

Wokingham Borough Council

Post-16 Transport Policy Statement

2019 – 2020

Post-16 Transport Policy Statement - Academic Year 2019 – 2020

Transport policy statement for young people aged 16-18 in further education, continuing learners aged 19 and those young people aged 19 – 24 (inclusive) with learning difficulties and/or disabilities

Department Responsible: Childrens Services

Contact details:

Wokingham Customer Services
Telephone 0118 974 6000
On line contact:

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

Information specifically about transport services can be found here

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

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Introduction

Local authorities do not have to provide free or subsidised post 16 travel support but do have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of transport or other support that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.

All young people carrying on their education post 16 must reapply for travel support.

'Sixth form age' refers to those young people who are over 16 years of age but under 19 or continuing learners who started their programme of learning before their 19th birthday (years 12,13,14).

Local authorities also have a duty to encourage, enable and assist young people with learning difficulties / disabilities to participate in education and training, up to the age of 25.

This policy uses the term 'Post 16' to include both learners of sixth form age and those with learning difficulties / disabilities up to the age of 25.

This policy document specifies the support that Wokingham Council (the council) considers necessary to facilitate the attendance of Post 16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

Aims and Objectives

The council has the following aims and objectives when assessing transport / travel support:

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.

Transport and travel support

Concessionary tickets for young people 16 – 25 from public transport providers

Overview of Concessionary schemes available from Public transport providers:

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, rail passes throughout the County and beyond, travel on Reading Buses and Courtney Buses, as well as access to a wide range of dedicated school and college routes within the borough and peripheral areas.

Examples of other concessionary schemes that are available from bus companies and those provided by schools and colleges are available at the end of this document.

Travel support from schools and colleges

Details of know arrangements are set out at the end of this documents. Currently only Berkshire College of Agriculture has been identified as providing additional support.

The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 2019 or
- be aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2019 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority

Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at www.gov.uk search for post 16 bursaries.

Young parents / Care to Learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning.

Care to Learn can help with the cost of:

- childcare, including deposit and registration fees
- a childcare 'taster' session (up to 5 days)
- keeping your childcare place over the summer holidays
- taking your child to the childcare provider

Types of child care

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club

If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If you want a relative to get Care to Learn for looking after your child they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child

Payments

Childcare payments go directly to your childcare provider. Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you're attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance

Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare

Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a European Economic Area (EEA) country
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Type of course

Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

- schools
- school sixth forms
- sixth form colleges
- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

LA support

LA support for young people without special educational needs or disabilities

Details of support available from the council for young people on their area including any criteria used to decide eligibility.

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. This will be subject to a farepayer charge of £700 (subject to a 50% discount for young people who are eligible for free school meals).

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.

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.

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.

LA support for Learners with special educational needs or a disability

The Council will apply its standard farepayer charge (£700) £725 from September 2019 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 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.

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.

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.

Refunds

The council will refund payments made for whole school or college terms in which no transport is provided, provided sufficient notice is given so that the council does not incur charges in these terms.

Travel training

Travel training may be available, but there are currently no specific training programmes in force. Support may be available through the measures described above.

Apprenticeships

There are no specific arrangements to support apprenticeships.

Those not in education, employment or training (NEET)

There are no specific arrangements to support those not in education, employment or training (NEET).

LA support in other circumstances

No specific additional arrangements are made in other circumstances, but discretionary assistance may be available in cases of significant hardship.

Additional eligibility criteria

Eligibility criteria relating to rules on residence or where young people are travelling outside the LA boundary.

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.

Applying for LA transport support

Details of how to apply including contact details of the department responsible and dates of when applications can be accepted.

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 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.

Application forms are available here:

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

Please send completed applications to: Corporate Transport Unit, Wokingham Borough Council, Shute End, Wokingham, RG40 1BN or email to ctu.group@wokingham.gov.uk

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/>

Appeals

Details of the LAs appeals procedure.

Young people and their carers can appeal against decisions not to provide transport. Further information can be found here:

<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 Local Government Ombudsman or Secretary of State.

Details of concessionary fares, discounts, subsidies, passes or travel cards including any charges available for Post 16 young people.

This should include contact details for more information

Details of concessionary fares, discounts, subsidies, passes or travel cards including any charges available to Post 16 young people.

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, rail passes throughout the County and beyond, travel on Reading Buses and Courtney Buses, as well as access to a wide range of dedicated school and college routes within the borough and peripheral areas.

May 2019

Concessionary fares (Commercial and Concessionary passes available to young people in the Wokingham area for use on public transport). Charges may change without notice.

Scheme	Use Group	Concession	Times available	Registration cost	Journey Cost / concession
Reading Buses Boost Tickets	5-18 years	Up to a third less than adult fares	anytime	£0	See Reading Buses website for details
Reading Buses Boost Tickets	18-21years and attending Reading University, Reading College, Reading UTC College, Wokingham and	Up to a third less than adult fares	Anytime if you show a valid ID card for one of the participating Colleges / University	£0	See Reading Buses website for details

	Bracknell College or Newbury College				
Reading Buses Term Passes	School Routes (11- 18 years)	Only pay for term time travel	Term time only	£0	Depends on School see Reading Buses website for details
Courtney Buses BUSTA Network Term Pass	16-19 year olds	Only pay for term time travel	Term time only	£0	£266.50
Courtney Buses BUSTA Network Annual	16-19 year olds	Only pay for term time travel	Reduced annual travel costs	£0	£759.50
Reading Buses simplyUni season tickets	Reading Buses, bus routes in the simply Reading zone	Only pay for term time travel	Term time only (except academic year which includes holidays until June 2019)	£0 – you need to apply for a smartcard	£115 Autumn / Spring Term £80 Summer Term £310 academic year

The information contained below details how some schools and colleges provide extra transport help. If your school or college is not listed below please contact them directly for information.

Berkshire College of Agriculture	Further information about the college's subsidised transport service can be found here: https://www.bca.ac.uk/the-college/transport/
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Other potential sources of support and further information:

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 Travel Information in Wokingham Borough

My Journey Wokingham

Online:

<https://www.myjourneywokingham.com/>

Email: myjourney@wokingham.gov.uk

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

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 Twitter: @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

Henley College

Student Services

Deanfield Avenue

Henley-on Thames

RG9 1UH

Tel: 01491 634010

E-mail: sspi@henleycol.ac.uk

www.henleycol.ac.uk

Farnborough 6th Form College

Prospect Avenue

Farnborough

GU14 8JX

Tel: 01252 514663

www.farnborough.ac.uk

Berkshire College of Agriculture

Hall Place

Burchetts Green

Maidenhead

SL6 6QR

Tel: 01628 824444

www.bca.ac.uk

E-mail: enquiries@bca.ac.uk

TRANSPORT PROVIDERS

National timetable information

Traveline

Tel: 0870 608 2608

Web-site: 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

Email fgw@custhelp.com

Reading Transport

Great Knollys Street

Reading

RG1 7HH

Tel: 0118 959 4000

www.reading-buses.co.uk

Horseman Coaches

Whitley Wood Road

Reading

RG2 8GG

Tel: 0118 975 3811

www.horsemancoaches.co.uk

Courtney Buses

Customer Services

Courtney Buses

Unit 3 The Maple Centre

Downmill Road

Bracknell

Berkshire

RG12 1QSTel: 0118 973 3486

<http://www.courtneybuses.com/contact-us.html>