

**TRANSPORT TO SCHOOLS & COLLEGES**

# Calderdale Local Transport Strategic Partnership Group

## Post 16 Transport Provision 2009 - 2010

### 1. Introduction

The Calderdale transport partnership includes representatives from:

- Children and Young People's Services
- Health and Social Care
- Calderdale College
- Learning Skills Council
- Calderdale Schools
- Regeneration and Development
- Calderdale & Kirklees Careers Partnership
- West Yorkshire Passenger Transport Executive (Metro)
- Service users.

The Calderdale Transport Partnership's main objective is to bring about higher participation and retention rates for learners in schools and colleges of further education. This provision is essentially concerned with assistance with transport costs. The central principle is that no learner should be prevented from taking part in full-time education because of the lack of support travelling to and from school or college. Wherever possible, assistance will be provided that enables the maximum flexibility in travel arrangements.

### Information Regarding Courses Available

For further information regarding what courses are available locally please visit the websites below:

[www.cc-choices.co.uk](http://www.cc-choices.co.uk)  
[www.calderdale.ac.uk](http://www.calderdale.ac.uk)  
[www.workabout.org.uk](http://www.workabout.org.uk)

## 2. Learners who do not qualify under the criteria for free transport

Those learners who do not meet the criteria for support within the guidance are nevertheless able to access a range of concessionary bus and rail fares. The concessionary Metrocard is also available to those on work based courses. A Scholar's photoCard is for 16 to 18 year old students in full time education, allowing them to:

- claim half-price bus and train travel
- claim half price rail season tickets
- Buy a School Plus MetroCard.

There is a £2 administration fee when you get your PhotoCard.

The School Plus Metrocard often works out as the cheapest form of transport for many students, these are available for post 16 learners between the age of 16 and 18 who are in full time education (16 hours or more). These passes are subsidised and costs the learner £8.00 per week or £29.50 per month (under £300 per year) and allows learners to travel 7 days a week at anytime of the day, anywhere in West Yorkshire on buses.

Help and advice on all public transport services times and fares within the West Yorkshire District is available through the Metroline telephone information and comments service (Tel: 0113 245 7676) or by visiting the Metro website [www.wymetro.com](http://www.wymetro.com)

Information is also available from your School office or College student services.

In addition further information regarding school transport can be found at [www.generationm.co.uk](http://www.generationm.co.uk)

Contact details and a summary of fares schemes are detailed at Appendix 1.

## 3. Eligibility criteria

The provision applies to all learners living in Calderdale who are attending school sixth forms, including the independent sector, and colleges of further education, who are:

- of learner age - applicants must be above the statutory school leaving age of 16 years and be attending school sixth forms and further education colleges up to the age of 19 years. Where a learner has enrolled on a course prior to his/her 19th birthday and which continues beyond their 19th birthday, support will continue to be available until that course finishes;

- attending school or college - learners must be enrolled on and attending a course at a school or college funded by the LSC. Usually assistance will only be provided for one provision even if the learner attends more than one provision;
- home learners - a home learner generally means that a learner must have settled status in the UK and must have been 'ordinarily resident' for the three years preceding the first day of the academic year of their course. Strict conditions apply to residency eligibility. Advice is available from your school office or college student services;
- attending full time - learners will normally be attending full time courses at school or college. A full time course is one that comprises 12 guided learning hours per week (450 within the academic year). Providing assistance for part-time courses will be considered in special circumstances;
- able to prove need - applicants must demonstrate that in the absence of an award they would experience difficulties accessing or completing their education because of financial constraints and barriers;
- living more than 3 miles from a school sixth form or college - applicants must be attending a school or college over 3 miles away from their home measured using the shortest walking route;
- attending their nearest school or college – applicants must be attending the nearest school or college to their home address which offers the same or a similar course in order to qualify for assistance. The partnership will have regard to any preference the learner or parents may have based on their religious belief (the learner or parent is responsible for justifying this);
- learners with special educational needs will be supported up to the age of 25 years, subject to finance being available; please see sections 6,7 and 8 for criteria/details;
- learners on work based learning courses are not eligible for support through this policy.

#### 4. Priorities

Regard will be given to those applicants who can be said to be socially excluded through their personal circumstances and priority will be given to those people who fall into "widening participation" categories, namely:

- learners on free school meals or whose parents are on benefits which would qualify them to receive free school meals if they were still at school. The relevant support payments are:
  - Income support
  - Income based jobseekers allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child tax credit, providing they are not entitled to working tax credit and have an annual income as assessed by the Inland Revenue that does not exceed £16,040
  - Guarantee element of state pension credit.
- learners whose parents/carers are in receipt of the maximum working tax credit. Please note that priority will be given to learners who do not qualify for an EMA because of changes to circumstances;
- learners living independently on low income;
- learners in care, or have been, in care;
- learners who are very young parents;
- learners with disabilities who need support (mobility allowances will be taken into account);
- learners on probation;
- learners considered to be “at risk”;
- learners who are carers.

Learners will need to travel from various locations to school or college and costs will vary with the distance travelled. Priority will be given to those arrangements that give maximum flexibility to attend school or college at different times to take account of the timing of individual courses and learning programmes where it is cost effective to do so.

## 5. Provision

Learners up to their 19th birthday who meet the qualifying criteria will receive a School Plus Metrocard which will entitle them to free travel 7 days a week on all buses anywhere in West Yorkshire at any time of day. However learners will need to purchase a Young Persons Metrocard (current cost £2) in order that passes can be used. Passes will be reviewed on a monthly or weekly basis subject to learners continuing to meet the relevant criteria as detailed in this booklet.

Where it is not appropriate to issue a School Plus Metrocard due to the learners specific circumstances or the learner is aged 19 or over, the cash

equivalent to the School Plus Metrocard will be issued in the majority of cases. The partnership will assess each case individually and provide the most cost effective transport solution.

Alternative provision can be made by purchasing bicycles if learners prefer. If you wish to take advantage of this provision this must be indicated on the application form. An allowance of up to £300 will be provided to purchase a bicycle and the safety and security equipment required. Receipts will be required, as proof of purchase and the bicycle will be expected to last throughout your college/school course.

Other transport solutions which may be provided if the provisions detailed above are unsuitable may include (this list is not exhaustive):

- Payments to parents/learners to arrange their own transport;
- A walking escort;
- An escort to accompany on public transport;
- Transport from a pick up point (taxi or specialist transport);
- Home to school or college transport (taxi or specialist transport).

## 6. Learners with Special Educational Needs

Learners who have Special Educational Needs will be treated no less favourably than other learners and recognition is given to the differential costs they may incur in comparison with other learners. Please note although the Access Team will assess all applications if successful transport, assistance may be financed by partnership funding, Access Team, Calderdale College or Health & Social Care. Further information will be provided to successful applicants.

Mobility allowances will be taken into account. Parents in receipt of the Higher Rate Mobility Component (HRMC) of the Disability Living Allowance (DLA) will be expected to use their vehicle, where they have obtained one through the Motability Scheme, as this has been provided for the benefit of the learner. Where a parent has NOT obtained a vehicle, the HMRC of the DLA will still be taken into account when determining any assistance. A mileage allowance will be provided for parents/guardians to make their own arrangements.

Consideration will be given to providing transport assistance for Post 16 Learners with Special Educational Needs where the distance is less than 3 miles. In such cases an assessment of need may be necessary.

A learner will be regarded as having a disability/learning difficulty if the Partnership is satisfied that he or she:

- has a significantly greater difficulty in learning than the majority of persons of the same age, or
- has a disability, which either prevents or hinders him or her from making use of educational facilities of a kind generally provided by institutions providing post 16 education or training.

A learner will not be regarded as having a learning disability solely because the language (or form of language) in which he or she is taught, is different from that which has at any time been spoken in his or her home.

Learners with disabilities or learning difficulties will receive assistance with travelling expenses to one provision only provided they:

- live within the Calderdale boundary are full time learners attending a school or college within Calderdale;
- are full time learners attending the nearest school or college outside the Calderdale boundary where an equivalent course of study cannot be undertaken in Calderdale;
- able to prove need - applicants must demonstrate that in the absence of an award they would experience difficulties accessing or completing their education because of financial constraints and barriers. Households with an income of above £30,810 will be given reduced assistance with transport costs (this is higher for students with SEN to reflect the higher costs involved). A contribution of up to 50% towards the cost of transport or reimbursement of 50% of the transport costs if transport is arranged by a parent/guardian will be provided;
- had a Statement of Special Educational Needs, which explicitly identified transport in their statement at the time of leaving a mainstream secondary or special school, or;
- previously had a Statement of Special Educational Needs that did not identify a need for transport (i.e. due to the proximity of their home to the school) or since leaving school have subsequently developed learning difficulties as defined by the Partnership above. In such cases an assessment of need may be necessary. These will be undertaken by the Access Team's Independent Travel Co-ordinator and will take into account the information supplied by the learner/parent on the application form, additional advice supplied by

other relevant professionals and in certain cases observation of the learner to assess their travel capabilities.

Please note support is allocated each academic year and new applications have to be made each year by all learners. The Post 16 Transport Provision is reviewed every May and applications are then assessed against the new guidance issued by the Learning Skills Council. If transport assistance is provided for the next academic year learner's travel needs will be reviewed to ensure the appropriate provision is made.

Different approaches of providing transport assistance will be pursued wherever possible in order to make best use of the limited funds available.

#### 7. Independent travel

As learners become older and move towards greater independence they may want to develop their skills of independent travel and for some this may mean using public transport or walking to school or college. For others transport assistance may be required throughout school/college life.

An Independent Travel Co-ordinator has been appointed to the Access Team who supports schools and colleges in providing identified young people with the skills necessary to become more independent in their travel.

Schools and colleges work in partnership with the co-ordinator, learner and their families to enable learners to achieve greater levels of competency in their independent travel.

If you would like more information about the Independent Travel Co-ordinator's role please contact:

Ann Exton/Jason Oldroyd  
Independent Travel Trainers  
The Access Team  
Children and Children People's Service  
Northgate House  
Halifax  
HX1 1UN  
Tel: 01422 392654

#### 8. Learners attending residential schools and colleges

Support will be given to those learners who meet the criteria set out in this guidance.

Learners who are boarding at their nearest suitable specialist residential college will receive payment of approved travelling expenses for journeys

made to and from the college at the start and end of each full academic term and at half terms.

Approved travelling expenses will be based upon the cheapest available fare by public transport for a given journey (and will also be expressed in terms of a mileage allowance by car for that journey).

#### 9. Choice of school or college

Learners are able to exercise reasonable choice to attend relevant courses and may take up appropriate education outside of the Calderdale Council boundary where appropriate subject to the following.

- Resources.

The Partnership is required to have due regard for the efficient and effective use of resources, which are finite. Any award made will be subject to the amount of funds available. The Partnership will continually pursue alternative methods of providing assistance to guarantee the efficient and effective use of Partnership funds.

- Distance.

Payment of or assistance with transport costs will be made where a learner has to travel more than 3 miles the nearest school or college in Calderdale which offers the appropriate course.

- Out of Authority schools and colleges.

Assistance will only be provided to learners attending a school or college outside the Calderdale boundary where an equivalent course of study cannot be undertaken in Calderdale. Specific details of the course will need to be given in order that an assessment can be made regarding suitability.

Transport costs will only be made available to learners who are attending their nearest available school or college outside the Calderdale boundary.

#### 10. Conditions

Support will not be given to learners if there is no reasonable progression in their studies. This will be established by staff at the school or college who have discretion to determine whether satisfactory attendance (under normal circumstances learners will be expected to attend more than 85% in any one month) and conduct is being maintained in the context of a learner's individual circumstances and with reference to any Student Learning Agreements which may be in place.

Learners who are in receipt of transport assistance and who subsequently fail to attend school or college without a valid reason or who terminate their attendance will be required to pay back to the issuing organisation any outstanding monies.

All passes remain the property of the issuing organisation and must be returned when requested.

#### 11. Appeals procedure

The Chair of the Local Transport Strategic Partnership Group has the discretion to approve requests for transport assistance in special circumstances if applications are found to justify approval outside the guidance. Learners who wish to appeal against the decision not to award support or to withdraw existing support should do so in writing to the Chair of the Partnership, c/o Children and Young People's Service, Access Team, Calderdale Council, Northgate House, Northgate, Halifax, HX1 1UN clearly setting out the grounds for their appeal.

If learners are not satisfied with the outcome of this appeal, a further appeal may be made to the Appeals Panel, which will meet when necessary to consider appeals. An appeal form is obtainable from Calderdale Council, Children and Young People's Service, Access Team Northgate House, Northgate, Halifax, HX1 1UN.

If learners wish to make a further appeal this can be done in writing to:

The Discretionary Support Team, Learning and Skills Council, Learner Support Directorate, 3<sup>rd</sup> Floor, The Straddle, Victoria Quays, Wharf Street, Sheffield S2 5SY.

#### 12. Applying for support

Applications may be requested by contacting The Access Team on 01422 392531. Alternatively, application forms may be also be obtained from Calderdale Council, Children and Young People's Service, Access Team, Northgate House, Northgate, Halifax, HX1 1UN.

## Appendix 1 Concessionary Fares

Metro offers a range of concessionary fares and the major bus operators First Bus and Arriva offer a range of commercially discounted fares. Details are available on "Metroline" (0113) 245 7676 or visit [www.wymetro.com](http://www.wymetro.com) or [www.generationm.co.uk](http://www.generationm.co.uk).

Please note the fares listed below are subject to change.

(1) This Concession does not apply to those earning a salary, wage or major award, nor to part-time students, apprentices, people in youth training or similar schemes, and those in further education.

Scheme	User group	Concession	Times available	Registration cost	Journey cost/concession
Scholar's PhotoCard (1)	Available to any student aged 16 to 18 years who is permanently resident in West Yorkshire and in full time education up to "A" level standard up to their 19 <sup>th</sup> birthday. Valid from the start of the school/college year to the following 15 <sup>th</sup> September.	Travel on buses and trains at half price anywhere in West Yorkshire.	Any time of day.	£2.	Half price on all fares.
School Card	Available to any pupil who qualifies on a statutory basis. Please contact the Access Team for further information up to the child's 19 <sup>th</sup> birthday.  Can also be bought directly by parents by application to Metro. Offers a 15% discount on a specific fare.	Travel on buses and trains free of charge.	One journey to and from school each day.  Journeys to school have to take place up to 12.00 hours and journeys home between 12.00 and 19.00 hours.	None.	Free.
School Plus Metrocard	Available to school aged children under 16 and 16-18 in full time further education (16 hours or more	Unlimited travel on buses throughout West Yorkshire.	Any time of day, 7 days a week.	None.	£8.00 per week or £29.50 per month.

<b>Scheme</b>	<b>User group</b>	<b>Concession</b>	<b>Times available</b>	<b>Registration cost</b>	<b>Journey cost/concession</b>
Student Plus	Available to any young person under the age of 22 or mature students in full time education.	Gives unlimited bus and train travel throughout West Yorkshire.	Any time of day, 7 days a week.	None.	£17.00 per week or £62.50 per month.
Disabled Person's Permit	Available to those with a designated disability.	Free travel on buses and a reduced rate on trains related to the times of off-peak travel anywhere in West Yorkshire.	After 09.30 Monday – Friday, all day Saturday, Sunday and Bank Holidays.	None.	Bus Travel – full fare before 09:30, free travel for the rest of the day.  Rail Travel – full fare before 09:30, 35p for the rest of the day.
Blind Person's Permit	Available to those with a designated high degree of vision loss. Available also for a travelling companion.	Anywhere in West Yorkshire.	Any time of day. Bus and rail.	None.	Free.
First Day	Available to all.	Unlimited travel in South and West Yorkshire on any First Bus service.	Any time of day.	None. Buy on bus.	Daily. £4.00
First Day Off-Peak	Available to all.	Unlimited travel on First bus services within West Yorkshire and on 589, 590 & 592 services to Rochdale and Burnley.	After 09:30.	None. Buy on bus.	Daily. £3.20

<b>Scheme</b>	<b>User group</b>	<b>Concession</b>	<b>Times available</b>	<b>Registration cost</b>	<b>Journey cost/concession</b>
First Week	Available to all.	Valid on First Bus Services within West Yorkshire and on 589, 590 & 592 services to Rochdale and Burnley.	Any time of day.	None. Buy on bus.	Valid for 7 days. £18.00
First Monthly	Available to all.	Unlimited travel on First bus services within Calderdale and Huddersfield operating area. Also on 589, 590 & 592 services to Rochdale and Burnley.	Any time of day.	None. On line. Travel centre.	£60.00
First Term Student Tickets	Full time students need to provide a valid full time NUS ID card.	Valid throughout West Yorkshire on all bus services operated by First.	Any time of day	Online, Metro Travel Centres	£99.00 per term.
Arriva Value West Yorkshire.	Available to all.	All Arriva buses in West Yorkshire.	Any time of day.	Bought on bus (daily). Pay-Point Outlets (Weekly/Monthly)	Daily. Adult £4.00 Child £2.00 Weekly £16.00 Monthly £60.00