

TRANSPORT POLICY

Learners Aged 16-19 years in Further Education

Academic Year: 2012/2013

“If you or someone you know needs help to understand or read this document, please contact us”:

☎: 01709 822649 ☒: education.transport@rotherham.gov.uk Minicom: 01709 823536

Slovak

Slovensky

Ak vy alebo niekto koho poznáte potrebuje pomoc pri pochopení alebo čítaní tohto dokumentu, prosím kontaktujte nás na vyššie uvedenom čísle alebo nám pošlite e-mail.

Kurdish Sorani

كوردی سورانی

نهگهر تو یان كهسیك كه تو دهیناسی پیویستی بهیارمهتی هه بییت بو نهوهی لهم بهنگهنامه یه تیبتگات یان بیخوینیتتهوه، تکایه پهیوهندیمان پیوه بکه لهسهه نهو ژمارهیهی سههوهه دا یان بهو نیمهیه.

Arabic

عربي

إذا كنت انت أو اي شخص تعرفه بحاجة إلى مساعدة لفهم أو قراءة هذه الوثيقة، الرجاء الاتصال على الرقم اعلاه، أو مراسلتنا عبر البريد الإلكتروني

Urdu

اردو

اگر آپ یا آپ کے جاننے والے کسی شخص کو اس دستاویز کو سمجھنے یا پڑھنے کیلئے مدد کی ضرورت ہے تو برائے مہربانی مندرجہ بالا نمبر پر ہم سے رابطہ کریں یا ہمیں ای میل کریں۔

Farsi

فارسی

اگر جناب عالی یا شخص دیگری که شما اورا می شناسید برای خواندن یا فهمیدن این مدارک نیاز به کمک دارد لطفاً با ما بوسیله شماره بالا یا ایمیل تماس حاصل فرمایید.

Transport Policy for Learners aged 16-19 in Further Education

Name of Local Authority: Rotherham Metropolitan Borough Council

Department Responsible: Corporate Transport Unit
Passenger Services, Sandbeck Building, Hellaby Depot, Rotherham S66 8QL (Tel 01709 822649)
education.transport@rotherham.gov.uk

1. Summary of Policy statements and main objectives

- 1.1 There is no automatic entitlement to free home to school or college transport once a student is over 16 years and beyond statutory school age. Responsibility for making appropriate transport arrangements rests with a student and/or parents/carers.
- 1.2 Providing assisted transport (e.g. taxis, specially adapted vehicles) will only be given for students with SEN who have had their needs assessed against set criteria including distance, age, mobility and the effect of their complex needs on their ability to travel. This may include:
 - Complex communication difficulties
 - Severe and complex learning difficulties
 - Complex learning and behavioural difficulties
 - Physical and medical difficulties
 - Dual sensory impairment
- 1.3 This policy outlines what transport support is available when starting a full time (over 12 guided learning hours per week) further education course up to the age of 19.
- 1.4 This policy covers the statutory duties of the Local Authority of Section 509AA of the Education Act 1996 and subsequent amendments, and Section 139A of the Learning and Skills Act 2008. It only applies to residents of the Rotherham Metropolitan area. Young people living elsewhere should refer to their own area's policy on the Direct.gov website www.direct.gov.uk/en/index.htm.

2 Concessionary fares, discounts, subsidies, passes or travel cards available for Post 16 learners in colleges, sixth forms and at some training providers

The following passes and tickets are the most appropriate for those using public transport to access education and training.

- **16-18 Student Pass**

This pass is available to all South Yorkshire residents, attending full time courses at all Colleges and Sixth Forms, within Rotherham, aged between 16 and under 18 (on 1st September). It entitles the learner to travel, from the first day of the academic year, for the concessionary fare of 60p per journey (70p per journey from 1st April 2013) on all buses and trams, and for half adult fare on trains within South Yorkshire. **Application forms are available from your learning provider or Travel Information Centre.** They may also be downloaded from www.travelsouthyorkshire.com. Individual enquires can be made to Transport Executive Traveline on 01709 515151.

- **16-19 Travelmaster Ticket**

This ticket is available to anyone aged between 16, up to their 19th birthday, and allows unlimited travel on all buses, trams and trains within South Yorkshire. **These tickets may be purchased from any Travel Information Centre.** Your learning provider may be able to assist with funding towards the cost of this ticket. Individual enquires can be made to **Transport Executive Traveline on 01709 515151.**

- **19-21 Travelmaster Ticket**

This ticket is available to anyone aged between 19, up to their 21st birthday, and allows unlimited travel on all buses, trams and trains within South Yorkshire. **These tickets may be purchased from any Travel Information Centre.** Your learning provider may be able to assist with funding towards the cost of this ticket. Individual enquires can be made to **Transport Executive Traveline on 01709 515151.**

- **Student Term Travelmaster Ticket**

This ticket is available to any individual undertaking full time study at a college of further education in South Yorkshire, at the discretion of the college. In Rotherham, these are Dearne Valley College, Rotherham College and Thomas Rotherham College. This ticket allows unlimited travel on all buses, trams and trains within South Yorkshire. Your learning provider must supply you with authorisation to buy this product. Your learning provider may also be able to assist with funding towards the cost of this ticket.

Further details on all of the above passes and tickets, including operator's tickets, are available on the Travel South Yorkshire website www.travelsouthyorkshire.com, or from your local Travel Information Centre. These are situated at the following interchanges: Rotherham, Meadowhall, Sheffield Interchange, Sheffield Arundel Gate Mini-Interchange, Barnsley and Doncaster.

3 Support for Learners with Special Educational Needs

- **Mobility Pass**

This pass is available to Rotherham residents up to age 65 with certain disabilities and allows free travel on all buses, trams and trains within South Yorkshire and some cross boundary services. People with disabilities who are unable to travel alone can also qualify for a special mobility pass that enables a carer to travel with them free of charge. **Contact RMBC on 01709 382121**, to discuss qualification criteria Further details are available on the Travel South Yorkshire website www.travelsouthyorkshire.com.

3.1 Those unable to take advantage of the above Mobility Pass should contact student services at your chosen college or your school sixth form.

- All pupils with special educational needs who plan to attend sixth form or college need to have their transport requirements reassessed **before** accepting a place on a course.
- All pupils with Special Educational Needs who have previously received individual transport assistance will need to have their transport requirements reassessed **before** the start of the new academic year (September 2012). There is no automatic entitlement for this to continue. If their transport requirements are not reassessed, transport assistance will be withdrawn after July 2012.

- 3.2 Post 16 students are expected to take advantage of the concessionary fare schemes so they can access public transport for their daily travel to and from school/college in and around the Rotherham district. The following learners will, however, be considered for transport assistance under this policy:
- Consideration will be given to students who have physical and medical needs, requiring specialist supervision, which prevents them from accessing public transport.
 - The distance between home and school or college, offering a suitable course, must exceed 3 miles by the shortest available walking route.
- 3.3 Young people will be engaged in learning or training at:
- A school (including academies)
 - A further education institution
 - An Authority maintained or assisted institution providing higher or further education
 - An establishment funded directly by the YPLA e.g. independent specialist providers for learners with learning difficulties and/or disabilities
- 3.4 Learners are encouraged to attend courses within the Rotherham district and only when it is clear that such provision cannot be met locally will consideration be given for students to receive help with travel to attend colleges out of the district. Specific details of the course and reasons for choice will need to be given in order that an assessment can be made having due regard to the efficient and effective use of resources.
- 3.5 Where a suitable course is available in the Rotherham District but the learner or parents/carer wish to attend a college outside the district, this will be on the clear understanding they will be fully responsible for all travel and related costs. However, where the local college cannot meet the learner's specific needs (eg curriculum or care needs) then the college will be expected to provide written evidence to this effect.
- 3.6 The following information will also be requested to support the learner's application for assistance:
- Medical evidence from a consultant, specialist service or qualified person which is no more than 3 months old.
 - Supporting evidence/recommendation from the Connexions Service (**contact 01709 821184**).

4 How will learners be assessed for assistance?

- 4.1 Learners are expected to take advantage of the concessionary travel arrangements available. However, if a learner can demonstrate they have exceptional circumstances as to why other assistance may be required, then the appropriate transport request/review form (together with any supporting documentary evidence as detailed in section 3.6) must be submitted to the Corporate Transport Unit (**01709 822649**). Failure to provide **all** the evidence may result in a delay in your application being processed.
- 4.2 Completion of the transport request/review form does not mean learners are eligible for transport assistance. The form is an expression of interest in order that the Corporate Transport Unit (CTU) can undertake an assessment.

- 4.3 The CTU will consider the application and make a determination of whether the young person qualifies for transport and what this provision should be. Each case will be assessed individually and will depend upon their particular needs and circumstances. Please see section 1.2 for qualifying categories.
- 4.4 Where assisted transport has been recommended this may be on a shared vehicle with other learners. Parents/carers, or learners, will be required to make a financial contribution towards the cost of the transport provided. See section 5 for further details.
- 4.5 Learners who are in receipt of assisted transport and subsequently fail to attend school or college, without a valid reason, may have their transport support withdrawn or temporarily suspended.

5 Charges for transport assistance.

- 5.1 Charges apply to all post 16 learners where they require help in travelling to school or college regardless of whether they are living in the parental home or sheltered/residential accommodation.
- 5.2 Learners and/or parents/carers will be notified of the charges in advance of the travel arrangements and invoiced as soon as possible before the start of each term. These charges **must** be paid before the start of each term so that transport arrangements can be made. Every opportunity will however, be given for learners and/or parents/carers to pay the charges by smaller, more manageable payments suitable to the learner and/or parent/carer if requested.
- 5.3 Where it has been agreed to provide transport assistance to provision **within** the Rotherham District, learners and/or their parents/carers will be invoiced before the start of each term based on the cost of the concessionary student passes, and school term 2012/13 as follows:

Autumn Term 2012 15 weeks @ £6.00* per week = £90.00 Spring Term 2013 11 weeks @ £6.00* per week = £66.00 Summer Term 2013 12 weeks @ £6.00 * per week = £72.00

Charges are based on one return bus journey per day at £1.20*

- 5.4 Where it has been agreed to provide transport assistance to provision **outside** the Rotherham District**, learners and/or their parents/carers will be invoiced before the start of each term based on the cost of the concessionary student passes, and school term 2012/13 as follows:

Autumn Term 2012 15 weeks @ £12.00* per week = £180.00 Spring Term 2013 11 weeks @ £12.00* per week = £132.00 Summer Term 2013 12 weeks @ £12.00 * per week = £144.00

Charges are based on four bus journeys per day at £2.40*

* This can be subject to change. Charges will depend on school/college actual term dates.

** Some learning providers may be 10 miles away and require more than one bus journey each way.

- 5.5 Refunds of transport costs cannot be made for occasional day's absence. If however the student is absent for a full week (eg due to illness) then refunds will be considered upon receipt of confirmation of attendance details from the school/college.

- 5.6 Where the learner and/or parents/carers during the course of the academic year fail to make payments or make a reasonable contribution towards their assisted transport, engage with the appropriate agencies to secure a manageable payment plan or submit an appeal, then the learner may have their assisted transport withdrawn for the following academic term. This action will only be taken as a last resort after all other options have been explored.

6 Financial Hardship

6.1 16-19 Bursary Fund

The Department for Education introduced a 16-19 Bursary Fund to enable schools and colleges to target support to those young people facing the greatest financial barriers to participation post 16. It is made up of two parts – a bursary of £1,200 a year to the most vulnerable young people and a discretionary fund for schools and colleges to distribute. They have the freedom to decide the scale and frequency of bursary payments, and could make receipt of the bursary conditional on students meeting agreed standards, for example behaviour or attendance. **Please apply to your school or college direct if you wish to be considered for a bursary.**

- 6.2 Families in financial hardship (low income families or learners) can apply to have the transport charges waived. Consideration will be given as to whether or not the learner has applied for, or is in receipt of a 16-19 bursary which may be available from the learning provider.
- 6.3 Eligibility for help with transport to school/college is not dependent on means testing, but a means test will be used to determine whether the contribution towards the transport costs should be waived for low income families. The Post 16 Transport Policy uses the low income eligibility criteria as set out in the Education and Inspections Act 2006, eg Free School Meals eligibility or being in receipt of the maximum level of Working Tax Credit. Written proof of these benefits will be requested by the Local Authority.

7 Support for learners at independent work based learning providers

- Funding for work based learning courses is provided via the YPLA. Please check with your provider if transport assistance is available from this funding.

8 Appeals and complaints process

- 8.1 Learners and/or parents/carers who wish to appeal against the decision not to award assistance, to withdraw existing support or to appeal to have the post 16 transport charges waived, should do so by completing and returning the appropriate appeal form. Please request this from the CTU, Transport Assessment Officer on **01709 822649** (24 hours voicemail is available) or e mail: education.transport@rotherham.gov.uk.
- 8.2 All appeals should be made within 1 calendar month of the original decision. This will then be considered by an independent appeals panel within 1 calendar month from submission. Appeals received after this deadline may not be considered.
- 8.3.1 Where invoices have been submitted for payment of transport costs but parents/carers then wish to appeal against the charges they must do so **within 21 days of the date of the invoice**, otherwise the CTU will not be able to intervene and recovery of the debt may be passed to a debt collection agency.

