# Transport Policy Statement for students in further education aged 16-18, continuing students aged 19 and over and Learners with Learning Difficulties or Disabilities
# Annex A
# Academic Year 2013 / 2014

## Name of Local Authority: North Yorkshire County Council
## Department Responsible: Children and Young Peoples Service (CYPS)

## 1. Summary of Policy Statement and Main Objectives

The County Council provides transport assistance for students to enable them to access Post 16 education at an appropriate sixth form or further education college designated to serve the area where a student lives. Transport will be offered to eligible students in return for a contribution towards the cost of this transport.

This policy applies to further education and does not apply to higher education course such as degrees, work placements or work place apprenticeships.

Transport assistance is available to students attending a full-time course at schools, colleges or other training providers. They must attend the nearest school or college offering a suitable course. Students must be under 19 at 1st September 2013. They must live more than 3 miles by the shortest available walking route to the school/college.

Students who are entitled to transport assistance will generally be issued with a bus pass this will normally be on an education transport contract vehicle which operate at the start and end of a school/college day. If a students timetable varies on particular day's alternative transport will not be offered.

Where an education transport service is no longer required for entitled pupils of statutory school age then a Post 16 travel pass can be withdrawn.

Transport assistance will be arranged to the main college/sixth form site and transport to an alternative place of study will not be arranged, this will need to be discussed with the sixth form / college directly.

Transport is usually arranged from defined points , if there is no transport service directly from their home, students are expected to make their own way to the nearest transport pick up point. A mileage allowance of 20p a mile maybe payable this will be for one return journey per day.

In some rural areas where there is little or no public transport provision, a mileage allowance will be offered or it may be possible for students to apply direct for the loan of a moped through the Wheels to Work Scheme.

Students who are commencing a course in September 2013 are required to contribute £360 per annum towards their travel costs. This is payable in full before the commencement of the academic year or by 9 monthly direct debit payments.

Pupils who have a statement of special education needs, looked after children and students living on their own who are in receipt of Income Support are exempt from the travel charge. Young people who are registered carers are also exempt.

Arrangements for students aged 19 and over who may require assistance with transport due to a disability are discussed during school reviews and form part of transition plans and future care plan if the young person is eligible for services from Health and Adult Services (see Q 6)

In 2012/2013, the cost to the Authority for providing transport for Post 16 students was on average £586 per student.

Students and parents should be aware that the North Yorkshire County Council post 16 transport assistance may not be the cheapest option for you. You are advised to investigate public transport fares locally and speak to your further education establishment to ensure you find the best option.

## 2 . Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for students aged 16–19 and who provides them. Please provide details of any costs to the student.

In certain circumstances, students who are not eligible for travel assistance may be able to apply for a paid travel permit if there are spare places on a bus operated by the Authority. It may be necessary to end the arrangement at short notice, if there is an increase in the number of entitled pupils using these vehicles and as a result spare places are no longer available. The cost of these permits is £360 per annum.

In addition some transport assistance may be available from the school or college students will be attending. Students should contact the Head of Year or Student Services for further details. Listed below are details of assistance available from schools or colleges.

It may also be possible for a student whose family is on a low income or in receipt of certain benefits to obtain assistance through the 16-19 Discretionary Bursary provided by the Education Funding Agency. This is directly administered by schools and colleges. Students need to ask at their place of learning.

- **Askham Bryan College** – Free transport is available from some areas. Also some help from scholarships and charitable trusts for students (eg Calderdale/Ripon) maybe available. Contact Student Services for YORK on 01904 772277 or GUISBOROUGH 01287633870

- **Bishop Burton –** Free transport is provided from some areas. Also some help is available for transport costs and childcare costs. Contact Student Services 01964 553000

- **Boroughbridge High School** – Haywra Crescent Trust. Contact the Sixth Form Head on 01423 323540

- **Craven College** – Student Support Fund intended to help students in great financial need. Financial support for childcare costs. For students who have to pay their own travelling expenses, Craven College may be able to help. Contact Student Services on 01756 708008.

- **Darlington College** – Assistance available through the 16-19 Discretionary Bursary Fund. This fund is designed to assist students who would find it difficult to undertake a course at Darlington College without financial help. Contact the Student Services Manager, 01325 503037

- **Easingwold High School** – Beckwith Trust for pupils from the Easingwold area. 16-19 Discretionary Bursary to help students with the costs associated with their course and travel costs. Contact 01347 821451.

- **Harrogate College -** Discretionary Funds are available to meet the needs of eligible students who are having difficulties in meeting the costs associated with their learning. Contact Learner Services on 01423 878379 / 878296

  **Harrogate Grammar School -** Haywra Crescent Trust. Contact the Head of Sixth Form on 01423 531127 ext 261

- **Harrogate High School** - Haywra Crescent Trust. Contact the Head of Sixth Form on 01423 548800.

- **King James School** – Sixth Form telephone 01423 798704.

- **Lancaster & Morecambe College** – Assistance may be available through the 16–19 Discretionary Bursary intended to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact Katie Wells 01524 66215

- **Lady Lumley's School**–intended to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact Karen Taylor 01751 472846.

- **Leeds College Of Art** – Some residential bursaries available. Telephone the Student Advice Team 0113 202 8111

- **Leeds College Of Music** – Discretionary funds available. Some residential bursaries available. Contact 0113 222 3419

- **Leeds College Of Technology** – Assistance may be available through the 16–19 Discretionary Bursary. Help with childcare costs. Telephone 0113-297-6300.

- **Middlesbrough College** – Assistance may be available through the 16–19 Discretionary Bursary. Contact Student Services on 01642 333333.

- **Richmond School** – Assistance may be available through the 16–19 Discretionary Bursary. Subsidised bus for post 16 students from certain areas around Bedale and Masham, Contact Keith Allen 01748 850111.

- **Ripon College** – Assistance may be available through the 16–19 Discretionary Bursary intended to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact the College on 01765 604564.

- **Rossett School** – Hardship fund at the Vice Principal's discretion. Subsidy for students resident outside North Yorkshire. Contact Mr Paul Staniland on 01423 564444.

- **Scarborough Sixth Form College** – College operate a daily bus to and from Bridlington. Student support fund for students who maybe struggling financially

with the costs associated with the course. Student Support Fund for use in emergencies There are the Scarborough United Scholarship Fund and the John Kendal Trust which can award grants to support Scarborough residents. Contact Catherine Monkman on 01723 380760.

- **Selby College** – Assistance may be available through the 16–19 Discretionary Bursary intended to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Subsidised transport is also offered in some cases . Contact Student Services 01757 211003. Some students may qualify for help from an Educational charity – contact Selby Library on 01757 702020 or Citizens Advice Bureau on 01757 702031.

- **Tadcaster Grammar School** – Assistance may be available through the 16–19 Discretionary Bursary . Also assistance at the discretion of the Head Teacher. Contact Mrs Angela Glister on 01937 833466.

- **The Wensleydale School -** Assistance may be available through the 16–19 Discretionary Bursary Tel: 01969 622244

- **Whitby Community College** – Assistance may be available through the 16–19 Discretionary Bursary Please see the 6th form office for information or telephone 01947 602406

- **York College** – Assistance may be available through the16–19 Discretionary Bursary for students from low income families who will struggle with essential course related costs. For more information contact the InfoZone on 01904 770397 or studentservices@yorkcollege.ac.uk. For information about help towards the cost of childcare please contact the Nursery Manager on 01904 770344.

- **Yorkshire Coast College –** Assistance may be available through the16–19 Discretionary Bursary for help towards travel costs and equipment. There may also be some assistance toward child care costs. Contact Student Services on 01723 372105.

## 3. What times during the day can students use their travel pass or obtain concessionary fares?

In general travel passes allow travel at the start and end of the school / college day. No alternative transport will be arranged if your school/college times differ on certain days or if you need to stay on for classes after the end of the school/college day. Transport will not be provided outside the normal school week. Students who are transported by taxi with other students have no choice as to the time they may travel on outward or return journeys.
Some travel passes that are issued may allow greater flexibility than others, this will be made clear to you when your travel pass is issued.

## 4. Please confirm that support will continue to be made available to students who reach 19 whilst continuing on a course.

Students must be under 19 at 1 September 2013 to be able to apply for travel assistance, transport assistance will continue until the end of the academic year.

In practice some courses, specifically designed for students with special needs, extend beyond age 19 and the LA will consider on an individual basis, requests for

one additional year of transport assistance where the course on which the student is already embarked extends beyond age 19.

## 5. How will students be assessed to see if they are eligible for support? e.g., means testing or must they be on benefits?

Transport assistance is provided (subject to receipt of the annual travel charge of £360) if the student meets the following eligibility conditions:

- attends the nearest school or college offering an appropriate course
- lives 3 or more miles from the school or college measured by the nearest walking route
- attend a full-time course which is considered to be within reasonable daily travelling distance
- be under 19 at 1st September 2013.
- for details of any transport assistance or support available separately through the school or college please see question 2.

If an application for transport is refused in accordance with the policy, students have the right to appeal to the Appeals Committee where they may raise any individual circumstances. The Appeals Committee consists of a small group of Members of the County Council who can, where they think it appropriate, offer transport assistance.

Young people and their parents have the opportunity, through the Authority's Complaints Procedures, to complain about the provision of Post 16 transport or the implementation of the Post 16 Transport Policy. This can be done in person, by phone or in writing. Correspondence should be sent to: Children and Young People's Service, FREEPOST DL76, North Yorkshire County Council, County Hall, Northallerton, North Yorkshire DL7 8BR. E-mails can be sent to: cyps.contactus@northyorks.gov.uk.

If complaints are still unresolved, learners and their families may complain to the Secretary of State.

## 6. What help do you provide for students with learning difficulties and/or disabilities including those over 19 or students facing other difficulties in following their courses?

We consider applications for special transport from special needs students on their individual circumstances. To establish the transport needs exactly, we may ask the student to send us a letter from their doctor. If they have had a Statement of Special Educational Needs, they are asked to provide this and this will be carefully considered. The Principal Special Educational Needs Officer will also be consulted and we may require further information from a Designated Medical Officer, if this is the case, we will write to the appropriate Health Authority. If we approve the application for special transport, this will be arranged by Integrated Passenger Transport Group who will contact the student with details of the arrangements.

In practice some courses, specifically designed for students with special needs, extend beyond age 19 and the LA will consider on an individual basis, requests for one additional year of transport assistance where the course on which the student is already embarked extends beyond age 19

For students who are attending a placement that has been arranged outside North Yorkshire Local Authority which is funded by the Education Funding Agency a transport mileage allowance maybe payable for up to a maximum of 12 return journeys a year.

Arrangements for students aged 19 over who may require assistance with transport due to a disability are discussed during school reviews and form part of transition plans and future care plan if the young person is eligible for services from Health and Adult Services. If this is not the case parents should contact the NYCC Contact Centre 08458 727374 who will make arrangements for an assessment by a member of staff from Health and Adult Services.

## 7. Do you provide mobility/independence training for students who face difficulty with transport?

Yes. Some Special Schools and colleges provide mobility/travel training for students with special needs to assist them to become independent travellers.

The Local Authority runs an Independent Travel Training Scheme designed to provide suitable pupils with the necessary skills and confidence to travel by public transport or walk to school/college. If you would like further details please contact independenttravel@northyorks.gov.uk

http://www.northyorks.gov.uk/index.aspx?articleid=3001

## 8. When should students start to apply for transport support?

Students should apply for transport assistance as soon as possible so that their travel pass can be arranged in good time for the start of the Autumn term. From early May applications can now be made on line if you want to pay by direct debit or if you want to pay by any other means eg cheque or credit card, forms are available to download. Visit www.northyorks.gov.uk/post16transport . Students do not need a definite place on a course before they apply. Once we have received their application we will normally advise whether their application has been successful within 10 working days. Their details are then sent to colleagues in Integrated Passenger Transport who arrange the issue of travel passes or allowances.

If the course stated on the student's application lasts longer than one year a renewal reminder will be sent to the student towards the end of their first year. It is therefore a student's responsibility to advise the Local Authority if they change course from their initial application as transport is not automatically renewed. If the student applies for travel assistance after the start of the course we will only be able to reimburse costs back to the date we received the application.

## 9. What help can students apply for if they need to travel to a course that is beyond your LA area?

Travel assistance is available to the nearest school or college offering a suitable course. We do not impose any restriction on students who wish to attend a school or college that is outside North Yorkshire as long as it is the nearest to the home address.

## 10. What help is available for students who attend a further education institution which is beyond daily travelling distance and they need

Travel assistance is generally only available to students who attend school or college on a daily basis. If you need to reside away from home to attend your course you should contact the school or college about a residential grant. Under the Residential Support Programme, residential grants may be payable if you are unable to attend a similar course within daily travelling distance from your home. Please contact the Education Funding Agency - Learner Support helpline on 0800 121 8989

Students who attend residential placements at special needs schools or colleges are normally entitled to claim 12 return journeys per year. Reimbursement is in the form of a mileage allowance and normally at the rate of 20p per mile.

**11. Please provide information about all points of contact for students seeking transport support, e.g. LA/college, bus company contact. Please include any websites and e-mail addresses.**

POST 16 – CYPS
Jesmond House
31-33 Victoria Avenue
Harrogate, HG1 5QE
Telephone 0845 3452153 By fax: 01423 709048

By e-mail **Post16@northyorks.gov.uk**

The Authority also has a dedicated school transport website:

www.northyorks.gov.uk/schooltransport

www.northyorks.gov.uk/post16transport

**Traveline -** For all local bus times, services and related information please contact:

Traveline on – 0871 2002233 (calls from land lines cost 10 pence per minute)

Web Site www.northyorks.gov.uk/businfo

## Details of Concessionary Fares Offered by Local Bus Operators ( as at May 2013)

| Company | Young Persons Concessions | |
|---|---|---|
| Arriva North East | Arriva Student saver Ticket. Available to all Students 16yrs+.<br>Allows free travel on all ANE services during the academic year September to July. | £720 per annum.<br>or<br>£250 15 week term ticket. |
| Arriva Yorkshire<br><br>Metro | Arriva Student Saver Card 18 yrs+<br><br>Scholars photocard allows ½ price fares on services 16-18yrs | £453 per annum or<br>£192 per term<br>£2.00 per annum |
| Metro – West Yorkshire Area | Metro Young Persons and Scholars photo-cards which allow travel at child rates on all services. | £2.00 one off charge. |
| Keighley & District Travel | Young Persons Super Saver pass for students 11-15yrs allows travel at child rate any time on all K&DT services except those wholly within West Yorkshire. | £2.00 per annum |

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| | Student Super Saver pass for students in full time school or college education up to normal age of leaving after Alevels. Allows travel at child rate on all K&DT services except those wholly in West Yorkshire | £5.00 per annum | |
| Harrogate & District Travel | Young Persons Super Saver pass for students 11-15yrs allows travel at child rate any time on all H&DT services except those wholly within West Yorkshire. | £2.00 per annum | |
| | Student Super Saver pass for students in full time school or college education up to normal age of leaving after Alevels. Allows travel at child rate on all H&DT services except those wholly in West Yorkshire | £5.00 per annum | |
| | Harrogate & District Gold Card allows travel on any Transdev in Harrogate bus service at any time | 1/3 off adult price with a super saver card | |
| Yorkshire Coastliner | Young Persons Super Saver pass for students 11-15yrs allows travel at child rate any time on all Yorkshire Coastliner services except those wholly within West Yorkshire. | £2.00 per annum | |

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|---|---|---|---|
| | Student Super Saver pass for students in full time school or college education up to normal age of leaving after Alevels. Allows travel at child rate on all Yorkshire Coastliner services except those wholly in West Yorkshire | £5.00 per annum | |
| East Yorkshire Motor Services<br><br>Scarborough & District | Free 10% discount card. Allows 10% discount on single and return fares.<br>20% Student Discount Card for students at Hull & York Universities. | | |
| Pennine Motors | Students travel at ⅔ fare during term time on production of school pass or student card. | | |
| Dales & District (Procters Coaches) | Issue a discounted 10 trip ticket on services X34, 29 and 72 | Contact operator for details | |
| Pride of the Dales | 14-18 yrs can travel at ½ fare. | | |

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|---|---|---|
| Reliance Motors | Students at York College who purchase a £340 per annum concessionary pass from NYCC can upgrade to an unlimited travel time pass during college term times.10 Journey scholar pass available up to and including year 11 for £13.00 | .<br>No charge<br><br>£13.00 |
| Stephensons of Easingwold | Term and annual travel passes are available for individual journeys.. | Contact operator for details. |
| Burnley and Pendle Travel | Student discount scheme. 10% discount on fares for services to certain colleges including Craven College. | |

**Askham Bryan College**
Askham Bryan
York
YO23 3FR
Tel: 01904 772277

**Bishop Burton College**
Bishop Burton
Beverley
East Yorkshire
HU17 8QG
Tel 01964 553000
Fax : 01964 553101

**Craven College**
High Street
Skipton
Tel 01756 791411

**Darlington College**
Central Park

Haughton Road

Darlington
County Durham
DL1 1DR

Tel 01325 503050
Fax 01325 503000
Email: enquire@darlington.ac.uk

**Harrogate College**
Hornbeam Park
Harrogate
HG2 8QT

Tel 01423 879466
Fax: 01423 879829

**Lancaster & Morecambe College**
Morecambe Road
Lancaster LA1 2TY

Tel 01524 66215
Fax: 01524 843078

**Leeds College of Art and Design**
Blenheim Walk
Leeds
West Yorkshire
LS2 9AQ
United Kingdom

Tel 0113 202 8000

Fax 0113 202 8001

Email info@leeds-art.ac.uk

**Leeds College of Music**
3 Quarry Hill,
Leeds,
LS2 7PD
Tel: 0113 222 3400
Fax: 0113 243 8798
**enquiries@lcm.ac.uk**

**Middlesbrough College**
Dock Street
Middlesbrough
TS2 1AD
Tel 01642 333333
E-mail: courseinfo@mbro.ac.uk

**Scarborough Sixth Form College**
Sandybed Lane
Scarborough,
YO12 5LF
Tel 01723 365032
Fax: 01723 367049

**Selby College**
Abbot's road

Selby
YO8 8AT
Tel 01757 211000
Fax 01757 213137

**York College**
Sim Balk Lane
York
YO23 2BB
Tel 01904 770200
Fax 01904 770499
Email studentservices@yorkcollege.ac.uk

**Yorkshire Coast College**
Lady Edith's Drive
Scarborough
YO12 5RN
Tel 01723 372105
Fax 01723 501918
Email admissions@ycoastco.ac.uk