

2 Education policy statement

Transport policy statements for students aged 16-19 in further education

Name of LEA: Cambridgeshire LEA

Department Responsible: School Organisation & Planning

1 Are EMAs available locally and in which areas? yes/no

No

2 Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for students aged 16-19 and who provides them. Please provide details of any costs to the student.

Local Education Authority (LEA)

The LEA 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, aged under 19 or started the current course before reaching the age of 19 and living more than 3 miles away (unless the route is considered to be unsafe to walk by the LEA). The charge to the student for subsidised transport is £82 per term (2003/04).

Free transport is available for students who meet the above criteria and are in receipt (or whose parents are in receipt) of Income Support, Income-based Jobseeker's Allowance or an NHS Tax Credit Exemption Certificate under Child Tax Credit (2003/04).

Spare seats are made available to students on contract services who are not entitled to assistance under the terms of the policy on a termly first come first served basis only. The charge to the student for a spare seat is £82 per term.

Discounted rail travel up to 50% off standard fare is also available. Tickets are issued where the cost to the County Council is the same as or less than a bus pass or where rail travel is the only option. Students pay the additional amount if rail is the more costly alternative.

A cycle allowance is available to students who are entitled to subsidised transport but choose to cycle instead. This is £30 per term.

Cambridge Regional College

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

All students are entitled to apply for a bus pass. The charges for 2003/04 are £75 per term or £190 per annum if paid in full in advance for full-time students. Discounts are 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 2003 and whose families are also in receipt of any means-tested benefit. Proof of current benefit must be sent with appropriate application form. Learner Support Fund (LSF) funding is available for students over 19 with financial difficulties.

In addition, a free shuttle bus operates between the Science Park Campus, Kings Hedges Road and the City Centre Campus, Newmarket Road approximately 13 times per day. The shuttle bus also stops at Cambridge bus and rail stations at regular intervals.

Subsidised rail travel is available from 34 stations (including neighbouring counties) to Cambridge at 70% of the full fare.

College of West Anglia (COWA)

Bus services are provided in partnership with the three neighbouring County Councils: Cambridgeshire, Lincolnshire and Norfolk. The College aligns its charges to those of the 3 County Councils e.g. £82 per term for students living in Cambridgeshire.

Financial support is available for transport via Access Funds. Means tested benefits considered.

Spare seats are available on bus services provided by the LEA to students who are not entitled to support under the LEA's policy, subject to availability of places. Charge is £82 per term. COWA will, where possible, guarantee provision of spare seats.

The college provides 2 free shuttle buses for students travelling to the Wisbech and Milton sites. Students attending the Wisbech site use County Council transport to the Kings Lynn site and then take the free shuttle bus to the Wisbech site. Some students may instead use transport provided by the Isle College in Wisbech. Students attending the Milton site are provided with transport to Cambridge Regional College and then take the free shuttle bus to the Milton site. Shuttle buses are free of charge. Passes are provided free.

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

A limited amount of residential provision is also available.

Isle College

The College organises bus services across Cambridgeshire and from surrounding counties of Lincolnshire, Norfolk and Peterborough. The college provides a bus pass for those students

entitled to support under the Cambs policy. Charges: £175 per annum in 03/04 or £60, £60, £55 per term (Autumn, Spring and Summer Term respectively).

Criteria for free transport as per Cambridgeshire LEA. Financial support is available for transport via LSF. All applications are considered via means-testing.

Spare seats are available on bus services provided by the College to students who are not entitled to support under the LEA's policy, subject to availability of places. Charges: £175 per annum in 03/04 or £60, £60, £55 per term (Autumn, Spring and Summer Term respectively).

Peterborough Regional College

The College organises bus services in partnership with the LEA across Cambridgeshire, Peterborough and Lincolnshire. The college provides a bus pass for those students entitled to support under the Cambs policy. Charges: £234 per annum or £78 per term 03/04.

Free transport criteria as per Cambridgeshire LEA. Financial support is available for transport via Learner Support Funds. All applications are considered via means-testing.

Spare seats are available on bus services provided by the College to students who are not entitled to support under the LEA's policy, subject to availability of places. Charges £234 per annum or £78 per term in 03/04.

Long Road Sixth Form College

No provision provided directly by the College.

Reduced rail fares available for students via Qjump – 60% reduction.

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

Hills Road Sixth Form College

No provision provided directly by the College.

Reduced rail fares available for students via Qjump – 60% reduction.

Financial support may be available for transport for those students who are not entitled to free transport from the LEA. Students are asked to apply to the College directly.

Huntingdonshire Regional College

The College administers bus passes on behalf of the LEA under the terms of the policy. Charges: £126 per annum in 03/04.

3 During what times during the day can students use their travel pass or obtain concessionary fares?

LEA

Majority of students travel by service bus. If Stagecoach Goldrider ticket is issued, ticket is valid 7 days a week until end date on pass. In other cases, journey to college must start before 1600 hours and return before 2000 hours. Term time only. 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.

Rail passes can be used at any time, 7 days a week. During the academic year only.

Cambridge Regional College

Each route is served by one vehicle travelling to and from the College at the start and end of the day (i.e. one journey into college and one return) during term time only.

The free shuttle bus makes several journeys throughout the day. College issued ID card acts as shuttle bus pass.

Rail passes can be used at any time, 7 days a week. During the academic year only.

College of West Anglia

Each route is served by one vehicle travelling to and from the College at the start and end of the day (i.e. one journey into college and one return) during term time only.

In the case of the shuttle bus, there is one vehicle running in each direction on each route in the morning and afternoon.

Isle College

Each route is served by a vehicle travelling to and from the College at the start and end of the day (i.e. one journey into college and one return). Term time only.

Peterborough Regional College

Each route is served by a vehicle travelling to and from the College at the start and end of the day (i.e. one journey into college and one return). Term time only.

Long Road Sixth Form College

Majority of students travel by service bus – see details provided by LEA.

Rail passes can be used at any time, 7 days a week. During the academic year only.

Hills Road Sixth Form College

Majority of students travel by service bus – see details provided by LEA.

Rail passes can be used at any time, 7 days a week. During the academic year only.

Huntingdonshire Regional College

Majority of students travel by public service bus. Journey to College must start before 1600 hours and return before 2000 hours; however, availability of journey times throughout the day is very limited. One geographic area is served by contract bus – one vehicle travelling to and from college at the start and end of the college day.

4 Please confirm that support will continue to be made available to students who reach 19 whilst continuing on a course.

LEA

Subsidised or free transport is available for students who meet the criteria stated in section 2 i.e. are under 19 or who started a course before the age of 19.

Rail passes are only available to students up to the age of 19 (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 passes are only available to students up to the age of 19.

College of West Anglia

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

Isle College

All full-time students can apply for a college bus pass regardless of age. However, seat availability may vary for students not entitled to assistance under the LEA's policy.

Peterborough Regional College

All full-time students can apply for a college bus pass regardless of age. However, seat availability may vary for students not entitled to assistance under the LEA's policy.

Long Road Sixth Form College

Bus provision as LEA policy.

Rail passes are only available to students up to the age of 19.

Hills Road Sixth Form College

Bus provision as LEA policy.

Rail passes are only available to students up to the age of 19.

Huntingdonshire Regional College

As LEA policy. Older students may be considered via LSF funding or pay £82 per term for a spare seat on a contract bus if available.

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

LEA

Students are required to complete an application form including home address and course details. The LEA 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. benefits, medical reports etc).

Colleges

Students who are not entitled to free transport provided by the LEA may be eligible for support from Learner Support Funds. Applications are considered on an individual basis. Evidence of income/benefits required.

6 What help do you provide for students with disabilities and/or learning difficulties or facing other difficulties in following their courses?

LEA

The majority of students who did not have free transport specified in their statement of SEN pre-16 will be eligible for subsidised transport to their nearest appropriate centre if they meet criteria stated in section 2.

A student who did not have free transport specified in their statement of SEN pre-16 may be eligible for free transport to their nearest appropriate post-16 centre if this is considered

appropriate to their needs and if, without it, they would be unable to access their nearest appropriate centre. This has to be authorised by the LEA's Student Assessment Service.

Post-16 students who previously had free transport specified in their statement of special educational needs pre-16 are eligible for free transport up to the age of 21 if they are enrolled on a full-time course either in a school (mainstream or special) or college of further education, if this is considered to be appropriate to their needs and if, without it, they would be unable to access their nearest appropriate centre. This has to be authorised by the Student Assessment Service. Bus passes are provided wherever possible.

Post-16 students with learning difficulties and/or disabilities without a statement of SEN may qualify for free transport up until the age of 21 if it is appropriate to their needs and if, without it, they would be unable to access their nearest appropriate centre able to meet their learning and physical needs. Consideration of individual cases will be made with regard to the Disability Discrimination Act.

Determination of eligibility rests with the Director of Education, Libraries and Heritage 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.

Colleges

Students who previously had transport provided as part of their statements of SEN continue to receive support from the LEA (as above). If not supported by the LEA, a student will be considered by the college on an individual basis.

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 718779

7 Do you provide mobility/ independence training for students who face difficulty with transport?

LEA

The LEA is working with partners to consider 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. College purchases passes for students to use with supervision.

Huntingdonshire Regional College

Mobility training provided as part of specific courses.

8 When should students start to apply for transport support?

LEA

Application forms are sent to schools and colleges in May. Students should obtain a form from their sixth form centre in the first instance. Students are encouraged to apply to the County Council's Education Transport Section as soon as they have been accepted on a course.

Forms need to be stamped by the student's school sixth form centre or college. Applications are normally processed within 10 working days.

Forms are available regarding the Cycle Allowance from the Education Transport Section.

Cambridge Regional College

Students apply directly to the College. Application forms and timetables with joining instructions are posted to students in August. Deadline for guaranteed receipt of pass before start of term is 12th August. Minimum 10 working days processing time for all other applications processed after the start of term. Students who cannot access college buses should apply to the LEA.

Apply directly to the college for rail passes.

College of West Anglia

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

Students need to apply to COWA for shuttle passes.

Isle College

Students apply directly to the College. Students are encouraged to apply as soon as they have been accepted on a course.

Peterborough Regional College

Students apply directly to the College. Students are encouraged to apply as soon as they have been accepted on a course.

Huntingdonshire Regional College

Students apply directly to the College. Students are encouraged to apply as soon as they have been accepted on a course.

Long Road Sixth Form College

Apply to LEA for bus passes (although application forms will be sent via college) and directly to colleges for rail travel in first instance.

Hills Road Sixth Form College

Apply to LEA for bus passes (although application forms will be sent via college) and directly to colleges for rail travel in first instance.

9 What help can students apply for if they need to travel to a course that is beyond your lea area?

LEA

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 2.

Colleges

All applications for support will be considered on an individual basis, regardless of the student's home address.

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

Where the Learning & Skills Council (LSC) has agreed to fund the placement of post-16 students with special needs at specialist establishments outside the further education sector, the student will be eligible for transport for the duration of the course. If, at the end of the course, the LSC agrees to extend funded study for a student, the student will be eligible for transport for the period of the extension. Transport to and from LSC funded placements is normally at the beginning and end of term or at the specialist placement's recommendation.

Post-16 students who, exceptionally, are placed by the LEA at a school outside of the LEA boundary, for example to make provision for particular special educational needs not available at a local maintained school, are entitled to receive assistance with transport from the LEA. The frequency of return journeys between home and school will be negotiated between the LEA and school concerned.

11 Please provide information about all points of contact for students seeking transport support, e.g., lea/college, bus company contact. Please include any websites and e-mail addresses.

LEA

Policy entitlement: Zenta Henkhuzens, Assistant Education Officer – e-mail: zenta.henkhuzens@cambridgeshire.gov.uk or telephone 01223 718563.

Education Transport Section:

01223 717772 – Cambridge, East or South Cambs – john.vark@cambridgeshire.gov.uk

01223 717104 – Fenland, Hunts and Gamlingay – sue.eagle@cambridgeshire.gov.uk

Website: www.cambridgeshire.gov.uk

Cambridge Regional College

Name: Jeff Moody (Transport Officer)

Telephone: 01223 418282

E-mail jmoody@camre.ac.uk

College website – www.camre.ac.uk

College of West Anglia

Name: Faye Button (Student Support)

Telephone: 01553 761144

E-mail fbutton@col-westanglia.ac.uk

College website – www.col-westanglia.ac.uk

Isle College

Name: Pam Stebbings (Transport Co-ordinator)

Telephone: 01945 468324

E-mail pam.stebbing@isle.ac.uk

College website – www.isle.ac.uk

Peterborough Regional College

Prabha Patel (Transport Officer)

Telephone: 01733 762270

E-mail prabha.patel@peterborough.ac.uk
College website – www.peterborough.ac.uk

Long Road Sixth Form College

College website – www.longroad.ac.uk
Telephone: 01223 507400
enquiries@longroad.ac.uk

Hills Road Sixth Form College

College website – www.hrsfc.ac.uk

Huntingdonshire Regional College

Name: Joan Karimi (Student Services)
Telephone: 01480 379100 ext. 118
E-mail joan-karimi@huntingdon.ac.uk
College website – www.huntingdon.ac.uk

Traveline Bus Enquiries

Telephone: 0870 620 8 620
Website: www.travelineeastanglia.com

National Rail Enquiries

Telephone: 08457 484950
Website: www.rail.co.uk

