TRAN 16

Details of Parent or Guardian

Application for Post-16 Transport Assistance/



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TRAN 16

Application for Post 16 Transport Contribution Scheme (from September 2018)



Information for Parents/Students

The terms on which the Post 16 contribution scheme is offered to Post 16 students have been the subject of consultations this year with different stakeholders on the proposed arrangements and has been considered by the Shropshire Post 16 Transport Partnership, which includes representatives from the Local Authority.

The following criteria is used to assess each application and where this doesn't meet the criteria below, each case will then be considered on its own merits.

General Criteria

- The student will be ordinarily resident in Shropshire.
- The student will be over 16 and under 19 years of age at the start of the course (normally 1 September) concerned.
- . The student will be attending full time at the designated post 16 provider for the home address as determined by the Authority. Where the student is not attending the designated post 16 provider for the home address the student may still qualify if the qualification or a comparable qualification resulting from the course selected is not able to be gained at the designated post 16 provider. In this respect, parents and students are advised to identify carefully the qualification resulting from the course: if, in the view of the Authority, the qualification or a comparable qualification is available at a nearer post 16 provider, assistance will not normally be granted. Transport will not normally be considered for an A Level Course other than at the designated post 16 provider even if the student is taking A Level subjects that are not available at the designated post 16 provider.
- The distance between the home and the school/college will be three miles or more measured over the nearest available route (i.e. the shortest walking distance).
- Applications for Post 16 contribution scheme will not be approved where the total single journey time normally exceeds two hours.
- Exceptions to attendance at the designated post 16 provider for 'A' level courses or equivalent will only be considered where students can demonstrate that their choice of subject is an essential (i.e. not simply desirable) prerequisite to their future higher education course or career plans. Such exceptions are few and far between because the course provision at the designated post 16 provider is considered satisfactory to meet any future course or career needs (NB: Higher Education establishments do not normally impose specific subject only requirements).
- No transport assistance is available to students on Higher Education courses.
- Qualification onto this scheme is dependant on a contribution from the applicant.

- · For vocational courses, where the designated post 16 provider is outside the County of Shropshire, transport assistance will alternatively be provided to the nearest appropriate Shropshire post 16 provider offering a course.
- · Where joint admissions procedures exist in Shrewsbury, Shrewsbury College will be recognised by the Authority as jointly serving the same attendance areas as Shrewsbury Sixth Form College.
- The designated Post 16 providers for the villages of Church Stretton, All Stretton and Little Stretton will be either Shrewsbury Sixth Form College/Shrewsbury College or Ludlow College.
- From September 2013, the Marches School has been recognised by the Authority as jointly serving the same attendance area as North Shropshire College

Modes of Travel

The Council do not normally provide taxis under the Post 16 contribution scheme. The Council are not recommending that students apply and purchase a bus ticket via P/16 contribution scheme as students may wish to contact commercial operators (eg Arriva Midlands) who may offer alternative transport solutions. It is the responsibility of the parent and students to determine the travel arrangements they so wish, whether they be the Council scheme where entitlement is granted, a commercial or private or other solution.

Assistance will be given in the way considered most appropriate by the Authority. This will be by:

- the provision of a travel pass for existing public bus or rail services.
- the provision of a travel pass for existing Local Authority or contracted services where seats are available,

• where no suitable transport service exists, the payment of travelling expenses at the approved rate, either to the nearest transport pickup point (where it is 2 miles or more from the home as measured by the shortest available pedestrian route) or to the school/college.

Following submission of this application you will receive a letter saying whether or not you qualify under this scheme for assistance. If you are entitled, you will be asked for an annual contribution of £875 towards the costs. This payment can either be paid in full or in 3 termly instalments. The pass request form will give you full details and the level of charges. Please do not send any contribution with this application form.

A contribution of £142.50 will be required for entitled students whose families are in receipt of Income Based Job Seekers Allowance, or Income Support, or free school meals or Child Tax Credit with annual income, as assessed by HM Revenue & Customs, of less than £16,190, on 1st September 2018 or subsequently on the date of application.

Please do not send proof of benefit with this application form.

Travel passes will not be issued until the contribution has been received. Travel will not be allowed without a pass except on fare paying bus services. The student may be required to pay a fare until the pass has been received. These costs are not refundable. Students not qualifying under this scheme cannot contribute and get a pass. A re-application must be made where a student starts a new course, or moves address.

The contribution allows a student to have a travel pass for one return journey Monday - Friday term time only, to school/college for the start of the normal school/college day and for a journey at the end of that day. In most cases, students may use their travel passes to travel to college up until 12 noon and return home after 12 noon. However in some cases operators may be able to allow more flexibility with their passes they issue. There are no refunds on days that a student does not use the travel pass, or where transport does not operate due to inclement weather.

Post 16 transport will only be considered upon completion of the appropriate TRAN/16 application form.

It should be noted that there could be bus service changes during the academic year and these changes may not offer the same or similar service.

Application

- Application forms should be submitted to the school/college as early as possible to avoid delay in processing
 applications during the busiest period of the year. It is recommended that applications should be submitted by 31st
 July so that passes can be made available for the start of the academic year (subject to entitlement and contribution).
- Tear off and send the application form to the School/College involved, for signing, and return to Passenger Transport Commissioning Group.
- Processing of applications in the Passenger Transport Commissioning Group takes at least two weeks after the application is received from the school/college. Applicants will be responsible for meeting any interim travel costs.
- Entitled applicants will be notified by letter of entitlement, and invited to contribute towards the cost of assistance.
- Where applications are granted and it is subsequently found that the applicant does not qualify under the policy, any
 pass issued will be withdrawn, cancelled and any contribution will be refunded where appropriate.

Travel Pass

- The travel pass will normally be available for collection by the student at the School/College within two weeks of the contribution or proof of benefits being received.
- The passes will be valid until the end of the term or academic year (those contributing termly will be invited to contribute for the Spring and Summer term passes towards the end of the previous term and new termly passes will be issued on receipt of the contribution). Where the student becomes 19 years of age during the course, assistance will cease at the end of the academic year in which the 19th birthday falls.
- If the student leaves School/College during the academic year the pass must be returned to the School/College failure to do so may result in the applicant being invoiced for any refund lost to the Passenger Transport Commissioning Group, a minimum period of refund for P/16 contribution scheme is half a term and refunds for less than that will not normally be granted.

Appeals

• If a student is refused transport as they are not attending their designated college for transport purposes, staff within the Entitlement Team will provide in writing the reasons for the rejection of an application at the point of assessment. Appeals will be considered by senior officers in the team. Each appeal is considered on its individual merits and is not intended to set a precedent for any similar case. Once the appeals procedure has been exhausted, that decision is final and other than communication of the decision and the reason behind it, no further correspondence will be entered into, unless the appellant produces further evidence to be considered

Independent Travel Training

 A number of schools and colleges provide travel training and support to students; schools can be contacted directly for details of their provision.

Government Funded 16-19 Bursary Scheme

• The 16-19 Bursary Scheme provides financial support for learners aged 16-19 to access education or training. Schools and colleges are responsible for awarding bursaries and the amount paid. They can also apply to the Learner Support Service for additional funding for vulnerable students.

Details of the Bursary scheme are available on the Direct Gov website at: www.gov.uk/1619-bursary-fund

<u>Safety</u>

- A code of conduct giving safety advice is available on request from the Passenger Transport Commissioning Group.
- Parents are fully responsible for the safety and care of their children until they board the transport at the designated pick-up point and, on the return journey, from the moment they alight from the vehicle at the designated drop-off point.

Special Educational Needs

Should an applicant have a statement of special educational needs or an Education, Health and Care Plan then you will need to complete an alternative application form so that we can better assess the needs of the applicant. Once a placement at an educational facility has been secured an application will need to be assessed by the Specialist Travel Team.

For full details of eligibility or schemes available please go to

www.shropshire.gov.uk/the-send-local-offer/parentscarers/education/0-25-sen-transport here you can download a copy of the application form. Alternatively if you would prefer to contact us by telephone please call 01743 253049 and we can arrange for an application form to be sent out to you in the post.

For further information about transport please contact:

Passenger Transport Commissioning Group, Shropshire Council,
Shirehall, Abbey Foregate, Shrewsbury SY2 6ND
Telephone: 0345 678 9008
www.shropshire.gov.uk