

Wiltshire 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: Communities and Neighbourhood Services

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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 continuing 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 Wiltshire 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:

To create a thriving and growing local economy (by providing access to employment, training and education where everyone lives in a high quality environment (by providing an alternative to car use and helping to reduce traffic congestion, pollution and CO2 emissions)

To develop inclusive communities where everyone can achieve their potential (by providing access to employment, training, education; by allowing people without access to private transport – including particularly older, younger and disabled people and low income households to live inclusive and fulfilling lives and play an active role in society.

To promote healthy, active and high quality lives by enabling people without their own transport to live full and active lives and to remain living in their own community.

Transport and travel support

Local Authority support

Local Authority support for young people without special educational needs or disabilities

Wiltshire Council offers a student travel scheme which costs £781 for the year (equivalent to around £4 a day return) for students who meet the Council's Post-16 Transport rules (see below or contact Wiltshire Council for more details).

Lower rate discounted passes are available to students at a cost of £231 where the gross family household income is less than £20819 p.a. Evidence of household income must be provided, usually in the form of a current Tax Credit Award Notice (TCAN).

Please note: The standard charge for the Wiltshire Post-16 Transport Scheme has increased for September 2019. Bus operators may be able to offer more competitive schemes. Please research transport costs before entering into any payment schemes.

Students who are under 19 at the start of their course will receive continued help while they attend that course, even if they become 19 or older during that time. This only applies to students who are continuing their course and is not valid if the student changes their course part-way through a year after their 19th birthday.

To apply for a Wiltshire Council travel pass, students must live in Wiltshire, in the **designated area** for the school or college they wish to attend, and at least **three miles** from that establishment. Please refer to the Wiltshire Council website at www.wiltshire.gov.uk or telephone Wiltshire Council for more information on designated areas and distances.

Additional eligibility criteria

What help is available for students who attend a Further Education institution which is beyond daily travelling distance and they need to stay away from home?

Transport assistance is provided to Wiltshire College, Lackham, for students on agriculture, farm mechanisation, land based technology, horticulture and animal care/management courses. Students attending this college on sports or non-agricultural engineering (i.e. motorsport engineering and army preparation) courses should contact the college for travel assistance.

Exceptions to the designated establishment rules are considered. In many cases, where it can be shown that transport costs are the same or less (for the council) than to the local college, transport is approved. In these cases, transport provided one year cannot be guaranteed for the following year as transport costs and arrangements may change.

Assistance will also be considered when students can show that the course they want to do is not available locally and is **needed** in order to pursue a specific career (eg, need to do Music A Level to study Music at HE to become a professional musician). The necessity to study can be demonstrated by the applicant through submitting evidence from the UCAS guide, University Prospectuses or, in the case of vocational courses leading directly to employment, by 3 prospective employers confirming that it is an **essential** qualification for their trade. Please

contact Wiltshire Council in writing if you have specific personal circumstances for which you wish to be considered as an exceptional case.

- Students who live in the Chute, Collingbourne, Ludgershall and Tidworth areas may get help with transport to attend Andover College.
- Students who live in the north of the county may get assistance to attend Swindon Colleges.
- Students who live in Box, Corsham, Limpley Stoke, Melksham, Neston, Shaw, Whitley, Winsley and areas of Bradford-on-Avon that are over 3 miles from Wiltshire College, Trowbridge may get assistance under the “same cost” clause to Bath College.
- Students living in the Malmesbury area may be entitled to transport to Cirencester College under the ‘same cost’ clause.

Applying for LA transport support

Wiltshire Council Transport Application forms are generally available from Easter from schools, colleges, and direct from the council. Students can apply at any time during the year, but those who wish to pay by monthly **direct debit** need to apply by **30th June** for passes starting in September. Applications can take up to three weeks to process, but some can take longer where exceptional circumstances are to be considered.

At what times during the day can students use their travel pass or obtain concessionary fares?

Flexibility of travel times depends on the type of service available. Where students are placed on school buses or specially contracted vehicles, one journey each way is available at normal school times. Where service buses are used and individual season tickets purchased, more flexibility is possible, with minor restrictions being placed. Wiltshire is a very rural county, and so it is not possible to offer all-day services to the more rural parts of the county, but the Post-16 Transport Scheme does ensure access to FE for students from any part of the county.

Refunds

If a student surrenders their bus pass, having made alternative transport arrangements or ceased studying part-way through a course, a partial refund of the post-16 transport charge can be offered. This will be considered only in cases where a current bus pass is returned to the council and received in the Passenger Transport Unit. No refunds will be provided for passes returned after April in the current academic year. For further details of how much refund you may receive please email educationtransport@wiltshire.gov.uk .

Local Authority support for Learners with special educational needs or a disability

Students who need door-to-door transport owing to Special Educational Needs, can ask for help via the Directorate for Children and Education Services (DCES), with clear reasons why other types of transport are not appropriate. The Department will then decide whether help can be provided.

Students who are found to qualify for this assistance will be required to pay the £549 / £202 Post-16 contribution. Students who the DCES deem not in requirement of door-to-door transport will receive assistance in line with the general Wiltshire Council policy on Post-16 Transport.

It is important to note that although a student may have an Education, Health & Care plan, or may have had one whilst at school, this does not automatically entitle the student to travel assistance. If you feel you may qualify, please contact the SEND Services team (details below).

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

Most bus companies operating in Wiltshire offer discounted season tickets on weekly, monthly, 3 monthly/termly, 6 monthly and annual passes. Please contact the relevant bus company direct (details below).

Travel support from schools and colleges

Wiltshire College may pay a contribution to transport costs to some students in financial difficulties who do not qualify for a subsidised pass under the usual Wiltshire Council rules. The college may also provide support to assist students with public transport costs so that they do not have to pay any more than the cost of the annual Wiltshire pass. Contact Student Services for more details. Email info@wiltshire.ac.uk

New College Swindon

Students from Wiltshire wishing to attend New College should contact the Student Services Team at the college, for advice on transport and financial support. The team can provide advice on routes to college, applications for travel passes and financial support. They endeavour to ensure that no student aged 16-19 will need to pay more than £500 for their travel to college but can only provide support for students using public transport. Contact Student Services at New College for more details. Email studentservicesenquiries@newcollege.ac.uk

There are very frequent bus services between Swindon town centre and New College and many routes from towns and villages in Wiltshire to the south of Swindon such as Marlborough and Pewsey stop outside New College. Contact the college for details.

Swindon College

Students who wish to attend Swindon College from outside the Wiltshire area would apply using the same Bursary application as any other student. The college would look at the best means to get a student to college, looking at time and costs and the availability of transport.

Swindon College has a Bursary for 16-18 year old students who require help to travel to college. This would usually take the form of a Bus Pass. A financial assessment would need to be carried out to see if the family would qualify for support. Application forms are available from studentfinance@swindon.ac.uk This form can also be used to apply for other course related costs

and the Free School Meals allowance. All the up-to-date details of the college's Bursary packages are available at www.swindon.ac.uk

Cirencester College

Cirencester College runs a subsidised bus service covering certain parts of Wiltshire based on student demand. This is reviewed regularly to provide a comprehensive service and to enable students choosing Cirencester College to access their provision.

Currently the college covers the whole of the Swindon area, Wootton Bassett, Malmesbury, Highworth, Purton and Farringdon. There are a variety of ways to make payment for this service and in cases of low household income, bursaries may be available.

For further information, including requests for new routes, please contact Cirencester College, Stroud Road, Cirencester GL7 1XA, 01285 640 994 or via student.journeyteam@cirencester.ac.uk

Bath College

Financial assistance may be available from the college for students who do not qualify for a subsidised pass under the usual Wiltshire Council rules. Please contact the Student Funding Office on (01225) 328813 to discuss your needs.

Andover College

Andover College offers a number of subsidised passes for campus direct services, Stagecoach buses and South West Trains. The annual cost is dependent upon your preferred travel choice, however all passes are payable in an affordable instalment plan. You may also be able to apply for assistance with the cost of travel from the College's discretionary Learner Support Fund. For further information please email infoeregandover@sparsholt.ac.uk or call 01264 360022 or 01264 360031.

Sparsholt College

The college offers subsidised fares on Campus Direct, Stagecoach Services and South West Trains. The cost to the students is from £525 to £830 and can be paid interest-free over 10 monthly instalments. Assistance with payment is available through the Learner Support fund. Please telephone 01962 797346 for further details or email transport@sparsholt.ac.uk.

Totton College

Totton College, in partnership with the Salisbury Reds Bus Company, operates two dedicated daily services from Salisbury and surrounding areas to the college. As part of the scheme, students can also use other Salisbury Reds public services for their transport requirements between the college and their home address.

The college will continue to greatly subsidise the cost of transport for students and this means that for the coming year, no student will pay more than £3.30 return per day for their home to college transport and many of these students will receive additional benefits of holding a Totton College Transport Pass.

There may be additional financial support available to students from low-income families or those who have Special Educational Needs. Please contact the college on (02380) 874874 for further information.

Brockenhurst College

Frequent mainline trains and an extensive College bus network enable students to attend Brockenhurst from a wide area including Lymington, Christchurch, Bournemouth, Poole, Ringwood, Totton, Southampton, Romsey, Salisbury and numerous other towns and villages.

All travel passes are available for purchase online via the BrockShop and Brockenhurst College offers both an 'early bird' discount and the option to spread the cost through instalments at no additional charge. Parking permits are available for students wishing to travel via personal car or motorbike and a full refund is offered for travel purchased if an applicant chooses not to attend.

Additional financial support is available to students from low-income families with students eligible for the 'discretionary bursary' receiving discounted travel at a rate of 50%. Please see the college website for eligibility criteria or contact financialsupport@brock.ac.uk.

A detailed breakdown of all costs and services is available on the college website and further information can be obtained by contacting the Travel Coordinator (travel@brock.ac.uk).

Wiltshire College

Students who are **not** entitled to a travel pass from Wiltshire Council should apply to the Wiltshire college campus that they will be attending, for assistance. Full details of entitlement are available from the Student Services team at the relevant campus. Students may wish to use their own car or motorbike and limited parking is available at each campus.

Wiltshire College has a Residential Bursary Allocation (boarding grant) available to students attending its site at Lackham. Enquiries about Residential Bursaries should be directed towards the Senior Warden at Lackham.

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 persons 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 (PIP) 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

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

Other Areas of Help

If you are struggling to meet your travel costs and have not been eligible for help from either your sixth form/college or the council, the Charities Information Bureau (CIB) may be able to put you in touch with charities supporting post-16 education. Please contact the CIB on 01380 729279 or go to www.cibsouthandwest.org.uk.

Travel training

Swindon and Wiltshire Colleges offer mobility training as part of their specialist courses. An Independent Travel Training Scheme is available and is aimed at students at Rowdeford School who are about to start college, and who will not be entitled to door-to-door transport, post-16.

Apprenticeships

Learners should contact their apprenticeship provider or employer for details of any additional support which may be available for this.

Those not in education, employment or training (NEET)

The following services support NEET Young People:

Building Bridges (15-25 year olds) – for young people not ready for a college setting.

Website: <http://buildingbridgessw.org.uk/>

Email: hello@buildingbridgessw.org.uk

Phone: 01380 732821

Wiltshire College – NEET Provision (15-25 year old NEET or at risk of NEET)

New College, Swindon and Wiltshire College Campuses

Head Start – short programme with progression onto apprenticeship or education

Head Up – 10 week part-time programme – progression to stay on current programme

Head On – 6 week full-time (day 42 withdrawals from mainstream college courses) – progression into work, apprenticeship, education.

Website: <http://www.wiltshire.ac.uk/Study/Get-Ahead/Head-On>

Email: getahead@wiltshire.ac.uk

Phone: 01225 756 373

Princes Trust (15-25 years)

12 Week Programmes based in Trowbridge, Salisbury and Swindon

Salisbury and Trowbridge –

Website: <https://learningcurve.org.uk/> |

Email: team@learningcurve.org.uk |

Phone: 01225 792500

Swindon –

Website: <http://innerflame.org.uk/team-programme> |

Email: info@innerflame.org.uk |

Phone: 07531 473 482 / 01793 862 555

Work Wiltshire (Employment and Skills Team within Wiltshire Council)

Website: <https://workwiltshire.co.uk/>

- Local Programmes
- Young People's Support

- Apprenticeships
- Jobs and careers

Phone: 01225 716890

Job Centres

Website: <https://www.jobcentrenearne.com/loc/wiltshire/>

National Careers Service (17years+)

Based in Wiltshire Job Centres

1:1 appointments to create action plans

Partnered with the Digital College to provide free online courses

Intensive work – group sessions – CV, interviews, hidden job market on social media

Skills health check

Appeals

To complain about the policy or to appeal a transport decision made by Wiltshire Council please write to or email the Education Transport Entitlement Manager, Wiltshire Council, Passenger Transport Unit, County Hall, Bythesea Road, Trowbridge BA14 8JN:
educationtransport@wiltshire.gov.uk

To complain about a specific bus service call (01225) 713365.

To complain about the policy of a specific sixth form or college, contact the establishment direct using contact details in the list in section 12.

Contact Details for sixth forms, colleges, bus companies and other sources of help

	Contact Name	Address	Telephone	E-mail	Website
Wiltshire Council Passenger Transport					
Post-16 Entitlement	Amanda Moore/ Belinda Wicheard	Wiltshire Council County Hall, Trowbridge, BA14 8JN.	01225 712852	educationtransport@ wiltshire.gov.uk	www.wiltshire.gov.uk
Education Transport Policy	Tazril Tamin	Wiltshire Council, County Hall, Trowbridge, BA14 8JN	01225 713580	educationtransport@ wiltshire.gov.uk	www.wiltshire.gov.uk
Bus Queries	Phil Grocock	Wiltshire Council, County Hall, Trowbridge, BA14 8JD	01225 713454	buses@wiltshire.gov.uk	www.wiltshire.gov.uk
Wiltshire Council SEND Services Team					
SEN Transport Officer	Heidi Hunter	Wiltshire Council, County Hall, Trowbridge, BA14 8JN	01225 757943		www.wiltshire.gov.uk
Colleges					
Bath College	Student Funding		01225 328813	studentfunding@bathcollege.ac.uk	www.bathcollege.ac.uk
Cirencester College			01285 713797		www.cirencestercollege.org.uk
Andover College	Carrie Smith		01264 360022	info@andover.ac.uk	www.andover.ac.uk
Brockenhurst College	Ben Thomson (travel coordinator)		01590 625533	travel@brock.ac.uk	
	Debbie Griffiths (student finance and welfare)		01590 652328	financialsupport@brock.ac.uk	
New College	Student Services		01793 611470	studentservicesenquiries@newcollege.ac.uk	www.newcollege.ac.uk
Sparsholt College			01962 797346	transport@sparsholt.ac.uk	www.sparsholt.ac.uk
Swindon College	Student Finance Melissa Cogzell & Sue Woolhouse		01793 491591	studentfinance@swindon.ac.uk	www.swindon.ac.uk

Totton College		Totton College, Calmore Road, Totton, Southampton, SO40 3ZX	02380 874874	info@totton.ac.uk	www.totton.ac.uk
Wiltshire College & University Centre	Sophia Oleszynski	Cocklebury Road, Chippenham College Road, Trowbridge Southampton Road, Salisbury Lacock, Chippenham	01225 756331	sophia.oleszynski@wiltshire.ac.uk	www.wiltshire.ac.uk
Schools with Sixth Forms					
Abbeyfield		Stanley Lane Chippenham, SN15 3XB	01249 464500	contact@abbeyfield.wilts.sch.uk	www.abbeyfield.wilts.sch.uk
Avon Valley College		Recreation Ground Durrington SP4 8HH	01980 652467	office@avonvalleycollege.org.uk	
Bishop Wordsworth		The Close, Salisbury, SP1 2EB	01722 333851	admin@bws.sch.uk	
Clarendon		Frome Road, Trowbridge, BA14 0DJ	01225 762686	general@clarendonacademy.com	www.clarendonacademy.com
Corsham		The Tynings, Corsham SN13 9DF	01249 713284		
Devizes	Vanessa Burdge, sixth form office	The Green, Devizes, SN10 3AG	01380 724886	vburdge@devizes.wilts.sch.uk	
Gillingham School	Helen Lewis	Hardings Lane Gillingham SP8 4QP	01747 822222	hlewis@gillingham-dorset.co.uk	
Melksham Oak		Bowerhill, Melksham, SN12 6QZ	01225 792700	admin@melkshamoak.wilts.sch.uk	www.melkshamoak.wilts.sch.uk
Hardenhuish		Hardenhuish Lane Chippenham, SN14 6RJ	01249 650693	admin@hardenhuish.wilts.sch.uk	www.hardenhuish.wilts.sch.uk
John Bentley		White Horse Way Calne, SN11 8YH	01249 818100	reception@johnbentley.wilts.sch.uk	www.johnbentleyschool.com
John of Gaunt		Wingfield Road, Trowbridge, BA14 9BH	01225 762637	admin@johnofgaunt.wilts.sch.uk	www.johnofgaunt.wilts.sch.uk
Kingdown		Woodcock Road Warminster, BA12 9DR	01985 215551	admin@kingdown.wilts.sch.uk	
Malmesbury		Corn Gastons, Malmesbury, SN16 0DF	01666 829700	admin@malmesbury.wilts.sch.uk	www.malmesbury.wilts.sch.uk
Matravers		Springfield Road Westbury, BA13 3QH	01373 822666	admin@matravers.wilts.sch.uk	www.matravers.wilts.sch.uk
Sheldon		Hardehuish Lane Chippenham SN14 6HJ	01249 766020	sixthform@sheldonschool.co.uk	

South Wilts Girls		Stratford Road, Salisbury SP1 3JJ	01722 323326	finance@swgs.wilts.sch.uk	www.swgs.wilts.sch.uk
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St John's Community College		Granham Hill Marlborough, SN8 4AX	01672 516156		www.stjohns.wilts.sch.uk
St Laurence		Ashley Road, Bradford on Avon, BA15 1DZ	01225 309500	admin@st-laurence.com	www.st-laurence.com
Sarum Academy		Westwood Road, Salisbury, SP2 9HS	01722 323431		
Shaftesbury School	Sixth Form office	Shaftesbury School, Salisbury Road, Shaftesbury SP7 8ER	01474 854498	office@shaftesburyschool.co.uk	www.shaftesburyschool.com
St Augustine's College		Wingfield Road, Trowbridge BA14 9EN	01225 350001	Transport@sta.cc	
Royal Wootton Bassett		Lime Kiln Lane, Wootton Bassett, SN4 7HD	01793 841900	admin@rwba.org.uk	

Transport Operators and Information Contacts

First	Jenny MacLeod Area Operation Director	BathFirst FREEPOST (BS8931) Bath BA1 1XX	0845 606 4446 (lines open 9 am to 5 pm, Monday to Friday).		www.firstgroup.com
North Wiltshire Travel			0845 6010487		
Rail Enquiries			08457 484950		www.nationalrail.co.uk
South West Trains		South West Trains Overline House Blechynnden Terrace Southampton SO15 1GW	0845 6000 650		www.southwesttrains.co.uk
Stagecoach					www.stagecoach.com
Traveline	Public Transport Information		0870 608 2608		
Salisbury Reds			01722 336855		www.wdbus.co.uk

Early Help – Operational Children's Services

Early Help		County Hall, Trowbridge BA14 8JN	01225 718230		
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Other Useful Contacts

Charities Information Bureau			01380 729279	www.cibsouthandwest.org.uk	www.cibsouthandwest.org.uk
Childcare Payments			0845 6002809		www.dfes.gov.uk/caretolearn
The Refugee Council			020 7501 0990		www.refugeecouncil.org.uk

N.B. All information provided is correct at the time of publication. Information regarding specific establishments is requested and updated each year. In some cases where no new information is provided by the establishment, information may be out of date. Always check with the specific establishment you intend to study at before making your final decision about which establishment you will attend.

