

**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 2016 / 2017**

**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, as long as the following criteria apply.

Students must be under 19 at 1st September 2016. The school or college they wish to attend should be the 'normal' school for the home address or the nearest college to their home address. They must live more than 3 miles by the shortest walked route to the school/college.

The school or college must be the nearest establishment offering a course that the Authority consider suitable to a student's career choice, or that is a pre-requisite for entry into higher education

When assessing applications for transport assistance, we look at the combination of subjects a student wishes to study and also the career path they wish to follow. We will check the UCAS website (<http://search.ucas.com/>) for qualification requirements to see if the subjects are a specific requirement for entry to a higher education course or career the student wishes to follow. Only when the combination of subjects is **essential** will we approve assistance with transport to a school or college that is not the nearest to the student's home address. It is rare that a particular subject needs to be studied to access a higher education course, i.e. 'A' level law is not an essential entry requirement to study a law degree.

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 operates at the start and end of a school/college day. If a student's timetable varies on particular days, alternative transport will not be offered.

Where a dedicated education transport service is no longer required for entitled pupils of statutory school age and the service is removed, a Post 16 travel pass can be withdrawn. In this case a travel allowance would be offered.

Transport assistance will be arranged to the main college/sixth form site. 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. If students live over one mile from the nearest pick-up point a mileage allowance to the pick-up point may be offered.

Where there is no transport running in the area, a mileage allowance of 20p a mile may be payable, this will be for one return journey per day.

In some rural areas where there is little or no public transport provision it may be possible for students to apply direct for the loan of a moped through the Wheels to Work Scheme. Further information can be found at: <http://www.wheels2work.co.uk/>

Students who are commencing a course in September 2016 are required to contribute £490 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 (the first payment is taken in October, with the final payment taken in June).

In the following cases reduced charges will apply:

The charge will be reduced by 50% for students whose families are on low income (or students who are young parents on low income) and who can provide evidence of a means-tested benefit. These include:

- income support;
- income-based jobseekers' allowance;
- employment support allowance (income related);
- support under part VI of the Immigration and Asylum Act 1999;
- guarantee element of pension credit;
- the **maximum** level of working tax credit (WTC); and
- child tax credit – those who don't receive working tax credit and whose annual income, assessed by the Inland Revenue, does not exceed £16,190 (subject to parliamentary change).

In the following cases **no charge** will be made

- Students whose Education Health Care Plan (EHCP), Statement of Special Needs or 139a Learning Disability Assessment includes the requirement for home to school or college transport. (EHCP will replace statements of special educational needs and 139a Learning disability assessments from September 2014).
- Young people who are looked after by the local authority.
- Young people living alone who are entitled to Income Support in their own right.
- Young carers (evidence required)

In 2015/2016, the cost to the Authority for providing transport for Post 16 students was on average £860 per student.

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

Further information on transport for pupils with special needs who are over the age of 16 can be found at www.northyorks.gov.uk/post16transport

Transport for students aged 19-25 with an EHCP will be considered using the following criteria:

- the provision must be an essential requirement to fulfil the learning outcomes identified in their EHC plan;
- the school/college/training provider offering the course must be the nearest to the student's home address;
- the school/college/training provider must be more than three miles from the student's home by the nearest walking route;
- if the distance is under 3 miles the student must be physically unable to walk, accompanied as necessary.

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. However, 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 £490 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.

- **Askham Bryan College** – Free transport is available from some areas. Also some help from scholarships and charitable trusts for students (e.g. 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
- **Caedmon College Whitby** – Assistance may be available through the 16–19 Discretionary Bursary Please see the 6th form office for information or contact 01947 602406
- **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 or email studentfinance@darlington.ac.uk
- **Easingwold School** – Beckwith Trust for pupils from the Easingwold area. 16-19 Discretionary Bursary is to help students with the costs associated with their course and travel costs. Contact 01347 824791 or email sixthform@easingwold.n-yorks.sch.uk .
- **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 Pamela Webb, Student Finance Advisor on 01423 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.
- **Huntington School** – assistance may be available through the 16-19 Discretionary Bursary. Please contact the Sixth Form team or Finance department for further information on 01904 752100 or accounts@huntington-ed.org.uk.

- **King James School** – Haywra Crescent Trust. Contact the Head of Sixth Form on 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 01524 66215
- **Lady Lumley’s School** – intend to help students whose families are on a low income and may have difficulty meeting costs associated with studying. Contact 01751 472846.
- **Leeds College Of Art** – Some residential bursaries available. Contact 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. Contact 0113-297-6300.
- **Malton School** - 16-19 Discretionary Bursary is to help students with the costs associated with their course and travel costs. Contact 01653 605321.
- **Middlesbrough College** – Assistance may be available through the 16–19 Discretionary Bursary. Contact Student Services on 01642 333333.
- **Northallerton School and Sixth Form College** - Assistance for sixth form students requiring transport 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 transport costs. Please contact Northallerton Sixth Form College on 01609 773340
- **Norton College** - Assistance available through the 16-19 Discretionary Bursary Fund. This fund is designed to assist students with the costs associated with their course and travel costs. Contact 01653 693296 ext 284
- **Richmond School** – Assistance may be available through the 16-19 Bursary. Subsidised bus services for post 16 students from certain areas around Masham/Bedale, Middleham/Leyburn and Catterick Garrison. Contact the Finance Office on 01748 850111.
- **Outwood Academy, Ripon** – 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 Outwood Academy on 01765 604564.
- **Queen Elizabeth School (Kirkby Lonsdale)** - Students from low income families, may be eligible for financial assistance through our Sixth Form Bursary. Please contact the Sixth Form Administrator for further information 015242 71275.
- **Rossett School** – Hardship fund at the Vice Principal's discretion. Subsidy for students resident outside North Yorkshire. Contact 01423 564444.
- **Scarborough Sixth Form College** – College operate a daily bus to and from Bridlington. Student support fund for students who may be 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 01723 380700.

- **Selby College** – Assistance is available through the 16-19 Discretionary Bursary for families with a low household income who may have difficulty meeting costs associated with studying. Subsidised transport is also offered through our Arriva Selby College Student Saver Tickets. Contact Student Services on 01757 211040. Some students may qualify for help from an Educational Charity – contact Selby Library on 01757 702020 or Citizens Advice Bureau on 08444 111444
- **Sherburn High School** - Assistance may be available from the 16-19 discretionary bursary fund available to low income families. Contact the Bursar on 01977 682442 for more details.
- **South Craven School** - Students from low income households can apply to the 16-19 Bursary Fund for free meals and funding towards essential costs such as equipment, trips and travel. Please contact the Sixth Form Office on 01535 639727. All students, once enrolled, are entitled to a Student SuperSaver which entitles them to half fare travel.
- **St Aidan's and St John Fisher Associated Sixth Form** – Assistance may be available through the 16–19 Discretionary Bursary. Please see the Sixth Form Office for information or contact 01423 818516 or 01423 818426
- **Stokesley School** - 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 Head of Sixth Form or the School Finance Office: 01642 710050
- **Tadcaster Grammar School** – Assistance may be available through the 16–19 Discretionary Bursar and also assistance at the discretion of the Head Teacher. Contact 01937 833466.
- **The Wensleydale School** - Assistance may be available through the 16–19 Discretionary Bursary Contact 01969 622244
- **Thirsk School** - Assistance may be available through the 16–19 Discretionary Bursary Contact 01845 522024
- **York College** – Students from low income households can apply to the 16-19 Bursary Fund for free meals and funding towards essential course costs such as equipment, trips and travel. Contact the InfoZone on 01904 770400 or the Funding Team on 01904 770435 or email funding@yorkcollege.ac.uk for more information and an application form.
- **Yorkshire Coast College** – Assistance may be available through the 16–19 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.

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.

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 the school/college times differ on certain days or if a student needs 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 the student when the 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 2016 to be able to apply for travel assistance, transport assistance will continue until the end of the academic year.

Students with an EHCP will be considered for assistance with transport using the eligibility criteria referred to above.

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 if the student meets the following eligibility conditions:

- students make a contribution of £490 (charge from September 2016) towards their travel costs each year;
- the school/college attended is more than three miles from the student's home by the nearest walked route;
- the school/college is the nearest school/college sixth form or college of further education to their home regardless of local government boundaries or is the sixth form of the secondary school which is recognised as the normal school for the student's home address;
- the school/college is the nearest establishment offering a course that the Authority consider suitable to a student's career choice, or that is a pre-requisite for entry into higher education.*

*When assessing applications for transport assistance, we look at the combination of subjects a student wishes to study and also the career path they wish to follow. We will check the UCAS website (<http://search.ucas.com/>) for qualification requirements to see if the subjects are a specific requirement for entry to a higher education course or career the student wishes to follow. Only when the combination of subjects is essential will we approve assistance with transport to a school or college that is not the nearest to the student's home address. It is rare that a particular subject needs to be studied to access a higher education course i.e 'A' level law is not an essential entry requirement to study a law degree.

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 students based on their individual circumstances. If a student has been travelling by taxi transport before moving into further education this is not guaranteed to continue and special transport if agreed is often short term. (Please see Question 7)

To establish the transport needs, we may ask for a letter from the doctor and, if they have one, a copy of their EHCP. If they have had a Statement of Special Educational Needs, this will also be considered. Information may also be provided by the Specialist Career Advisor involved with the family.

The Assessment and Review Officer will consider the request and, if approved, the application for special transport will be arranged by Integrated Passenger Transport Group who will contact the student with details of the arrangements.

Transport for students aged 19-25 with an EHCP will be considered using the following criteria:

- the provision must be an essential requirement to fulfil the learning outcomes identified in their EHC plan;
- the school/college/training provider offering the course must be the nearest to the student's home address;
- the school/college/training provider must be more than three miles from the student's home by the nearest walking route;
- if the distance is under 3 miles the student must be physically unable to walk, accompanied as necessary.

Where a young person is placed by the LA at a specialist provision outside the further and higher education sectors the LA will consider transport assistance between the parental home and the provision. Where such a placement is residential the assistance offered will be an allowance at a pre-determined rate for up to 12 return journeys per year.

Students on Personalised Learning Programmes (PLP) will not be automatically eligible for transport assistance but will be assessed using the eligibility criteria as outlined above.

7. Do you provide independent travel 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.

We expect students to access public or school transport where possible. The Local Authority operates an Independent Travel Training programme which supports pupils to become independent travellers. Places on this programme are limited and subject to an assessment. Further details are available by emailing 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 passes can be arranged in good time for the start of the autumn term. If students apply in August and September there is no guarantee transport will be in place and they may need to make alternative arrangements in the interim.

From early June 2016 applications can be made on line. If students/parents want to pay by direct debit or by any other means e.g. 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 is longer than one year then students will need to renew their transport for the second year. It is a student's responsibility to renew if they require transport assistance for another year. Transport is not automatically renewed.

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 to stay away from home?

Travel assistance is generally only available to students who attend school or college on a daily basis. If students need to reside away from home to attend their course they should contact the school or college about a residential grant. Under the Residential Support Programme, residential grants may be payable if they are unable to attend a similar course within daily travelling distance from home. Please contact the Education Funding Agency - Learner Support helpline on 0800 121 8989 Monday to Friday, 9am to 5pm.

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
North Yorkshire
HG1 5QE

Telephone: 01609 533693
Fax: 01423 709048
Email: post16@northyorks.gov.uk

Details of Concessionary Fares Offered by Local Bus Operators

Company	Young Persons Concessions	
Arriva North East	Arriva Student saver Ticket. Available to all Students 16yrs+. Allows free travel on all ANE services during the academic year September to July.	£795 (per annum) or £285 (15 week term ticket)
Arriva Yorkshire	Arriva Student Saver Card 18 yrs+	£491 (per annum) or from £182 per term
Dales & District (Procters Coaches)	Issue a discounted 10 trip ticket on services X34, 29 and 72	Contact operator for details
East Yorkshire Motor Services and Scarborough & District	Discount card for 16-18 year olds, allows 20% discount on single and return fares. 20% Student Discount Card for students at Hull & York Universities.	No charge for card.

Harrogate & District Travel	<p>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.</p> <p>Student Super Saver pass for students in full time school or college education up to normal age of leaving after A levels. Allows travel at child rate on all H&DT services except those wholly in West Yorkshire</p>	<p>£2.00 per annum</p> <p>£5.00 per annum</p>
Keighley & District Travel	<p>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.</p> <p>Student Super Saver pass for students in full time school or college education up to normal age of leaving after A levels. Allows travel at child rate on all K&DT services except those wholly in West Yorkshire</p>	<p>£2.00 per annum</p> <p>£5.00 per annum</p>
Metro – Within West Yorkshire Area	<p>Metro Scholars Photocard Available for 16-18 year olds in full time education allows half price travel on buses and trains.</p>	<p>£5.00 one off charge.</p>
Pride of the Dales	<p>14-18 years old can travel at ½ fare.</p>	
Reliance Motors	<p>10 Journey scholar pass available up to and including year 11.</p>	<p>£13.00</p>

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
	Student Super Saver pass for students in full time school or college education up to normal age of leaving after A levels. Allows travel at child rate on all Yorkshire Coastliner services except those wholly in West Yorkshire	£5.00 per annum

More information can be found at:

www.northyorks.gov.uk/post16transport

www.northyorks.gov.uk/publictransport

www.northyorks.gov.uk/businfo

Traveline - <http://www.yorkshiretravel.net>

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

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

Local colleges

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

Gargrave Road
Skipton
North Yorkshire
BD23 1US
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
North Yorkshire
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

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
North Yorkshire
YO12 5LF

Tel 01723 365032
Fax: 01723 367049

Selby College

Abbot's road
Selby
North Yorkshire
YO8 8AT

Tel 01757 211000
Fax 01757 213137

e-mail: info@selby.ac.uk

Student Services Tel: 01757 211040

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
North Yorkshire
YO12 5RN
Tel 01723 372105
Fax 01723 501918
Email admissions@ycoastco.ac.uk