

**Transport policy statement for students aged 16-18 in school sixth forms and further education, and for continuing students aged 19 and over.**

**Academic Year 2018-19**

**Name of LEA: WOKINGHAM BOROUGH COUNCIL**

**Department Responsible: Children's Services**

**1. Summary of Policy statement and main objectives.**

Wokingham Borough Council aims to ensure that transport is not a barrier to young people's participation in learning and training post-16, taking account of the range of opportunities and providers within the local travel to learn area.

**2. What concessionary fares, discounts, subsidies, passes or travel cards are available for students aged 16–19?**

Wokingham Borough Council works to ensure that routes are maintained to address Post 16 travel requirements, both within the confines of the borough and beyond.

We will provide students with advice both verbally and in writing about the transport options available to them. This information is also available at schools within Wokingham Borough and through the Council's website.

Individual schools and colleges can also assist students with information on transport arrangements that they are directly involved with. For example, Berkshire College of Agriculture has a route from the Finchampstead and Wokingham areas.

A number of local public bus services and school/college-days only routes are financially supported by the Council, which include provisions for negotiated rates for students. In those instances where a suitable route is not available, use of school contract routes on a fare-paying basis may be supported where practical. The average cost for a seat on a school contract route is currently £700 per year.

The Council's charge for seats on its contract routes are reviewed annually. For sixth form students who are eligible for free school meals, a discount will be applied as follows:

Transport on low income grounds will be offered on existing Council contract routes at a 50% discount to the standard fare payer's rate, subject to places

being available, for students eligible for Free School Meals providing their journey is beyond the statutory three miles safe walking distance.

For public transport routes, the Council negotiates favourable terms (in conjunction with the other 5 Berkshire Unitary Authorities) with local transport providers. This ensures that students can buy passes at agreed rates, including those for travel to establishments outside the Borough and/or County. These include Horseman Coaches services to Henley College from the Reading and Wokingham districts, rail passes throughout the County and beyond, travel on First Beeline Buses and Reading Buses, as well as access to a wide range of dedicated school and college routes within the borough and peripheral areas.

### **3. What help is available with travel costs?**

If a student cannot afford the cost of travel to their school or college, they may apply for assistance from Post-16 Bursary Funds. These funds are held by individual establishments to use at their discretion, subject to Government guidelines. Students at a college should speak to their Student Support Officer and those in school 6<sup>th</sup> forms should get in touch with their year tutor or the Students Awards Officer.

The Council may consider applications for support over and above that available from the individual student's school or college. However as student support is now funded through education establishments, the Council has limited funds allocated for this purpose and will only consider cases where there is exceptional need.

Note that the legal requirement that travel arrangements (for eligible children) up to the age of 16 should be free of charge does **not** apply to travel arrangements that local authorities may make for post-16 study.

### **4. During what times during the day can students use their travel pass or obtain concessionary fares?**

These are intended for use on the journey to and from the student's educational establishment.

Where available, students attending a school sixth form can apply for a pass on school bus routes, which operate at school start and finish times on school days. Alternatively, students may apply for a season ticket for use on public transport. This is valid for one return journey per day, Monday to Friday, during school terms, but allows some flexibility on time of travel.

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

Where support is given to a student to attend post-16 education and training, this will continue until the completion of the course even if the student attained

the age of 19 during that course. Transport provided by the Council for pupils with statements for special educational need would also continue until the completion of the course even if the student attained the age of 19 during that course.

Young people with learning difficulties or disabilities would continue to be eligible for support through the Council's Children's or Adult Services transport arrangements, support where applicable from their school or college's Post-16 Bursary Funds, or through funds for designated courses e.g Life Skills.

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

Schools and Colleges receive Post-16 Bursary funding, and have flexibility to determine how they allocate these funds to support students. Needs are assessed on receipt of a completed application form and are based on student and parents financial circumstances. Students should approach their school or college student support office to confirm the criteria for assistance. Generally the use of this funding will be targeted at providing support to priority groups, including those in care, care leavers and those receiving income support – including the severely disabled.

When considering exceptional cases for additional support, the Council would need supporting information from the school or college confirming that they have assessed the student as eligible for bursary support.

Sixth form students who may be eligible for free school meals will need to make an application to their school for free meals. The local authority will confirm this eligibility from data it holds, or, in the case of academies / free schools may require a letter of confirmation from the school.

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

The Council will apply its standard farepayer charge to any post-16 transport arrangements that it is required to make or maintain, subject to the 50% discount for children eligible for free school meals (see section 2 above). Where the student previously received transport on special educational needs grounds and continues in full time education at the same establishment, assistance with transport will continue but will be subject to this standard or discounted fare payer charge.

Students should contact the school, sixth form college, or further education college to find out about other support available, for example help with Childcare or other costs. Alternatively contact the Learner Support Helpline on 0800 121 8989.

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

Mobility impaired students are allocated suitable transport following assessment by the Special Educational Needs Team or Care Manager. The authority will consider requests for mobility/ independence training in consultation with Children's Services staff and/or the school or college. Training would be given by Berkshire sensory consortium or a mobility officer in the social care team, or a member of the community team for people with learning disabilities, appropriate to the age and understanding of the student. Mobility and independent travel training are provided free of charge. Transport provision will be assessed to meet the student's individual needs.

## **8. When should students start to apply for transport support?**

Applications for transport support for pupils aged 16 or over attending school sixth forms must be returned to the Local Authority by the end of the previous school term to be considered if assistance is to commence from the start of the next term.

Students aged 16 or over and enrolled at a school sixth form or further education college can apply for support to meet costs, including transport, through the Post-16 Bursary Funds managed by each school or college.. Students should enquire about an application for funding at the time of applying for their course of study. Students usually have an opportunity to apply for transport as part of the enrolment process.

Students who are receiving support from their school or college may apply to the Council for additional support with transport costs. This will be considered on an exceptional basis if they are attending the nearest appropriate and available provider of their course of study. Students would need to demonstrate transport needs that were over and above the support available under their school or college's Bursary scheme and supported by evidence from their school or college.

## **8. What help can students apply for if they need to travel to a course that is beyond your LEA area?**

Students need to take into account travel costs when choosing their course of study. Where a student has a good case to attend a particular establishment, e.g. to follow a particular course that is not available locally, discretionary assistance with transport cost will be considered, as above, in exceptional circumstances on a case by case basis.

If a student has a statement of special educational needs, assistance with transport will continue if their most recent annual review clearly indicates it is an integral part of their statement, or if they are continuing to attend the establishment named previously on their statement and had previously received transport support. For both special and mainstream settings, the

Council will normally charge its standard or discounted farepayer rate for any travel arrangements made.

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

### **Residential Bursary Fund:**

There are 45 Colleges recruiting residential students to specialist courses offer bursaries for students to assist with lodging costs.

Students should make enquiries about the availability of these funds to the institutions they wish to attend at the same time that they make an application for a place on their chosen course of study.

### **National Residential Support Scheme**

This scheme provides support to students attending other establishments aged 16-18 years, studying or about to commence a course of study that is not available within daily travelling distance of their home.

For more information about both schemes, and other support available to learners, contact the **Learner Support Service Helpline:**

Phone 0800 121 8989.

[www.gov.uk/learner-support-helpline](http://www.gov.uk/learner-support-helpline)

## **10. Complaints and Appeals**

Young people and their carers can appeal against decisions not to provide transport. Further information can be found at these two web pages:

<http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/>

Complaints (for example against perceived procedural irregularities) can also be made to the Council. Further details can be found here:

<http://www.wokingham.gov.uk/contact-us/complaints-and-compliments/>

If these do not result in a satisfactory outcome, young people or their families may complain to the Secretary of State.

**10. 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.**

**For all enquiries to Wokingham Borough Council, contact**

Wokingham Customer Services  
Telephone 0118 974 6000

On line contact:

<https://www.wokingham.gov.uk/contact-us/contact-us-online/>

**For Discretionary Support and post-16 Bursaries, contact your school or college.:**

**For students with learning difficulties or disabilities:**

Wokingham Borough Council  
Children's and Families Services  
0 to 25 Vulnerable Learners Service  
Shute End  
Wokingham  
RG40 1BN  
[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

For information on childcare services and other services available locally to support children (0-19) and families;

**Local Offer for 0 to 25 year olds with additional needs**

<https://www.wokingham.gov.uk/contact-us/contact-us-online/>

**Wokingham Adviza**

Elevate Wokingham Hub  
Wokingham Library, Denmark Street, Wokingham, Berkshire, RG40 2BB  
Tel: 0118 974 6400

E-mail: [wokingham@adviza.org.uk](mailto:wokingham@adviza.org.uk)

Twitter: [@Advizawokingham](https://twitter.com/Advizawokingham)

**COLLEGES**

Reading College  
Advice and admissions team  
0800 371 434

<http://www.reading-college.ac.uk/financial-support>

Bracknell and Wokingham College  
Student Services  
Church Road  
Bracknell  
Tel: 01344 460300  
[www.bracknell.ac.uk](http://www.bracknell.ac.uk)

Henley College  
Student Services  
Deanfield Avenue  
Henley-on Thames  
RG9 1UH  
Tel: 01491 634010  
E-mail: [sspi@henleycol.ac.uk](mailto:sspi@henleycol.ac.uk)  
[www.henleycol.ac.uk](http://www.henleycol.ac.uk)

Farnborough 6<sup>th</sup> Form College  
Prospect Avenue  
Farnborough  
GU14 8JX  
Tel: 01252 514663  
[www.farnborough.ac.uk](http://www.farnborough.ac.uk)

Berkshire College of Agriculture  
Hall Place  
Burchetts Green  
Maidenhead  
SL6 6QR  
Tel: 01628 824444  
[www.bca.ac.uk](http://www.bca.ac.uk)  
E-mail: [enquiries@bca.ac.uk](mailto:enquiries@bca.ac.uk)

## **TRANSPORT PROVIDERS**

National timetable information  
Traveline  
Tel: 0870 608 2608  
Web-site: [www.traveline.org.uk](http://www.traveline.org.uk)

First Great Western Link  
Customer Services  
Venture House  
37 Blagrove Street  
Reading  
RG1 1PZ  
Tel: 0118 908 3674  
[www.firstgreatwestern.co.uk](http://www.firstgreatwestern.co.uk)

Email [fgw@custhelp.com](mailto:fgw@custhelp.com)

Reading Transport  
Great Knollys Street  
Reading  
RG1 7HH  
Tel: 0118 959 4000  
[www.reading-buses.co.uk](http://www.reading-buses.co.uk)

Horseman Coaches  
Whitley Wood Road  
Reading  
RG2 8GG  
Tel: 0118 975 3811  
[www.horsemancoaches.co.uk](http://www.horsemancoaches.co.uk)

First Beeline  
Coldborough House  
Market Street  
Bracknell  
RG12 1JA  
Tel: 01344 868688  
[www.firstgroup.com/ukbus/southeast/berkshirethames](http://www.firstgroup.com/ukbus/southeast/berkshirethames)

Courtney Buses  
22 Ivanhoe Road  
Hogwood Industrial Estate  
Finchampstead,  
Berkshire  
RG40 4QQ  
Tel: 0118 973 3486  
<http://www.courtneybuses.com/contact-us.html>