

Dear Learner

This booklet aims to provide information to enable you to understand the support, which may be available to allow you to continue your education Post 16.

The purpose of Education Maintenance Allowances, the School Learner Support Funds, College Learner Support Funds and Post 16 Transport Provision is to provide support to learners 16+ and over whose access to or completion of education might be inhibited by financial considerations.

Calderdale Council, in partnership with Calderdale College, have produced this document as a guide to provide learners and parents living in the area of Calderdale District with information regarding the financial assistance available for learners attending a School Sixth Form or attending a College.

We hope that you will find this booklet useful and that it will answer all of your questions, however, if necessary, staff within the Access Team, Children & Young People's Services and Information, Advice and Guidance at Calderdale College will be happy to answer any specific queries you may have.

It must be remembered that this booklet is only to give you a general guide to procedures for obtaining support. If after reading its contents, you would like to apply, then you must follow the instructions as outlined.

Every attempt has been made to ensure that at the time of going to press the contents of this booklet were correct. However, the area of learner support is subject to constant change and the Council will endeavour to publicise changes as they occur. The Council reserves the right to review its awards and transport policies as circumstances require.

Yours sincerely

Julie Killey & Paula Oldroyd
Access Managers, Access Team
Children & Young People's Services

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SECTION ONE

HOW TO CONTACT US

Education Maintenance Allowance (EMA)

Further information is available from your school or college or via your connexions personal advisor.

National Free Helpline: 0800 121 8989

Website: www.direct.gov.uk/ema

School Learner Support Funds

Calderdale Council
Children & Young People's Services
Access Team
Northgate House
Northgate
Halifax
HX1 1UN

Michelle Norledge Telephone No: 01422 392531
Email: michelle.norledge@calderdale.gov.uk
Fax: 01422 392696

Learner Support Funds

Calderdale College
Student Services
Francis Street
Halifax
HX1 3UZ

Craig Tupling Telephone No: 01422 399367
Email: craigt@calderdale.ac.uk

Assistance With Transport

Calderdale Council (on behalf of Local Transport Strategic Partnership Group)
Children & Young People's Services
Access Team
Northgate House
Northgate
Halifax
HX1 1UN

Michelle Norledge Telephone No: 01422 392531
Email: michelle.norledge@calderdale.gov.uk
Fax: 01422 392696

MONEY TO LEARN

Learner Support Service

The Learner Support Service provides the service by which learners can apply for and receive payments for Education Maintenance Allowances (EMA – please see Section Three), Adult Learning Grants (ALG), Care to Learn (C2L), Dance and Drama Awards (DaDA) and Residential Support Scheme (RSS).

The Learner Support Service can be contacted on 0800 121 8989 (call charges from mobile phones will vary so learners should check with their provider). Alternatively they can be contacted at www.direct.gov.uk/moneytolearn

Adult Learning Grant

ALG provides financial help with the costs of learning to low skilled, low income adults who are studying full time for their first full Level 2 or first full Level 3 qualification.

The grant pays adults (aged 19 plus, studying in England) up to £30 per week, studying full time (average of 12 hours per week). It is paid on an income assessed basis, using the learner's (and that of their partner if applicable) income. No account is taken of household income.

EMA

Please see section three for further details.

Care to Learn?

The aim of Care to Learn is to give financial support to teenage parents (including dads) who want to continue their education or training and need help with the cost of their childcare.

Dance and Drama Awards

On 27 November 1998 ministers announced that up to 820 of the most talented young actors and dancers will enter training each year with the help of Dance and Drama Awards (DaDA). These Awards provide for reduced fees for Further Education (FE) learners from the FE Fees and Maintenance Fund.

16 to 19 Transport Support

Please see Section Six for further details

Learner Support Funds

Learner support funds can be used to help learners of age 16 and over with the costs associated with their further education courses. It is targeted at those in greatest need. Please see Sections Four and Five for further details.

Residential Support Scheme

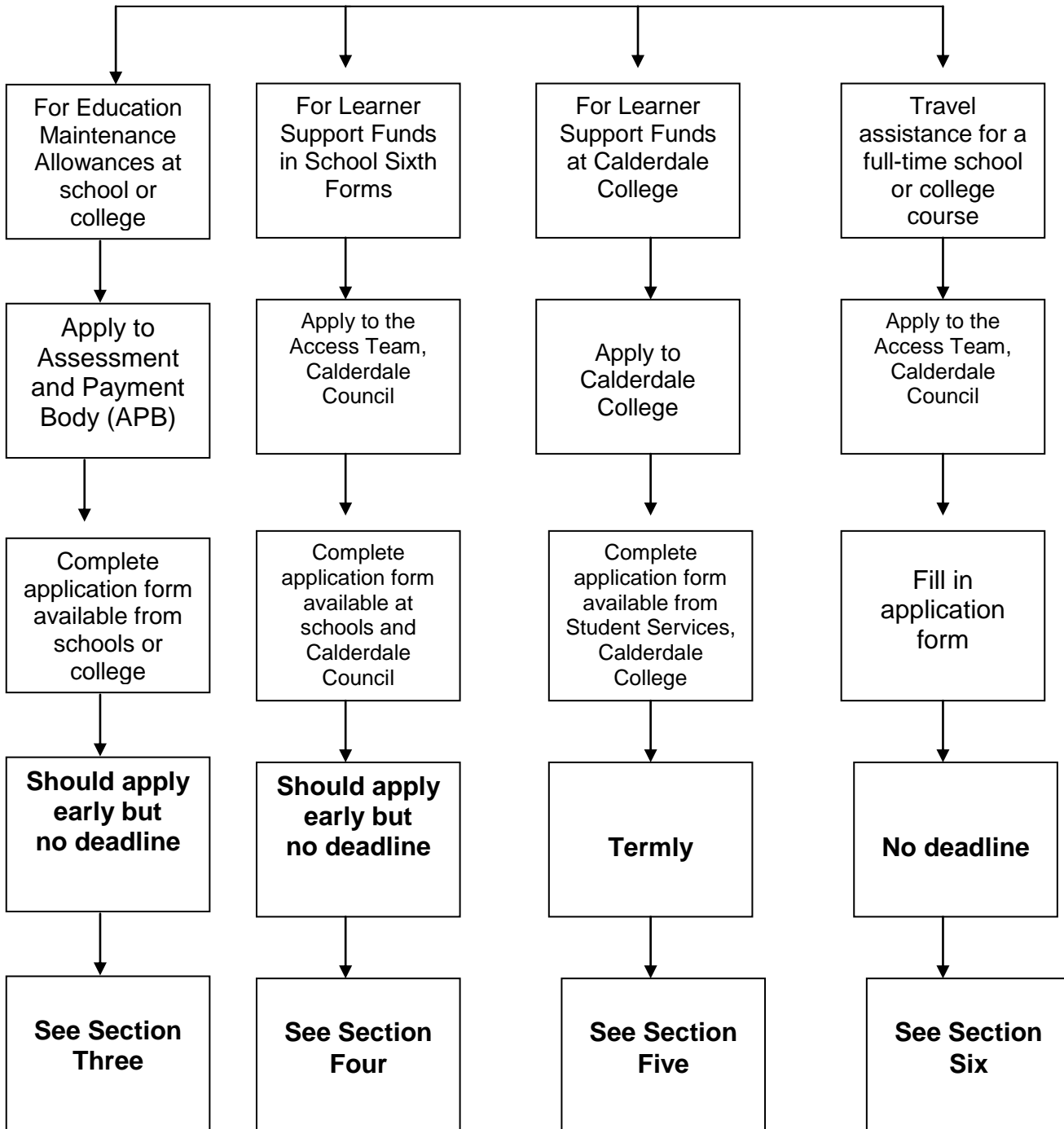
Funding may be available to assist learners who wish to study a course which is not available locally.

HOW DO I USE THIS GUIDE?

- If you are applying for support for a further education course at a school sixth form, please read sections 2, 3 and 4.
- If you are applying for support for a further education course at college, please read sections 2, 3 and 5.
- If you wish to apply for assistance with travel to attend a further education course, please read sections 2 and 6.

SECTION TWO

WHO, WHEN AND WHERE TO APPLY TO



Any other provision via Learner Support Service 0800 121 8989 or at www.direct.gov.uk/moneytolearn

SECTION THREE

**EDUCATION
MAINTENANCE
ALLOWANCE**

EDUCATION MAINTENANCE ALLOWANCES (EMA'S)

INTRODUCTION

EMA is a cash award (which you don't have to pay back) to help you carry on learning. Learning now comes in all sorts of different shapes and sizes – and it's not just in the classroom. You might stay on in school, go to college, do work based learning or re-sit your GCSEs.

Whatever, you decide to do EMA will help you with the cost of books, travel and equipment to continue learning. It's worth up to £30 a week and it's paid straight into your bank account.

MONEY IN THE BANK

EMA comes in payments of £10, £20 or £30 which goes directly into your bank account, but only if you attend and do well on your course. The amount you receive is calculated by looking at how much money is coming into your household.

To qualify, your household's income must be no higher than £30,810. This amount does not include any money you earn from part-time work and EMA does not affect any other household benefits your parents may receive.

DO YOU QUALIFY?

If all the descriptions below match your life you might be eligible for EMA:

- You're 16, 17 or 18 and in or about to leave, or have already left education.
- You're thinking of starting:
 - A full-time further education course at a college or school, OR
 - A Diploma funded by the YPLA (where available) or a course that leads to an apprenticeship, OR
 - A Young People's Learning Agency-funded Foundation Learning Programme
- Your annual household income is below £30,810 (for tax year 09/10).

The learning must take place in England.

You could also be eligible if you're a young parent (under 20) who wants to start learning. Don't forget, you might also be able to get help with your childcare costs. Check the 'Care to Learn' website for more information at www.direct.gov.uk/caretolearn.

FURTHER INFORMATION

You can check if you qualify for EMA by visiting www.direct.gov.uk/ema and filling in a few details. This will tell you instantly if you could qualify, how much you might get, and also if you're entitled to other funding to help you with your course.

National FREE Helpline is 0800 121 89 89.

SECTION FOUR

STAYING ON IN A CALDERDALE SIXTH FORM SCHOOL

SCHOOL LEARNER SUPPORT FUND – 2010/11

ELIGIBILITY AND ASSESSMENT REQUIREMENTS

INTRODUCTION

The Council continues to invest in lifelong learning and aims to assist, where possible, learners who are facing financial difficulties. School Learner Support Funds (Access Grants) provide exceptional support to learners age 16 and above, who are experiencing financial difficulty with meeting costs associated with learning. The funding exists to respond to hardship needs particularly those which arise through sudden changes in circumstances such as redundancy or a sudden income drop. This guidance sets out the eligibility criteria and the priorities for disbursing the funding provided via the Young Persons Learning Agency.

The Young Persons Learning Agency expects the LA to use the funds provided to support learners in financial hardship if there is no alternative scheme to provide support.

WHO QUALIFIES?

The priority target group are post 16 full time learners in Calderdale Sixth Form Schools who are economically or socially disadvantaged, who need support and are facing financial difficulty. Priority will be given to learners who fall within any of the following categories.

- those in care or recently left care;
- Gypsy, Roma or Traveller;
- young people who are homeless;
- carers (own child or another person);
- young people in receipt of Income Support;
- young people dependent on someone who is receiving the maximum working tax credit or learners who are on free school meals or whose parents are on benefits which would qualify them to receive free school meals; or learners who can demonstrate that they are facing exceptional financial difficulties;
- learners who have previously been out of education, employment or training for 26 weeks or more;
- learners with learning difficulties and/or disabilities (definitions in line with the Learning & Skills Act and CCIS);
- young people who are supervised by a Youth Offender Team;
- young parents;
- medically ill.

Evidence will be required to help determine hardship.

Learners must **live and attend** a Sixth Form School within Calderdale to be considered. Only where a course is not available by a school in Calderdale will an application be considered to schools within other authorities.

WHAT IF I QUALIFY FOR OTHER ASSISTANCE SUCH AS EMA?

Learners should exercise their entitlement to other forms of financial assistance before eligibility for learning support funds are considered. These consist of:

Education Maintenance Allowance
Adult Learning Grant
Residential Support Scheme
Dance and Drama Awards
Care to Learn

Receipt of other forms of learner support is neither a pre-condition, nor an exclusion factor, for receipt of the discretionary funds.

Learners receiving another form of assistance are eligible to apply for Learner Support Funds, however, for such applications to be approved the learners must demonstrate/provide evidence that a level of support is required over and above that which learners could reasonably fund from their EMA .

ASSISTANCE AVAILABLE

Assistance may be granted subject to a detailed application of why such assistance is necessary in respect of the following: -

- The Authority may contribute up to 100% of the cost of course trips and visits only on production of receipts or a letter from school supporting the application. Funding is normally provided directly to the school organising the trip. The trips must be relevant to the courses being undertaken.
- Reimbursement for books and equipment up to 100% of their costs will only be supported when the Head of Sixth Form confirms the items are required. **Receipts will also be required as proof of purchase.** Support for individual items of equipment worth over £100 will remain the property of Calderdale MBC and will have to be returned by the learner at the end of the course.
- The Care to Learn Programme provides support with childcare costs for learners aged 16 – 20, please see section one for further details.

- Where applicable, up to 100% of the costs of resit examination fees will be provided. **Receipts will be required as proof of expenditure.**
- Assistance towards the attendance of higher education interviews will be supported upon production of receipts and a letter from the University inviting the learner for an interview.
- Applications for any other type of financial assistance will also be considered such as daily livings costs, domestic emergencies subject to satisfactory evidence being provided.

Learners will be assessed in line with the priorities set out above and on the information and evidence provided with each application. Funds are limited and applications will be assessed on a first come first served basis. This fund can not be used to pay weekly attendance allowances, achievement or attendance bonuses or to make awards solely based on income without identifying whether there is any specific need.

ATTENDANCE

Learners will be expected to attend more than 85% of the time in any one term. Failure to do so may result in the withdrawal of assistance and possible repayment of any expenses already paid. Attendance will be reviewed on a regular basis.

Where attendance is not satisfactory learners may appeal against the Authority's decision to withhold payment. Learners will be requested to provide written evidence, supported by the Head of Sixth Form, indicating why assistance should be supported.

Learners who do not complete their course may be requested to reimburse the Authority for part, or all, of the income they have received.

APPLICATION FORMS

Application forms will be available from all Sixth Form Schools in Calderdale at the beginning of September or from the Access Team – Children & Young People's Services, Calderdale Council. Learners are expected to complete and return their forms as soon as possible as funding is limited.

All applications will need to provide detailed evidence of the specific financial need which may prevent them from participating in FE.

WHAT IF MY APPLICATION IS REFUSED?

If you are refused assistance, we will write to you and tell you why.

The Principal Officer for the Access & Capital – Children and Young People's Services, has the discretion to approve applications for assistance in special circumstances if applications are found to justify approval outside the policy.

FRAUD

Learners who give the Authority false information, or do not give the Authority complete information may be prosecuted and the financial assistance withdrawn or repaid.

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on your form, within this Authority, for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Paula Oldroyd/Julie Killey
Access Managers
Access Team – Children and Young People's Services

SECTION FIVE

**GOING TO
CALDERDALE COLLEGE**

LEARNER SUPPORT FUNDS

ELIGIBILITY AND ASSESSMENT REQUIREMENTS

INTRODUCTION

Calderdale College Learner Support Funds provide financial help to learners who may be facing difficulties with costs related to their study.

WHO QUALIFIES

It is intended that the Support Funds help those who are in greatest need, this includes those who are: -

- SEN learners for transport
- 16-18 learners
- learners without a full Level 2 qualification who claim an income-based benefit
- Full time 19+ learners (studying a course of at least 12 glh per week) and part-time 19+ learners (studying a course which is at least 60 guided learning hours in total) who claim an income-based benefit including income-based JSA, Income-based ESA income support, housing benefit, council tax benefit (not 25% single occupier), pension credit (where guarantee credit is received) working tax credit, household income less than £15,050.

Strict conditions apply to residence and immigration eligibility and further information can be sought from Student Services.

ASSISTANCE AVAILABLE

Assistance may be granted in respect of the following: -

- Travel – Please see section six for further details.

Any learner still experiencing difficulty can apply for assistance towards the cost of the course.

Higher Education Learners must apply to the Student Loans Company for support with fees and Student Loans.

Learners may then access specific limited funds available within Calderdale College to assist with various costs. Learners should contact Information, Advice and Guidance for further details.

- Childcare

Please contact Information, Advice and Guidance at Calderdale College for details of how to apply for childcare assistance.

- Equipment

Equipment will be supported upon the receipt of a completed form signed by the personal tutor, for essential equipment only.

Learners may receive up to a maximum of £150 during the academic year.

- Applications to Higher Education Expenses

Assistance towards the cost of travel to higher education interviews may be supported up to a maximum of £125 per learner per academic year upon production of travel receipts and a letter from the University inviting the learner for interview.

- Other

Application may be made for assistance with other costs incurred during the learner's time in college. This may include emergency payments or single payments of individual unforeseen situations.

ATTENDANCE

Attendance of **all** learners in receipt of Learner Support Funds will be regularly monitored. Learners will be expected to inform Student Services of any changes in their circumstances, and may be asked to provide additional evidence to support their application throughout the year.

Where attendance is not satisfactory, assistance may be withdrawn and repayment of some costs may be required. Information, Advice and Guidance staff will aim to support learners who may be encountering difficulties which affect attendance, financial assistance only being withdrawn after other supporting procedures have been pursued.

DISCRETION AND APPEALS

The Manager of Information, Advice and Guidance and the Support Panel has the discretion to approve applications for assistance in special circumstances.

Learners who do not qualify are able to appeal to the Support Funds Appeal Panel who will consider applications for assistance on their individual merits.

FRAUD

Learners who give the college false information, or do not give the college complete information may be prosecuted and the financial assistance withdrawn or repaid.

Craig Tupling
Student Services Manager
July 2010

Learner Support Funds Formulae and Criteria for 2010/2011

APPLICATION FOR:	CRITERIA	SUPPORT GIVEN
Travel (16-18 years)	Anyone who meets the criteria set out in section 6	100% as detailed in the Post 16 Transport Provision
Travel 19+ Full time (for learners who are studying 4 days or more per week)	Any learner in receipt of an income based benefit	50% max up to the cost of First Week pass (current cost £19.50 per week). You will need to show a valid NUS card to the bus driver (no fuel costs)
Travel 19+ Part time (for learners who are studying up to 3 days per week)	Any learner in receipt of an income based benefit	50% max of First Day Ticket (current cost £5.00) (no fuel costs)
Course registration/exam/residential or materials fee (Non HE Learners)	Any learner in receipt of an income based benefit	Full-time: full cost of any compulsory fee charged for your main course Part-time: full cost of any compulsory fee charged, for up to 2 courses running concurrently No assistance for full-cost fee recovery courses
Childcare (16-19)		Manchester LEA - max of £160.00 per week
Childcare (20+)	Any learner in receipt of an income based benefit	<u>Nursery:</u> Up to £31.50 max per day per child (2 sessions) or £18 max per day per child (1 session) <u>Childminders:</u> 100% up to £24 max per day per child (2 sessions) or £13 max per day per child (1 session) Retainers at half the agreed cost (except 1 week at Christmas and the full Summer break when no fees are payable by LSF) <u>Before/After School Care:</u> £5.00/£9.00 max per session (no retainers payable)
Equipment	Any learner in receipt of an income based benefit	75% up to a max of £150 per learner, per year £10.00 for essential stationery for learners on JSA or income support where no other specialist equipment has been funded
HE expenses for interviews only	Any learner in receipt of an income based benefit - discretionary	100% up to a max of £125.00 in total per academic year
Counselling supervision	As above	Max of £250.00 per year

PRIORITY GROUPS

- SEN learners for transport
- 16-18 learners
- Learners without a full Level 2 qualification
- Full-time 19+ and part-time 19+ learners who claim an income-based benefit or are dependent upon somebody who is.

SECTION SIX

TRANSPORT TO SCHOOLS & COLLEGES

Calderdale Local Transport Strategic Partnership Group

Post 16 Transport Provision 2010 - 2011

1. Introduction

The Calderdale Transport Partnership includes representatives from:

- Children and Young People's Services
- Health and Social Care
- Calderdale College
- The Young People's Learning Agency for England (YPLA)
- Calderdale Schools
- Economy & Environment
- 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.

Consultation

On a yearly basis (in the Spring Term) views will be sought from learners (of sixth form age in the next academic year) and their families, and those learners with special educational needs (aged 19 to 24) and their families prior to producing the statement for the following academic year. This will be in addition to consulting the transport partnership representatives. Consultation will take place via the Council's website through 'Engage'.

In addition there will also be an advert in the Calderdale local papers and schools will be requested to bring it to the attention of parents and learners.

Information Regarding Courses Available

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

www.cc-choices.co.uk
www.calderdale.ac.uk
www.workabout.org.uk

2. Assistance available to Post 16 Learners in Education

All learners who attend an education provision are 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 by 50% (the actual cost is £12 per week and £44.25 per month), however the cost to the learner is £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. The above pass will also allow learners to travel between sites in order to access Diploma learning.

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

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

Information is also available from your School office or College student services, however detailed below is a summary of what the local colleges are currently providing.

Nelson & Colne – Public transport used (Burnley & Pendle Transport, First). www.wymetro.com for details (as stated by Student Services). Apart from SEN transport (as co-ordinated by me) for Calderdale students.

Burnley College – Public transport used (Burnley & Pendle Transport, First). However, Student Services will help find relevant bus routes (**01282 733333**) from Todmorden to Burnley (most students use X43 Service) or Metro website.

Kirklees College (Huddersfield & Dewsbury) – Public transport used (First & Arriva) for those travelling from Calderdale. www.wymetro.com for details (as stated by Student Services). Apart from SEN transport (which is co-ordinated by me) for Calderdale students.

Greenhead College (Huddersfield) - Public transport used (First & Arriva) for those travelling from Calderdale. www.wymetro.com or 0844 800 4411 for details (as stated by Student Services).

Apprenticeships

Learning providers are responsible for ensuring that non-employed Programme-led Apprentices have reasonable expenses met in full where these are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Employers and learning providers should take account of learners' likely transport arrangements when planning off-the-job training, particularly outside normal working hours. The costs of expenses for learners can be claimed by learning providers against the Additional Learner Support allocation on the Training Provider Statement.

Any learners with further questions regarding arrangements for Apprenticeships can contact Linda Beever at Calderdale & Kirklees Careers on 01484 226700.

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 and who are unable to access their school or college provision by using a School Plus Metro Card due to the learners specific

circumstances, the location of the school or college or the learner is aged 19 or over.

Learners should be:

- 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 YPLA. 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.
- 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 who are vulnerable to becoming NEET (not in education, employment or training) or who have already become NEET;
 - learners on probation;
 - learners considered to be "at risk";
 - learners who are carers.

4. Provision

Where it is not possible for a School Plus Metrocard or School Card to be used due to the learners specific circumstances, the location of the school or college, the cash equivalent to the School Card 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).

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. 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 YPLA. 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.

6. 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.

Independent Travel Trainers are appointed to the Access Team who support 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 Scheme 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

7. 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).

8. 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.

9. 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.

10. Appeals procedure

The Principal Officer with the responsibility for home to school transport 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 Principal Officer 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 Secretary of State.

11. 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 or 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 th birthday. Valid from the start of the school/college year to the following 15 th 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 th 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.

Scheme	User group	Concession	Times available	Registration cost	Journey cost/concession
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, 50p 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. £3.40
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

Scheme	User group	Concession	Times available	Registration cost	Journey cost/concession
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