

Post 16 Transport Policy

The Herefordshire Post 16 Transport Partnership is made up of Herefordshire Local Authority (LA), Herefordshire Colleges and other interested groups.

This Transport Partnership has defined an aim that no student should be prevented from accessing and completing further education because of lack of support. The Partnership has, therefore, drawn up a policy for transport of Post 16 students with this aim in mind.

Policy One concerns students living in Herefordshire and attending Post 16 provision within the County (and the provided places at Ludlow);

Policy Two relates to students who live outside Herefordshire but attend a 16 to 19 Sixth Form or Further Education establishment within the County.

Policy Three relates to students living within Herefordshire but attending at 16 to 19 Sixth Form or Further Education establishment outside the county.

Policy Four relates to overseas Post 16 students.

Policy One

Students living in Herefordshire and attending Post 16 provision within the County (and the provided places at Ludlow).

General Transport Policy with regard to Herefordshire students who attend Herefordshire Colleges of Further Education, Hereford Sixth Form College, Ludlow College and one of the four High Schools within Herefordshire. Please note that this policy relates solely to students over 16 years and under 19 years of age on 1 September and those students who have Special Educational Needs between the ages of 16 and 25.

Students are eligible for Travel Assistance on the following basis:

A full-time student attending the sixth form of a secondary school or a Sixth Form College or a Further Education College qualifies for travel assistance provided that he/she satisfies the following conditions.

- I. Must be over 16 years and under 19 years of age on 1st September (excluding those with special educational needs)
 - II. Is ordinarily resident in the area administered by Herefordshire Council in the appropriate time;
 - III. Lives more than three miles from the School or College by the nearest pedestrian route;
 - IV. Is not in full-time employment nor sponsored by any government funded agency;
 - V. Is not already in receipt of a mandatory/discretionary/lodgings award from the authority and does not intend to apply for such an award/grant.
- Students will cease to be eligible at 31st August following their 19th birthday, even where they are continuing on the same course.
 - The Transport Partnership will decide upon the form of travel assistance provided with the administration being carried out by Herefordshire LA – Admissions and Transport Section.
 - In some circumstances students may be required to make their own way up to three miles to a designated boarding point or from an alighting point.
 - Students are expected to use existing local bus services, train services or contracted bus services unless these are not suitable.
 - In providing transport the Partnership will, where possible, place students on existing commercial or subsidised bus services, or trains. Where additional contracted vehicles are provided these will be integrated with the existing local bus network where this is appropriate.
 - General provision will be for one return journey at the start and end of the day, approximately 9.00am – 5.00pm, irrespective of varying attendance patterns at School/College. Students travelling on local bus services operated under contract to the Authority will be allowed to travel at other times of day, if suitable journeys exist. Where students travel on commercially operated

local bus services, or trains, travel at other times of day will be subject to agreement between the Authority and the transport provider.

- Assistance is not given to establishments in the private sector.

Definition of Full-time Education

For transport purposes, full-time education for Post 16 students is defined as follows:

Where a student attends a course at a School/College for at least 15 hours and at least seven sessions (morning, afternoon or evening) per week.

Lodgings Allowances

Where daily travel is considered to be unreasonable a Lodgings Allowance may be offered. Such an allowance will be means tested and will only apply to courses in the publicly maintained sector.

Travelling Allowances

All students are generally expected to travel on local bus services, rail services or vehicles operated under contract to the Authority. If contract or public transport is either not available or not appropriate and there is no other sensible transport provision, reimbursement of costs for use of own transport is allowed at the department's current rate. In making this concession the Transport Partnership expect that the use of the student's own transport has the full support of the parents, and that the student had appropriate car insurance especially if conveying other students.

If a student also conveys other entitled students to School/College he/she receives an additional amount per mile for each student conveyed.

In the case of a student who travels as a passenger in a car driven by a person who is not a student, e.g. travels with a parent, reimbursement is made at a separate mileage rate, unless the parent makes a special journey.

The range and nature of help provided with transport for Out of County placements are outlined in the following paragraphs.

Transport Policy for Post 16 students with Special Education Needs

In the case of students with special educational needs, in the age range 16 years to 25 years on 1st September, free transport may be provided to the nearest suitable school or further education institution, irrespective of the normal statutory walking distances defined for primary or secondary pupils, if walking is too difficult for the student. Students cease to be eligible at 31st August following their 25th birthday.

Independent Travel Training

Further education institutions within Herefordshire consider that use of public transport is an essential skill required for young people with Special Educational Needs to become independent and support Herefordshire Council's Independent Training programme.

Prior to a young person entering Post 16 Education, they will be assessed by the school they attend and/or by the Independent Travel Trainer, to determine the level to which they could travel independently. Full details of the Independent Travel Training can be found on the website www.herefordshire.gov.uk.

- Students will be provided with the most suitable form of transport, based on the assessment carried out by the school and/or the Independent Travel Trainer.
- Some students will never be able to achieve independent travel but if following this assessment it is recommended that a student is suitable for the programme, it is expected that parents will permit their child to embark on the programme.
- Students who have been identified as being suitable candidates for Independent Travel Training will be provided with the most suitable form of transport until such time that they are fully independent.
- Should a parent refuse permission for their child to be included on the Independent Travel Training programme, a bus pass or Travel Allowance will be issued for that student (see Travel Allowance for more details).

Journeys supported for Post 16 students (and parents where appropriate)

Transport assistance may be given, in appropriate cases:

- a) To view a college prior to a firm application;
- b) To and from college each day or (in the case of residential courses) at the beginning and end of terms and at half terms;
- c) To attend a period of assessment required as part of the application and recruitment process;
- d) To attend any necessary case conferences and reviews.

The location of some colleges occasionally requires reasonable overnight accommodation costs to be met. Such costs are limited to the student and his/her parents only.

Types of travel assistance for Post 16 students:

- a) If the college provides transport, students are expected to use it;
- b) If students are capable of using public transport independently, they are expected to do so – some colleges regard use of public transport as part of their students training.
- c) If appropriate, minibuses or taxis are arranged, with escorts when necessary, by the Education Department's Transport Section.
- d) If it is necessary for private transport to be used, a mileage rate is paid.
- e) Students with Special Educational Needs are expected to travel independently whenever appropriate. (see Independent Travel Training above)

Charges for Travel Assistance

The Post 16 Transport Partnership will review charges each year following recommendations from Herefordshire Council. The current charges will be defined on the student's application form. It should also be noted that students will only be issued with a travel permit once the necessary payment has been made. If a student is found to be travelling on any vehicle administered by the Post 16 Transport Partnership without making payment they will be asked to leave the vehicle at the next appropriate boarding/stopping point. It will be the student's own responsibility to make the necessary journey home.

Policy Two

Students who live outside Herefordshire but attend a 16 to 19 Sixth Form or Further Education establishment within the County.

The Minster College, Lady Hawkins, John Masefield and John Kyrle High – Sixth Form provision

Transport provision is not given by Herefordshire LA to students attending any of these High Schools from outside the County. Students should apply to their home LA if they consider that the Post 16 establishment is the most appropriate for their studies or that the establishment is their nearest.

Herefordshire Colleges of Further Education and Hereford Sixth Form College

Transport provision is not normally given by the Partnership to students from outside the County who wish to attend these colleges. In the first instance, students should contact their home LA if they consider that the college is the most appropriate for their studies or that establishment is the nearest.

If a student is refused assistance from their own LA they may then apply to Herefordshire LA. The student will be required to pay the termly contribution required by Herefordshire Council, however, this arrangement can only proceed with the agreement of the College after the student has been offered a place.

Policy Three

Students living within Herefordshire but attending at 16 to 19 Sixth Form or Further Education establishment outside the county.

Areas served by Ludlow College

Ludlow College of Further Education is considered the provided establishment for the following civil parishes:

Adofrton, Aymestry, Brampton Bryan, Brimfield, Buckton and Coxhall, Burrington, Downton, Elton, Kinsham, Leinthall Starks, Leintwardine, Lingen, Little Hereford, Orleton, Pipe Aston, Richards Castle, Stapleton, Walford, Lethon and Newton, Wigmore and Willey.

Students living in one of these designated parishes will be eligible for travel assistance under the Council's general Policy One.

Other Areas Outside the County

Generally there is no funding for students who attend an establishment outside the county, unless the appropriate course, which meets the individual's needs is not available within Herefordshire.

In such cases, lodgings allowance may be offered instead of travel assistance (see Lodgings Allowance under Policy One).

Policy Four

This policy relates to overseas Post 16 students.

The Department for Children, Schools and Families have for many years had a policy on the admission of pupils into Local Education Authority Maintained Schools. The current guidance is obtained in the Government's Code of Practice on School Admissions.

The Herefordshire Post 16 Transport Partnership had decided that transport assistance may only be offered to those students who have been resident in the United Kingdom for 3 years prior to the commencement of the course. However, should a spare seat be available on the College/Contract vehicle a travel pass may be issued at an appropriate fee determined at the time of application to the students.