

# 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 print 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.

## **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](http://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. Applications for children with an EHCP or mobility issues should be made to Transport for Greater Manchester. Further information can be found on their website: <https://tfgm.com/tickets-and-passes/passes-for-disabled-people>

## **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](http://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, we will contact you to request a photograph, and the pass will be posted to your home address. If we receive your application by 31 July, the pass will normally be available at the start of the autumn term of the following school year.

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