

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are granted and it is subsequently found that the applicant does not qualify under the policy, any pass issued will be withdrawn, cancelled and any contribution will be refunded where appropriate.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

Safety

- 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/parents-carers/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**