Local Authority Transport Partnership Fund Policy Statement

Transport policy statement for learners aged 16-18 in further education and continuing learners aged 19 and over

City of Bradford Metropolitan District Council

Department Responsible: Learning Services

1. Summary of Policy Statement and Main Objectives.

Statement Aims

This statement sets out the way Bradford Council supports its responsibility for commissioning education and training provision for 16-18 year olds (and 19-24 year olds with learning difficulties and/or a disability) by making safe, effective and sustainable arrangements for travel, thereby enabling students to arrive at their place of learning in an alert, receptive and positive state of mind that will enable them to successfully undertake their studies. 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 a learning provider or institution.

Introduction

The Bradford District Post 16 Transport Partnership is responsible for the Policy relating to provision of transport for young people who are above the statutory school leaving age but less than 19 years.

Concessionary travel fares are available to students who are aged 16 -19 and attending school sixth form or further education college full time (12 guided learning hours per week).

Where transport provision is made under this part of the policy it will be given for the duration of Post 16 schooling.

SEN students moving from school to college at the end of post 16 schooling or year 11 will have their transport needs reassessed when they apply for transport support and qualifying students will be entitled to a maximum of three years' provision or support whilst at college.

Students will be eligible for support for a maximum of three years up to and including the age of 19 years.

The Council has a duty to prepare and publish an annual statement setting out the arrangements for the provision of transport or otherwise which it considers necessary to facilitate the attendance of students of sixth form age. The Council has taken into consideration guidance produced by the DCSF and LSC in developing its policy.

2. Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16–18 and who provides them. Please provide details of any costs to the learner.

May 2011

Concessionary Fares (Commercial and Concessionary Passes available to students in the Bradford District for use on Public Transport.

Metro offers a range of concessionary fares and the major bus operators First Bus, Keighley and District 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/Post16

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. Available at Metro travel Centres, Metro bus stations and Post Offices Apply in person. See generationm website for details	Any time of day.	£2	Half price on all fares.
School Plus Metrocard	Available to 5 - 18 year olds in full time education(16 hours or more	Unlimited travel on buses throughout West Yorkshire. Available at Metro travel Centres and Post	Any time of day, 7 days a week.	None	£8.50 per week or £31.00 per month.

		Offices			
Student Plus	Available to any young person under the age of 22 or mature students in full time education. (16 hours or more)	Gives unlimited bus and train travel throughout West Yorkshire Available at Metro Travel Centres, Post Offices, bus and rail stations and on campus.	Any time of day, 7 days a week.	None	£18.30 per week or £67.50 per month
Metro Day Saver	Available to all	Unlimited travel on any bus in West Yorkshire	Any time of day	None	£5.00
Disabled Person's Permit	Available to those with a designated disability.	Anywhere in West Yorkshire, free travel on buses and a reduced rate on trains related to the times of off- peak travel. Apply at Bingley Social Services 01274 438723	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 Apply at Sensory Needs Service 01274 435001	Any time of day. Bus and rail.	None	Free.
First Day West Yorkshire	Available to all.	Unlimited travel in South and West Yorkshire	Any time of day. Buy on bus	None	Daily. £4.30

		on any First Bus service.			
First Bradford	Available to all	Unlimited travel in Bradford Apply at Metro Travel Centres	Any time of day Buy on bus	Must have first card,	£3.30
First Day out	Only available to 11- 18	Unlimited travel in West Yorkshire	Any time of day Buy on bus	Must have valid young persons/scholars card	£2.00
First Week	Available to all.	Unlimited travel on First Bus services within West Yorkshire.	Any time of day. Buy on bus	None	Valid for 7 days £18.50
First Monthly	Available to all.	Unlimited travel on First Bus services within West Yorkshire. Order on-line or at Metro Travel Centres	Any time of day.	None	£60.00
First Monthly Bradford	Available to all	Unlimited travel in Bradford Order on-line or at Bradford Metro Travel Centre	Any time of day	Must have First card	£57.00 without First Card £56.00 with a card
First Term Student –	Available to students of Bradford College and University	Unlimited travel in West Yorkshire	Any time of day	Buy on-line	£129
First2 term student	Available to students of Bradford College and University	Unlimited travel in West Yorkshire	Any time of day	Buy on-line	£185 for terms 2 + 3
First Student	Available to students	Unlimited travel	Any time of	Buy on-line	£320 for full years

Yearly Pass	of Bradford College and University	in West Yorkshire	day		travel
Arriva Student Savers	Available to over 18s with a Student union card or valid Uni/coll. Number	Unlimited travel on Arriva buses	Any time of day	Buy on-line	£453.00 per year £192.00 spring term Other terms may vary in price
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 £4.20 Child £2.10 Weekly £16.00 4 weekly £60.00 (10% discount on line) 4 weekly mobile ticket £54.00
Transdev Keighley and District K Card	Available to all	In and around Keighley Cottingley Bar, Cullingworth, Oxenhope, Stanbury, Oakworth, Sutton-in- Craven, Cross Hills and Silsden.	Any time of day	Bought on-line	Weekly £13.50 Monthly £50.00 (£45.00 on line) 12 journey ticket £13.00 (on line only)
K Day	Available to all	On Keighley and District buses	Any time of Day	Bought on bus	Pre 9.30am £4.20 After 9.30am £3.30
Student Super Saver	Available to 16-18	On Keighley and District buses. Apply at Metro Travel Centre Keighley	Any time of day	£5	Entitles students to half fare
Shuttle 7	Available on 662 to all	Only on 662	Anytime	Available from driver	Weekly £15.00

K Card Extra	Available to all	On Keighley and District buses Bradford, Leeds, Ilkley, Skipton and Cowling, and may also be used on Sunday journeys on Service 66A to	Any time of Day	Weekly ticket bought on bus, other tickets bought on line	Weekly £17.50 Monthly £62.00 (£57.00 on line) Yearly £500.00
		and from			
Park Lane College, Keighley	The government funde students who are in ha The applications are of Students who have a least often are able to have a College has put together displayed throughout the	rdship. dealt with on a first of earning difficulty or of a carer travel with the der leaflets for Stude	come, first served disability may be dem free of charg ent Travel and Di	d basis. eligible for the free ge also.	bus/train pass and
Shipley College Students with Learning Difficulty of Disability	displayed throughout the college for student's information. We include travel training in our induction arrangements for students. Some of our support staff have undertaken training to support learners with this, we have also had support from the Bradford Travel Training Unit. Where students have been provided with taxi transport we work with the student and family, we encourage learners to taking part in training so that the learner uses public transport instead of a taxi.				
University of Bradford	University has a second hand bike shop on campus, offers slightly reduced bus tickets to students, supports the A99 bus service to get people between campuses, provide secure bike parking, sponsor the free city bus, and provide cheap car parking to car sharers. Also has a safety bus that operates in the evening taking students anywhere within a 2 mile radius for free				
Bradford College	Free City Bus - We are and now provide a free 7am and 7pm from Bra College has a dedicate is by bus, train, car or value College.	shuttle bus for staff dford Interchange p d Travel Steering G	and students. Tassing various or roup who aims t	The bus runs every far parks and stoppion or create safer trave	10 minutes between ing at the college.

	College issues safety packs to staff and students via the Think Smart. The packs include a personal attack alarms, ultraviolet markers and a number of other personal safety items. The "Bike Safe" scheme; this includes staff and students being provided with bike locks for both motorbike and pushbike for a small nominal charge (contact the security office for more information on 438887). We now have dedicated cycling storage areas that will is CCTV monitored and regularly patrolled. Better travel information, links to travel providers will soon be available on our dedicated website. Up-to-date travel info will be available at main reception desks.
Grange Technology College	Students that access education off the school site are allocated transport on a needs basis. This transport is generally a taxi or minibus.
Parkside	Students that access education off the school site are allocated transport on a needs basis arranged by the Associated 6 th
Oakbank	Where Post 16 Learners are on the roll of Oakbank School and may be required to travel to another school to access aspects of the Three Valleys Partnership Curriculum, the cost of their travel between sites is by minibus, paid for by the Partnership.
Nab Wood	Students that access education off the school site are allocated transport on a needs basis. This transport is generally a taxi or minibus.
Dixons Allerton	School has a hardship fund and subsidises travel to off site provision for the most vulnerable students.
Tong High School	Post 16 hardship fund available for those students evidenced to be in need of transport assistance.
Bradford Academy	Students that access education off the school site are allocated transport on a needs basis. This transport is generally a taxi or minibus but those that are able may have bus costs paid.
Dixons City Academy	Transport by taxi is arranged when necessary for those students that access outside provision during the school day. This does not cover transport to learning at the start or home at the end of the school day.

^(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. First Bradford Cards are not compatible with all First buses; please check before purchasing a card for your journey.

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

A detail of user availability is contained within the table above.

Information and advice on all public transport service times and fares within West Yorkshire District are available through Metro:- www.wymetro.com which includes a journey planner for bus and train travel in West Yorkshire and copies of timetables as well as links to other areas.

Telephone: 0113 245 7676: "Metroline" gives help and advice on bus and rail times and fares. (A text phone is available for the deaf or hard of hearing).

A range of printed timetables are available from Travel Centres and some bus and rail stations. (Also available in large print, Braille audio tape and disc).

4. How long will support continue to be made available to learners whilst continuing on a course?

Students will be eligible for support for a maximum of three years up to and including the age of 19 years.

Students with special educational needs will be eligible for support up to the age of 25 years or, if the 25th birthday occurs whilst on the course up to the age of 26 years subject to maximum of three years support whilst at college.

5. Assessment of learners to see if they are eligible for support? e.g. means-testing or must they be on benefits?

The following students may be eligible for reimbursement of additional travel costs if they meet specific criteria **including financial hardship**:

These qualifying criteria and conditions apply to all provision made for post-16 students except paragraphs 5.3, LSC, 5.6 Distance and 5.7 Financial Hardship below and the Conditions in paragraph 5.8 below which do not apply to students with special educational needs. The qualifying criteria for students over the age of 16 is set out below, which is an extract from the Council's Policy Covering Travel between Home, School, and College.

5.1 Age

Applicants must be above the statutory school leaving age of 16 years and be attending school post 16 or a further education college. Students will be eligible for support for a maximum of three years up to and including the age of 19. Students with special educational needs will be eligible for support up to age 25 or, if the 25th birthday occurs when on the course, up to age 26 years, subject to a maximum of three years' support while at college.

5.2 Residence

Students must be, or have been, ordinarily resident in the United Kingdom on the first day of the academic year of the course and must be ordinarily resident in the City of Bradford Metropolitan District.

5.3 Enrolled on a Learning and Skills Council funded course (or relevant successor from 1 April 2010).

Applicants for additional support must be enrolled on Learning and Skills Council funded post 16 or Further Education course, which has access to Learner Support Funding that includes provision for transport.

5.4 Attending school or college full time.

Students must be enrolled on, and attend, a full-time course that comprises at least 12 hours per week scheduled tuition each week within the academic year. Evidence of attendance may be required.

5.5 Attending a suitable course at the nearest school or college. Support will only be approved in relation to the student's travel to the nearest school or college having a place available and offering a suitable course. Post 16 students who have stayed on at the school they attended while of compulsory school age will be deemed to meet these criteria.

5.6 Living such a distance from the school or college attended that a journey by public transport would be necessary to attend the course.

Students must demonstrate the need for assistance with their journey from home to school or college, based upon the length of journey, measured from immediately outside the student's home to immediately outside the nearest entrance to the school or college premises, based upon the nearest available walking route. Assistance would not normally be given where a pupil lives less than a mile from the school or college attended.

5.7 Able to prove financial hardship.

This will be demonstrated by the student being in receipt of an Education Maintenance Allowance or having been in receipt of an EMA prior to having reached the age of 19. Students no longer in receipt of EMA will need to demonstrate that their household income is £30,810 or below per year.

Students must demonstrate financial hardship by current receipt of Education Maintenance Allowance (EMA) or where no longer in receipt of EMA, proof that the household income is below £30,810 per year.

Acceptable Proof of evidence – Parent's P60, benefit statements, monthly wage slips showing a cumulative total for the relevant tax year. (This list is not exhaustive and other evidence may be accepted)

Where parents are divorced/separated etc, it is the parent with whom the student normally lives, and **also** the income of any cohabiting partner of that parent, ie step-parent/civil partner/partner that will be taken into account.

If you currently receive EMA, you'll continue to receive payments while you're studying. If you applied for EMA in 2009/10, your payments will continue for each week of your course until the end of the 2011/12 academic year. If you applied for EMA in 2010/11 and you receive the maximum payment of £30 your payments will be reduced to £20 from September 2011. If you're in care, a care leaver or on income support your weekly EMA payments will be replaced with a guaranteed bursary of £1,200 a year from September 2011.

The Department for Education has recently announced that from September 2011 they will introduce a new 16-19 Bursary Fund to enable schools and colleges to target support to those young people facing the greatest financial barriers to participation post 16. Further details of the new Bursary Fund will be available following Government consultation.

5.8 Conditions of provision

Once a student has been granted assistance with travel under Section 5 of this Policy continuation of assistance is subject to the following conditions (except for students with special educational needs).

i) Progression

Support will continue, subject to the student's satisfactory conduct, and only if there is reasonable progression in the student's studies. This will be established by staff at the school or college who may determine whether satisfactory attendance and conduct is being maintained in the context of a student's individual circumstances, and with reference to any Student Learning Agreements which may be in place.

(ii) Attendance.

Students who are in receipt of an award and who subsequently fail to attend school or college without valid reason or who terminate their attendance before completing their course must pay back to the Partnership any financial support provided.

(iii) Change of Circumstances.

Students must inform the provider of the assistance provided if any circumstances change which would affect their entitlement to support. Any monies paid to the student may be reclaimed where not so notified.

(iv) Appropriate use of the Award.

With the exception of awards given for transport expenditure to residential schools and colleges, transport awards must be spent on an appropriate pass to take advantage of any available concessionary fares schemes on public transport.

5.9 Apprenticeships

Young people involved in an apprenticeship and are under 22 will be entitled to apply for the Student Plus Metro card.

The first time you buy a Student Plus MetroCard you will need:

- to pick up and complete a Student Plus MetroCard application form.
- A passport-size photograph of yourself (face-on not side view!).
- A Student Plus PhotoCard (which you buy with your first card)
- Anyone up to age of 22 must provide proof of age, such as a birth certificate or passport.

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.

5.10 Those not in education, employment or training (NEET)

The September Guarantee is an offer, by the end of September, of a suitable place in learning to young people aged 16 and 17.

If you take up the offer of a full time place at a learning provider, you will be entitled, if criteria are met, to those benefits listed above for full time students.

Those taking up the offer of an Apprenticeship, Entry to Employment, Foundation Learning or employment with training to NVQ level 2 will be able to apply for a Student Plus Metro Card.

A small emergency fund is available for those who are thought to be most vulnerable. Bus vouchers and bus fares may be available. Please contact your personal advisor for information.

Course information can be found at www.bradford4learning.com

5.11 Young parents

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160, while you're learning. The subject or course you take is entirely up to you. For example, you can choose whether you want to take a qualification or not, and whether you want to learn at a college or through work.

Childcare will be paid directly to your provider and your travel costs will be reimbursed by your learning provider.

Young parents are also entitled to apply for a Student Plus Metro Card.

6. Help provided for learners with learning difficulties and/or disabilities including those over 19 or learners facing other difficulties in following their courses?

Students with special educational needs may be eligible for support subject to a maximum of three years support whilst in education.

Specialist transport between home and learning provider may be provided free of charge where a student has any disability, special educational needs including any learning difficulty or temporary medical need which means that they could not reasonably be expected to walk to school/college.

In determining whether a student needs transport provision a number of criteria regarding his/her disability and or learning difficulty will be considered.

All requests for transport for students with special needs will need to be supported by professional recommendation from an Educational Psychologist, School Staff or Prospects Education Officer as appropriate. Supporting medical evidence may also be required.

Students who have a statement of special educational needs which specifies particular transport needs and who qualified for free transport provision under Part 1 paragraph 3, of the Policy Covering Travel between Home, School and College if they were under 16 years of age, will receive free travel as specified in that statement subject to the qualifying criteria set out earlier under section 5 of this Statement except paragraphs 5.3 LSC, 5.6 Distance, 5.7 Financial Hardship, and 5.8 Conditions of Provision.

Where a student meets the criteria, provision of transport appropriate to the needs of the student will be made based upon: -

- An assessment of the needs of the student, including the ability or
 potential ability of the student to travel accompanied, and the degree of
 support, supervision or assistance required.
- Whether it is reasonable for the student to travel the distance required given the ability of the student and the nature of his or her special educational needs.
- Whether it is reasonable for the parent/carer to accompany the student to school, given the distance to be travelled, the availability of the route and the complexity of the journey.
- The potential of the student to travel independently given appropriate travel training and support.

The nature of needs that may mean that a student with a statement of special educational needs might require provision of transport include any or a combination of: -

- Whether the student has a severe speech/language impediment and/or communication problems which prevents his/her safe access to public transport.
- Whether the student previously exhibited severe behavioural/emotional needs which are likely to impair his/her ability to travel independently and are likely to be of a long term nature.
- Whether the student has significant learning difficulties of a long-term nature that might result in limited life-skills and a low level of independence and which prevent his/her safe access to public transport.
- Whether the student has a physical disability that makes it difficult to access public transport independently.
- Whether the student has a sensory impairment that makes it difficult to access public transport independently.
- Whether the student has a significant medical condition which is likely to impair his/her ability to travel independently or which may require access to medical treatment.
- Any vulnerability of the student to overtures, sexual or otherwise, and whether the student is likely to pose a risk to others.
- The distance between the student's home and school or college and the nature of the route.
- Whether the route is suitable, following a risk assessment of the route in accordance with the guidelines "Identification of Hazards and the Assessment of Risk of Walked Routes to School" issued by the Local Authority Road Safety Officers' Association.
- The complexity of the route from home to the bus stop/railway station and the directness of the bus/rail route, including the number of changes.
- Any other relevant factors.

Subject to their needs, age and ability, students will be expected to progress towards more independent travel. Where students previously in receipt of specialist transport arrangements are able to progress towards more independent travel assistance provision may be made by way of a bus pass.

Students previously in receipt of transport provision while at school will have their transport arrangements reviewed on transferring to college.

Definition of Disability

The Disability Discrimination Act defines disability as "a physical or mental impairment which has a substantial long-term adverse effect on a person's ability to carry out normal day to day activities".

7. Provision of mobility/independence training for learners who face difficulty with transport?

Improved skills and increased independence will mean that some students may be able to work towards safe independent travel. Through the Partnership, the Bradford Travel Training Unit provides independent travel training to enable students to develop the confidence and skills to travel on their own to school /college using public transport.

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

A new application will be required for each year that a student seeks support.

Application forms will be available from May each year and should be returned before the end of June for SEN college transport and July for home to school travel

Students should apply for support as soon as an offer of a place has been made by the school or college by completing an application form available from:

School Travel Service: for pupils attending schools

Individual colleges: for students attending FE colleges Student Finance Service: for SEN students attending college (Application forms for SEN students will also be available from college Tutors)

Full contact details are listed below and in the Council's Home, School and College School Transport Policy which can be found on the Council's website at http://www.bradford.gov.uk/education_and_skills/school_travel_policy.htm

9. What help can learners apply for if they need to travel to a course that is beyond the LA area?

Where students are unable to access Metro Concessionary fares because they travel across District boundaries to attend school outside the Bradford District or colleges within the District, provision is made for assistance with additional costs.

If a suitable course required by a student is not available in the Bradford District, support will be provided based on travel to the nearest school or college offering a suitable course and having a place available. Support will consist of assistance with additional costs to ensure travel outside Metro's Concessionary Fares Zones is comparable in cost to travel within the zones, using the most cost effective ticketing arrangements available at the time of travel.

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?

If a student attends school or college on a residential basis because a suitable course is not available within reasonable daily travelling distance, s/he can receive payment of approved travelling expenses for journeys made to and from the school or college.

Approved travelling expenses to the nearest school or college offering a suitable course will be given for one return journey at the start and end of each full academic term and half terms. The allowance for each return journey will be a mileage allowance by car or the most cost effective available rail fare, whichever is cheaper

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

1. Pupils attending School.

For advice about the Policy, application forms for support under the policy, and concerns about transport arrangements contact:-

Education Bradford

School Travel Service Future House Bolling Road Bradford BD4 7EB (01274) – 385581

email: pupilaccesstransport@educationbradford.com Office open:- Monday to Friday 09.00–17.00 hours

2. Students with Special Educational Needs attending Colleges of Further Education.

For advice about the Policy, application forms for support under the policy, and concerns about transport arrangements contact:-

Transport Concessions Team Britannia House, Hall Ings Bradford BD1 1HX

Tel: 01274 438723

3. Students attending Colleges of Further Education.

For advice about the Policy, application forms for support under the policy, and concerns about transport arrangements contact:-

Student Services

Bradford College

Great Horton Road

Bradford

BD7 1AY

(01274) - 433042

student.services@bradfordcollege.ac.uk

Student Services
Shipley College
Exhibition Road
Saltaire
Shipley BD18 3JW
(01274) - 327281
enquiries@shipley.ac.uk

Guidance Centre

Park Lane College Keighley
Cavendish Street
Keighley
BD21 3DF
(01535) - 618600
guidance@keighley.ac.uk

Metro offers a range of concessionary fares and the major bus operators First Bus, Keighley and District and Arriva offer a range of commercially discounted fares.

Details available on Metroline: 0113 245 7676 visit www.metro.com

12. Appeals and Complaints

In cases where post 16 students do no qualify for entitlement under the Council's Transport Policy for discretionary transport assistance, students or parents / carers can ask for a review of that decision by an officer who was not party to the original decision. They should write to Education Bradford or Bradford Council's Transport Concessions Team, at the address set out above, giving reasons why they consider the decision to refuse assistance is incorrect, together with any other supporting documents.

Learners, students or parents can appeal against a refusal of assistance by Bradford Council's Transport Concessions Team or Education Bradford. You should set out your appeal in writing to the relevant service at the above address, setting out the basis of the appeal and providing any information in support of your case. Appeals are heard by a panel of Councillors.

Separate procedures apply to the colleges who should be contacted directly for details of their appeals procedure.

Learners, students, or parents/carers who are not satisfied with the way in which their complaint has been dealt with can complain to the Secretary of State for Education.

The Council may consider amending and republishing the Transport Statement in response to any complaints or directions from the Secretary of State.

13. Consultation

To inform the next Transport Statement and ensure that learner's needs and requirements are established and catered for, the Council will be consulting with parents, learners, and stakeholders about its content and delivery.

Consultations will take place via colleges and schools throughout the district to ensure as many learners and their parents/carers can express their views.

14. New Transport Statement for Young People Aged 19-24

From academic year 2011/12 the Council will be required to publish a new Transport Statement for young people aged 19 – 24 with learning difficulties and/or disabilities. The new statement will be produced in conjunction with this Transport Statement and based on the criteria set out in Section 6, for learners with learning difficulties and/or or disabilities over 19 years.