

# Local Authority Transport Partnership Fund Policy Statement

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**Name of LEA:** Wiltshire Council

**Department Responsible:** Department of Neighbourhood and Planning

## 1. Summary of Policy Statement and Main Objectives.

This statement is made on behalf of the Wiltshire Partnership for Post-16 Transport, in accordance with the standard details requested by the LSC, to provide a summary of student transport arrangements. The aims, roles and responsibilities of the Partnership are as follows:

### Aim

To achieve wider participation in Post-16 Education by Wiltshire learners, through identifying and addressing access and transport issues.

### Responsibilities of the Partnership

- To jointly collect information and develop strategies to ensure that opportunities for access to Post-16 Education are available to learners, in accordance with the Education and Inspections Act 2006 and the Apprenticeship, Skills, Children and Learning Act 2009.
- To guide the co-ordination of Partners' expenditure to improve access and remove barriers to participation in Post-16 Education, or where appropriate to bid for and use external funding for the same purpose.
- To consider the cost of travel against possible alternatives, such as residential provision or more local provision of courses.
- To give particular consideration within the above to the needs of Post-16 learners with disabilities and/or learning difficulties.
- To liaise and co-ordinate where appropriate with other partnerships (including Connexions, The Lifelong Learning Partnership, The Wiltshire Rural Transport Partnership and neighbouring 16-19 Transport Partnerships).

### Responsibilities of Individual Partners

- To co-operate and participate in the work of the Partnership while recognising the autonomy of individual partners.
- To provide relevant and reasonable information necessary to achievement of the Partnership's objectives.
- To bring expertise, knowledge and information on good practice to the Partnership.

- To promote achievement of the Partnership's objectives with one's own organisation.

### **Membership**

The Wiltshire Partnership for Post-16 Transport is comprised of representatives of the following organisations:

- Wiltshire Council Passenger Transport Unit
- Wiltshire Council Department for Children & Education
- Connexions
- Learning and Skills Council
- Wiltshire Schools offering courses for Post-16 Students
- Wiltshire College
- close-neighbouring Schools and FE Colleges with a considerable cohort of Wiltshire Students.

Additional members may be invited to join the Partnership in the future as appropriate. Other relevant individuals or organisations may be invited to attend the meetings, but without voting rights.

## **2. Please provide 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.**

### **2.1 Council Discounted Travel Scheme**

Wiltshire Council offers a discounted student travel scheme which costs £378 for the year (equivalent to just over £2 a day return) for students who meet the Council's Post-16 Transport rules (see section 5 or contact Wiltshire Council for more details).

**Further cost discounts are available to students who are entitled to the maximum level of Education Maintenance Allowance of £30 a week. These students may apply for a pass at the cost of £190 a year.**

### **2.2 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 10).

### **2.3 Help from Colleges**

#### **Wiltshire College**

- Wiltshire College may pay a contribution to transport costs to some students in financial difficulties who do not qualify for a pass under the usual Wiltshire Council rules.

- A discounted pass, similar to that offered by Wiltshire Council, may be offered to students who do not qualify for assistance under Wiltshire Council rules.

### **New College, Swindon**

- Additional help for students from low-income families may be available through Learner Support Funds
- New College provides support for students who do not qualify for support from Wiltshire Council – once they have spent the amount equivalent to the cost of the annual Wiltshire Council travel pass.

### **Swindon College**

- Additional help for students from low-income families may be available through Learner Support Funds.
- Assistance will be considered for students facing financial difficulties who do not qualify for the Wiltshire Council scheme.

### **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 local council, the Charities Information Bureau may be able to put you in touch with several charities supporting post-16 education. Please contact them on 01380 729279 or go to [www.cibsouthandwest.org.uk](http://www.cibsouthandwest.org.uk).

## **3. During 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 impossible to offer all-day services to the more rural pockets of the county, but the Post-16 Transport Scheme does ensure access to FE for students from any part of the county.

## **4. Please confirm that support will 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 19<sup>th</sup> 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 be living within 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 STAN website at [www.wstan.info](http://www.wstan.info) or telephone Wiltshire Council for more information on designated areas and distances. Transport assistance is provided to the agricultural college – 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) 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. Transport provided one year cannot be guaranteed for the following year as transport costs 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). The necessity to study can be provided 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 which may entitle you to be considered as an exceptional case.

For Learner Support Funds, available through Colleges, checks on household income are also made.

## 6. What help do you provide for students with disabilities and/or learning difficulties or are facing other difficulties in following their courses?

### 6.1 Special Educational Needs

Students with SEN's/LDD's who are able to travel independently on mainstream services should apply for a reduced rate travel pass as outlined in section 5.

For other students who are unable to travel independently they should apply for travel assistance from the Department of Children and Education by contacting the SEN Transport Officer on 01225-713308. Students will be eligible for travel assistance if they:-

- Live three miles or more from their school/college and
- Attend a full-time course at their designated school or college ,or attend a specialist college where funding has been approved by the LA/YPLA.

- And is aged over 16 but under 19 at the start of the course.

Students who have a statement of special educational needs (or who may have had one whilst at school) do not automatically qualify for assistance under this scheme and must apply to ensure that they meet the eligibility criteria.

In exceptional circumstances consideration will also be given to individual requests for travel assistance for students who do not meet the general policy criteria outlined above.

## 6.2 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.dfes.gov.uk/caretolearn](http://www.dfes.gov.uk/caretolearn).

## 6.3 Financial Support

- Students who live in households with an income below £30,810 for the 2009/10 tax year may qualify for Educational Maintenance Allowance payments of between £10 and £30 a week, plus possible bonus payments during the year. Application forms for assistance are available from Schools, Colleges, Connexions Offices on line at [www.direct.gov.uk/en/EducationAndLearning/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/index.htm) or by calling 0808 1016219. Receipt of EMA will not affect any parental entitlement to benefits such as Job Seekers Allowance or Income Support.
- Learner Support Funds may also 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 Connexions Advisor.

## **7. Do you provide mobility/independence training for students who face difficulty with transport?**

An independent travel training scheme is funded by the Wiltshire Partnership for Post - 16 Transport for students attending Rowdeford School who are about to start college to enable them to travel independently on mainstream services.

WITS (Wiltshire Independent Travel Support) an independent organisation that receives funding provided by Wiltshire Council provides a range of travel support to post 16 students and adults with sens/idd's to enable independent travel.

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

Wiltshire Council Transport Application Forms are generally available from Easter from Schools, Colleges, Connexions Offices 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 **30<sup>th</sup> 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 Learner Support 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 your 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 location rules mentioned in section 4.

- 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 Trowbridge College, may get assistance under the “equivalent cost” exception to Bath College (see section 5).

### City of Bath College

Financial assistance may be available from the college. Please contact the Welfare Office on (01225) 328540 to discuss your needs.

### Andover College

Arrangements have been made with local companies so that students can access discounted tickets. Assistance in the form of payments towards train and bus fares, plus Learning Support Funds may also be available. For more information and advice about Student Travel, email [travel@cricklade.ac.uk](mailto:travel@cricklade.ac.uk) or telephone 01264 360030

### Sparsholt College

The college will subsidise fares on Campus Direct and Stagecoach Services. The cost to the students is £600 and can be paid interest-free over 10 monthly instalments. Please telephone 01962 797346 for further details.

## **Totton College**

Totton College, in partnership with the Wilts & Dorset Bus Company, operate three dedicated daily services from Salisbury and surrounding areas to the college. As part of the scheme, students can also use other Wilts & Dorset public services for their transport requirements between the college and their home address at no additional cost and, for a small premium, the college pass can be extended for weekend use on the full network of Wilts & Dorset public bus services..

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.

In exceptional cases, 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 or visit the college website at [www.totton.ac.uk](http://www.totton.ac.uk).

## **Brockenhurst College**

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

Travel application and payment forms are sent to all students who are offered a place at the College. They must be completed and returned to Brockenhurst College before the end of July 2010 to ensure that travel passes are ready for collection at the start of term in September.

Students may wish to use their own car or motorbike and permits for parking are available from the Student Advice Centre. A parking fee and proof of insurance and driving license are required.

Further travel information is available from the Student Advice Centre on (01590) 625533.

## **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?**

Wiltshire College has a Residential Bursary Allocation (boarding grant) available to students attending its site at Lackham, and for those attending courses in areas where the college has Centre of Vocational Excellence status (currently media and plumbing). Enquiries about Residential Bursaries should be directed towards the Senior Warden at Lackham.

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

**11. Please provide information about all points of contact for students seeking transport support, e.g. LEA/college, bus company contact. Please include any websites and e-mail addresses.**

	Contact Name	Address	Telephone	E-mail	Website
<b>10.1 Wiltshire Council Passenger Transport</b>					
STAN (Student Transport Advice Network)			01225 757575	<a href="mailto:buses@wiltshire.gov.uk">buses@wiltshire.gov.uk</a>	<a href="http://www.wstan.info">www.wstan.info</a>
Entitlement and Policy		WCC, County Hall, Trowbridge, BA14 8JD.	01225 713580	<a href="mailto:educationtransport@wiltshire.gov.uk">educationtransport@wiltshire.gov.uk</a>	<a href="http://www.wiltshire.gov.uk">www.wiltshire.gov.uk</a>
Bus Queries		WCC, County Hall, Trowbridge, BA14 8JD	01225 713454	<a href="mailto:buses@wiltshire.gov.uk">buses@wiltshire.gov.uk</a>	<a href="http://www.wiltshire.gov.uk">www.wiltshire.gov.uk</a>
<b>10.2 Wiltshire Council Central SEN Services Team</b>					
SEN Transport Officer	Val Black	WCC, County Hall, Trowbridge, BA14 8JD	01225 713308		<a href="http://www.wiltshire.gov.uk">www.wiltshire.gov.uk</a>
<b>10.3 Colleges</b>					
City of Bath College	Cale Ingram		01225 328544	<a href="mailto:ingramc@citybathcoll.ac.uk">ingramc@citybathcoll.ac.uk</a>	<a href="http://www.citybathcoll.ac.uk">www.citybathcoll.ac.uk</a>
Cirencester College			01285 713797		<a href="http://www.cirencestercollege.org.uk">www.cirencestercollege.org.uk</a>
Cricklade College	Sally Lawman		01264 360030	<a href="mailto:travel@cricklade.ac.uk">travel@cricklade.ac.uk</a>	<a href="http://www.cricklade.ac.uk">www.cricklade.ac.uk</a>
New College	Debbie Findlow		01793 611470		<a href="http://www.newcollege.ac.uk">www.newcollege.ac.uk</a>
Swindon College	Dawn Fiddler		01793 498202		
Totton College		Totton College, Calmore Road, Totton, Southampton, SO40 3ZX	023 80 874 874	<a href="mailto:info@totton.ac.uk">info@totton.ac.uk</a>	<a href="http://www.totton.ac.uk">www.totton.ac.uk</a>
Wiltshire College Chippenham	Wendy Ives		01249 465369	<a href="mailto:iveswj@wiltscoll.ac.uk">iveswj@wiltscoll.ac.uk</a>	<a href="http://www.wiltscoll.ac.uk">www.wiltscoll.ac.uk</a>
Wiltshire College, Lackham	Marika Daly		01249 466806	<a href="mailto:dalymd@wiltscoll.ac.uk">dalymd@wiltscoll.ac.uk</a>	<a href="http://www.wiltscoll.ac.uk">www.wiltscoll.ac.uk</a>
Wiltshire College Salisbury	Jenny McKellar		01722 344200	<a href="mailto:Jenny.McKellar@salisbury.ac.uk">Jenny.McKellar@salisbury.ac.uk</a>	<a href="http://www.salisbury.ac.uk">www.salisbury.ac.uk</a>

Wiltshire College Trowbridge	Diana Moore		01225 756252	moord@wiltscoll.ac.uk	<a href="http://www.wiltscoll.ac.uk">www.wiltscoll.ac.uk</a>
<b>10.4 Schools with Sixth Forms</b>					
Abbeyfields		Chippenham, SN11 8YH	01249 464500		<a href="http://www.abbeyfield.net">www.abbeyfield.net</a>
Avon Valley College		Durrington SP4 8HH	01980 652467	admin@avonvalley.wilts.sch.uk	
Bishop Wordsworth		The Close, Salisbury, SP1 2EB	01722 333851	admin@bws.sch.uk	
Clarendon		Frome Road, Trowbridge, BA14 0DJ	01225 762686	admin@clarendon.wilts.sch.uk	
Corsham		The Tynings, Corsham SN13 9DF	01249 713284		
Devizes		The Green, Devizes, SN10 3AG	01380 724856	Devizes.school@devizes.wilts.sch.uk	
Hardenhuish		Chippenham, SN14 6RJ	01249 650693		
John Bentley		Calne, SN11 8YH	01249 818100		
John of Gaunt		Wingfield Road, Trowbridge, BA14 9BH	01225 762637	admin@johnofgaunt.wilts.sch.uk	<a href="http://www.johnofgaunt.wilts.sch.uk">www.johnofgaunt.wilts.sch.uk</a>
Kingdown		Warminster, BA12 9DR	01985 215551	admin@kingdown.wilts.sch.uk	
Malmesbury		Corn Gaston, Malmesbury, SN15 0DF	01666 829700		
Matravers		Westbury, BA13 3QH	01373 822666	admin@matravers.wilts.sch.uk	<a href="http://www.matravers.wilts.sch.uk">www.matravers.wilts.sch.uk</a>
Sheldon		Chippenham SN14 6HJ	01249 766020		
South Wiltshire Grammar School		Stratford Road, Salisbury	01722 323326	<a href="mailto:bursar@swgs.wilts.sch.uk">bursar@swgs.wilts.sch.uk</a>	<a href="http://www.swgs.wilts.sch.uk">www.swgs.wilts.sch.uk</a>
St John's Community College		Marlborough, SN8 4AX	01672 516156		<a href="http://www.stjohns.wilts.sch.uk">www.stjohns.wilts.sch.uk</a>
St Laurence		Ashley Road, Bradford on Avon, BA15 1DZ	01225 309500		<a href="http://www.st-laurence.wilts">www.st-laurence.wilts</a>
Salisbury High School		Westwood Road, Salisbury, SP2 9HS	01722 323431		
The Oak Community School		Melksham			
Wootton Bassett		Lime Kiln Lane, Wootton Bassett, SN4 7HD	01793 841900	admin@woottonbassett.wilts.sch.uk	
<b>10.5 Transport Operators and Information Contacts</b>					
First	Jenny MacLeod Area Operations	Bath First FREEPOST (BS8931) Bath	0845 606 4446 (lines open 9 am to 5 pm, Monday to		<a href="http://www.firstgroup.com">www.firstgroup.com</a>

	Director –	BA1 1XX	Friday).		
North Wiltshire Travel			0845 6010487		
Rail Enquiries			08457 484950		<a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a>
South West Trains		South West Trains Overline House Blechynden Terrace Southampton SO15 1GW	0845 6000 650		<a href="http://www.southwesttrains.co.uk/SWTrains">www.southwesttrains.co.uk/SWTrains</a>
Stagecoach					<a href="http://www.stagecoach.com">www.stagecoach.com</a>
Traveline	Public Transport Information		0870 608 2608		
Wilts and Dorset			01722 336855		<a href="http://www.wdbus.co.uk">www.wdbus.co.uk</a>
<b>10.6 Connexions</b>					
Chippenham		1 Avon Reach, Chippenham, SN15 1EE	01249 449900	Chippenham@lcw.uk.com	<a href="http://www.lcw.uk.com">www.lcw.uk.com</a>
Salisbury		65 Milford St, Salisbury, SP1 2BP	01722 424400	<a href="mailto:Salisbury@lcw.uk.com">Salisbury@lcw.uk.com</a>	<a href="http://www.lcw.uk.com">www.lcw.uk.com</a>
Trowbridge		1 Wicker Hill, Trowbridge, BA14 8JS	01225 716450	<a href="mailto:trowbridge@lcw.uk.com">trowbridge@lcw.uk.com</a>	<a href="http://www.lcw.uk.com">www.lcw.uk.com</a>
<b>10.7 Other Useful Contacts</b>					
Charities Information Bureau			01380 729279	<a href="http://www.cibsouthandwest.org.uk">www.cibsouthandwest.org.uk</a>	<a href="http://www.cibsouthandwest.org.uk">www.cibsouthandwest.org.uk</a>
Education Maintenance Allowance			0808 1016219		<a href="http://www.dfes.gov.uk/financialhelp/ema">www.dfes.gov.uk/financialhelp/ema</a>
Childcare Payments			0845 6002809		<a href="http://www.dfes.gov.uk/caretolearn">www.dfes.gov.uk/caretolearn</a>
The Refugee Council			020 7501 0990		<a href="http://www.refugeecouncil.org.uk">www.refugeecouncil.org.uk</a>