

Wiltshire Council Post 16 Transport Policy Statement for academic year 2017/18

1. Summary of Policy Statement and Main Objectives.

This statement is made in accordance with the requirements of statutory guidance provided by the Department for Education in relation to Post 16 Transport to Education and Training, This provides a summary of student transport arrangements for students living in Wiltshire who will attend further education or training from September 2017.

2. Details of all concessionary fares, discounts, subsidies, passes or travel cards available for students aged 16 –19 and who provides them. Please provide details of any costs to the student.

Wiltshire Council discounted travel scheme

Wiltshire Council offers a discounted student travel scheme which costs £675 for the year (equivalent to around £3.75 a day return) for students who meet the Council's Post-16 Transport rules (see section 5 or contact Wiltshire Council for more details).

Lower rate discounted passes are available to students at a cost of £200 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 2017. Bus operators may be able to offer more competitive schemes. Please research transport costs before entering into any payment schemes.

Bus Fares

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 at section 12).

Help from Colleges and Sixth forms

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 will try to minimise the impact of travel costs on educational choices by offering support where possible through their Assisted Travel Scheme. Further support for students where there is a financial hardship in their household, is also available through the Learner Support Fund. Most students using public transport to get to college would pay no more than £500. Contact Student Services at New College for more details. Email studentservicesenquiries@newcollege.ac.uk

All colleges offer bursary funds for students who need additional financial support owing to low household income. Please contact the establishment you wish to study at (details in section 12) to make an application for bursary funding.

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.

3. 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.

4. Will support continue to be made available to students who reach 19 whilst continuing on a course?

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.

5. How will students be assessed to see if they are eligible for support? Eg, means testing, or must they be on benefits?

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.

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.

For Bursary Funds, available through colleges, checks on household income are also made.

6. What help is provided for students with disabilities and/or learning difficulties or who are facing other difficulties in following their courses?

Special Educational Needs

Students who need door-to-door transport owing to Special Educational Needs, can ask for help via the Directorate for Children's Services, 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 £475 / £175 Post-16 contribution. Students who the DCS 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 (formerly known as a statement of special educational needs), 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).

Childcare Support

Students aged under 20 and in full time education at Sixth Form or College, can receive financial support towards **registered** or **approved** childcare costs of up to £160 per week, per child. Please contact the School or College in the first instance, or telephone 0845 600 2809 for more details or go on-line at www.gov.uk

Financial Support

- Bursary funds may be available to students facing financial difficulties. Please contact your Sixth Form or College about these.
- Income Support may be paid to students in exceptional circumstances. Please discuss your circumstances with your local college student finance team.

7. Is mobility/independence training provided for students who face difficulty with transport?

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.

8. When should students start to apply for transport support?

Wiltshire Council Transport Application forms are generally available from Easter from schools, colleges, and direct from the LEA. Students can apply at any time during the year, but those who wish to pay by monthly **direct debit** need to apply by the **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. College Bursary Fund forms are available from the colleges in July.

9. What help can students apply for if they need to travel to a course that is beyond the Wiltshire LEA area?

Wiltshire Council Transport Scheme

All students who live in Wiltshire can apply to the council for transport help to any sixth form or college in line with the designated area rules mentioned above.

- 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.

New College Swindon

Students from Wiltshire wishing to attend New College should contact the Student Services Team for advice on transport and financial support. We can provide advice on routes to college, applications for travel passes and financial support. We endeavour to ensure that no student aged 16-19 will need to pay more than £500 for their travel to college. We can only provide support for students using public transport.

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.

Cirencester College

Cirencester College runs a subsidised bus service covering certain parts of Wiltshire based on student demand. We regularly review our services to provide a comprehensive service and to enable students choosing Cirencester College to access our provision.

Currently we cover 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 inforegandover@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.

10. 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?

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.

Students attending other sixth forms or colleges may be able to apply for residential (boarding) grants through the sixth form or college they wish to attend.

11. What help with transport costs is available to learners entering apprenticeships or undertaking training while in employment?

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

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/ Sarah Williams/ Belinda Wicheard	Wiltshire Council County Hall, Trowbridge, BA14 8JN.	01225 716545/ 713578/ 713523	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
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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		01793 498463 or 498228		
Totton College		Totton College, Calmore Road, Totton, Southampton, SO40 3ZX	023 80 874 874	info@totton.ac.uk	www.totton.ac.uk
Wiltshire College – all campuses	Jenny McKellar Student Services Admin Manager		01225 756278	Jenny.mckellar@wiltshire.ac.uk	www.wiltshire.ac.uk

Schools with Sixth Forms

Abbeyfield		Chippenham, SN11	01249 464500	contact@abbeyfield.wilts.sch.uk	www.abbeyfield.wilts.sch.uk
Avon Valley College		Durrington SP4 8HH	01980 652467	office@avonvalleycollege.org.uk	
Bishop Wordsworth		The Close, Salisbury, SP1	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			hlewis@gillingham-dorset.co.uk	

Melksham Oak		Bowerhill, Melksham, SN12 6QZ	01225 792700	admin@melkshamoak.wilts.sch.uk	www.melkshamoak.wilts.sch.uk
Hardenhuish		Chippenham, SN14	01249 650693	admin@hardenhuish.wilts.sch.uk	www.hardenhuish.wilts.sch.uk
John Bentley		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		Warminster, BA12 9DR	01985 215551	admin@kingdown.wilts.sch.uk	
Malmesbury		Corn Gastons, Malmesbury, SN15 0DF	01666 829700		
Matravers		Westbury, BA13 3QH	01373 822666	admin@matravers.wilts.sch.uk	www.matravers.wilts.sch.uk
Sheldon		Chippenham SN14 6HJ	01249 766020	sixthform@sheldonschool.co.uk	
South Wilts Girls		Stratford Road, Salisbury	01722 323326	bursar@swgs.wilts.sch.uk	www.swgs.wilts.sch.uk

St John's Community College		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	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	01793 841900	admin@woottonbassett.wilts.sch.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 Blechynden Terrace Southampton	0845 6000 650		www.southwesttrains.co.uk/SWTrains
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		
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.

13. How do I complain or appeal about a decision not to provide transport assistance?

To complain about the policy or 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.

May 2017