

APPLICATION FOR SCHOLARS TRAVEL PASS 2020/2021
For Pupils aged 5 to 16

(Wirral residents only - to be completed by parent or guardian)

You must provide 2 passport size photographs and a stamped self-addressed envelope with this application.

Full name of pupil	Date of birth	School
Full Name of Parent/guardian	Parent Date of birth*	National Insurance Number*
Address:		
Post code		
Phone number		
E-mail address		
Does your child have a Statement of Special Educational Needs or Education Health and Care Plan?	YES/NO	

If you are in receipt of Free School Meals or any of the following benefits: Employment Support Allowance (Income related), Guaranteed Pension Credit, Job Seekers Allowance (Income based) or Maximum amount of Working Tax Credit then please confirm in the box below which benefit you receive.

Type of benefit received		Please provide a recent letter confirming the benefit you receive. You must also provide your full name, date of birth* and NI Number* above.
Maximum amount of Working Tax Credit OR Universal Credit with income below £7400		Please provide your most recent Credit Award Notice (All Pages). You must also provide your full name, date of birth* and NI Number* above.

Proof of benefit should be forwarded together with this application form to the address overleaf.

* Applicants who are NOT applying on the basis of low income/benefits do not need to complete their date of birth or National Insurance Number. Parent/Guardians full name is required for all applications.

SEE OVERLEAF FOR CONDITIONS OF USE AND TO SIGN FORM

FOR OFFICE USE ONLY			
Eligibility		Duplicate card no	
Authorised		Duplicate ticket no	
Zone		Receipt no	
Card no		Issued to	
Ticket no		Date issued	
Date issued		Scanned	
Entered on computer		Filed	

CONDITIONS OF ISSUE

Please complete the relevant undertaking: -

1. I hereby confirm that the details provided overleaf are true to the best of my knowledge and belief and that I have read the Authority's Transport Policy.
2. I undertake to discharge the cost of providing a travel pass to my child should he/she not be entitled to free travel in accordance with the Authority's Transport Policy.
3. I will report to the Local Authority immediately any change of school attended, home address or benefit entitlement that takes place after a travel pass has been issued. Should I be informed by the Local Authority that my child is not entitled to a free travel pass, I will return the travel pass to the Local Authority within seven days of notification that my child is no longer entitled to a travel pass and will reimburse the Local Authority for the cost of the travel pass from the date my child was no longer entitled to it, to the date the pass is returned. If I do not return the travel pass within seven days, I understand that I will reimburse the Local Authority for the cost of the travel pass from the date my child was no longer entitled to it, up to the expiry date of the pass.
4. I understand that you will use the information I have provided to process my claim for free travel. You may check the information with other departments within the Council for the prevention of fraud.
5. The loss of a pupil's free travel pass must be reported to the school and the Children and Young People's Department immediately. To apply for a replacement pass please write to the address below enclosing a cheque/postal order made payable to Wirral Council. There is a £15.00 charge for the first replacement pass. Any further replacement passes requested will be charged at £20.00 per pass.
6. Please read the conditions of use as printed on the travel pass. Misuse or damage may result in the withdrawal of the pass. Damaged passes will be replaced free of charge only if the serial number on the pass is legible. Passes are valid from the beginning of the Autumn Term 2020

PLEASE INCLUDE:

- **Two recent passport size photographs (5cm x 3.5cm). Your child's name, address and school must be printed on the back of each photograph. Computer scanned photos will not be accepted.**
- **A stamped self-addressed envelope with the completed form. Applications submitted without a stamped self-addressed envelope will result in the travel pass, when issued, being sent directly to the school/college.**
- **Proof of benefit if required (please read Wirral Home to School Transport Policy).**

NOTE: Before signing this form please ensure that you have considered the Authority's Transport Policy and all the notes and conditions contained in this form. If you have any queries please contact the Children and Young People's Department on 0151 606 2020.

Remember to include 2 photographs and a stamped self-addressed envelope before posting.

Signature of parent: _____

Date: _____

This form should be completed and posted by Friday 19th July 2020 to:

**Mainstream Admissions
PO Box 290
Brighton Street
Wallasey
CH27 9FQ**

Failure to return the form by this date may result in the pass not being issued by the start of the Autumn Term 2020.