



Post-16 Transport Policy Statement – 2016 / 2017 Academic Year



1. Summary of Policy Statement and Main Objective

The main objective of the Post-16 Transport Policy Statement is to specify the arrangements for the provision of transport or otherwise that the authority and Post-16 education providers consider it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

Young people are required to stay in education or training until their 18th birthday. There is no statutory requirement for young people to stay in school, they are able to choose one of the following options Post-16:

- Full time education;
- An apprenticeship;
- Part-time education or training if they are employed, self-employed or volunteering full time (which is defined as 20 hours or more a week).

Cumbria County Council

Free transport for Post-16 Students will only be available from Cumbria County Council in the following circumstances:

- Qualifying Post-16 students from 'low income' families;
- Qualifying Post-16 students who have a learning difficulty and/or disability.

2. Details of concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16-18 and who provides them

Post-16 students who meet the 'low income' criteria (see Section 4) can apply for free transport through the Student Support Fund if they are:

- A resident of Cumbria;
- Aged over 16 years old, but under 19 on 31 August 2016, and have started the course before the age of 19;
- Undertaking a full time course of at least 17 hours study hours per week;
- Attending either :
 - The 6th form in their catchment secondary school (if the catchment area secondary school does not have a 6th form, another school is designated as the catchment school for 6th form studies). A-level subject combination is not considered when determining whether a student qualifies for transport support;
 - Their nearest college providing the chosen vocational area;
 - A denominational school on the basis of religion, provided the distance between the school exceeds the statutory walking distance of 3 miles.

Spare capacity on vehicles contracted by the County Council for pupils with a statutory entitlement to transport will be offered to Post-16 Education Providers at a cost of £380 per seat.

3. What times during the day can learners use their travel pass or obtain concessionary fares?

Post-16 students who are issued with a travel pass on a vehicle privately contracted to Cumbria County Council will be able to travel in the morning and afternoon at the standard times on contracted vehicles. Students who are issued with a travel pass on a commercial service e.g. Stagecoach, may be able to travel flexibly for one journey to and one journey from the Post-16 education provider daily.

Students should contact the Transport Commissioning Team who will give advice on individual routes.

4. How will learners be assessed to see if they are eligible for support e.g. means testing or must they be on benefits?

To qualify for Post-16 transport on low income grounds, parent/carers must provide evidence (dated within 3 months of the commencement of their course) that they are in receipt of one of the following:

- Income Support
- Income based jobseekers allowance
- An income related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs
- The Guarantee element of State Pension Credit
- Universal Credit

Please Note: If a parent/carer is in receipt of Working Tax Credit you will not be eligible for free transport through the Student Support Fund.

Should the family income increase above the threshold limit for low income families, the free transport will continue up to the end of the academic year.

Transport can be provided free from the nearest pickup point, to Post-16 students under the age of 19 on 1st September 2016 who are attending either the 6th form in their designated catchment school or their nearest college offering the vocational area they wish to study, where the distance exceeds the statutory walking distance of three miles.

If you think you may qualify for Post-16 transport, please complete a Student Support Fund application form which can be downloaded from www.cumbria.gov.uk/schooltransport or by phoning the Transport Hotline on **03332 406965**. **Please remember to submit your evidence of low income with your application form.**

5. Provision of assistance for learners with learning difficulties, disabilities and/or disabilities including those over 19 or learners facing other difficulties in following their courses?

What is Special Needs Transport?

A student is considered to have special transport needs if evidenced by an approved Educational Health Care Plan, or transport is recorded in Part 6 of his/her most recent statement of special needs.

The criteria are:

- a) a long term impairment* which will affect the student's ability to travel without assistance ie:
 - i) mobility (although mobility or independence training should be undertaken)
 - ii) eyesight (although mobility or independence training should be undertaken)
 - iii) perception of the risk of physical danger or
- b) an impairment which is likely to last no longer than 12 months and has a medical report signed by a doctor specifying the students difficulty and implications for independent mobility. (This will be time limited but open to continuation should the impairment continue).
 - *i) has lasted at least 12 months or
 - *ii) is likely to last 12 months or
 - *iii) is likely to last for the rest of the life of the person.

Who is eligible?

Currently any student with a statement of Special Educational Needs and Disabilities (SEND) or an Educational Health Care Plan and who is attending a full time course of education (17 hours or more per week) and who is:-

- a) Under the age of 19 (on 31 August) or
- b) Began a course before attaining the age of 19 and continues to attend the course and has special transport needs which prevent him/her from travelling safely.

Over the next year all existing SEND young people will need to have Educational and Health Care Plans (EHCP's). EHCP's replace statements, they commit education, social care and health to agree a plan and meet the provisions of that plan. That will include, if appropriate, transport provision.

The plan is for young people up to the age of 25 and will end when the outcomes have been achieved so plans may change before the age of 25. Beyond 19 the transport needs will need to be identified on an individual basis and funded by the most appropriate agency, linked to the outcomes of the plan.

To which establishments does it apply?

Special Needs transport will be provided for attendance of students of sixth form age receiving full-time education at:-

- a) schools maintained by the Local Authority with designated sixth forms including out of county schools or
- b) the nearest institution maintained or assisted by the Local Authority which provides further education or higher education (or both) or
- c) the nearest institution within the further education sector or
- d) recognised out of county residential schools with sixth forms

What will be provided?

There is **no minimum eligible distance** for students requiring special transport, however students with special needs who can use public transport will be expected to do so, by either:-

- a) the most economic means –
 - i) a seat on an existing service or
 - ii) a grant or;
- b) specialist transport services as required or;
- c) in the case of out of county special schools at the beginning and end of each designated term/half term or as specified in the statement of education need.

Section 9 of the Education, Health and Care needs Code of Practice, paragraph 9.214 states: 'The parent or young person's preferred school or college might be further away from their home than the nearest school or college that can meet the child or young person's SEND. In such a case, the local authority can name the nearer school or college if it considers it to be appropriate for meeting the child or young person's SEND. If the parents prefer the school or college further away, the local authority may agree to this but it is able to ask the parents to provide some or all of the transport funding.'

What about Residential Colleges?

For those attending residential colleges out of Cumbria, transport will be on the same basis for those attending residential school. Transport to and from the college will be provided at the beginning and end of each designated term/half term. Transport will, where possible and compatible with the needs of the young person and the encouragement of appropriate independence, utilise public transport facilities. Transport will be provided up until the end of the course the student started prior to his/her 19th birthday.

6. Is mobility independence training provided for learners who face difficulty with transport?

Cumbria County Council is considering the introduction of independent travel training for relevant students.

7. When should learners start to apply for transport support?

Continuing students who are undertaking a third year on their chosen course will need to contact the Transport Commissioning Team to ascertain whether they would be eligible for continued subsidised support. The charge for a subsidised travel pass for the 2016/2017 academic year is £380 per annum. Travel passes will be issued when payment has been requested and is received.

Post-16 students who may meet the 'low income' criteria should complete an application form which can be downloaded from www.cumbria.gov.uk/schooltransport or by phoning the Transport Hotline on **03332 406965**. Evidence of low income (for the 2016/2017 financial year) must be submitted with the form.

8. What help is available for mainstream learners who attend a further education institution which is beyond daily travelling distance e.g. boarding students?

Cumbria County Council does not provide assistance for learners who attend a further education institution which is beyond daily travelling distance from the student's home address.

9. Exceptional Circumstances

Exceptional circumstances will only be considered for 'low income' students who qualify for assistance through the Student Support Fund.

10. Complaints Process

The Post-16 Transport complaints process is for a person who is, or will be, of sixth form age when the matter complained of has effect, or by a parent/carer of such a person who wishes to challenge a decision about:-

- The local authority's exercise of, or failure to exercise, a function under sections 509AA to 509AD of the Education Act 1996.

Process

- The complainant should submit a statement as to why they believe the Council is failing to exercise their duty.
- A Senior Officer will consider the statement and, within 20 working days of receipt of the complainant's written statement, will send the complainant a detailed written outcome. The complainant should forward their statement to:

Senior Manager - Transport Services
Environment and Community Services
Parkhouse Building, Kingmoor Business
Park, Carlisle Cumbria CA6 4SJ

- If, after receipt of the Local Authority's response the complainant wishes to appeal the Senior Officer's decision, they should direct their complaint to the Secretary of State for Education. The Secretary of State can make a direction where he considers it expedient to do so, having regard to the particular circumstances of the case.

The Secretary of State can be contacted at:-

The Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Appendix A – Specific Policies of Post-16 Education Providers

Caldew School

The school is committed to maximising access to Post-16 study for students who have attended the school in Years 7-11.

The school undertakes to ascertain the additional capacity on buses and work with School Transport to ensure that all routes can be accessed by students wherever possible. It will use the funds available at its disposal to secure whenever possible travel options for all Post 16 students. Working through the School transport team at the County Council seats are normally either available through the “Spare Capacity Scheme” or additional seats have been purchased on buses directly by the school. While these seats vary in costs students are only charged the same flat rate which is the level that is charged by School Transport, in 2016-17 this will be £380 a year. Where it has not been possible to secure seats on the school bus routes then other transport in the form of mini-buses or taxis’ are provided wherever practical for the same cost.

Any student who is eligible for Free School Meals should apply for Student Support and free transport through the relevant part of Cumbria County Councils website.

Carlisle College

Carlisle College is committed to maximising all opportunities for students to study and therefore wherever possible will provide help with transport. Carlisle College will continue to work closely with the Transport Commissioning Team to identify transport solutions for post 16 students.

To qualify for help from the College all students must:

- Live more than 3 miles from College.
- Satisfy the household income criteria.
- Achieve 85% attendance.

We will continue to help those students who pay for a Cumbria County Council pass by reimbursing the cost of the pass over the academic year.

We aim to continue to arrange contract private coach hire for outlining areas which are not serviced by public transport, namely Alston. The College will support qualifying students where public transport is available by preferably providing a stagecoach bus pass or refunding train tickets.

In exceptional circumstances where there is no public transport available students can claim a mileage allowance.

Where students do not qualify for help from Carlisle College, we are able to offer discounted travel achieved through negotiations with Stagecoach.

Students can use their Stagecoach bus passes 24/7 during term time.

If you require more information or help completing the travel application which is available from reception please call the reception team 01228 822700 or email reception@carlisle.ac.uk

What times during the day can learners use their travel pass or obtain concessionary fares?

Students at the college can use their Stagecoach bus passes at any time of day, including weekends during term time.

How will learners be assessed to see if they are eligible for support?

Low income families are advised to apply directly to the Local authority together with proof of receipt of eligible benefits.

If not in receipt of eligible benefits students/ parents are offered a Carlisle College travel application and suggest early completion and submission. All applications are means tested.

When should learners start to apply for transport support?

Prospective students are provided with the information at our advice sessions and also when attending interviews.

It is suggested that applications are completed and submitted as early as possible.

What help is available for mainstream learners who attend a further education institution which is beyond daily travelling distance?

Carlisle College will provide help with long distance travel provided the student meets the means testing criteria; however we are unable to provide assistance for accommodation etc.

Exceptional Circumstances

In exceptional circumstances where students meet the criteria, but there is no public transport it may be possible to claim a mileage allowance.

Complaints Process

If you have a concern or complaint regarding travel, we would suggest that you contact the senior receptionist in the first instance who will try and resolve the issue. If this is not the case then please follow the link below for full details of our complaint procedure.

www.carlisle.ac.uk/files/Complaints%20Procedure.pdf

Cockermouth School

We are an inclusive sixth form who support students in Post-16 education travel through the spare seats scheme using the 11-16 county guidance. All applications are sent via the school to the Local Authority.

Dallam School

For students who reside within the catchment area the school operates a Post 16 spare seat scheme in conjunction with Cumbria County Council's Transport Services Team. This allows students to travel in the morning and afternoon at the standard times on contracted vehicles. The cost is determined by the Transport Services Team.

For students who reside outside the school's catchment area, or where spare seats are not available through the Local Authority, the school has a contract with Travellers Choice for seven routes running from the Grange/Lindale, North Lancashire or Kendal areas.

Financial assistance is available for eligible students from the 16-19 Bursary Fund. Further information is available on the school's website or alternatively contact the Finance Office on 015395 65168.

Furness College

Furness College, Barrow in Furness provide transport costs for those students aged 16-18 who live more than 3 miles from the college and have a total household income of under £18,000. The costs are only for trips to and from college in accordance with their timetable.

High needs learners have supported taxis. Students can apply for financial support as soon as they are interviewed and they will be assessed. Payments will be in place for the start of term or as soon as possible thereafter. Any monies will be backdated to the beginning of term. None of our learners need overnight accommodation.

Kendal College

All our transport information and provision for 16/17 is detailed on our website at: www.kendal.ac.uk/transport.

Nelson Thomlinson School

Post-16 pupils need to contact the school in the first instance to discuss availability, fares, and discounts that may be available.

Passes provided for travel by the school can be used on the recognised school transport only. Pupils using service buses will need to contact the individual providers directly to confirm details.

You may be eligible for “low income” support to assist with the costs of school transport. Please contact the school in the first instance, asking for the Transport Co-Ordinator.

Prospective Post-16 students will be provided with information at the Open Evening. As seats are not guaranteed on the home to school transport service, seats are offered on a first come, first served basis and only if seats are available. Please apply as soon as possible after the Open Evening.

If you feel you have exceptional circumstances, the school may consider them on an individual basis, although a guarantee to school transport cannot be made.

In the first instance contact the Transport Co-Ordinator at the school should you have a complaint or concern on 016973 42160.

Netherhall School

- A bus pass is the concession given to learners aged 16-18.
- Each bus pass states the Pickup place and time and also a route number.
- Pupil premium learners are eligible for support with transport if they require the need.
- Any learner with learning and/or disabilities, would be looked at on an individual basis.

When should learners start to apply for transport support?

Learners are encouraged to apply for transport after obtaining their GCSE results.

What help is available for mainstream learners who attend a further education institution which is beyond daily travelling distance?

There are no learners who attend a further education institution which is beyond daily travelling distance and need to stay away.

Exceptional Circumstances

Exceptional circumstances would be looked at on an individual basis.

Complaints Process

The complaints procedure which can be seen on our website at www.netherhall.cumbria.sch.uk

Queen Katherine School, The

The Queen Katherine School works with the Transport Services Team to source the best possible transport provision. The transport arrangements for QKS 6th Formers, which are in addition to the provision made for students of low income families, is the use of the 16-19 bursary on an individual case basis where assistance is requested.

Trinity School

Sixth form students at Trinity School should contact Mrs Little in the Sixth form Office to discuss transport arrangements in the first instance. This applies for both Year 12 & 13 students and those in Year 11 who have applied for a place in Sixth Form from September 2016. We operate a Post 16 Spare Seat Scheme in conjunction with Cumbria County Council's Transport Services Team. As seats are not guaranteed we recommend students contact the school as soon as they know they require a seat. For students currently in Year 11 this should be on receipt of an offer to join Sixth Form. The school will then bid for these seats based on the County Council's deadline.

We would encourage Post-16 students from low income families to apply for free discretionary transport through Cumbria County Council's Student Support Fund if they fulfil the eligibility criteria. Financial assistance is also available for eligible students from the 16 – 19 Bursary Fund. Further information is available on the school's website (www.trinity.cumbria.sch.uk) or alternatively please contact Mrs Little on 01228 516051 ext: 263.

Provision of assistance for learners with learning difficulties, disabilities and exceptional circumstances will be made on an individual basis in line with Cumbria County Councils Transport Policy. (www.cumbria.gov.uk/schooltransport)

Ulverston Victoria High School

Details of concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16-18 and who provides them

Ulverston Victoria High School encourages students to make use of public transport wherever possible. This provision includes bus services from the school catchment areas under the Post-16 Spare Capacity Scheme and from September 2016 under the recently procured services from the Kirkby-in-Furness and Broughton-in-Furness areas. In addition, Northern Rail offers discounted season tickets for students. Students from "low income families" or students who have special needs or disabilities attending their nearest Post-16 Education Provider may be eligible for support through the Cumbria County Council Transport Assistance Scheme. As well as this, Ulverston Victoria High School operates a Sixth Form Bursary Scheme for students from "low income families" as assistance with study expenses including transport.

What times during the day can learners use their travel pass or obtain concessionary fares?

Bus passes procured under the Cumbria County Council scheme are valid during term time only. Northern Rail season tickets are available on a weekly or monthly or annual basis and are valid anytime including weekends.

When should learners start to apply for transport support?

Students should register their interest in the Post-16 Spare Seat Scheme and other bus services as soon as possible. Applicants for the Cumbria County Council Transport Assistance Scheme should follow the guidance on the Cumbria County Council website. Applications for Sixth Form Bursaries should be made in September each year.

What help is available for mainstream learners who attend a further education institution which is beyond daily travelling distance eg boarding students?

Students who travel to Ulverston Victoria High School from outside the catchment area may apply for assistance under the Sixth Form Bursary Scheme.

Exceptional Circumstances

Students with exceptional circumstances should notify the school in writing as soon as possible.

West Lakes Academy

Details of concessionary fares, discounts, subsidies, passes or travelcards available for learners aged 16-18 and who provides them.

West Lakes Academy is an inclusive sixth form that will aim to support students in accessing travel to and from Post-16 education using the spare seats scheme administered by the Council's Transport Commissioning Team. We ask students let us know if they need transport and then bid for these seats based on the county deadline. To make sure finance is not a barrier to access we operate a Sixth Form Bursary Scheme for students from "low income families" as assistance with study expenses including transport.'

What times during the day can learners use their travel pass or obtain concessionary fares?

Passes provided for travel by the Academy can be used on the recognised school transport route only. Pupils using service buses will need to contact the individual providers directly to confirm details of when and how their tickets can be used.

How will learners be assessed to see if they are eligible for support e.g. means testing or must they be on benefits?

We will support some students through the Bursary scheme and encourage those who can to apply through the county for funding and access to transport. Any student who applies to the Bursary scheme will have their application considered by the bursary panel against a set of criteria outlined within the policy.

When should learners start to apply for transport support?

Interested Post-16 students will be provided with information at the Open Evening. As seats are not guaranteed on the school transport service, seats are offered on a first come, first served basis and only if seats are available. Please indicate your travel options within the application form then when you receive your offer letter apply as soon as possible for transport.

What help is available for mainstream learners who attend a further education institution which is beyond daily travelling distance e.g. boarding students?

No assistance is provided for students who attend a further education institution which is beyond their daily travelling distance in terms of accommodation. However students who travel to West Lakes Academy from outside the catchment area may apply for assistance under the Sixth Form Bursary Scheme.

Exceptional Circumstances

If you feel you have exceptional circumstances, the Academy will consider them on an individual basis, although a guarantee to secure a place on school transport cannot be made.

William Howard

Details of concessionary fares, discounts subsidies, passes or travel cards available for learners aged 16-18 and who provides them

Post 16 In-Catchment students

We currently operate a post-16 spare seat scheme working with the Council's Transport Commissioning Team. The cost for 2016/17 will depend on the number of applications and whether additional capacity on oversubscribed routes will need to be purchased.

Post 16 Out of Catchment students

We currently operate six bus routes running from Carlisle and Alston with pickup points at various locations for students living outside the William Howard School catchment area. Seats are available on a first come first served basis.

More details and further updates for William Howard home to school transport can be found on the Schools website <http://www.williamhoward.cumbria.sch.uk/parents-info/school-transport/>

How will learners be assessed to see if they are eligible for support e.g. means testing or must they be on benefits?

William Howard School will support some students through the 16-19 Bursary scheme. Details are available from the school's website <http://www.williamhoward.cumbria.sch.uk/sixth-form/16-19-bursary-fund/>

The school also encourages those who are eligible to apply via the County Council's schemes for assistance (low income families and students with special educational needs and disabilities).

When should learners start to apply for transport support?

All current users of both in-catchment and out of catchment routes will be sent application forms prior to May half term. Anyone who does not currently use transport should email the school to register their interest (email: transport@williamhoward.cumbria.sch.uk)



Useful Contacts

Cumbria County Council

Address: Cumbria County Council, Transport Services Team, Parkhouse Building, Kingmoor Business Park, Carlisle Cumbria CA6 4SJ
Website: www.cumbria.gov.uk/schooltransport
Telephone: 0333 240 6965
Email: school.transport@cumbria.gov.uk

Active Travel

Contact Nancy Sloan, Active Travel Officer for advice on walking and cycling initiatives, information regarding a lift-share website
Telephone: 07971 446231
Email: nancy.sloan@cumbria.gov.uk

Journey Planner

Information on bus routes and timetables
Website: jplanner.travelinenortheast.info

Traveline

For up to the minute travel information. Lines open from 07.00 until 20.00. Calls cost 12p per minute plus your phone company's access charge.
Website: traveline.info
Telephone: 0871 200 2233

Cumbria's Passenger Transport

All the county's buses, trains and ferries - for timetables, route maps and operator contact details. Visit cumbria.gov.uk/passengertransport

Post-16 Education Providers

Caldew School

Telephone: 01228 710044
Fax: 01228 710390
Email: office@caldew.cumbria.sch.uk

Carlisle College

Telephone: 01228 822700
Fax: 01228 822710
Email: reception@carlisle.ac.uk

Kendal College

Student Services is open Monday-Friday throughout the year.
Telephone: 01539 814700
Fax: 01539 814701
Email: enquiries@kendal.ac.uk

Kirkby Stephen Grammar School

Telephone: 017683 71693
Fax: 017683 72387
Email: admin@ksgs.cumbria.sch.uk



The Lakes School

Telephone: 015394 40810
 Fax: 015394 62473
 Email: admin@lakes.cumbria.sch.uk

Nelson Thomlinson School

Telephone: 016973 42160
 Fax: 016973 49160
 Email: admin@nts.cumbria.sch.uk

Netherhall School

Telephone: 01900 813434
 Fax: 01900 814867
 Email: office@netherhall.cumbria.sch.uk

Newton Rigg Campus

Telephone: 01904 772277
 Fax: 01904 772288
 Email: transport@askham-bryan.ac.uk

Queen Elizabeth School

Telephone: 015242 71275
 Fax: 015242 72863
 Email: office@queenelizabeth.cumbria.sch.uk

Queen Katherine School, The

Telephone: 01539 743900
 Fax: 01539 741223

Trinity School Sixth Form Centre

Telephone: 01228 516051 ext 263
 Email: 6form@trinity.cumbria.sch.uk

Ulverston Victoria High School

Telephone: 01229 483900
 Fax: 01229 483902
 Email: uvhs@ulverstonvictoria.cumbria.sch.uk

West Lakes Academy

Telephone: 01946 820356
 Fax: 01946 823900
 Email: contactus@westlakesacademy.org.uk

William Howard School

Telephone: 016977 45700
 Fax: 016977 41096
 Email: transport@williamhoward.cumbria.sch.uk



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করে 0333 2406965 নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，
请致电 0333 2406965

Jeigu norėtumėte gauti šią informaciją savo kalba,
skambinkite telefonu 0333 2406965

W celu uzyskania informacji w Państwa języku proszę
zatelefonować pod numer 0333 2406965

Se quiser aceder a esta informação na sua língua,
telefone para o 0333 2406965

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen
0333 2406965 numaralı telefonu arayınız