

POST-16 Transport Policy

The Herefordshire Post-16 Transport Partnership is made up of Herefordshire LEA, 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 and comprises 3 sections listed below.

- Policy one concerns students living in Herefordshire and attending post-16 provision within the County (and the provided places at Ludlow);
- Policy two deals with students resident out of county who seek a place within the County;
- Policy three concerns Herefordshire students seeking post-16 elsewhere or training out of county.
- Policy Four relates to students who are over 19 years of age on 1 September;
- Policy Five relates to overseas Post 16 students.

Policy One

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 with sixth form provision within Herefordshire. Please note that this policy relates solely to students over 16 years and under 19 years of age on 1 September. Post 19 transport details are contained in the policy 4 document.

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 in 1st September (excluding those with special educational needs) (see policy 4 on Post 19 transport provision);
 - (ii) is ordinarily resident in the area administered by The Herefordshire Council at 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;
 - (vi) is not applying for assistance to travel to a course at the same or lower level as one which has previously been studied post-16 (except for a retake of the final year of a course previously taken).
- 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 LEA – 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 9.00 am. – 5.00 pm., 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.

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. (see appendix 1 for policy document)

Definition of Full-time Education

For transport purposes, full-time education post-16 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.

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 has appropriate car insurance, especially if conveying other students.

If a student also conveys other 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.

Transport Policy for post 16 students with Special Educational Needs

In the case of students with special education needs, in the age range 16 years to 25 years on 1st September, free transport may be provided to the appropriate 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*** Some further education institutions consider that use of public transport is part of independence training for a student with special educational needs.

- **Please note that the Council propose to change the qualification age range from September 2005 so that students cease to be eligible at 31st August following their 19th birthday.**

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

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) 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.

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

This policy relates to 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 LEA to students attending any of these High Schools from outside the County. Students should apply to their home LEA if they consider that the post 16 establishment is the most appropriate for their studies or that the establishment is their nearest.

In addition, students should apply to their home LEA for help towards the £80 per term charge.

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 LEA 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 LEA they may then apply to Herefordshire LEA. The student will be required to pay the £80 per term fee, however, this arrangement can only proceed with the agreement of the College after the student has been offered a place.

Policy Three

This policy relates to students living within Herefordshire but attending a 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:

Adforton, Aymestry, Brampton Bryan, Brimfield, Buckton and Coxall, Burrington, Downton, Elton, Kingsland, Kinsham, Leinthall Starks, Leintwardine, Lingen, Little Hereford, Orleton, Pipe Aston, Richards Castle, Shobdon, 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 students who are over 19 years of age on 1st September and have gained or will be continuing their 16-19 Education at one of the Herefordshire Colleges.

The Herefordshire Post 16 Partnership will consider the allocation of a transport provision if space is available on the appropriate College/LEA vehicle.

Post 19 students wishing to apply for transport assistance should contact their College in the first instance.

Policy Five

This policy relates to overseas Post 16 students.

The Department for Education and Skills 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 has 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 contract/college vehicle a travel pass may be issued at an appropriate fee determined at the time of application to the students.