

There is no automatic entitlement to free home to school or college transport once a student is over 16. However, the local authority will assist with travel in certain circumstances. This transport assistance will be provided with a contribution of £570 for academic year 2017/18 (normally from parents) towards the cost of this transport. However, families who receive the following are not required to pay the contribution:

- Free School Meals (due to low income)
- Income Support
- Employment and Support Allowance (income based)
- Income-based Job Seekers' Allowance
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Outlined below is a simple guide to whether or not you will qualify for assistance with your travel to a college or sixth form placement.

### To qualify for assistance you would normally:

1. Be resident in Hampshire (excluding Southampton and Portsmouth), with your parents or legal guardians.
2. Have a current Education, Health and Care Plan (EHCP).
3. Be attending **the nearest** college to your home address. Transport will be provided to the nearest suitable college – normally that which is stated on your Education, Health and Care Plan – offering a course or programme which is designed specifically to meet your special needs. If the course or programme is not specifically designed to meet your special needs, travel assistance will only be given to the nearest college offering an appropriate course. A course is deemed appropriate where it enables a student to meet his or her career objectives.
4. Be attending a college more than 3 miles away from your home. 3 miles will be measured by the shortest walking route from your home to the college (not the road route, footpaths will be used in the route distance measurement). If you live within 3 miles from your chosen college assistance may be given where:
  - you are physically unable to walk, or
  - you will need to be accompanied and your parent/carer is physically unable to walk, or
  - your parent/carer needs to take primary aged siblings to other schools where the timing of the school day or the direction of the other school(s) prevent them from accompanying you.Written evidence will need to be submitted from a doctor at the time of application. Approval of assistance cannot be given without this evidence.

### Important Information

#### What type of transport can you expect?

You will be provided with a public transport bus pass, unless you have provided **detailed** medical evidence from your GP/Consultant supporting that you are unable to use public transport due to your needs or disability. Alternative transport to public transport can be in the form of a minibus, taxi, or college's own bus service. **School Escorts are not provided for post 16 students. Transport is not provided for induction or taster days at the college. Transport can only be arranged to the main college site, any off site destinations will need to be arranged with the college.**

#### Will you travel with other students?

Yes, where it is feasible, we will make sure that the routes run in the most cost effective way. This means that other students may be allocated to the same minibus/taxi as you.

#### Timings of transport

It is your responsibility to provide your timetable before transport can be arranged. Transport is arranged depending on the earliest and latest timetables of all students on a vehicle. Therefore, you may be required to wait for up to and including two hours at the beginning or end of the college day.

#### When should you apply for assistance with transport?

Your completed application form (SEN6) must be received by the Local Bus and Home to School Transport Team **by 26th May 2017**. Applications received after this date may not be processed by the start of the College term and

students may need to arrange travel until transport can be arranged – Hampshire County Council are not able to provide reimbursement for this. **Please note** any application made after the start of the academic year in September 2017 can take up to 6 weeks to process.

#### **Where do I send my completed application?**

Your completed application form can be emailed to [sen.transport@hants.gov.uk](mailto:sen.transport@hants.gov.uk) or posted to the following address: Local Bus and Home-to-School Transport Team, Economy, Transport and Environment Department, Hampshire County Council, EII Court West, Winchester, Hants, SO23 8UJ.

#### **What is involved in deciding if you are eligible for assistance with travel?**

To determine whether you are eligible for assistance with travel the team will consider the information provided by your EHCP and any supporting documentation you have submitted in support of your application. Once a decision has been reached the team will write to inform you of the outcome and, if you are eligible, request payment or evidence of exemption from the £570 contribution. **No arrangements will be granted until payment/exemption has been confirmed.** Transport arrangements will be made in the most cost effective way possible, bearing in mind student's special needs.

#### **Will you need to make a separate application for each year of your course?**

Yes you will. Transport will not automatically resume for each year of your course unless an application is received. If you change your course after the first year it will be considered as a new application and the policy criteria will apply as if you are starting a new course.

#### **Can you or your parents/guardians drive to college?**

If this is the most cost effective means of assistance then a petrol allowance may be approved. If you wish this to be considered please make this clear at the time of application. Further information can be provided on request.

#### **How do you pay your contribution of £570?**

When eligibility for assistance with travel has been confirmed we will write to you with details of how you will pay your contribution, including all of the relevant forms to be completed prior to transport arrangements being made. Please do not send payment/proof of exemption until requested. Please note the contribution is a fixed fee which cannot be offered pro-rata due to individual timetables or circumstances.

#### **What if you forget to pay?**

Your transport may be suspended or cancelled if subsequent payments are not made.