

**Manchester City Council  
Report for Resolution**

**Report to:** Children and Young People Scrutiny Committee – 24 May 2016  
Executive – 1 June 2016

**Subject:** Free Travel Policy for Primary and Secondary Age School Pupils

**Report of:** Director of Education and Skills

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**Summary**

This report describes the response to statutory consultation on the implementation of the City Council's free travel policy for primary and secondary age school pupils. A new free travel policy was previously agreed by the Executive in March 2015 when it was also agreed that it would be implemented on a phased basis starting with reception and year 7 pupils only. This means that the council currently operates one policy for children in reception class and year 7 (Appendix B1 and B2) and one policy for children in all other year groups (Appendix B3). This report recommends that the Council ceases the phased implementation and adopts the new policy for all school aged children who will be accessing mainstream provision for the school year 2016/2017.

The full new policy proposed can be found at appendix A1 and A2.

**Recommendations:**

The Children and Young People Scrutiny Committee is asked to note this report and comment on the proposed change to implementation of the new policy, as appropriate.

The Executive is asked to

1. note this report and the comments of the Children and Young People Scrutiny Committee.
  2. to agree that the new policy agreed in 2015 is applied to all applicants for primary and secondary free travel passes in the school year 2016/2017, not just those applying within the reception, year one, year seven and year eight cohorts as would have been the case under the planned phased implementation. This will include all children who have been awarded a free travel pass under the previous policy.
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**Wards Affected:**

All

Manchester Strategy outcomes	Summary of the contribution to the strategy
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	Regular school attendance helps to ensure all children and young people achieve their full potential and are prepared for life after school.
A highly skilled city: world class and home grown talent sustaining the city's economic success	The increase in pupil numbers across the City requires additional primary and secondary school places. This involves capital investment in new buildings and in modifying existing buildings, which creates employment in construction and other associated building enterprises.
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	Access to good and effective schools providing a high quality education is central to the Council's strategy of developing sustainable neighbourhoods
A liveable and low carbon city: a destination of choice to live, visit, work	Access to good and effective schools providing a high quality education make Manchester increasingly attractive to economically active people as a place to work, live and bring up children.
A connected city: world class infrastructure and connectivity to drive growth	Robust admission and free travel policies are essential in ensuring that the available places are easily accessible.

**Full details are in the body of the report, along with any implications for:**

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

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### **Financial Consequences – Revenue**

The Free Travel budget for 2016/17 is £787,904 and is made up of Council budget and Department for Communities and Local Government (DCLG) Grant for Extended Rights to Free Travel grant.

The budget is after the agreed £183,000 budget saving which is being achieved via the proposed changes to the travel policy set out in this report.

### **Financial Consequences – Capital**

None

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### **Background Documents**

Equality Impact Assessment  
Responses to the statutory consultation  
Executive report 18 March 2015

## **1. Introduction**

- 1.1 Eligibility for free travel to school is set within a framework of statutory guidance. Local Authority responsibility, parental responsibility and pupil eligibility is laid out in the Education Act 1996, the Education and Inspections Act 2006 and the Department for Education (DfE) home to school travel and transport statutory guidance 2014.
- 1.2 Home to School transport for children attending special schools, nursery provision or sixth form provision is not part of this review. Children and young people attending fee paying independent schools are not entitled to LA funded free travel. Children and young people who live in other LA areas but attend a Manchester school apply for free travel to their home LA.
- 1.3 Children and young people resident in Manchester and attending any LA maintained school, Academy school or free school (located in or outside Manchester) are covered by the policies set out in this report.

## **2.0 Policy Framework & Application of the Policy**

- 2.1 In December 2014 the Young People and Children Scrutiny Committee received a report proposing significant changes to the primary and secondary free travel pass policies in order to achieve savings of £40,000. The change of policy was agreed on an incremental basis to minimise the impact on families who may have received free travel in previous years.
- 2.2 Manchester's current policies (the new policy applied to applicants in reception and year 7 and the previous policy which has continued to be applied to applicants in years 1 to 6 and 8 to 11 during school year 2015/16), which are set out in appendix B, for free travel for primary and secondary children and young people seek to support parental preference in choosing a school. The policy aims to support, in particular, children and young people from low income families, children and young people who are looked after or have been previously looked after and those who live in homeless or temporary accommodation. It is also intended to support regular attendance for those children choosing to travel longer distances to and from school each day.

The main changes included in the new policy previously approved for implementation on an phased basis were:

- a. The 'Similar provision' criterion is defined as any secondary school (including academies) which makes educational provision appropriate to the age, ability and aptitude of the child.
- b. The distance criterion for all applicants is defined as
  - 2 mile eligibility for children aged 4-7 years
  - 3 mile eligibility for children aged 8-11 years to their nearest suitable school
- c. Where the child is entitled to free school meals or their parents are in

receipt of maximum Working Tax Credit the distance criteria will be defined as

- i. the nearest suitable school is beyond 2 miles (for children over the age of 8 and under 11);
  - ii. the school is between 2 and 6 miles (if aged 11-16 and there are not three or more suitable nearer schools);
  - iii. the school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).
- d. The criterion for secondary applicants to be re assessed on distance only, where the application is to attend the same secondary school is to be removed

### **3.0 Statutory Consultation**

- 3.1 It is proposed that the policy agreed in 2015 for incremental implementation is applied to all applicants for the primary and secondary free travel passes in the school year 2016/ 2017, not just those applying within the reception, year one, year seven and year eight cohorts, as would have been the case under a continued phased implementation. This will include all children who have been awarded a free travel pass under the previous policy.

Statutory consultation on these proposed changes to the implementation of the City Council's free travel policy took place between 25 January 2016 and 26 February 2016, directly with the stakeholders listed below. The same categories of consultees were used in the previous consultation to change the free travel policy in March 2015.

a. all parents who had applied in the previous academic year for free travel, regardless of whether their application was successful or not.

b. Manchester primary and secondary schools, including Academies and Free Schools;

c. all neighbouring LAs;

The consultation was also live on the City Council website between 25 January 2016 and 26 February 2016 and therefore available to comment by all Manchester residents.

- 3.2 For all consultees, a questionnaire was made available on the Manchester City Council website or a hard copy of the questionnaire was provided free of charge, on request.
- 3.3 A range of views was expressed, some in favour of particular changes, others preferring the policy to remain unchanged and be implemented incrementally across year groups. Details of the consultation process and the outcomes of this consultation, provided externally by Mott Macdonald, are attached in

appendix C.

#### 4 **Responses**

4.1 The paragraphs which follow provide a commentary on each of the questions asked as part of the proposed policy changes. A total of 352 people responded although all did not fully respond to every question asked. The majority of respondents identified themselves as residents of Manchester (87%), whilst almost a fifth indicated that they were users of Council services (18%). Detailed below are the main comments and suggestions received however all responses and suggestions can be found in the consultation document at appendix C.

#### 4.2 **Do you agree or disagree that we should now apply these rules to children in ALL year groups including those who already have a free travel pass?**

A total of 348 responses were received to this question. 44% agreed that the policy should apply to all year groups, with 25% stating that they strongly agree to this although the changes should be phased in gradually. 49% of respondents disagreed with the proposal with 37% stating that they strongly disagree with the change.

#### 4.3 **Why do you agree or disagree?**

The main positive comment was that this would be fair and reasonable (16.4% respondents) The main negative comments were that the nearest school may not be the right or best choice(14.9% respondents) and that this will be disruptive and force children to change schools (13% respondents). The full list of positive and negative comments received for this question can be found at appendix C.

There were two main neutral comments received on this question, with 3.3% respondents stating the impact of the change would be dependent upon individual family circumstances and 4.8% respondents stating that all children should receive free travel.

#### 4.4 **How will these proposed changes affect you?**

A total of 248 respondents answered this question. 45.6% of respondents answering this question stated that the changes to policy would not affect them personally. 11.7% of respondents felt that they would suffer financial hardship, with 11.3% stating that this would result in a greater expense/cost for them. 1.6% of respondents stated that this change would result in cost savings and protection of other council services.

#### 4.5 **Do you have any further comments or suggestions on this option for free travel passes?**

Many respondents did not complete this question with only 171 responses

received. The main suggestion, with 14.6% of the respondents agreeing, was that a phased, gradual plan should be adopted when changing the policy.

Overall the outcome of the consultation is fairly evenly split regarding the proposal to apply the new policy to all applicants, including existing free travel pass holders. There is however a small majority of respondents disagreeing with the proposal with a vast range of reasons as to how this would effect them individually, as well as a proportion of those who agreed with the proposal who expressed a view that it should be phased in gradually.

## **5. Equal opportunities**

- 5.1 All children have an equal entitlement to attend a school according to their parent's or carer's preference or, where that is not possible, at an alternative school. The free travel pass policy supports the exercise of parental preference and regular school attendance, particularly for socially and financially disadvantaged groups of children.
- 5.2 The analysis made as part of the proposed changes to the implementation of the policy is based on the number of applicants applying for free travel. It does not include the gender or the religion of the applicant, we do not request this information as it is not relevant to them being able to access the service. However as we have single sex and faith schools in Manchester, we know how many free travel passes are issued to pupils who attend these schools and these children and young people may be impacted by the changes.
- 5.3 The proposed changes may also impact on children over 8 and under 11 because the criteria will change for this age group to the statutory minimum which is a 3 mile travel distance to school rather than 2 miles. An equality impact assessment has been completed as part of the consultation process and can be inspected upon request of the background documents.

## **6. Risk Management**

- 6.1. The main risk associated with the implementation of the free travel policy is that due to the increasing number of in year primary and secondary children, year on year more pupils may become eligible and this may place an unavoidable increase in costs to the Council,.
- 6.2 It will be important to keep the free travel policy under review, so that it continues to support access to school places and regular school attendance, without incurring unnecessary or avoidable costs.

## **7. Recommendations**

The Children and Young People Scrutiny Committee is asked to note this report and comment on the proposed change to implementation of the new policy, as appropriate.

The Executive is asked to note this report and the comments of the Children

and Young People Scrutiny Committee; and to agree that the new policy agreed in 2015 is applied to all applicants for primary and secondary free travel passes in the school year 2016/ 2017, not just those applying within the reception, year one, year seven and year eight cohorts as would have been the case under the planned phased implementation. This will include all children who have been awarded a free travel pass under the previous policy.



## Appendix A1

### Free Travel Pass Policy SECONDARY 2016/17

This document sets out the policy of Manchester City Council in relation to the provision of free travel for children of compulsory school age in Year 7 – Year 11 at primary school. These arrangements will apply to pupils who will be starting in these year groups from 1 September 2016.

This policy reflects the current up to date eligibility for free travel to school is set within a framework of statute (the Education Act 1996 and the Education and Inspections Act 2006) and associated statutory guidance (Home to School Travel and Transport Guidance, July 2014).

#### Introduction

A child's parent or guardian has the legal responsibility for ensuring a child's attendance at school.

A local authority is only under a statutory duty to provide transport assistance if the nearest qualifying school is not within statutory walking distance of the child's home by the nearest available as set out in the Education Act 1996 (as amended) or to certain children whose families are on a low income (Schedule 35B to the 1996 Education Act). Otherwise the provision of transport is at the local authority's discretion.

Only where children meet the criteria in this policy will they be entitled to free transport between their home and school. This policy does not apply to children with Statements of Special Educational Needs/ Education Health Care Plans.

#### Secondary Arrangements

Free transport assistance will be provided for secondary children who reside in the borough of Manchester City Council who meet one of the following criteria:

##### Group 1 – Looked After Child (LAC) and previous LAC

- A child aged 11 – 16 years old and looked after by Manchester City Council or previously LAC; and
- attending a secondary school or academy beyond 2 from their LAC placement.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order immediately following having been looked after.

##### Group 2 – Distance/ nearer similar provision

A child who is aged between 11 – 16 years old and living in Manchester:

- who is attending a secondary school beyond 3 but less than 15 miles from the

- home address; and  
• where nearer similar provision in Manchester is not available.

Under group 2 nearer similar provision in secondary schools is defined as any secondary school (other than the school the applicant currently attends) which may be closer to the applicant's home address. This will also include any school offers and alternative school offers in conjunction with a school application made by the School Admissions team. If a pupil is attending a faith or single school, this will not solely be taken into account when looking for other available schools nearer to the home address. A school's performance and Ofsted rating are not applicable when assessing for nearer similar provision.

A school is defined as any maintained school, Academy or Free School.

When assessing for nearer similar provision for group 2 and group 3 the following dates will be used:

When defining nearer/similar provision for children entering year 7 class in Sept 2016 and the application is received by the LA before the start of the academic year	Availability at national offer day 1 March 2016
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#### **All other In Year applications**

When defining nearer/similar provision for applications received before the start of the Autumn term 2016 for year 8 - 11	Availability from 15 July 2016* (used for summer processing period only)
When defining nearer/similar provision for applications received in the Autumn term 2016 for year 7 - 11	Availability on 11 September 2016*
When defining nearer/similar provision for applications received in the Spring term 2017 for year 7 - 11	Availability on 15 January 2017*
When defining nearer/similar provision for applications received in the Summer term 2017 for year 7 - 11	Availability on 1 April 2017*

\*to be confirmed

#### **Group 3 – Low income. Free school meals/maximum Working Tax Credit.**

A child living in Manchester who is:

- attending a secondary school that is between 2 and 6 miles from their home;
- where there are not 3 or more nearer similar provision in Manchester available; **and**
- who receives free school meals; **or**
- whose parent receives the maximum Working Tax Credit.

A child living in Manchester who is:

- attending a faith school that is between 2 and 15 miles; **and**

- who receives free school meals; **or**
- whose parent receives the maximum Working Tax Credit.

The parent must supply a full copy of their Tax Credit Award Notice for the relevant year as evidence that they are in receipt of the maximum entitlement of Working Tax Credits.

#### **Group 4 – Year 10 or Year 11**

A child in Year 10 or Year 11 who has:

- recently moved into Manchester from another local authority and wishes to remain at their current school; and
- lives between 3 and 15 miles from their current school.

#### **Exceptions – Secondary**

- (a) a child living within statutory walking distance of 3 miles from their school where the nature of the route is unsafe or such that the child could not be expected to walk.
- (b) a child living in temporary or homeless families' accommodation;
- which is over 3 miles from their current school; and
  - evidence of temporary/homeless accommodation is provided.

#### **Cycle voucher**

A child living in Manchester who:

- Fulfils the criteria set out in either Group 1, Group 2 or Group 3; and
- The child has completed Level 2 Bikeability and has provided evidence.

Manchester City Council offers a cycle voucher that can be put towards the cost of a bicycle and cycle equipment up to the value of £180 (£90 for year 11 children). This is as an alternative to a free travel pass for secondary age children. For children in years 7-10 the cycle voucher is issued for a two year period.

Manchester City Council will not issue another cycle voucher or replacement travel pass in the following academic year. A replacement voucher or free travel 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 travels to and attends school.

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#### **Child's home address**

All applications will be assessed from the address where the child permanently resides. Parents are required to submit any evidence requested by the Local Authority in connection with the application. This may include proof of residence.

#### **Siblings**

There is no sibling category and all applications are assessed individually.

### **Shortest walking route**

For all free travel applications the distance between the child's home address and the school will be measured by the shortest walking route using the local authority's GIS computerised measuring system.

### **The processing of applications**

For applications received after 31 July 2016, the service will aim to issue and make the Free Travel pass available for collection from the child's school approximately 4 weeks (20 working days) after the form arrives at the School Admissions office.

### **Eligibility**

Travel passes will only be issued if the application fulfils the criteria as set out within this policy. Eligibility is reviewed annually and parent or carer is required to complete a new application form on an annual basis. The Local Authority reserves the right to withdraw a travel pass where the applicant has given fraudulent or deliberately misleading information to obtain the pass.

### **Refunds**

Where School Admissions has been unable to process the application within a four week period (20 working days), a refund may be issued for travel expenses incurred for travel after the 4 week processing period and up to the time the pass arrives at the child's school.

The refund will only be issued on receipt of evidence of the child's travel expenses, therefore only the original bus/tram/train tickets will only be accepted as evidence. The refund will not include school holidays and where a pupil is absent from school.

A refund will not take place where the application was delayed after the 4 week processing period due to the parent failing to provide the necessary or correct information and documentation to support their free travel application. For example evidence of Working Tax Credits maximum entitlement or a photograph.

### **The Appeal Process**

A parent or carer who wishes to appeal against a decision not to provide a free travel pass may do so through Manchester City Council's appeal procedure:

- Stage 1 – this is a review of the parent's case by the Director of Education and Skills.
- Stage 2 – this is a review of the parent's case by panel of 3 Senior Officers who are independent from the Director of Education and Skills.

Parents have the right to submit an appeal against the initial decision where they believe the application was not considered correctly on the basis of one or all of the following:

- Entitlement
- Distance measured
- Route safety
- Consideration of exceptional circumstances that was submitted along with the original application.

The parent must submit a Stage 1 appeal within 20 working days from the date of the original refusal decision letter along with the appeal reasons and any supporting evidence. The information received will be considered as a formal stage 1 appeal and a reviewed decision of the case will be made within twenty working days of receipt of the appeal request.

Written appeals should be sent to the following address:

Free Travel Appeals (Stage 1)  
The Corporate Complaints Team  
PO Box 532  
Town Hall  
Manchester  
M60 2LA

Alternatively parent's appeal and supporting documents can be emailed to [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

If the parent's Stage 1 appeal is not upheld, a letter will be sent to the parent within 5 working days from the date the appeal was heard. The parent will have the opportunity to submit a further appeal to Stage 2 of the appeal process within 20 working days from the date of the refused Stage 1 letter. A panel, independent to Education & Skills, will review the parent's appeal reasons and the Stage 1 appeal. Stage 2 appeals should be sent to the following address:

Free Travel Pass Appeals (Stage 2)  
The Corporate Complaints Team  
PO Box 532  
Town Hall  
Manchester M60 2LA  
Email [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

If the Stage 2 appeal is not upheld, a letter will be sent to the parent within 5 working days from the date the appeal was heard. If the parent feels that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled, the parent can submit a complaint to Local Government Ombudsman:

Local Government Ombudsman  
PO Box 4771  
Coventry  
CV4 0EH

Telephone: 0300 061 0614 (local call charge from a land-line or mobile)  
Text: 0762 480 4299  
Fax 024 7682 0001  
Email it to [www.lgo.org.uk/making-a-complaint](http://www.lgo.org.uk/making-a-complaint).

## Appendix A2

### Free Travel Pass Policy PRIMARY 2016/17

This document sets out the policy of Manchester City Council in relation to the provision of free travel for children of compulsory school age in Reception – Year 6 at primary school. These arrangements will apply to pupils who will be starting in these year groups from 1 September 2016.

This policy reflects the current up to date eligibility for free travel to school is set within a framework of statute (the Education Act 1996 and the Education and Inspections Act 2006) and associated statutory guidance (Home to School Travel and Transport Guidance, July 2014).

#### Introduction

A child's parent or guardian has the legal responsibility for ensuring a child's attendance at school.

A local authority is only under a statutory duty to provide transport assistance if the nearest qualifying school is not within statutory walking distance of the child's home by the nearest available as set out in the Education Act 1996 (as amended) or to certain children whose families are on a low income (Schedule 35B to the 1996 Education Act). Otherwise the provision of transport is at the local authority's discretion.

Only where children meet the criteria in this policy will they be entitled to free transport between their home and school. This policy does not apply to children with Statements of Special Educational Needs/ Education Health Care Plans.

#### Primary Arrangements

Free transport assistance will be provided for primary children who reside in the borough of Manchester City Council who meet one of the following criteria:

##### Group 1 – Looked After Child (LAC) and previous LAC

- A child aged 4 – 11 years old and looked after by Manchester City Council or previously LAC; and
- attending a primary school or academy beyond 2 miles from their LAC placement.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order immediately following having been looked after.

##### Group 2 – Distance/ nearer similar provision

A child who is aged between 4 - 7 years old and living in Manchester

- who is attending a primary school beyond 2 miles from home; and
- where nearer similar provision in Manchester is not available.

A child who is aged between 8 – 11 years old and living in Manchester

- who is attending a primary school beyond 3 but less than 15 miles from home; and
- where nearer similar provision in Manchester is not available.

Under group 2 nearer similar provision in primary schools is defined as any primary school (other than the school the applicant currently attends) which may be closer to the applicant's home address. This will also include any school offers and alternative school offers in conjunction with a school application made by the School Admissions team. If a pupil is attending a faith school, this will not be the only type of school to be taken into account when looking for other available schools nearer to the home address. A school's performance and Ofsted rating are not applicable when assessing for nearer similar provision.

A school is defined as any maintained school, Academy or Free School.

When assessing for nearer similar provision for group 2 the following dates will be used:

When defining nearer/similar provision for children entering Reception in Sept 2016 and the application is received by the LA before the start of the academic year	Availability at national offer day - 18 April 2016
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**All other In Year applications (Primary)**

When defining nearer/similar provision for applications received before the start of Autumn term 2016 for Year 1 – Year 6	Availability on 17 July 2015* (used for summer processing period only)
When defining nearer/similar provision for applications received in the Autumn term 2016 for Reception – Year 1	Availability on 4 September 2016*
When defining nearer/similar provision for applications received in the Spring term 2017 for Reception – Year 1	Availability on 8 January 2017*
When defining nearer/similar provision for applications received in the Summer term 2017 for Reception – Year 1	Availability on 1 April 2017*

\* to be confirmed

**Group 3 – Low income. Free school meals/maximum Working Tax Credit.**

A child aged between the ages of 8 - 11 years old and living in Manchester:

- who is attending a primary school beyond 2 but less than 6 miles from home; **and**
- who receives free school meals; **or**
- whose parents receive the maximum Working Tax Credit entitlement.

The parent must supply a full copy of their Tax Credit Award Notice for the relevant year as evidence that they are in receipt of the maximum entitlement of Working Tax Credits.

### **Exceptions**

- (a) a primary aged child living within 2 miles walking distance from their school where the nature of the route is unsafe or such that the child could not be expected to walk.
  - (b) a child living in temporary or homeless accommodation:
    - which is more than 2 miles from their current school; and
    - evidence of temporary/homeless accommodation is provided
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### **Child's home address**

All applications will be assessed from the address where the child permanently resides.

Parents are required to submit any evidence requested by the Local Authority in connection with the application. This may include proof of residence.

### **Siblings**

There is no sibling category and all applications are assessed individually.

### **Shortest walking route**

For all free travel applications the distance between the child's home address and the school will be measured by the shortest walking route using the local authority's GIS computerised measuring system.

### **The processing of applications**

For applications received after 31 July 2016, the service will aim to issue and make the Free Travel pass available for collection from the child's school approximately 4 weeks (20 working days) after the form arrives at the School Admissions office.

### **Eligibility**

Travel passes will only be issued if the application fulfils the criteria as set out within this policy. Eligibility is reviewed annually and parent or carer is required to complete a new application form on an annual basis. The Local Authority reserves the right to withdraw a travel pass where the applicant has given fraudulent or deliberately misleading information to obtain the pass.

### **Refunds**

Where School Admissions has been unable to process the application within a four week period (20 working days), a refund may be issued for travel expenses incurred for travel after the 4 week processing period and up to the time the pass arrives at the child's school.

The refund will only be issued on receipt of evidence of the child's travel expenses,



therefore only the original bus/tram/train tickets will only be accepted as evidence. The refund will not include school holidays and where a pupil is absent from school.

A refund will not take place where the application was delayed after the 4 week processing period due to the parent failing to provide the necessary or correct information and documentation to support their free travel application. For example evidence of Working Tax Credits maximum entitlement or a photograph.

### **The Appeal Process**

A parent or carer who wishes to appeal against a decision not to provide a free travel pass may do so through Manchester City Council's appeal procedure:

- Stage 1 – this is a review of the parent's case by the Director of Education and Skills.
- Stage 2 – this is a review of the parent's case by panel of 3 Senior Officers who are independent from the Director of Education and Skills.

Parents have the right to submit an appeal against the initial decision where they believe the application was not considered correctly on the basis of one or all of the following:

- Entitlement
- Distance measured
- Route safety
- Consideration of exceptional circumstances that was submitted along with the original application.

The parent must submit a Stage 1 appeal within 20 working days from the date of the original refusal decision letter along with the appeal reasons and any supporting evidence. The information received will be considered as a formal stage 1 appeal and a reviewed decision of the case will be made within twenty working days of receipt of the appeal request.

Written appeals should be sent to the following address:

Free Travel Appeals (Stage 1)  
The Corporate Complaints Team  
PO Box 532  
Town Hall  
Manchester  
M60 2LA

Alternatively parent's appeal and supporting documents can be emailed to [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

If the parent's Stage 1 appeal is not upheld, a letter will be sent to the parent within 5 working days from the date the appeal was heard. The parent will have the opportunity to submit a further appeal to Stage 2 of the appeal process within 20 working days from the date of the refused Stage 1 letter. A panel, independent to Education & Skills, will review the parent's appeal reasons and the Stage 1 appeal. Stage 2 appeals should be sent to the following address:

Free Travel Pass Appeals (Stage 2)  
The Corporate Complaints Team  
PO Box 532  
Town Hall  
Manchester M60 2LA  
Email [school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

If the Stage 2 appeal is not upheld, a letter will be sent to the parent within 5 working days from the date the appeal was heard. If the parent feels that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled, the parent can submit a complaint to Local Government Ombudsman:

Local Government Ombudsman  
PO Box 4771  
Coventry  
CV4 0EH

Telephone: 0300 061 0614 (local call charge from a land-line or mobile)  
Text: 0762 480 4299  
Fax 024 7682 0001  
Email it to [www.lgo.org.uk/making-a-complaint](http://www.lgo.org.uk/making-a-complaint)

## **Manchester Local Authority Free Travel Primary (Policy Two) 2015/16**

To qualify for a TfGM (transport for Greater Manchester) travel pass or free cycle voucher from Manchester City Council, the child must be a Manchester Resident aged 4 to 16 and fall into one of the groups below.

Manchester LA do not issue free travel pass/cycle vouchers to any child who attends an Independent school.

### **Group 1 – LAC and Previous LAC (Primary)**

A child aged 4 – 11 years old and looked after by Manchester City Council or previously LAC, (Previously looked after children are children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order immediately following having been looked after) and attending a primary school or academy beyond 2, but less than 6 miles from their LAC placement.

### **Group 2 – Nearer Similar Provision (Primary)**

A child between the ages of 4 - 7 years old and living in Manchester, who is attending a primary school beyond 2, but less than 6 miles from home. Or a child who is aged between 8 – 11 years old attending a primary school beyond 3 but less than 15 miles where nearer similar provision in Manchester is not available.

*Nearer similar provision in primary schools is defined as any primary school or academy (other than the school the applicant currently attends) which may be closer to the applicant's home address.*

### **Group 3 – Primary - Free school meals/maximum working tax credit allowance. (Primary)**

A child aged between 4 - 11 years old and living in Manchester and is attending a primary school beyond 2, but less than 6 miles from home, who receive free school meals or whose parents receive the maximum working tax credit award, and nearer similar provision is not available.

When assessing for nearer similar provision for a primary free travel pass the following fixed dates will be used to process applications.

When defining nearer/similar provision for children entering year 0 in Sept 2015 and the application is received by the LA before the start of the academic year	Availability at national offer day - 16 April 2015
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### **All other In Year applications (Primary)**

When defining nearer/similar provision for applications received before the start of Autumn term 2015 for year 0	Availability on 17 July 2015 (used for summer processing period only)
When defining nearer/similar provision for applications received in Autumn term 2015 for year 0	Availability on 4 September 2015
When defining nearer/similar provision for applications received in	Availability on 8 January 2016

Spring term 2016 for year 0	
When defining nearer/similar provision for applications received in Summer term 2016 for year 0	Availability on 1 April 2016

### **The Appeal Process**

You have the right to appeal the decision made if you feel your application was not considered correctly on the basis of one or all of the following

- Entitlement
- Distance measured
- Route safety
- Consideration of exceptional circumstances that was submitted along with the original application.

If you wish to appeal, you need to write to the address below within 20 working days of the date of your decision letter along with your reasons why you feel free travel should have been issued for your child. The information received will be considered as a formal stage 1 appeal and a review of the decision made on your case will be heard by the Director of Education & Skills within twenty working days of receipt of your request.

Your written request also needs to provide the details of the child(ren) concerned, including their full name, date of birth, and current address, along with any exceptional circumstances. Written appeals should be sent to the following address:

Free Travel Appeals (Stage 1)  
The Corporate Complaints Team  
PO Box 532  
Town Hall  
Manchester  
M60 2LA

Alternatively, you can email your documents to  
[school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

If you remain dissatisfied with the stage 1 outcome you may wish to escalate your case and request it be heard at a stage 2 appeal. Once a stage 2 appeal has been received at admissions the LA has 40 days to schedule and hear the appeal. The stage 2 appeal is heard by an independent panel.

Children under 16 can travel for the concessionary fare on all buses, trains and metrolink trams in Manchester. Children can apply for an Under 16 Card to enable them to buy special tickets that save more money. An application form can be obtained from the Transport for Greater Manchester Office (TfGM) by telephoning 0161 244 1050.

For all free travel applications the distance between the child's home address and the school will be measured by the shortest walking route using the LA's computerised measuring system.

## **Manchester Local Authority Free Travel Secondary (Policy Two) 2015/16**

To qualify for a TfGM (transport for Greater Manchester) travel pass or free cycle voucher from Manchester City Council, the child must be a Manchester Resident aged 4 to 16 and fall into one of the groups below.

Manchester LA do not issue free travel pass/cycle vouchers to any child who attends an Independent school.

### **Group 1 – LAC and Previous LAC (Secondary)**

A child aged 11 – 16 years old and looked after by Manchester City Council or previously LAC, (Previously looked after children are children who were looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order immediately following having been looked after) and attending a secondary school or academy beyond 2, but less than 15 miles from their LAC placement.

### **Group 2 – Nearer Similar Provision (Secondary)**

A child aged 11- 16 years old and living in Manchester, who is attending a secondary school or academy more than 3 miles but less than 15 miles from home, where nearer similar provision in Manchester, is not available.

*The definition of nearer similar provision in secondary schools for children who qualify under **group 2** is defined as any school (other than the school the applicant currently attends) which may be closer to the applicants' home address.*

### **Group 3 – Free school meals/maximum working tax credit allowance. (Secondary)**

A child aged 11- 16 year old and living in Manchester, attending a secondary school or academy more than 2, but less than 15 miles from their home, who receives free school meals, or whose parent receives the maximum working tax credit where there are not three or more nearer suitable schools. Also a similar school will be defined when looking at the school(s) applied for or the school attended. If the school applied for/attended is due to its faith then similar faith schools will be looked at when assessing group 3.

When assessing for nearer similar provision the following fixed dates will be used to process applications.

When defining nearer/similar provision for children entering year 7 class in Sept 2015 and the application is received by the LA before the start of the academic year	Availability at national offer day 2 March 2015
--	---

#### **All other In Year applications**

When defining nearer/similar provision for applications received before the start of Autumn term 2015 for year 7	Availability on 17 July 2015 (used for summer processing period only)
When defining nearer/similar provision for applications received in Autumn term 2014 for year 7	Availability on 11 September 2015

When defining nearer/similar provision for applications received in Spring term 2016 for year 7	Availability on 15 January 2016
When defining nearer/similar provision for applications received in Summer term 2016 for year 7	Availability on 1 April 2016

#### **Group 4 – Years 10 & 11**

A child in year 10 or 11 who has recently moved into Manchester but wishes to remain at a school outside the area and lives between 3 and 15 miles from the secondary school or academy attended.

#### **Group 5 - Exceptions**

(a) a child within statutory walking distance of 2 miles (4-8 years old) and 3 miles (8-16 years old), where the nature of the route is such that the child could not be expected to walk and there is no suitable school within walking distance.

(b) a child living in temporary or homeless families' accommodation and evidence is provided, which is more than 2 miles (4-7 years old) and 3 miles (8-16 years old) from their allocated school.

#### **The Appeal Process**

You have the right to appeal the decision made if you feel your application was not considered correctly on the basis of one or all of the following

- Entitlement
- Distance measured
- Route safety
- Consideration of exceptional circumstances that was submitted along with the original application.

If you wish to appeal, you need to write to the address below within 20 working days of the date of your decision letter along with your reasons why you feel free travel should have been issued for your child. The information received will be considered as a formal stage 1 appeal and a reviewed decision of your case will be made within twenty working days of receipt of your request.

Your written request also needs to provide the details of the child(ren) concerned, including their full name, date of birth, and current address, along with any exceptional circumstances. Written appeals should be sent to the following address:

Free Travel Appeals (Stage 1)  
The Corporate Complaints Team  
PO Box 532  
Town Hall  
Manchester  
M60 2LA

Alternatively, you can email your documents to  
[school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

Children under 16 can travel for the concessionary fare on all buses, trains and

metrolink trams in Manchester. Children can apply for an Under 16 Card to enable them to buy special tickets that save more money. An application form can be obtained from the Transport for Greater Manchester Office (TfGM) by telephoning 0161 244 1050.

For all free travel applications the distance between the child's home address and the school will be measured by the shortest walking route using the LA's computerised measuring system.

## **Manchester Local Authority Free Travel Pass Policy (ONE) 2015/16**

To qualify for a TfGM (transport for Greater Manchester) travel pass or free cycle voucher from Manchester City Council, the child must be a Manchester Resident aged 4 to 16 and fall into one of the groups below.

Manchester LA do not issue free travel pass/cycle vouchers to any child who attends an Independent school.

**This policy applies for children in years 1 – 6 at primary and year 8 – 11 at secondary, for the academic year 15-16**

### **Primary Arrangements**

#### **Group 1 - LAC primary**

A child looked after by Manchester City Council (or previously LAC) and attending a primary school more than 2 miles from their LAC placement.

#### **Group 2 - Primary**

A child living in Manchester, and attending a primary school or academy, more than 2 miles but less than 6 miles from home, where nearer similar provision in Manchester is not available.

When assessing for nearer similar provision for a primary free travel pass the following fixed dates will be used to process applications.

#### **All In Year applications**

When defining nearer/similar provision for applications received before the start of Autumn term 2015 for years 1-6	Availability on 17 July 2015 (used for summer processing period only)
When defining nearer/similar provision for applications received in Autumn term 2015 for years 1-6	Availability on 4 September 2015
When defining nearer/similar provision for applications received in Spring term 2016 for years 1-6	Availability on 8 January 2016
When defining nearer/similar provision for applications received in Summer term 2016 for years 1-6	Availability on 1 April 2016

### **Secondary Arrangements**

#### **Group 1 - LAC Secondary**

A child looked after by Manchester City Council (or previously LAC) and attending a secondary school or academy, between 2 and 15 miles from their LAC placement.

#### **Group 2 - Secondary**

A child living in Manchester, who is attending a secondary school or academy more than 3 miles but less than 15 miles from home, where nearer similar provision in Manchester, is not available within 6 miles.

When assessing for nearer similar provision the following fixed dates will be used to process applications.



### All In Year applications

When defining nearer/similar provision for applications received before the start of Autumn term 2015 for years 8-11	Availability on 17 July 2015 (used for summer processing period only)
When defining nearer/similar provision for applications received in Autumn term 2014 for years 8-11	Availability on 11 September 2015
When defining nearer/similar provision for applications received in Spring term 2015 for years 8-11	Availability on 15 January 2016
When defining nearer/similar provision for applications received in Summer term 2016 for years 8-11	Availability on 1 April 2016

Similar provision is defined as either a secondary school, academy, single sex or faith school. A similar school will be defined when looking at the school(s) applied for or the school attended. If the school is applied for/attended due to its faith then similar faith schools will be looked at when assessing group 2.

### Group 3 - Free school meals/maximum working tax credit allowance, secondary only

A child living in Manchester, attending a secondary school or academy more than 2 miles from their home, who receives free school meals, or whose parent receives the maximum working tax credit.

### Group 4 - Year 10/ 11

A child in year 10 or 11 who has recently moved into Manchester but wishes to remain at a school outside the area and lives between 3 and 15 miles from the secondary school or academy attended.

### Exceptions

(a) a child within statutory walking distance (of 2 miles for primary and 3 miles for secondary) where the nature of the route is such that the child could not be expected to walk and there is no suitable school within walking distance.

(b) a child living in temporary or homeless families' accommodation and evidence is provided, which is more than 2 miles (primary) and 3 miles (secondary) from their allocated school.

### The Appeal Process

You have the right to appeal the decision made if you feel your application was not considered correctly on the basis of one or all of the following

- Entitlement
- Distance measured
- Route safety
- Consideration of exceptional circumstances that was submitted along with the original application.

If you wish to appeal, you need to write to the address below within 20 working days of the date of your decision letter along with your reasons why you feel free travel should have been issued for your child. The information received will be considered as a formal stage 1 appeal and a reviewed decision of your case will be made within twenty working days of receipt of your request.

Your written request also needs to provide the details of the child(ren) concerned, including their full name, date of birth, and current address, along with any exceptional circumstances. Written appeals should be sent to the following address:

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Alternatively, you can email your documents to  
[school.admissions@manchester.gov.uk](mailto:school.admissions@manchester.gov.uk)

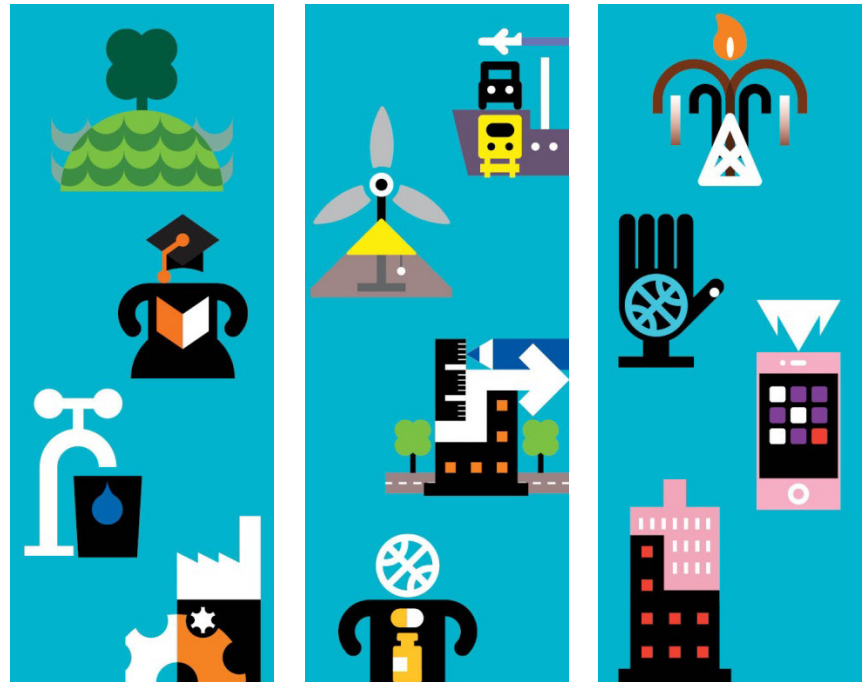
Children under 16 can travel for the concessionary fare on all buses, trains and metrolink trams in Manchester. Children can apply for an Under 16 Card to enable them to buy special tickets that save more money. An application form can be obtained from the Transport for Greater Manchester Office (TfGM) by telephoning 0161 244 1050.

For all free travel applications the distance between the child's home address and the school will be measured by the shortest walking route using the LA's computerised measuring system.

### **Renewal Applications**

All subsequent secondary applications will be reviewed annually, and assessed against the distance criteria **only**, where the child has previously been issued a pass and will be attending the **same** secondary school.

For all free travel applications the distance between the child's home address and the school will be measured by the shortest walking route using the LA's computerised measuring system.



# 2016 /17 Free School Travel Pass Analysis

March 2016

Manchester City Council





# 2016 /17 Free School Travel Pass Analysis

March 2016

Manchester City Council



## Issue and revision record

<b>Revision</b>	<b>Date</b>	<b>Originator</b>	<b>Checker</b>	<b>Approver</b>	<b>Description</b>
1	04.03.16	A Wallin	L Donovan	A Craddy	Draft Report

**Information class: Standard**

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# 1 Introduction

## 1.1 Project overview

Mott MacDonald was appointed by Manchester City Council (MCC) in February 2016 to undertake an analysis of the open questions in two surveys. MCC consulted with residents, business and third sector organisations on:

- the proposed options for the 2017 General Council Budget; and,
- changes to the rules on which school children are provided with a free school bus pass.

Both consultations took the form of online questionnaires, available through the council's webpage<sup>1</sup>.

This report details the findings of the **Free School Travel Pass Consultation**.

## 1.2 Context

As part of the last budget consultation in 2015, a revision was proposed and adopted by MMC to review the rules surrounding the allocation of free school travel passes. MCC decided to stop giving new passes to children who:

- choose to attend a faith or single-sex school rather than their nearest school; or
- are entitled to free school meals or from a family that receives maximum working tax credit, who choose not to attend their nearest school.

It was agreed that for children going into reception and year 7, MCC would only give passes to children if they meet the 'statutory requirements' – the children that are entitled to free school travel to by law.

In addition, to try to identify efficiencies and savings, one proposed option would be to make these rules apply to children in all year groups including those children who may already have a free travel pass which was allocated under the old rules. This would result in children who currently have a pass now needing to reapply for a pass for the next school year under the new rules and be subject to a review of eligibility.

This will mean that some children who have previously had a pass may have their passes revoked. For example:

- if a child goes to a faith or single sex-school but has a nearer school of another kind they will no longer get a pass; and
- if a nearer school place is available when they apply they will no longer get a pass.

This option is predicted to save £100,000.

The consultation on Free School Travel Passes was undertaken from Monday 25th January 2016 until Friday 26th February 2016.

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<sup>1</sup> <http://www.manchester.gov.uk/budget>

## 2 Free School Travel Pass Consultation

### 2.1 Questions

The questions asked in this online consultation are shown in Table 3.1 below.

Table 2.1: Free School Travel Pass Consultation Questions

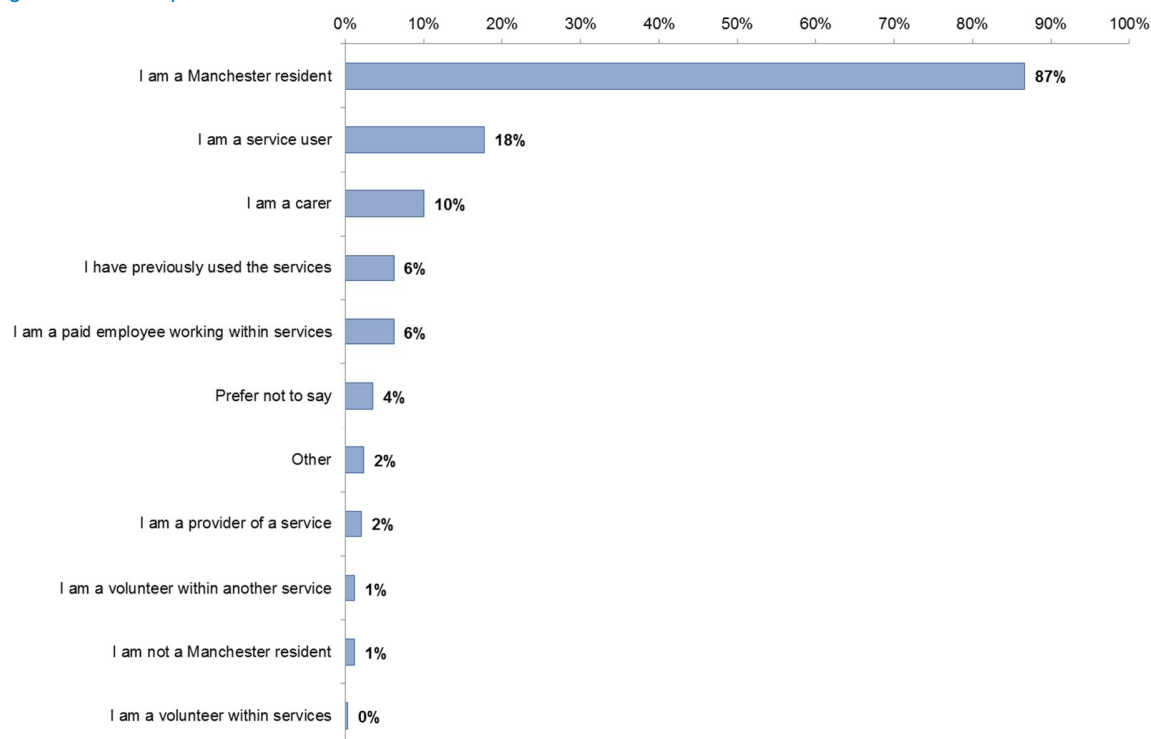
	Question Type
Q1. Do you agree or disagree that we should now apply these rules to children in ALL year groups including those who already have a free travel pass?	Closed
Q2. Why do you agree or disagree?	Open
Q3. How will these proposed changes affect you?	Open
Q4. Do you have any further comments or suggestions on this option for free travel passes?	Open

### 2.2 Respondent profile

This section of the report provides an overview of the demographic profile of those who responded to the Free School Travel Pass Consultation.

Consultation responses were crosstabulated against these key demographic characteristics, however, no notable differences or significant trends were noted between groups.

Figure 2.1: Respondent Status

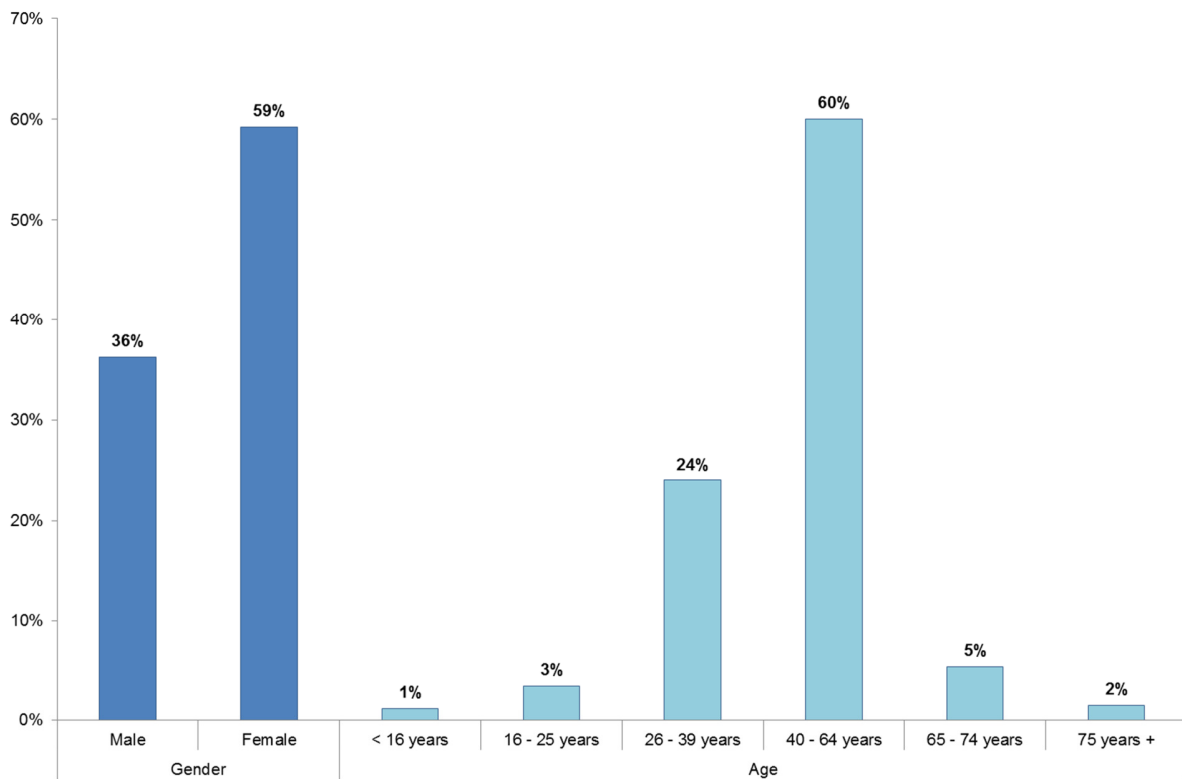


Base: 338 (Multiple Response)

The majority of respondents identified themselves as residents of Manchester (87%), whilst almost a fifth indicated that they were users of council services (18%). Gender and Age

Figure 2.2 below presents the gender and age profile of those who responded to the consultation:

Figure 2.2: Gender and Age



Base: Gender: 336 ; Age: 333

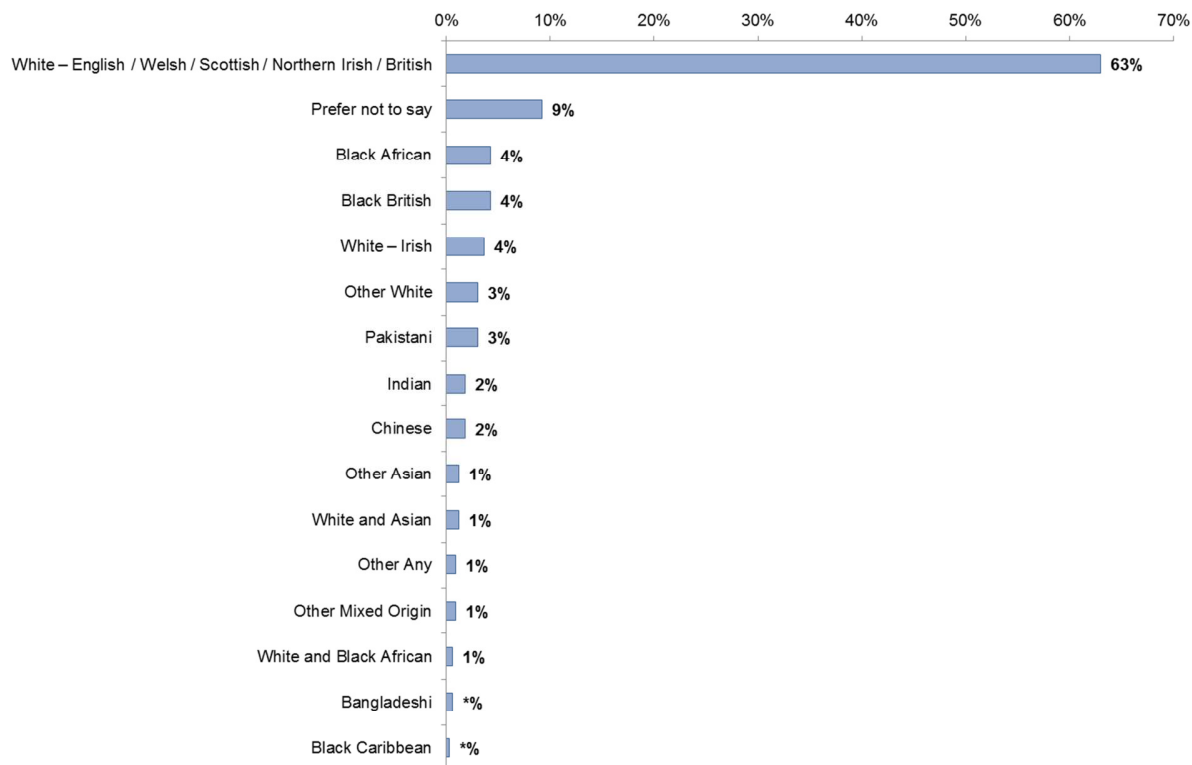
Around 6 in 10 respondents identified themselves as female (59%) and aged between 40 and 64 years respectively (60%).

### 2.2.1 Disability

8% of respondents considered themselves to have a disability or long term illness.

## 2.2.2 Ethnicity

Figure 2.3: Ethnicity



Base: 327

Just over three fifths of respondents identified their ethnicity as White (English/Welsh/Scottish/Northern Irish/British), whilst around a fifth (21%) of respondents identified themselves within a Black, Asian or Minority Ethnic (BAME) group.

## 2.2.3 Caring responsibilities

Of the 330 people who provided information about their caring responsibilities, 44% of respondents indicated that they were the primary carer of a child or children under 18 years of age, whilst 41% indicated that they did not consider themselves to have any caring responsibilities.

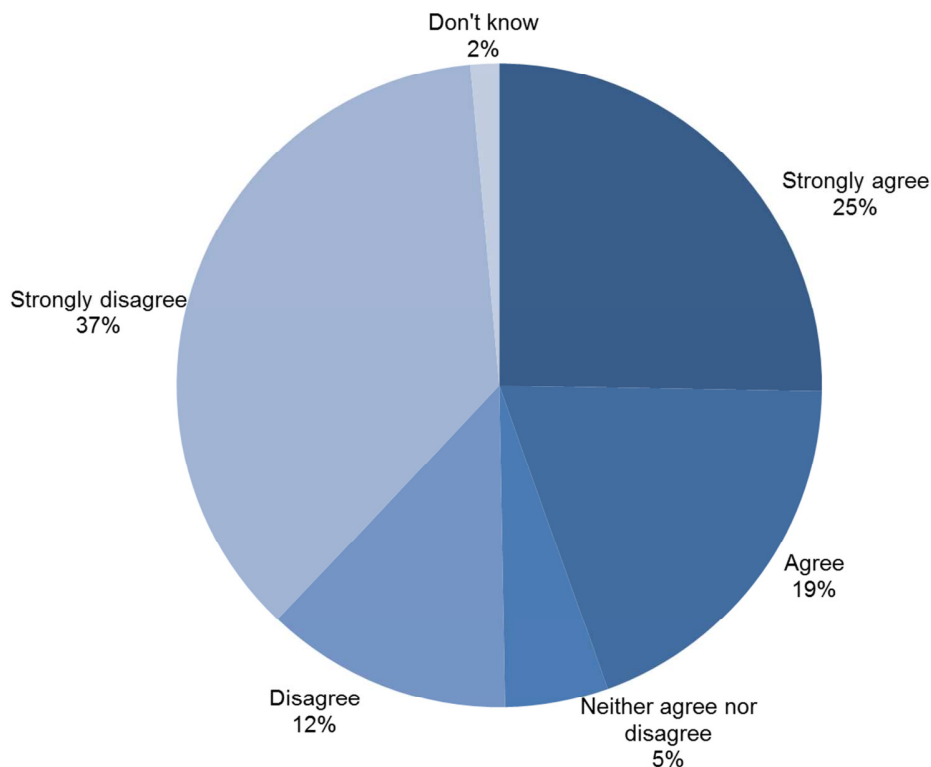
## 2.3 Consultation responses

The following section of this report summarises responses to the consultation in terms of an overview of the core quantitative question regarding level of agreement or disagreement with the proposals, plus a breakdown of qualitative coding undertaken on open ended comments made by respondents.

### 2.3.1 Q4. Do you agree or disagree that we should now apply these rules to children in all year groups including those who already have a free travel pass?

Respondents were asked to indicate their levels of agreement or disagreement with the proposed changes to the way in which free school travel passes are administered:

Figure 2.4: Q4. Do you agree or disagree that we should now apply these rules to children in ALL year groups including those who already have a free travel pass?



Base: 348

A mixed response towards proposals was evident, with 49% expressing disagreement, whilst 44% agreed with these proposals.

### 2.3.2 Reasons for agreement/disagreement

Respondents were asked to provide comments on why they agreed or disagreed with the proposals outlined.

These open ended comments have been thematically coded to capture key points, with the table below detailing comments or suggestions made by three or more respondents and categorised by whether these represented agreement, disagreement or a neutral perspective. A total of 269 respondents provided comments in response to this question, representing around three quarters (76%) of all survey respondents.

Table 2.2: Comments on the new options

Code	N.
<b>Agree</b>	
Fair / reasonable	44
Plan should be phased in gradually	29
Parents have a choice / must accept consequences	28
Good idea to reassess each year	11
Get rid of subsidised travel	7
Against faith schools in principle	4
<b>Neutral</b>	
Dependent on family's circumstances	9
All children should have free travel	13
<b>Disagree</b>	
Nearest school may not be right/best choice	40
Disruptive - will force change of schools	35
Sudden rule change - will upset long term choices	31
Unfair	23
Will cause financial hardship	19
Feel this discriminates against individuals based on religion	18
Will reduce freedom of choice	9
Feel this discriminates against faith schools (compared to non-faith schools)	8
Disruptive - may not be places for children who are moving	6
Criteria for passes are too restrictive	5
Happy with the current system	5
<b>Other</b>	
Other Answers	24

Base: 269

### 2.3.3 How the proposed changes will affect respondents

Respondents were asked to provide comments on how the new rules will affect them personally.

These open ended comments have been thematically coded to capture key points, with the table below detailing comments or suggestions made by three or more respondents and based on whether these represented a positive or negative viewpoint. A total of 248 respondents provided comments for this question, representing 70% of all survey respondents.

Table 2.3: Comments on how the new options will affect respondents

Code	N.
<b>Negative</b>	
Suffering financial hardship	29
Greater expense	28
Loss of the free pass	19
Will / may need to change schools	16
Might affect me / my child(ren)	11
Increased stress	7
Will affect friends / colleagues / families	7
Will affect faith based school choices	6
Will need to reconsider transport arrangements	5
Travel is expensive (generally)	3
<b>Positive</b>	
Positive effects - Cost Savings to Council/Protect Other Council Services	4
<b>Other</b>	
Will not affect me	113
Nothing in particular	19
Other Answers	17
Don't know	6

Base: 248

### 2.3.4 Any further comments or suggestions on option for free travel passes

Respondents were asked to provide any other comments they may have on free school travel passes and the option presented.

These open ended comments have been thematically coded to capture key points, with the table below detailing comments or suggestions made by three or more respondents. A total of 171 respondents answered this question, representing 48% of all survey respondents.

Table 2.4: Further comments

Code	N.
<b>Positive</b>	
Plan is fair/ reasonable	6
<b>Suggestions</b>	
Plan should be phased in gradually	25
Check for exceptional cases	13
There should be free school travel for all children	9
It should be means tested	8
Compromise	8
New rules must be well communicated	7
Bus companies should play a part in subsidising school travel	7
Get rid of all travel passes / subsidies	5
Free travel for school only	4
<b>Objections</b>	
Disagree with the proposals	16

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Code	N.
Happy with the current system	11
It denies poorer children the opportunity to go to good schools	10
Feel this discriminates against faith schools (compared to non-faith schools)	9
The savings generated are very small	8
Angry / appalled	6
Clumsy / 'one size fits all' approach	5
Unfair on poorer parents	5
Bureaucratically complex	4
Services are being aimed at those who don't work / don't want to work	3
<b>Other</b>	
Nothing in particular	22

Base: 171

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## 3 Conclusion

### 3.1 Consultation summary

Manchester City Council undertook a public consultation to gather feedback on proposed changes to the provision of free school travel passes.

A total of 352 responses were received to this consultation.

### 3.2 Summary of findings

A mixed response was evident towards the outlined proposals, with 49% of respondents expressing disagreement with these, whilst 44% agreed with the approach presented.

Key themes which emerged when respondents were asked to explain their agreement or disagreement with these proposals included:

- Plans seem fair/reasonable (n.44)
- Nearest school may not always be right/best choice for children (n.40)
- Disruptive – will force change of schools (n.35)
- Sudden rule change will upset long term choices (n.31)
- Plans should be phased in gradually (n.29)
- Parents have a choice/must accept consequences of choices (n.28)

When asked how the proposed changes would affect them, key themes identified by respondents included:

- Plans won't affect individuals (n.113)
- Suffering financial hardship (n.29)
- Greater expenditure/cost (n.27)

In terms of any further comments or suggestions regarding free school travel passes and the option outlined, key emergent themes included:

- Plans should be phased in gradually (n.25)
- Disagreement with proposals (n.16)
- The need to check for exceptional cases (n.13)
- Happy with the current system (n.11)

# Appendices

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## Appendix A. Coding Frames

### 3.3 Question 2 Coding

Table A.1: Question 2 Coding

		N.	%
Question 2 coding	Fair / reasonable	44	16.4%
	Nearest school may not be right/best choice	40	14.9%
	Disruptive - will force change of schools	35	13.0%
	Sudden rule change - will upset long term choices	31	11.5%
	Plan should be phased in gradually	29	10.8%
	Parents have a choice / must accept consequences	28	10.4%
	Other Answers	24	8.9%
	Unfair	23	8.6%
	Will cause financial hardship	19	7.1%
	Feel this discriminates against individuals based on religion	18	6.7%
	All children should have free travel	13	4.8%
	Good idea to reassess each year	11	4.1%
	Dependent on family's circumstances	9	3.3%
	Will reduce freedom of choice	9	3.3%
	Feel this discriminates against faith schools (compared to non-faith schools)	8	3.0%
	Get rid of subsidised travel	7	2.6%
	Disruptive - may not be places for children who are moving	6	2.2%
	Criteria for passes are too restrictive	5	1.9%
	Happy with the current system	5	1.9%
	Against faith schools in principle	4	1.5%
The current system has been abused	*	*%	
Don't know	*	*%	
Total		269	100.0%

### 3.4 Question 3 Coding

Table A.1: Question 3 Coding

		N.	%
Question 3 coding	Will not affect me	113	45.6%
	Suffering financial hardship	29	11.7%
	Greater expenditure / cost	28	11.3%
	Loss of the free pass	19	7.7%
	Nothing in particular	19	7.7%
	Other Answers	17	6.9%
	Will / may need to change schools	16	6.5%
	Might affect me / my child(ren)	11	4.4%
	Increased stress	7	2.8%
	Will affect friends / colleagues	7	2.8%

	N.	%
Will affect faith based school choices	6	2.4%
Don't know	6	2.4%
Will need to reconsider transport arrangements	5	2.0%
Positive effects - Cost Savings to Council/Protect Other Council Services	4	1.6%
Travel is expensive (generally)	3	1.2%
Will affect choices available to those who wish to send their children to single sex school	*	*%
Positive effects - For society/For the City	*	*%
Won't be able to afford the travel fees	*	*%
Positive effects - Personal	*	*%
Total	248	100.0%

### 3.5 Question 4 Coding

Table A.1: Question 4 Coding

	N.	%
Question 4 Coding		
Plan should be phased in gradually	25	14.6%
Nothing in particular	22	12.9%
Disagree with the proposals	16	9.4%
Check for exceptional cases	13	7.6%
Other Answers	13	7.6%
Happy with the current system	11	6.4%
It denies poorer children the opportunity to go to good schools	10	5.8%
There should be free travel for all children school age children (not time restricted)	9	5.3%
Feel this discriminates against faith schools (compared to non-faith schools)	9	5.3%
It should be means tested	8	4.7%
Compromise	8	4.7%
The savings generated are very small	8	4.7%
New rules must be well communicated	7	4.1%
Bus companies should play a part in subsidising school travel	7	4.1%
Plan is fair / reasonable	6	3.5%
Angry / appalled	6	3.5%
Get rid of all travel passes / subsidies	5	2.9%
Clumsy / 'one size fits all' approach	5	2.9%
Unfair on poorer parents	5	2.9%
Free travel for school travel time only	4	2.3%
Bureaucratically complex	4	2.3%
Services are being aimed at those who don't work / don't want to work	3	1.8%
Watch out for people abusing the system	*	*%



	N.	%
3 miles is too high a cut off distance	*	*%
Will cause financial hardship	*	*%
Don't know	*	*%
Total	171	100.0%

DRAFT