

ATTACH 2 PASSPORT-SIZED PHOTOS

# **SECONDARY APPLICATION FORM FREE STAGECOACH TRAVEL PASS 2020 / 2021**

This bus pass application is for children who live in North East Lincolnshire, who will be aged 16 years or under on 31 August 2021 **and**

* Attend one of three nearest suitable schools to their home address **and**
* Qualify for free school meals or their parents/carers are in receipt of maximum Working Tax Credits **and**
* The school must be not less than two miles (by the shortest walking route) and not more than six miles from their home address.

**TWO PASSPORT SIZE PHOTOGRAPHS MUST ACCOMPANY THIS APPLICATION**

**Part A (To be completed by parent / carer)**

|  |  |
| --- | --- |
| **Full name of pupil** |  |
| **Date of Birth** |  |
| **Address** |  |
| **School/Academy attended** |  |
| **In receipt of (tick appropriate box)** | **Free school meals or maximum working tax credit** |
| **Bus pass required** | **Start date:**  **Until:** |

**IT IS IMPORTANT THAT YOU READ ALL OF THE INFORMATION ON THIS FORM**

If a free travel pass is provided, I agree to ensure that the pupil named above complies with the conditions of use (overleaf) and to return the said pass within seven days of the pupil becoming unable, from any cause whatsoever, to make use of it for the purpose for which it was granted. If I fail to return the pass within the seven days stipulated, I agree to repay any outstanding monies to North East Lincolnshire Council. In the event of loss or damage I understand that I have to pay £15.00 for a duplicate pass.

**Where I am applying for a bus pass on grounds that my son/daughter is entitled to free school meals (FSM) I hereby authorise the local taxation and benefits shared service to confirm his/her entitlement to FSM with the Education Transport Team, North East Lincolnshire on request.**

I understand that the information I have provided to North East Lincolnshire Council regarding my child and family will be recorded and used for the purpose of providing services, support, advice and guidance to my child and family. I agree to my family’s personal information being processed and shared by North East Lincolnshire Council with appropriate partners and organisations to enable them to provide us with services, support, information, advice and guidance in order to achieve a positive outcome for me and my family. North East Lincolnshire Council is the Data Controller for the processing of my personal information and that will process all personal information in accordance with the Data Protection Act and GDPR.

**Signature of parent / carer** **Date**

**Part B Reminder: YOU CAN ONLY APPLY FOR A FREE PASS FOR YOUR CHILD IF:**

**1.** He or she will be aged 16 years or under on 31 August 2021, lives in North East Lincolnshire and attends one of the three nearest North East Lincolnshire schools which is more than two miles (by shortest walking route**)** but less than six miles from their home address

**And**

**2** Is eligible for free school meals.Eligibility for Free School Meals can be checked on our database providing that parents/carers have applied for them.

**Or**

**3** The parent(s) with whom the child lives are in receipt of their maximum Working Tax Credit (no deductions for income)**.** The original letter notifying parents of the award of the maximum level of Working Tax Credit (no deductions for income) must be enclosed with your application. It will be returned by post.

**Lost, damaged or defaced passes will be replaced on application to the education transport team during normal office hours. An administration fee of £15.00 and a new passport size photograph is required. Replacement normally takes up to five working days.**

**Please send the completed form (with evidence of Working Tax Credit if applicable) to:**

**Education Transport, Civic Offices, Knoll Street, Cleethorpes, DN35 8LN**

**Part C** (For office use only)

One of the three nearest schools

Distance between home and school miles

Eligible for free school meals

Or

Entitled to maximum working tax credit

Checked by

Bus pass Approved / Not Approved by (signature) on (date)

**STAGECOACH GRIMSBY CLEETHORPES FREE TRAVEL PASSES**

**CONDITIONS OF USE**

**1**. The pass is valid for a **maximum** of one school year and comprises a photocard and a renewable ticket.

**2**. The pupil must provide good likeness, passport size photographs, full face and without headgear.

**3**. The renewable pass will indicate the expiry date but the pass is only valid for use Monday to Friday during term time.

**4**. Any attempt to use the pass which is in breach of these conditions will render the user liable to prosecution and the pass liable to withdrawal and cancellation.