged 8 – 16

Group 2

Pupils from **low income** families travelling to:

- One of the nearest 3 qualifying schools where they live more than 2 miles but less than 6 miles from that school;
- The nearest school preferred by reason of a parent's faith or belief, where the school is more than 2 miles but less than 15 miles from the child's home.

Low income is defined as pupils who are eligible for free school meals or whose parent is in receipt of the maximum level of Working Tax Credit (proof required).

Group 3

Pupils, who **move into Tameside** from another area, are of compulsory school age and in Years 10 or 11, want to stay at their current school and will have to travel more than three miles to that school.

Definitions

In all the above criteria, distance will be measured as walking distance from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

The law defines a qualifying school as a school with places available that provides education appropriate to the age, ability and aptitude of the child. Availability of places will be assessed as at the time of allocation unless the application is as a result of a change in family circumstances.

What if my child does not qualify for assistance with home to school travel expenses?

Children aged 16 or under and have not yet completed year 11 at school can travel for the concessionary fare on all buses, trains and Metrolink trams in Greater Manchester. The concessionary fare for each bus journey is half the normal adult fare, no matter how far the bus journey. In some cases, return fares will also be available.

Children aged 11 to 16 you will need an igo pass to pay the concessionary fare on buses and trams in Greater Manchester. An igo pass proves the child is aged 16 or under and is valid until 31 August after their 16th birthday.

Many bus operators have weekly and monthly ticket schemes that can reduce the cost and includes unlimited travel on their own buses. You must have an igo card to buy these tickets. You can get an igo application form from Transport for Greater Manchester Travelshops or visit the website www.tfgm.com where you can download an application form.

My child has an education, health and care plan (EHCP) or mobility issues, do I use this form to apply for transport assistance?

Please do not complete this form if your child has an EHCP or a temporary mobility issue and you want to apply for home to school transport. A separate, more relevant form is available by contacting the Integrated Transport Unit on 0161 342 3205.

What is a cycle allowance?

Tameside Council will pay a £30 cycle allowance per year to parents. This is an alternative to a zero fare bus pass. Tameside Council is not responsible for the safety of the cyclist or the security of the cycle equipment.

A replacement cycle allowance or zero fare bus 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 attends school.

What if my child loses their travel pass?

If your child loses their zero fare bus pass, do not fill in this form. Replacement passes can be obtained from Transport for Greater Manchester. A £5 admin fee is currently payable. Please contact them on 0161 244 1050 or visit the website www.tfgm.com where you can download a replacement application form.

What happens next?

If your child is refused assistance with home to school travel expenses, we will write to you to explain why. If your application is successful, the pass will be posted in the stamped, self addressed envelope you should provide. If we receive your application by 31 July, the pass will normally be available at the start of the autumn term.

For applications received after 31 July, we aim to have the travel pass/ cycle allowance available approximately 4 weeks after the form arrives with the School Admissions Team.