

HOME TO SCHOOL TRAVEL APPLICATION GUIDANCE NOTES

Please use these notes when completing an application for assistance with transport to and from school. If your child has a statement of Special Educational Needs they are entitled to a Concessionary Plus Travel Pass, please contact the School and College Transport Team 0161 253 6968 for further information.

1. The address that the pass will be issued from must be the same as that registered with your child's school. If the address you use is different to that held by school, evidence will be required to demonstrate that the child resides at that address.
2. Provide at least one telephone number for contact purposes, you may include more than one number if you have one.
3. If you provide an email address, this will be used to contact you.
4. If your child is moving school please supply details of their new school as marked **(A)** and their current or previous school.
5. If you are in receipt of the maximum level of Working Tax Credit you MUST include evidence (Child Tax Credit Award Notice for the current tax year that the application is made).
6. Sign and date the application form before submitting
7. Ensure that all the documentation required and a passport sized photograph are included with the application
8. The photograph must be passport sized and a clear image, similar to that required for a passport and have the child's name and date of birth clearly written on the reverse.
9. You may return your application form and additional evidence either by post or by hand to The School and College Transport Team, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ.
10. Those applications received by 31st July will be available for collection before 1st September. Applications received after this date cannot be guaranteed to be available for the beginning of the new school year.
11. You will receive notification through the post or by email to confirm whether or not your child qualifies for a free travel pass. The pass can then be collected from 3 Knowsley Place. Your documentation will be returned to you when the pass is issued.

Checklist:

1. Have you signed the application form on page 2?	
2. Have you attached a recent passport size photograph of your child?	
3. Have you noted your child's name and date of birth on the back of the photograph?	
4. Have you provided recent proof of benefit (if you are entitled to free school meals or receiving the maximum level of Working Tax Credit)?	

Please return the completed application form and supporting documents to:
School and College Transport Team, Children's Services Department, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ.