

Cambridgeshire County Council

Transport policy statement for learners aged 16-19 in further education 2011/12

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Introduction

This policy statement provides information about the transport support that is available to enable students aged 16-19 to attend places of learning. It includes the transport arrangements made by Cambridgeshire County Council as well as information about those arrangements made by the individual further education (FE) colleges in Cambridgeshire and by the various transport operators. The transport policy statement for 19-25 year old students with learning difficulties and/or disabilities is currently being finalised and will be published separately as soon as it is available.

The Authority's intent is to facilitate the attendance of post-16 students at school or college. The LA levies a charge in respect of this transport as a contribution towards the full cost. The rates for subsidised transport are reviewed annually and a Cambridgeshire County Council booklet is issued, via schools and colleges during the Summer term each year, which explain the operation of the policy to students and parents. The booklet, entitled *Post-16 Education Transport in Cambridgeshire – do you qualify for help?* is also available on the County Council's website.

The LA has determined that there are certain circumstances in which it will provide assistance with transport free of charge. These are set out in section 2 below. The LA expects single journey times for students to be reasonable i.e. achievable within 90 minutes travelling times.

2. Details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16–19 and who provides them, including details of any costs to the learner.

The LA provides assistance with transport via passes for use on contract or public buses. To be eligible for subsidised transport, the student must be:

- resident in Cambridgeshire,
- enrolled on a full-time course at their nearest appropriate centre, which offers the main essentials of the course required by the student, both in terms of type and level with regard to higher education and/or career outcomes
- aged under 19 or started the current course (a minimum of 15 hours per week) before reaching the age of 19, as a direct continuation of their 11-16 education.
- living more than 3 miles away, measured by the shortest available walking route (unless the route is considered by the LA to be unavailable to walk along).

Unless stated otherwise below, transport applications should be made directly to Cambridgeshire County Council. All applicants must submit a passport size photograph with their initial application.

Bus travel

The charge to the student for subsidised transport is £200 per term (2011/12) for a Goldrider bus pass where Stagecoach is the only service operator. For travel on bus routes contracted by Cambridgeshire County Council to colleges or to secondary schools with sixth form provision, and on commercial services not run by Stagecoach, the charge to the student for subsidised transport is £150 per term (2011/12).

Full details are available from the Authority's Social & Education Transport Team (SETT) (see section 11 for contact details).

Free transport is available for students who meet the above criteria and are also in receipt (or whose parents are in receipt) one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Guarantee element of State Pension Credit or
- NHS Tax Credit Exemption Certificate (issued to families receiving Child Tax Credit (CTC) or Working Family Tax Credit (WFTC)). Students will be required to supply a copy of either the CTC or WFTC award notice valid for the date for which transport is applied (not the NHS certificate). All pages of the award notice will be required to enable to LA to assess entitlement to free transport, including full

details of income.

Spare seats, on contract services, are available for students who are not entitled to assistance under the terms of the policy, to purchase on a termly, first come first served basis only. The charge to the student for a spare seat is £150 per term (2011/12).

Rail travel

First Capital Connect and National Express East Anglia are able to offer students a discounted season ticket for travel to their school or college.

A 50% discount is available for travel on selected routes for students attending a Cambridgeshire post-16 centre. Students need to be under 19 years of age and in **full-time education** to take advantage of this discount.

The discount entitles the card holder to purchase reduced rate season tickets for journeys on First Capital Connect and National Express East Anglia trains in the specified area (terms and conditions apply - see website for details).

To get this discount students need to visit www.firstcapitalconnect.co.uk to register for a Student Connect Railcard and then purchase their ticket online.

Cycling

A cycle allowance is available to students who are entitled to subsidised transport but choose to cycle instead. This is £40 per term, payable in arrears and claimed on a termly basis. Retrospective payment can only be considered for the current academic year.

Claim forms are available from the schools/colleges or from the LA Social & Education Transport Team (SETT).

Cambridge Regional College

The College runs its own bus service on a number of routes across Cambridgeshire and extending into Essex, Suffolk and Hertfordshire.

All students are entitled to apply for a bus pass. The charges for full-time students in 2010/11 were £420 per annum if paid in advance or £450 per annum if paid in instalments (£150 deposit plus 3 monthly instalments of £100). For apprenticeship and diploma students studying at the college for 1 day per week, the charge is £115 per annum. There is expected to be some increase to these rates for 2011/12. Discounts maybe available for part-time students providing there are seats available on the relevant service.

Exemption from the charges is available for those students who are under 19 on or before 31 August 2011 and whose families are also in receipt of any means-tested benefit. Proof of current benefit must be sent with appropriate application form.

Subsidised rail travel is available from selected stations (including neighbouring counties) to Cambridge depending on age and rail operator.

College of West Anglia (CoWA)

Students make applications through their home LA.

Spare seats are available on bus services provided by the LA to students who are not entitled to support under the LA's policy, subject to availability of places. Charge is £450 per year (2011/12). CoWA will, where possible, guarantee provision of spare seats.

Taxis are occasionally used in rural locations or to accommodate students with disabilities.

A limited amount of residential provision is also available.

Huntingdon Regional College

Students should apply through the Local Authority.

Spare seats are available on bus services provided by the LA to students who are not entitled to support under the LA's policy, subject to availability of places. Charge is £450 per year (2011/12).

Peterborough Regional College

Students should apply through the Local Authority.

Spare seats are available on bus services provided by the LA to students who are not entitled to support under the LA's policy, subject to availability of places. Charge is £450 per year (2011/12).

Long Road Sixth Form College

No transport provision made directly by the College.

Reduced rail fares available for students via First Capital Connect and National Express East Anglia.

In exceptional circumstances financial support may be available for transport for those students who are not entitled to free transport from the LA. To be considered eligible, students or their parents should be in receipt of means tested benefits.

Hills Road Sixth Form College

No transport provision made directly by the College.

Reduced rail fares available for students via First Capital Connect and National Express East Anglia.

In exceptional circumstances financial support may be available for transport for those students who are not entitled to free transport from the LA. Students are asked to apply to the College directly in such cases.

3. Use of travel passes and availability of concessionary fares

LA

The majority of students travel by service bus. If a Stagecoach Goldrider pass is issued, it can be used 7 days a week until the end date on pass. In the case of contract services, each route is served by one vehicle travelling to and from school/college at the start and end of each school day, term time only.

A 50% discount is available for rail travel on selected routes for students attending a Cambridgeshire post-16 centre. Students need to be under 19 years of age and in full time education to take advantage of this discount and should apply directly to the rail companies. Rail passes can be used at any time, 7 days a week, during the academic year only.

Cambridge Regional College

Buses run by the college operate during term time only.

Long Road Sixth Form College

The majority of students travel by service bus - see details provided by LA above.

Hills Road Sixth Form College

The majority of students travel by service bus - see details provided by LA above.

Schools with sixth form provision

The majority of students travel by contracted or service buses - see details provided by LA above.

4. Transport arrangements for learners who reach 19 whilst continuing on a course.

LA

Subsidised or free transport is available for students who meet the criteria stated in section 1 i.e. are under 19 or who started a full-time course before the age of 19.

Students need to be under 19 years of age and in full time education to take advantage of discounts offered by the rail operators (subject to current terms and conditions of local rail companies).

Cambridge Regional College

All students can apply for a college bus pass regardless of age.

Rail as above.

College of West Anglia

As LA policy for students entitled to LA support. All other students may be able to apply for spare seats if available.

Huntingdonshire Regional College

As LA policy for students entitled to LA support. All other students may be able to apply for spare seats if available.

Peterborough Regional College

As LA policy for students entitled to LA support. All other students may be able to apply for spare seats if available.

Long Road Sixth Form College

Bus provision as LA policy.

Rail as above.

Hills Road Sixth Form College

Bus provision as LA policy.

Rail as above.

Secondary schools with sixth form provision

As LA policy for students entitled to LA support. All other students may be able to apply for spare seats if available.

5. Eligibility for transport support

LA

Students are required to complete an application form including home address and course details. The LA determines the 'nearest appropriate centre' based on the home address and course (seeking advice from Connexions where necessary regarding career outcomes). Applications for free transport must be accompanied by supporting evidence (e.g. benefit documents, etc).

The definition of 'nearest appropriate post-16 centre' is:

The school or college that:

- (i) regardless of county boundaries, is nearest to the student's family home; and/or*
- (ii) where appropriate, named by the LA for the student's family home address; and*
- (iii) offers the main essentials of the course required by the student, both in terms of type and level with regard to higher education and/or career outcomes.*

The non-availability, for example, of a particular subject mix, or a particular range of module options will not normally be considered grounds for approval of assistance with transport to a more distant centre

6. Transport assistance for learners with learning difficulties and/or disabilities including those over 19 years of age

LA

The majority of students who had a statement of SEN pre-16 will be eligible for transport support to their nearest appropriate centre if they meet criteria stated in section 1. These students should contact the Statutory Assessment & Resources Team (START) in the

first instance on 01480 372612 or 01480 372600.

The transport policy statement for 19-25 year old students with learning difficulties and/or disabilities is currently being finalised and will be published separately as soon as it is available.

Students should contact the Statutory Assessment & Resources Team (START) in the first instance on 01480 372612 or 01480 372600. Consideration of individual cases will be made with regard to the Disability Discrimination Act. Determination of eligibility rests with the Executive Director, Children and Young People's Services and requires verification through the appropriate Medical Officer, Connexions Personal Adviser or school/college-based professional. Responsibility for gathering the appropriate evidence to support requests rests with the individual student.

College of West Anglia

Some residential provision is available for students with particular needs.

Commercial Operators

Students who are blind or have a visual impairment are entitled to free transport. Students with disabilities (defined by the Transport Act) are entitled to half single or return fares. For more details please contact Passenger Transport on 01223 715588.

7. Mobility/independence training for learners who face difficulty with transport

LA

The LA is working with partners with regard to the provision of mobility training.

Cambridge Regional College

Some mobility training provided for students aged 20+ on SEN courses.

Peterborough Regional College

Mobility training provided as part of specific courses.

Huntingdonshire Regional College

Mobility training provided as part of specific courses.

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

LA

Application forms are available in schools and colleges and on the County Council's website from late April. Students should obtain a form from their sixth form centre in the first instance.

Students are encouraged to apply to the County Council's Social & Education Transport Team (SETT) as soon as they have been accepted on a course.

Applications are normally processed within 10 working days.

Cycle Allowance forms are available from school and colleges or the Social & Education Transport Team at the LA.

Cambridge Regional College

Application forms are available from the college. Application forms and timetables with joining instructions are posted to students, w/c 4th July. Deadline for guaranteed receipt

of pass before start of term is 31st August. After the start of term applications are normally processed within 10 working days.

College of West Anglia

Students apply to their LA in the first instance. If they are refused, they should then contact the College directly.

Peterborough Regional College

Application forms are available via the college but students must return their completed application forms to the LA.

Long Road Sixth Form College

Students should apply to LA for bus passes

Hills Road Sixth Form College

Students should apply to LA for bus passes

Schools with sixth form provision

Students should apply to LA for bus passes

9. Help for learners if they need to travel to a course that is beyond your LA area.

LA

Students living in Cambridgeshire are entitled to assistance to their 'nearest appropriate centre' regardless of county boundaries, providing they meet the criteria stated in section 1.

10. What help is available for learners who attend a further education institution which is beyond daily travelling distance and they need to stay away?

Where the Local Authority (LA) has agreed to fund the placement of post-16 students with special needs at specialist establishments outside the further education sector or where post-16 students, exceptionally, are placed by the LA at a school/college outside the LA boundary, for example to make provision for particular special educational needs not available at a local maintained post-16 provider, the provision of transport support and the frequency of return journeys between home and the establishments will be negotiated between the LA and the school concerned.

11. Contact information

LA

E-mail:

post16transport@cambridgeshire.gov.uk (eligibility queries)

edtransport@cambridgeshire.gov.uk (transport queries)

or telephone 0345 045 5208 (Monday to Saturday 8am to 8pm)

The Authority has a well-established appeals and complaints process. There is a right of

appeal against decisions made under the LA's Home to School/College Transport Policy where a request for transport is refused. Details of the appeals procedure is contained in Appendix B of the Policy which can be found by clicking on the link below.

[Home to School/College Transport Policy](#)

Any complaints can be made online using the County Council's [online complaints form](#).

Any complaints about the operation of the policy should be addressed in the first instance to the Social & Education Transport Team on: 0345 0455208 or by e-mail to: EducationtransportTeam@cambridgeshire.gov.uk or in writing to Cambridgeshire County Council, Box CC1301, Castle Court, Castle Hill, Cambridge CB3 0AP

Website: www.cambridgeshire.gov.uk

Post-16 Education Transport in Cambridgeshire – do you qualify for help booklet 2011/12
<http://www.cambridgeshire.gov.uk/education/schools/getting/post16edutrans/hdiapply.htm>

Cambridge Regional College

Name: Martin Amis (Transport Officer)

Telephone: 01223 418244

E-mail: mamis@camre.ac.uk

College website – www.camre.ac.uk

Peterborough Regional College

Nikki Cooke (Transport Administrator)

Telephone 01733 762270

E-mail: info@peterborough.ac.uk

College website www.peterborough.ac.uk

Huntingdonshire Regional College

Joan Karami (Student Services)

Telephone 01480 379100, ext118

Email joan-karami@huntingdon.ac.uk

College website www.huntingdon.ac.uk

College of West Anglia

College website www.col-westanglia.ac.uk

Long Road 6th Form College

College website www.longroad.ac.uk

Hills Road Sixth Form College

College website www.hrsfc.ac.uk

Schools with sixth forms in Cambridgeshire

Institution	Contact
Abbey College	Tel: 01487 812352 Web: www.abbeycollege.cambs.sch.uk

Comberton Village College	Tel: 01223 262503 Web: www.combertonsixthform.org
Cottenham Village College	Tel: 01954 288944 Web: www.cvcweb.net
Cromwell Community College	Tel: 01354 692193 Web: www.cromwellcc.org.uk
Ely Sixth Form Centre	Tel: 01353 652818 Web: www.elycollege.com
Hinchingbrooke School	Tel: 01480 375700 ext. 5745 Web: www.hinchingbrookeschool.net
Impington Village College	Tel: 01223 200402 Web: www.impington.cambs.sch.uk
Longsands College	Tel: 01480 353535 Web: www.longsands.cambs.sch.uk
Neale Wade Community College	Tel: 01354 653430 Web: www.neale-wade.cambs.sch.uk
The Netherhall School	Tel: 01223 242931 ext. 216 Web: www.netherhall.org
Parkside Community College	Tel: 01223 712600 Web: www.parksidefederation.org.uk
Sawtry Community College	Tel: 01487 830701 Web: www.sawtrycc.com
Sir Harry Smith Community College	Tel: 01733 703991 Web: www.sirharrysmith.cambs.sch.uk
St Ivo School	Tel: 01480 375400 Web: www.stivoschool.com
St Neots Community College	Tel: 01480 374748 Web: www.stneotscc.cambs.sch.uk
St Peter's School	Tel: 01480 459581 Web: www.stpeters.cambs.sch.uk
<p><u>National Rail Enquires</u> Telephone 08457 484950</p> <p><u>Traveline East Anglia</u> Telephone 0871 200 22 33 www.traveline.org.uk The website includes a page with details of operators</p>	