



Post-16 Transport Assistance 2014/15

Application Form and Notes of Guidance

There is no legal requirement for local authorities to provide transport beyond the completion of Year 11; however Essex County Council will continue to provide discretionary transport to Post 16 students that meet the policy eligibility criteria upon receipt of an application and payment of the relevant charge.

It is vital that applicants read pages 2-8 of this booklet very carefully to ensure that they are aware of the entitlement criteria, what transport is provided and what alternative and more cost effective support that may be available directly from schools, colleges and operators.

You are advised not to apply until you have considered all of the information provided.



Essex County Council

Contents

Charge and Application Periods	3
Do you Qualify?	4
Post 16 Transport Arrangements	5
Additional Transport Information.....	6
Transport to Sixth Forms	7
Financial Support – The 16-19 Bursary Fund.....	8
Payment Details.....	9
Refund Process	10
Application Form.....	11-14
Specialist Healthcare Tasks Transport Service Process Explained.....	15

- Your application will be acknowledged within 10 working days
- You will receive a decision in writing within 25 working days
- If eligible, we will send you a letter outlining the payment details

Charge

The standard charge for Post 16 Transport is £900 per year.

For low income families*, the charge is £450 per year.

* Low income families are defined as those in receipt of income support or an equivalent benefit, or being in receipt of an annual household income less than £16,190

Application Periods

There are 2 periods for new transport applications to be assessed. You only need to apply once for the academic year – the assessment will cover the remainder of that academic year as long as the criteria are met.

The application periods are:

Autumn Term = applications received between 1 March and 30 September

Spring Term = applications received between 1 October and 31 January

Where an application is received after the Autumn Term closing date (30 September), transport will be considered for January onwards.

Example Case: An application is received on the 4th November. Transport would be considered for a spring term start. A fresh application would not be required for summer term, only payment of the charge.

In the case of a new requirement for transport from 1 February onwards, parents/students are advised to refer to pages 4-6 for other assistance that may be available.

Do you qualify?

Please consider the following before completing this application form:

1. The student must be under 19 years of age prior to the beginning of the first year of the course. (i.e. a student who has attained the age of 19 on or before 31 August in the calendar year of their first application will not be eligible for assistance from the scheme).
2. The student must live 3 miles or more from the 6th form/college by the shortest available walking route to be eligible for assistance.
3. The student must be attending a full time course in a maintained school sixth form or FE college. Transport assistance is not provided to students attending private (independent) fee paying establishments.
4. The student must be attending the nearest maintained establishment at which the course, or the majority of the course is offered (“majority of course” means 50% or more eg. In the case of A/AS Levels 2 out of 3, or 2 out of 4).
5. The student must have settled status in the UK and be ordinarily resident in the UK. They must also be living within the administrative boundaries of Essex County Council (i.e. paying your council tax to a District/Borough Council of Essex) at the time of their application, and for the period of any entitlement.
6. Asylum seekers and refugees will be considered for assistance under the terms of the scheme providing they are living within the administrative boundaries of ECC at the time of their application. Evidence of settled status, refugee status or indefinite leave to remain in the UK is required before assistance can be determined.
7. Transport assistance will not be awarded for the summer term only.
8. We can only provide transport to one establishment.
9. Where transport is provided it will only be for the official opening and closing times of the college/6th form. ECC will not fund additional transport during the day (such as late starts or early finishes). Neither do we fund inter-site transport, work placement transport or induction/enrolment days.
10. Where the student has a statement of Special Educational Needs, the school named in this statement will be considered the nearest appropriate establishment for the purposes of this policy.
11. **As there are many local transport operators, please be aware that the Essex County Council scheme may not be the cheapest option for you. You are advised to investigate prices locally to ensure you find the best price.**

Post 16 Transport Arrangements

This page outlines what transport will be provided to entitled students.

Whilst the Council is not required, by law, to provide financial support for the transport of post 16 students, it will continue to provide the following assistance in this area from September 2014 under its revised policy.

- The transport provided to eligible students should be the most cost effective to the County Council. This will be on an existing school contract bus, public bus or train.
- Taxis will not be provided. The only exceptions to this will be for those students with severe physical or learning difficulties, where, upon receipt of sufficient evidence, taxi provision will be considered.
- Connecting transport will not be provided to a pick-up point (e.g. bus stop or railway station) that is less than 3 miles from the student's home address. Where connecting transport is provided, it will be in the form of existing public or school contract transport only.
- Essex County Council will not procure new vehicles in the absence of existing public or school contract transport. Where there is no existing transport in place students/parents will be responsible for travel arrangements to the nearest pickup point, regardless of the distance.
- In the absence of any public or contract transport, a fuel allowance of 17p per mile can be considered, upon request, to the nearest pick up point providing it is over 3 miles from the student's home address. This will be up to a maximum claim of £4.95 per day.
- Where the distance from a student's home address to the college/sixth form or pickup point is less than 3 miles, transport will not be provided.
- The legal requirement to provide education transport where the route is deemed unavailable to be walked, accompanied as necessary, only applies to students of statutory school age. Therefore, such circumstances will not confer an entitlement to transport assistance for post 16 students.
- Where students wish to attend colleges in Central London and other out of county locations, transport will only be provided to the nearest mainline station e.g. London Liverpool St. Students will be responsible for making arrangements from the mainline station to their respective college/sixth form.
- Transport services will not be tailored to meet individual timetables, but consideration will be given whenever possible to minimise inconvenience to students. This means that specific transport will not be provided if the public or contract bus times are not in line with a student's timetable. In such circumstances, students are expected to make suitable adjustments to their travel arrangements.
- In situations where, as a result of the course chosen by the student, the journey time is lengthy, whilst transport assistance will still be provided, the student/parent will be responsible for managing that journey.
- Transport assistance is not provided to learners undertaking work placements, apprenticeships or traineeships. In these circumstances learners are advised to contact their employer or learner provider.

Additional Transport Information

Essex College Travel Schemes

Some Further Education Colleges within Essex have their own travel schemes and parents and students are strongly advised to contact their preferred college in the first instance before deciding to apply to Essex County Council.

Parents and students are also advised to visit the i-Essex website at www.i-essex.co.uk which offers a comprehensive resource on many aspects of Further Education including transport and financial assistance.

Contact details for some of the main Essex colleges and a link to the travel pages on their websites can be found below.

Chelmsford College

Tel 01245 265611 x3404.

www.chelmsford.ac.uk/support/travel-schemes

Colchester Institute

Tel 01206 712078

www.colchester.ac.uk/students/travel

South Essex College (Basildon, Thurrock, Southend Campuses)

Tel 0845 52 12345

www.southessex.ac.uk/student-services/student-services/student-services

Harlow College

Tel 01279 868000

www.harlow-college.ac.uk/student-services/financial-support

South Essex Sixth Form College (SEEVIC)

Tel 01268 756111

www.seevic-college.ac.uk/16-19/getting-here.aspx

Writtle College

Tel 01245 424262

www.writtle.ac.uk/transport

Colchester Sixth Form College

Tel 01206 500716

www.colchsfc.ac.uk/travelinformation

Transport to Sixth Form Schools

For those students wishing to continue at their current school, parents are advised to contact the operator responsible for the transport directly before approaching Essex County Council as the local transport costs may be better value.

Other Transport Providers

Many transport companies in the local area offer student discounts on travel tickets and passes. These may include but are not limited to:

Essex County Council Passenger Transport Local Bus Team

Tel 0845 2004135

publictransport@essex.gov.uk

Greater Anglia discounted scholar's season rail tickets:

www.greenrailtravel.co.uk

Arriva online discounts for monthly tickets:

www.arrivabus.co.uk/south-east

Oyster cards:

www.tfl.gov.uk/tickets

Ensignbus discounted monthly tickets:

www.ensignbus.com

First Essex Bus Student Bus Travel:

www.firstgroup.com/ukbus/essex/tickets/student_bus_travel

NIBS Buses

Info@Nibsbuses.com

Stephenson's of Essex

www.stephensonsofessex.com

Parents and students can also find out which transport operators cater for their preferred colleges by visiting the Public Transport Travel Information and Journey Planner at www.travelinesoutheast.org.uk

Parents are encouraged to contact the travel providers direct for further details.

Financial support – The 16-19 Bursary Fund

The Department For Education has made funding available to educational institutions to support the most financially disadvantaged 16- to 19-year-olds and those young people who most need help with the costs of staying in education.

The 16 to 19 Bursary Fund is distributed in 2 distinct ways:

Central allocation to eligible young people

A yearly bursary of up to £1,200 is available to young people in one of the four defined vulnerable groups:

- Young people in care
- Care leavers
- Those on Income Support or Universal Credit
- Disabled young people (in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment)).

Institutions are responsible for verifying that young people meet the criteria for vulnerable student bursaries. Institutions must complete a 16 to 19 Bursary Fund vulnerable students funding claim form in order to request funding to be released to them for vulnerable students

Discretionary awards made by institutions

Educational institutions are also allocated funding from which they can make discretionary awards to young people. Discretionary awards are for any students who are facing genuine financial barriers to participating. Individual institutions determine eligibility criteria and the frequency and conditions of payments.

More detailed information on the 16-19 Bursary Fund can be found on the Department for Education website at www.education.gov.uk

To find out if you qualify, and how to make an application for the Bursary Fund please contact your college/sixth form student support team.

Payment details

If you are assessed as eligible under the Council's policy, the next step is payment of the charge.

The charge for 2014/15 is £900 or £450 for low income families (as defined below). This can be paid by either of the following options.

- One payment of £900 (or £450 for low income families) paid via credit/debit card. Once you are assessed we will write to you to request this payment. This letter will explain how to make payment. **Please ensure you do not make any payment prior to our request.**

Or

- 3 termly instalments of £300 (or £150 for low income families) paid via credit/debit card. Once you are assessed we will write to you to request payment. **Please ensure you do not make any payment prior to our request.**

For low income families please ensure you provide sufficient benefit evidence along with your application form to enable us to request the correct amount.

Please note we no longer accept cheques.

Term Amount	Payment	Date payment must be received by ECC to enable receipt of ticket before the start of term
Autumn	£300/£150	Payment to be made by 25 July 2014
Spring	£300/£150	Request for payment in November. Payment to be made by 21 November 2014
Summer	£300/£150	Request for payment in March. Payment to be made by 20 March 2015

Low Income Families

In order to qualify for the 50% subsidy you will need to provide ALL PAGES of recently dated evidence (within the last 6 weeks) of one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Pension Guarantee Credit
- Child Tax Credits with a household income under £16,190*

Low income families eligible for Free School Meals are entitled to the 50% subsidy. Please complete your details in Section 3 of the application if you would like us to check your eligibility.

To avoid any delay and enable us to request the correct amount please provide this evidence along with your application form.

*subject to parliamentary change

Refund Process

If transport is no longer required you may be able to apply for a refund on the travel pass. You must ensure that you have returned all passes/tickets issued to you immediately to the Passenger Transport Co-ordination Centre, Systems Team, County Hall, Chelmsford, CM2 6WN. The pass will then be cancelled by our Systems Team and notification of this cancellation will be sent to the Education Transport and Awards for refund assessment.

The following table shows refunds applicable where payment has been made on a termly basis. Refunds are calculated based on the length of time you are in receipt of the ticket by taking into account the date the ticket was sent to you and the date the ticket was received back by ECC.

Length of time in receipt of ticket/pass	Refund Due
Essex County Council incur a cost of £60 as soon as the academic term starts.	
Up to 4 weeks (autumn term)	75%
4 to 8 weeks (autumn term)	50%
Over 8 weeks (autumn term)	0%
Spring Term – As Above	
No refund will be made if you withdraw during the summer term.	
A FULL REFUND WILL ONLY BE CONSIDERED IF THE TICKET/PASS ARE RECEIVED IN THE OFFICE PRIOR TO THE START OF A TERM.	

Compensation of costs

Can I claim compensation of travel costs incurred? If a correctly completed application and payment of the charge is received by the 25 July 2014 for September start or 21 November 2014 for January start and ECC has not arranged transport for the start of term, a refund of public transport tickets or a fuel allowance of 17p per mile can be requested. Written evidence of such travel costs must be provided, e.g. original bus tickets, not photocopies, for every day that a refund is requested.

Application for Post-16 Transport Assistance 2014/15

For office use only

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BEFORE COMPLETING THIS FORM PLEASE READ THE IMPORTANT INFORMATION ON PAGE 4 OF THE BOOKLET.

Section 1 – STUDENT DETAILS

Student First Name Male Female

Student Date of Birth Age as at 1.9.2014 (Must be under 19)

DAY MONTH YEAR

Student Place of Birth Student Contact Number

Home Address

House Name/Number

Village/Town Postcode

Council Tax Paid to
MUST BE COMPLETED

Parent's Telephone Number Landline

Mobile

Does the student have a statement of Special Educational Needs? YES NO

School/College to be attended including campus where applicable. **MUST BE COMPLETED.**

Course Title – Full Course Title and/or A Level Subjects. **MUST BE COMPLETED**

Course Level – e.g. BTEC NATIONAL DIPLOMA OR A LEVELS. **MUST BE COMPLETED.**

Term you are applying for transport Autumn Spring Summer*

***Summer term only – transport is NOT provided**

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Section 2a SPECIAL REQUIREMENTS FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

Where your child has been attending an SEN school during year 11 and will be continuing onto Post 16 education you will need to complete the following information:

Boarding school provision

Is your child boarding at school?				If yes, please tick what boarding arrangements you have at the school							
NO		YES		Weekly		Fortnightly		Term Time		52 Weeks	

Special educational and/or medical needs

Please indicate the nature of your child's special educational needs										✓
Emotional and behavioural difficulties					Visual impairment					
Learning difficulties					Hearing impairment					
Speech and language difficulties					Physical and neurological impairment					

Transport equipment requirements (please tick to specify)

None	<input type="checkbox"/>	Travels in a wheelchair/buggy	<input type="checkbox"/>
Infant seat	<input type="checkbox"/>	Takes a folding wheelchair in the vehicle	<input type="checkbox"/>
Booster seat	<input type="checkbox"/>	Travels in an electrical wheelchair	<input type="checkbox"/>
Crelling harness	<input type="checkbox"/>	Takes a folding buggy in vehicle	<input type="checkbox"/>

Wheelchair or buggy

Manufacturer			Unloaded weight (kgs)		
Model			Model		
Length (cms)		Width (cms)		Height (cms)	

Specialist Healthcare Tasks Transport Service

If your child has a specialist healthcare need, this service will consider and decide if a risk assessment or additional assistance is required on ECC transport. This will ensure that your child's individual healthcare needs are suitably supported and appropriately managed by operator staff.

Please confirm if your child has any of the following by ticking the appropriate box:

Epilepsy	Y <input type="checkbox"/>	N <input type="checkbox"/>	Use of oxygen	Y <input type="checkbox"/>	N <input type="checkbox"/>
Emergency medication for epilepsy (e.g. Buccal Midazolam)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Oral or nasal suction required (excess salivation, risk of choking etc)	Y <input type="checkbox"/>	N <input type="checkbox"/>
Diabetes	Y <input type="checkbox"/>	N <input type="checkbox"/>	Gastrostomy Feed (Enteral Feeding)	Y <input type="checkbox"/>	N <input type="checkbox"/>
Anaphylaxis (severe allergic reaction requiring adrenaline autoinjector)				Y <input type="checkbox"/>	N <input type="checkbox"/>

If you have ticked yes to any of the above options, please enclose a copy of your child's Health Care Plan (HCP) or Joint Epilepsy Council (JEC) care plan (Dated within the last year).

We cannot progress your application without this document.

Please continue onto page C

Please be aware that as a general rule, passenger assistants are not trained to administer rescue medication for epilepsy. They are trained to carry out specific functions that are outlined in the risk assessment that you will receive and be asked to sign. **The process is explained on Page 7.**

Passenger assistants do not administer oral or regular medication such as asthma pumps, calpol etc. If you have any queries or concerns, please email SHTTransport@essex.gov.uk or phone the Education Transport and Awards Nurse on 0845 603 2200. **Where the information is a medical need we will require documented medical evidence outlining how the medical diagnosis affects your child.**

Section 2b - SPECIAL REQUIREMENTS FOR MAINSTREAM STUDENTS

It will be assumed that the student is able to use public transport. Providing an alternative to public/contract vehicle is an exception for those children with severe physical or learning difficulties. You will have to demonstrate by the supporting evidence you provide why an alternative should be considered.

Travel Training:

Travel training is designed to help people get more from life by giving them the confidence to travel independently. Being able to access public transport helps people to make their own choices about how they live, and what they want to achieve. Our team of specialist Travel Trainers work throughout the county providing one-to-one training and guidance.

All students will be considered for their suitability to receive Independent Travel Training, please visit www.travel-training.co.uk for more information and to make a referral.

Section 3 - PAYMENT OF THE CHARGE

 £900 £450

(You must provide benefit evidence dated within the last six weeks as outlined on page 9 or complete the section below. If you receive Working Tax Credits please provide your Tax Credit form for 2014/15)

If you qualify for Free School Meals and are a low income family, you are entitled to receive the 50% subsidy. If you wish us to check your free school meals entitlement on your behalf please complete the details below. This information will only be used to determine free school meals eligibility.

Parent/Guardian National Insurance Number
or National Asylum Seekers Ref Number

Date of Birth

DAY

MONTH

YEAR

Surname

IF YOUR INCOME RISES ABOVE £16,190* DURING THE ACADEMIC YEAR OR BENEFIT CEASES YOU MUST LET US KNOW IMMEDIATELY AS YOU MAY BE LIABLE FOR PAYMENT OF THE CHARGE FOR SUBSEQUENT TERMS.

*** subject to parliamentary change**

Section 4 - PARENT/STUDENT AGREEMENT

In order for your application to be assessed the Parent/Student agreement must be signed.

I understand that:

- Where the student is entitled to assistance transport will be provided on an academic year basis and you will be asked to confirm transport is required in subsequent years.
- I have checked transport cannot be sourced for a lower price elsewhere prior to submitting this application.
- I understand that should there be more than one available mode of transport (such as bus or train), transport will only be provided for the most cost effective form.
- The information I have given is, to my knowledge true and correct.
- ECC may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the Authority
- Payment of the charge is required even if I join the scheme after the start of term.
- The County Council can withdraw the transport in certain circumstances.
- I have read the attached notes and agree to ensure my child obeys the conditions of any ticket which may be issued.
- My child will be enrolled on a full-time course and travel will be provided for one return journey per day.
- I understand that if I do not make the correct payment by the published date, I will not be eligible for any reimbursement of cost incurred for transport whilst awaiting a pass.
- I understand that only correctly completed applications can be assessed for entitlement.
- I will inform you immediately if there is a change of address, if my benefits cease or other details change and I understand that this may affect my entitlement to transport. I also understand that if I incur costs whilst a reassessment is taking place I will not receive a reimbursement for those costs.
- I agree that you can use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my entitlement to receive the 50% subsidy and any other awards
- I give permission to the Specialist Healthcare Tasks Transport service to request and receive information relating to my child from all health professionals in his/her care with regards to transport needs. I also consent to this information being shared with all relevant professionals who are involved with the transportation of my child. If you do not wish to consent to this, please tick the box

Essex County Council is collecting your personal information in order to process your claim for Post 16 Transport. This information will not be shared with any other third party unless the law requires us to do so.

In completing this form you will be agreeing that:

- The personal information you have provided will be used to decide whether you are entitled to join the scheme. If Essex County Council is made aware that transport has been entitled using false information then transport will be withdrawn immediately.
- The information you have supplied will be shared with other parts of ECC who are involved in providing transport and also companies and organisations outside ECC who provide transport services. This could include the students school/college and transport operator.
- Your supplied information will be kept by us for up to 25 years after the student leaves school/college.
- In making this application I accept the terms and conditions of the Council's policy and confirm that I have read the guidance notes outlined within this booklet.

Parent/carer signature

Date

Student signature (independent and/or over 18)

Date

Specialist Healthcare Tasks Transport Service Process Explained

Joint Epilepsy Council (JEC) or Health care plan received from parent

We have a duty to ensure that your child's transport is safe and appropriate; therefore if we receive notification that your child has a specialist healthcare need, we will need to investigate this.

A valid care plan must be:

- Signed by the prescribing doctor
- Dated within the last year

Case taken to the Specialist Healthcare Tasks Transport Panel

This panel will consider your child's specialist healthcare needs and will decide if a specially trained passenger assistant is required. This panel meets on a fortnightly basis.

If a specially trained passenger assistant is required

A risk assessment will now be produced by our transport nurse and sent to you.

If the Panel agrees that this is not required this process stops and your child's transport will be arranged by our Passenger Transport Co-ordination Centre.

Signature on risk assessment required

For the majority of our risk assessments only a parent/carer signature is needed.

In some cases, where a medical intervention is required, such as use of a suction machine or administration of rescue medication for epilepsy, then additional signatures are required.

Please return your signed risk assessment quickly to avoid delay in setting up transport

Passenger assistants recruited by operator

Once we receive all required signatures on a risk assessment, our education contracts team will liaise with the operator to provide two passenger assistants for training (one main and one back-up)

Training delivered

The nominated passenger assistants will then attend the relevant training course.

The training delivered will be based on the risk assessment that you have signed and returned to us

Transport can start

After successful training, your child will be able to start using transport with a trained passenger assistant.

If you have any queries or concerns about your child's specialist healthcare need or require advice on the correct paperwork to supply with your application, please email SHTTransport@essex.gov.uk or phone the Education Transport and Awards Nurse on 0845 603 2200.

If your application requires referral to the Specialist Healthcare Tasks Transport Service, the average turnaround time is six to eight weeks. However, this is dependant on the quick turnaround of paperwork and your child's individual needs.

This information is issued by
Essex County Council, Education Transport & Awards.
You can contact us in the following ways:

By email:
educationawards@essex.gov.uk

Visit our website:
essex.gov.uk/schooltransport

By telephone:
0845 603 2200

By post:
Essex County Council, Education Transport & Awards
PO Box 4261, Chelmsford, Essex CM1 1GS

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or made available in alternative formats, on request.

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