

Transport policy statements for students in further education aged 16–18 and continuing students aged 19.

Name of LEA : Hampshire

Department Responsible: Education

Hampshire County Council

2014/15 Transport policy statement for students in further education aged 16-19, continuing students and young people aged 19-24 with learning disabilities

1. Commitment

Hampshire County Council and its post 16 providers are committed to ensuring transport is available to enable students to access education and training as set out in this policy statement. This support is provided either by the County Council or post 16 providers. This policy statement applies for 2015/16 only and sets out the support available.

There is no automatic entitlement to free home to school or college transport once a student is over 16. The authority has considered its resources and the travel to college opportunities for students. Students can attend a college of choice and, if needed apply to their college's student support for assistance. The cost and mechanical process of transporting young people with special educational needs is greater and more complex. HCC recognises that families may need a transport service to ensure that 16+ SEN students can access a place that is suitable for their needs and so do offer, under discretionary powers, a transport service that requires an annual parental contribution.

2. General transport available

There are a number of public transport service providers in Hampshire. Colleges and schools in Hampshire have their own transport arrangements but the situation does vary. Students should check with their establishment about the transport arrangements and ticketing prices that can apply to both bus and train travel. The following link provides the information supplied by colleges and sixth form establishments.

College and School Details

Other transport support

Post 16 education providers and other agencies provide support with transport in certain cases, for example:

- Cycle schemes
- Care to Learn - <https://www.gov.uk/care-to-learn/overview>
- Wheels to Work - <http://www3.hants.gov.uk/wheels-to-work>
- Brain in Hand - <http://braininhand.co.uk/>

3. Qualification for support from Hampshire County Council for students attending colleges and schools with sixth forms (including academies)

The local authority assists with travel expenses for post-16 students with special educational needs or disability. Transport assistance will be provided in line with the criteria below; a contribution (normally from parents) of £525 per annum, towards the cost of this transport will be required. Transport will normally only be offered if the student had a statement of SEN or Education, Health and Care Plan (EHCP) maintained until the completion of his/her secondary education or if the student has a disability which means he/she requires transport arrangements to be provided as evidenced by a doctor's certificate.

Age: The student must be under 19 years of age on 1 September prior to the start of the course.

Income: There are no low income requirements. When the student's parents are in receipt of

Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, 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), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, or Universal Credit the charge will be waived. Families in receipt of free school meals (due to low income) are not required to pay the contribution.

Minimum distance: The journey from home to school/college must be more than three miles, measured by the nearest available walking route.

Entitled within walking distance? Transport may be provided within the walking distance where this is recommended and takes into account, amongst other things, the following factors:

- The student's ability to walk
- The student's need to be accompanied by an adult (usually parent or guardian); and
 - i) The parent's or guardian's ability to walk
 - ii) The need for primary age siblings to be taken to other schools where the timing of the school day or the direction of the other school(s) prevent the parent or guardian from accompanying

Which college or school? Travel assistance will be given to the nearest college considered to be the most suitable placement for the student and which offers a course or programme which is designed specifically to meet the special needs of the student concerned. If the course or programme is not specifically designed to meet the needs of those with SEN, travel assistance will 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.

Travel assistance will be given where the entitled student continues to attend the special school or school with a sixth form named in his or her statement of SEN or EHCP.

Pick-up and drop-off points: Where the distance between a pick-up or drop-off point and home or college is less than 1.5 miles, the County Council will not normally provide transport for that part of the journey. However, transport may be provided for students within these distances where this is recommended following an assessment of their individual needs. The criteria used to determine entitlement within walking distance apply in these circumstances

Journeys to and from other destinations: Transport is not offered to or from points other than the college and home.

Waiting Time: where appropriate the transport arrangement may include a waiting time at the start or end of the day.

4. Post 16 training providers and apprenticeships

The same qualifications as set out in paragraph 3 apply for students attending post 16 training providers. Students in apprenticeships with employed status do not qualify for any assistance with travel costs.

5. Qualification for support from colleges and schools with sixth forms including academies

In addition to the support available from Hampshire County Council, post 16 providers may also provide financial support towards transport costs for certain students such as young parents, those from low income families, those at risk of being Not in Education, Employment or Training (NEETs). This is determined by the provider and is often based on how they have locally determined to use 'hardship' funds.

Please follow the link below to information provided by post-16 providers regarding transport services.

College and School Details

6. Assistance with transport for students over the age of 19 with learning difficulties or disabilities

Such students will qualify for transport assistance subject to the following conditions:

- The student being subject to a statement of special educational needs at the end of year 11 which outlines the educational provision to be made at age 16+ or the student is subject to a learning difficulties assessment (section 139A) or Education, Health and Care Plan to age 19.
- The journey being over three miles unless
 - the student is unable to walk that distance (and evidence is provided to support that difficulty)
 - the student needing to be accompanied by an adult
 - there is a primary aged child who the parent needs to accompany to school

Assistance with transport for students with learning difficulties or disabilities will be reviewed at the age of 19. It will then continue to be provided either up until the age of 24 or until the student completes the course whichever is the earliest.

Students will be provided with assistance to the nearest provider considered to be the most suitable placement for the student and where the course or programme has been designed to meet the needs of the student. If the course or programme is not specifically designed travel assistance will be given to the nearest provider offering an appropriate course. A course is deemed appropriate where it enables the student to meet his or her career objectives.

Some students with complex and/or severe needs are placed in a residential out of county special school or college because there is no appropriate provision available locally. Such students will receive transport at the start and end of each term, half term and at other school/college closures. Any additional transport will be the responsibility of parents.

The County Council provides some mobility/independence training for students with learning difficulties or disabilities. Children in special schools will be subject to transition plans in year 9 and independence training can form part of that plan. Some colleges also provide mobility/independence training.

7. Students attending providers outside Hampshire

The County Council may provide assistance with transport to support students attending providers outside of the county but students need to qualify for support against the criteria outlined in paragraph 3. The provider attended may also be able to provide some support.

8. Students attending providers in Hampshire but living outside the county

Such students should apply to their home Local Authority for assistance. However, providers themselves may provide assistance exceptionally and are not bound by county boundaries.

9. Applying for assistance with transport

Students wishing to apply for help with transport can do so by accessing the Hampshire County Council website where further details are available. The link is

<http://www3.hants.gov.uk/fulltimeeducation>

Students may also wish to apply to colleges direct for help. Below are details of the colleges and their contact details together with an outline of the assistance they provide.

10. Appeals/Complaints

Complaints must first be taken up with the local authority. If these do not result in a satisfactory outcome, young people or their families may complain to the Secretary of State.

Students wishing to make an appeal about any aspect of the policy statement should write to the Head of Information Transport and Admissions, Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG. The appeals process is provided in [Appendix 1](#).

11. College and School Details

Hampshire College and Sixth Form Policy Statements 2015/16

Please see below a list of all Hampshire colleges and sixth form providers and follow the link to the individual establishments travel information.

ALTON COLLEGE
ANDOVER COLLEGE, ANDOVER
BARTON PEVERIL COLLEGE, EASTLEIGH
BASINGSTOKE COLLEGE OF TECHNOLOGY
BROCKENHURST COLLEGE
EASTLEIGH COLLEGE
FAREHAM COLLEGE
FARNBOROUGH COLLEGE OF TECHNOLOGY
THE SIXTH FORM COLLEGE, FARNBOROUGH
HAVANT COLLEGE
HIGHBURY COLLEGE, PORTSMOUTH
ITCHEN COLLEGE
PETER SYMONDS COLLEGE
PORTSMOUTH COLLEGE
QUEEN MARY'S COLLEGE, BASINGSTOKE
RICHARD TAUNTON SIXTH FORM COLLEGE, SOUTHAMPTON
SOUTH DOWNS COLLEGE, WATERLOOVILLE
SOUTHAMPTON CITY COLLEGE

SPARSHOLT COLLEGE
ST VINCENT COLLEGE, GOSPORT
TOTTEN COLLEGE

ALTON COLLEGE

- Alton College has a partnership with Stagecoach to provide the bus service. Annual or term Unirider bus passes can be purchased directly from the Stagecoach website: <https://www.stagecoachbus.com>. The Unirider pass can be used 7 days a week on any Stagecoach bus in Hampshire, Surrey and West Sussex.
- Stagecoach bus routes to the College include: Hartley Wintney, Fleet, Farnham (starts in Guildford), Haslemere, Liphook, Liss, Petersfield, Clanfield, Alresford (starts in Winchester), Bramdean and Basingstoke.
- The College offers term season tickets for South West Train journeys to Alton at reduced rates. Alton train station is within easy walking distance of the College. Tickets can be purchased via the College online store: <http://store.altoncollege.ac.uk>
- For households with an income of less than £22,000, the 16-19 Discretionary Bursary can provide financial support towards travel (bus or train) to Alton College. Further information can be found on the College website: <http://www.altoncollege.ac.uk/sixth-form/funding-and-finance>
- Students that live in Surrey, can apply for a Surrey Fare Card which offers discounts on bus and train services to and from their home. For further information please see the Fare Card Scheme website: <http://new.surreycc.gov.uk/roads-and-transport/buses-and-trains/bus-tickets-passes-and-travel-discounts/student-fare-card-scheme>

ANDOVER COLLEGE, ANDOVER

- The College offers a heavily subsidised Wilts & Dorset bus service providing transport from the following areas:

Durrington, Figheldean, Salisbury, Boscombe Down, Amesbury, Shipton Bellinger and Perham Down

- The college now has additional subsidised services from Pewsey, Everleigh, and Upavon to Andover at a cost of £590 for the academic year.
- The cost of the Campus bus is £495 for the academic year.
- Rail passes will be available to students from the following areas Salisbury, Grateley, Whitchurch, Overton and Basingstoke at a cost of £590 for the academic year.
- Students are able to apply for a Stagecoach Goldrider or Megarider bus pass through the College.
- The cost of the Goldrider bus pass is £515 and the Megarider is £270, these passes are also subsidised and are valid for the duration of the academic year.
- For students who do not have access to public service buses and trains, the College **may** be able to provide a taxi/minibus service. This will depend on cost and viability. The cost of a seat on this service will be £590 for the year.
- Students travelling from Ludgershall and Tidworth should contact Wiltshire County Council for a subsidised pass, as Andover College are not able to offer passes at the subsidised prices shown.
- Students requiring additional financial help and students with Special Educational Needs should contact their Local Education Authority for an application form and guidance on their transport schemes. If they are not eligible for assistance through the Local Education Authority, they may be eligible to apply to the College's Discretionary Learner Support Fund.
- For more information contact Student Transport/Finance on 01264 360014 or email casmith@sparsholt.ac.uk.

BARTON PEVERIL COLLEGE, EASTLEIGH

Local Authorities have no legal obligation to provide travel assistance for students after the age of 16. Barton Peveril has transport arrangements in place for students who meet the conditions set out below.

To qualify you must be a full-time student and:

- be under 19 years of age on 1 September prior to the start of the course
- live in your parents' home or with your legal guardian
- live more than four miles from the College measured by the most direct route

Details of the bus routes covered by the college transport arrangements can be found on the college website – www.barton-peveril.ac.uk.

The arrangements differ depending upon where the student lives therefore any queries regarding transport to College please do not hesitate to contact: Transport Officer, Barton Peveril College, Telephone 023 80 367214

BASINGSTOKE COLLEGE OF TECHNOLOGY

SWT Rail Users:

- For full time learners who live in or beyond: Winchester, Andover, Fleet, Mortimer etc. BCoT offers a 55% subsidised South West Trains rail pass. This will allow learners to travel between their home station and Basingstoke, Monday to Friday in term time only. The cost to the learner will be £553.50 annually or £184.50 per term
- Full time learners from Hook can purchase a new subsidised rail pass. The 55% discount reduces the cost to the learner to £300 for the academic year. The ticket is valid Monday to Friday in term time only.
- Full time learners who live beyond the South West Train service and require tickets for another train provider (for example Great Western) may still be able to access a BCoT subsidy at a rate of 20%, please contact BCoT's Student Services for further details.

Stagecoach Bus Users:

- Learners are now able to purchase their bus pass on line at www.buymyunirider.com from 3rd August 2015.
- Unirider Zone 1:
Sherfield on Loddon, Sherborne St John, Old Basing (The Hatch), Kempshott Park, Hackwood Park Gates and Oakley. Prices are £151 for Autumn/Spring Terms, £94 for Summer Term, or £371 for an Annual Pass.
- Unirider Zone 2:
Full time learners living outside the Stagecoach Unirider Zone 1 can receive a 25% subsidised bus pass for use on journeys to Basingstoke from out of town areas including Baughurst, Hook, Overton, Pamber Heath, Tadley and Whitchurch. You will also be able to use the pass in Zone 1. Prices are £202.50 (or £107.25 per half term) for Autumn Term, £202.50 (or £107.25 per half term) for Spring Term, £135 (or £85.50 per half term) for Summer Term, or £483.75 for an Annual Pass.
Please note – you must live in Zone 2 to apply for this pass. Checks will be made and Stagecoach will take action if passes are requested inappropriately.
- Zone 1 and 2 tickets are valid for 7 days a week and allow free unlimited travel throughout the UK (except London) on all Stagecoach bus services.
- **Are you from one of the following schools?**
If you went to either Amery Hill Secondary School, Eggars School, Perins Community School or Fernhill Secondary School in 2014/15, we will refund the cost of your transport; if bought through one of the college schemes as described in this guide; and your attendance per term is 90% or higher.

Financial Assistance:

- BCoT may be able to help with your annual travel (bus or rail) pass if your household income is £25,000 or below. A BCoT Financial Support for Learners form can be downloaded from our website (www.bcot.ac.uk).
- Travel assistance is also based on termly attendance, if a learner does not achieve 90% attendance the next terms travel pass maybe withheld until attendance has improved

The above information will be sent out by email to all BCoT applicants in July 2015. If you have any questions about travel or financial assistance offered by BCoT please call Student Services on 01256 306393, 01256 306333 or 01256 306364 Monday to Friday.

BROCKENHURST COLLEGE

- Brockenhurst College provides subsidised travel to students via an extensive network of college bus routes and SWT academic season passes. Brockenhurst railway station is a safe and easy 5 minute walk from the college and subsidised bus passes for connecting travel on Wilts & Dorset, More Bus and Salisbury Reds services are available through the college.
- A detailed breakdown of all current services, bus timetables and 2014/15 costs is available on the college website (<http://www.brock.ac.uk/sixth-form/travelling-to-brock/>). Details of pricing and services offered for 2015/16 will be available at the above link from June 2015, in the interim please direct travel enquiries to the Travel & Student Finance Coordinator (travel@brock.ac.uk).
- Guidelines and eligibility criteria for bursaries and financial support are available on the college website (<http://www.brock.ac.uk/sixth-form/bursaries-financial-support/>); bursary applications for academic year 2015/16 can be made June onwards - forms available for download at the above link from 01.06.2015. Please refer to the website or contact the Student Finance & Welfare Advisor (financialsupport@brock.ac.uk) for more information.
- Subject to a completed application and attendance/performance commitments, students eligible for the 'discretionary' and '19+' bursaries can purchase travel at a further discounted rate of 50%. Students eligible for the 'vulnerable bursary' can opt to use this fund to purchase travel through the college.
- All travel purchased through the college is sold on a termly basis with payments via Brockenhurst College offers further discounts for early payment in full and an option to spread

the cost through instalments at no additional charge. To ensure value for money, travel on all college bus routes is also available to students with reduced timetables on a journey by journey basis (cash payments only, payable to the driver). A full refund is available if an applicant chooses not to attend.

EASTLEIGH COLLEGE

Eastleigh College is easily accessible from across the Hampshire region with excellent road links (located five minutes from the M27 and M3) and rail links (two stations located 10 minutes walk from the college) in addition to local cycle paths and various bus services across the Hampshire region. As a college we do not want essential transport costs to be a barrier to students accessing 'outstanding' vocational education, so we have developed a new bursary scheme to support full-time students with the costs of travel. A travel bursary will be available to new students on a first come first served basis who are:

- aged between 16-18 years of age
- registered as living in excess of three miles from Eastleigh College (all distances measured by AA route planner from postcode address to the college)
- enrolled on a full-time course at Eastleigh College in 2015/16

Travel bursary funding for 2015/16 will be as follows:

- Living within 3-5 miles of Eastleigh College - £50 per term (£150 per academic year)
- Living within 5-7 miles of Eastleigh College - £75 per term (£225 per academic year)
- Living in excess of 7 miles of Eastleigh College - £100 per term (£300 per academic year)
- Living within 0-3 miles of Eastleigh College - no travel allowance available

Students from low income families may be eligible for an enhanced travel bursary funded, subject to eligibility criteria.

All Payments are made each term on an instalment basis, direct in to each students bank account. To be eligible to receive payments, both proof of student address and a completed travel bursary application form will be required for submission to the College. Please enquire with the Student Support team on 023 8091 1228 or email at studentsupport@eastleigh.ac.uk for details on how to apply, and for further information on student finance.

Payments are subject to minimum attendance, achievement and behaviour levels. The bursary will be available to all students aged 16-18 who are enrolled on a full-time government fully funded programme at Eastleigh College in academic year 2015/2016. The College reserves the right to withdraw payments at any time.

FAREHAM COLLEGE

- Subsidised travel for all students wishing to study full time at the college who live more than three miles away from the college
- Students can receive subsidy assistance for Stagecoach bus travel, First Bus travel and rail travel.
- The college subsidises the cost of bus passes on an annual or termly basis and offers reimbursement on rail tickets of a set annual amount for all students who meet the above criteria.
- Students have the option to buy annual subsidised bus passes from the college and are reimbursed a set Subsidy for rail travel on a termly basis.
- Students who are suffering hardship are offered additional support if they are using public transport. Assistance will take the form of either subsidised bus or rail travel where learners only meet the criteria of living three or more miles away from the college, or may take the form of supporting up to 100% of travel costs where families are in receipt of benefit or on a low income. This however will be discretionary depending on individual circumstances.
- Students who are eligible for Financial Support receive 100% assistance with public transport costs if they meet eligibility criteria for as long as additional support funding lasts.

- For further information please contact the college on 01329 815200 or e-mail to: Debbie.Goodall@fareham.ac.uk

FARNBOROUGH COLLEGE OF TECHNOLOGY

Bus Travel:

- Students can purchase a Unirider bus pass from stagecoach for a discounted price.
- In addition to the discounted bus pass rates, the college subsidises Unirider bus passes for all full time students.
- Bus passes issued can be used out of college hours, at weekends and during holidays (excluding the summer holidays).
- Surrey residents can apply to Surrey County Council for a Student Fare Card which will enable students to travel at the same fare as an under sixteen year old. The card will cost £25 for the academic year 2014-15 and is valid from the date of issue until the following August.
- The college has negotiated a special service between the Whitehill/Bordon area and the campuses in both Aldershot and Farnborough for ease of travel for students.

Train Travel:

- Students can purchase season tickets through Farnborough College of Technology, and receive a 15% discount.
- Season Tickets are valid for day time travel, during term times.
- Railway stations are situated within walking distance of both Farnborough (Farnborough Main, Farnborough North and North Camp) and Aldershot.

THE SIXTH FORM COLLEGE, FARNBOROUGH

- The College maintains a close relationship with Stagecoach Buses to secure the most efficient services and the best discount deals for our students. Stagecoach bus passes offer additional value as they can be used outside college hours, including holidays.
- Listed below are some of the subsidised routes available to our students wishing to travel by Stagecoach buses:
Aldershot, Ash, Ash Vale, Blackwater, Camberley, Church Crookham, Crondall, Crowthorne, Farnham, Fleet, Hartley Wintney, Hook, Odiham, Sandhurst, Wokingham, Yateley
- We also offer scholar train travel passes for students.
- The College is situated between three train stations – Farnborough Main Line, Farnborough North and Frimley, all are within easy walking distance.
- For students whose parents/guardians annual income is less than £21,000 there is a travel bursary available, subject to eligibility criteria.
- Disabled students are guaranteed a parking space on site when they have passed their driving test.
- Students living in Surrey can apply for a Student Bus or Train Fare Card for £25.00 from Surrey County Council, which entitles them to discounted travel.

HAVANT COLLEGE

You will be considered eligible for assistance if:

- Your family meet the criteria for the Student Support Fund
- Your family are otherwise suffering financial hardship, and provided that –
- You are NOT eligible for any other travel grant.

You can apply if:

- You are aged under 19 on the 1st September prior to the start of the course.
- You are a 'home' student, and –
- You will be studying a full-time Further Education course at Havant College, and –

- You live more than four miles away from the college, measured by the most direct route.

You will NOT be eligible for funding from the Havant College Student Support Fund if:

- You are an overseas student.
- You will be attending a part-time course.
- You will be attending a Higher Education course.
- You will be in receipt of any other travel grant.

The Student Support Fund amount:

- This will be up to £200 a year, divided over three terms.
- The Student Support Fund will be paid in three instalments.

Conditions of the Scheme:

- You must abide by the rules of the college and the terms of your learning agreement.
- If you are asked to leave college or choose to leave before the end of the course, no further payments will be paid after the date of your last attendance.
- If your attendance falls below an acceptable level, or if your attitude towards your college programme is unacceptable, the College reserves the right to withdraw further payments.

The College has arranged a subsidised transport provision with Stagecoach Buses, this can be accessed through the Stagecoach website

A long distance travel subsidy is payable for students who live a distance of 8 miles or more from the College. This subsidy is payable over three terms of £70, £70 & £60 and is to assist with the cost of public/own transport

How to make an application:

Please contact the Finance Office, Havant College, New Road, Havant Hants, PO9 1QL
Telephone: 02392 483856 or email: finance@havant.ac.uk

HIGHBURY COLLEGE, PORTSMOUTH

Highbury College offer the following travel assistance to enable all eligible full time students over the age of 16 to access the course of their choice.

- A First or Stagecoach bus pass for use during Term Time, or
- A Travel allowance of up to £100 per term for those who travel by train, car or ferry, or
- Up to £300 per Academic year for those students from the Isle of Wight, or
- An allowance towards a bike and bike safety equipment

Discounted rate bus passes for a whole or half term are also available for any student to purchase. Eligibility for a free bus pass or contribution to the cost of a bike or other travel costs is dependent on family income, and type of course. "Full cost" courses are not eligible for travel assistance. Free student parking is available at the Cosham and Northarbour Campuses, and free parking for Blue Badge holders is available next to the Highbury College Portsmouth Centre Campus.

Students should apply to Highbury College as soon as they receive an offer. Application forms for financial support during 2015-16, including transport, will be available from June 2015.

Highbury College Student Welfare Team 023 9232 8954 or 02392 328947
Email: Welfare@highbury.ac.uk URL: www.highbury.ac.uk

ITCHEN COLLEGE

- Heavily subsidised transport arranged to service the areas to the north-east and to the east of the city of Southampton, including the Fareham, Stubbington, Lee on Solent, Locks Heath,

Hamble, Netley, Swanmore, Bishops Waltham, Durley, Fair Oak, West End and Hedge End areas.

- New route added to service the Chandlers Ford, Eastleigh, Boyatt Wood, Stoke Park and Swaythling areas.
- All contract bus routes heavily subsidised, allowing return travel from any area on the routes for around £1 per day.
- Subsidised travel passes (bus or train) for students living in other areas.
- Free travel for students if their families are in receipt of Income Support.
- Monthly tickets available from the college at discounted prices for travel at any time within the Southampton city boundary on First buses.
- Discounted termly tickets available to cover Hampshire and Southampton areas, through Blue Star and First.
- Later start to the college day (9.15am), for safer, more convenient journeys to college.
- E-mail address: info@itchen.ac.uk

PETER SYMONDS COLLEGE

- The College does not subsidise transport provision for its full-time 16-19 year old students. However, we maintain a close relationship with the two major bus providers to ensure a reliable, efficient service and to secure the best possible student travel deals. Discounted bus passes for Peter Symonds Students are available direct from the bus companies, Stagecoach and Bluestar.
- Discounted educational rail passes are also available for travel into Winchester by train, these tickets are purchased through the College itself. Transport information is available during the Taster Days each summer term, and on the College website, or by contacting Student Services.
- The Student Support Fund offers assistance with public transport costs to those on low incomes. Cases are dealt with on an individual basis according to the level of need. Please contact the Student Services Department for more advice, and for up to date information on eligibility.
- Disabled students are guaranteed a parking space when they have passed their driving test.
- Students with Special Needs are advised to contact their local LEA for information about extra help for which they may be eligible.

For more information contact Student Services on 01962 857547 or email student.services@psc.ac.uk College website address: <http://www.psc.ac.uk>

PORTSMOUTH COLLEGE

Aims

- To help students from all backgrounds and further distances to access their chosen college and courses
- **Please note that:**
- All distances are taken in straight-line measurements ('as the crow flies').
- The college does not pay interim expenses before a student has arranged their bus pass
- This policy is dependent on limited funding and is therefore subject to change at short notice.

Section 1: Bus passes and services

Bus Pass Service (for all applicants, whether in receipt of a travel subsidy or not)

My Journey Portsmouth Bus Passes are available to buy in college. These are valid for seven days and at present subsidised. Payment must be made in full before College can release the bus pass.

You will need to bring:

- Your completed Travel Grant Application Form
- Two passport-size photographs
- The financial contribution that you are making

Costs for the academic year 2014/15 (for subsidised rates please see section 2 below)

Area	Termly 7-day
Zone 3 (PO1-PO6)	£120.00
All Zone	£150.00

Weekly bus passes can be purchased directly from the bus driver but these do not attract any subsidy.

College Bus Service

Portsmouth College has its own Bus providing a convenient route for students living in Portchester, Paulsgrove, central Cosham and Farlington areas which are not easily served by either First Bus or Stagecoach services.

The cost of this service is £80 per term. It provides a pick-up each morning from selected points in the Portsmouth North area, arriving at College in time for the start of the daily timetable. A return service departs from College at the end of lessons each day.

Travel grants

Please note, all travel grants are subject to a minimum average of 90% attendance at all timetabled sessions.

Eligibility, rates and administration

- Travel grants are available to students living more than 2 km away from College in the PO1-PO6 post code areas and who are not:
- in receipt of financial travel assistance from Portsmouth City Council or Hampshire County Council
- in receipt of a Bursary award from Portsmouth College
- participating in the Portsmouth College Bike Schemes

For qualifying students subsidised First Bus passes are available at the following rates:

- £80 for a Zone 3 bus pass
- £90 for an All Zone bus pass (living outside PO1 – PO6)
- For students unable to use a First Bus route a grant of up to £40 per term will be available providing that your attendance remains above 90%
- For students living in Hampshire (excluding the Isle of Wight) where travel by First Bus is not available a further subsidy of up to £20 per term is available providing that your attendance is above 90% as above.
- For students travelling from the Isle of Wight a travel grant of £250 per term is available providing that your attendance is above 90%. If you wish to have a termly bus pass to use in Portsmouth to get to college, the full cost of £120 will be deducted from the travel grant leaving a balance payable of £130.

Please see the following link for details of discounted academic passes for ferry transport from the Isle of Wight.

<http://www.wightlink.co.uk/ferry-travel-info/tickets-and-prices/season-tickets>

If you leave College whilst in receipt of a subsidised bus pass you will be asked to repay a pro-rata amount of the subsidy given as passes are non-refundable once issued.

Petrol Allowance

If there is no public transport available to you, Portsmouth College may assist towards the cost of petrol for your journeys to and from College. Rates are 15p per mile for cars and 8p per mile for motorbikes. This allowance is paid half-termly in arrears and a BACS payment will be made to the account details given on your application. To claim, you need to collect a Travel Grant application

form from the Student Services Helpdesk. Verification will be made of the number of days you have attended College. A maximum of £60 per term will be paid based only on full day's attendance at College.

Part Time Students

Part-time students on a course of 60 hours or more may be eligible for a proportion of the support available to full time students. Students should contact the Student Finance Officer for more information

Bike Scheme

The College also offers a Bike Purchase Scheme. The College will contribute up to £120 towards the purchase of a bike and relevant safety equipment. Proof of purchase will be required before any contribution can be made. Any student taking advantage of this scheme would not also be able to access any of the above financial help with bus passes or travel grants. The bike scheme is available in the Autumn and Spring terms only.

Any current or prospective student interested in participating in this scheme should contact the Student Finance Officer, Student Services Department, 023 92667521, amanda.raymond@tpc.ac.uk

QUEEN MARY'S COLLEGE, BASINGSTOKE

Stagecoach Bus Passes

- Stagecoach bus passes are available to all students travelling to the College from areas serviced by Stagecoach. Applications can be made from August 2015 via Stagecoach's online system www.buymyunirider.com
- A Zone 1 ticket is available for students living within the Basingstoke area. 2015/16 prices will be confirmed as soon as possible in the summer term and displayed on our website www.qmc.ac.uk
- A Zone 2 ticket is available for students living outside the immediate Basingstoke area. Again, 2015/16 prices will be confirmed as soon as possible in the summer and displayed on our website www.qmc.ac.uk. The ticket price will attract a small College subsidy. You must live in the appropriate area to claim this ticket. A zone map is available at www.stagecoachbus.com
- Both passes are available for use outside college hours and during college holidays.

College Bus Passes

- College arranges coach services to Andover, Burghfield, Fleet, Hook (including Odiham & Warnborough), Newbury and Whitchurch/Overton. An annual ticket will cost £300 for 2015/2016. The buses only run once a day each way in term time. See our website for further details www.qmc.ac.uk

Financial Support

- Financial support may be available to provide assistance with any of the above mentioned transport options to students who are in proven financial need. We are able to help students who are: care leavers, looked after by the local authority, in receipt of Income Support in their own right, or disabled and in receipt of Employment Support Allowance and Personal Independence Payment. Additionally, we can help students if the household income of the family is below £21,000. Usually payments are made in-kind to providers for items such as transport.
- Individual arrangements in cases of extreme hardship are also available through Queen Mary's Foundation, a charity which supports our students.

Train Passes

- We can offer a South West Trains Scholars Termly Ticket which allows travel at reduced rates to and from College between stations in a wide area bordered by Redbridge in the south west, Salisbury in the west, Reading in the north, Woking in the north east, Guildford in the east and Portsmouth in the south. However, please check boundaries and station details with the College Help Desk to ensure that this is a cost-effective option for you. It should be noted

that the full termly price is still payable if the student starts or leaves part way through a term. South West Trains confirm their prices for the next academic year in August 2015. Prices vary according to route.

Contact College using the following e-mail address info@gmc.ac.uk

RICHARD TAUNTON SIXTH FORM COLLEGE, SOUTHAMPTON

- Richard Taunton Sixth Form College is easily accessed through the Southampton City bus and rail networks. The College supports subsidised travel for all our students who are studying a full time programme and where they are unable to safely walk or cycle to our campus, which is adjacent to Southampton Common. Our students are also able to access the extensive network of King Edward School (KES) buses.
- For 2015/16, subsidised termly bus passes for public routes and for College operated routes will cost £100 or £150 depending on distance. KES bus route travel is subsidised by the College at a termly discount of 50% of the ticket price for a specified route. All transport passes are termly and required to be purchased at enrolment, with passes for the subsequent terms purchased before the end of a current term. Day tickets are not offered through the College, nor available for travel on the College fleet of buses or KES routes.
- Students from low income families may be eligible for a travel bursary funding (application is made at enrolment). Students who are under 19 and are living independently receive 100% assistance with public transport costs on provision of evidence of hardship.
- Details of the bus routes covered by the college transport arrangements can be found on the college website: www.richardtaunton.ac.uk and if you have any queries regarding transport arrangement to College please do not hesitate to contact our Student Services team on 02830 514720.

SOUTH DOWNS COLLEGE, WATERLOOVILLE

Our aim is to provide a travel scheme that meets all our students' needs and does not put barriers in the way of education. We work closely with both Stagecoach and First Group in order to provide as many direct routes to college as possible.

- All full time students can order a discounted student bus pass.
- Additional travel support is available to full time students aged 16-18 who live beyond a mile from college (measured by Google maps walking mode) and are still enrolled and attending their course on 2nd November 2015. This support is referred to as a one off College Subsidy.
- Free bus passes may be available to students who are living beyond a mile of college (measured by Google maps walking mode) and either the student or the parent/carer is in receipt of an Income Based Benefit.
- The 2015-16 travel information will be available from mid May onwards on our website www.southdowns.ac.uk
- Contact details: Telephone: 023 9279 7921/023 9279 7994/023 9279 4641/023 9279 4606, email: studentfinance@travel@southdowns.ac.uk.

SOUTHAMPTON CITY COLLEGE

As a city centre college, we are well served by public transport routes and we are working actively with local public transport providers to improve the access to affordable transport for all students across the city.

We recognise that the cost of travel can be a worry for students and their parents/carers so by working with other colleges and the City Council, City College is pleased to offer subsidised bus travel for all 16-18 year olds who attend City College from the Southampton and Hampshire areas, which enables travel

during daytime, evenings and weekends at a significantly reduced rate.

We support students to develop a proactive approach to their travel arrangements through our bursary scheme. For qualifying students the bursary can meet all of your travel costs.

Keep an eye on Facebook and the www.southampton-city.ac.uk website or for more information email us at enquiries@southampton-city.ac.uk or give us a call on 02380 48 48 48.

SPARSHOLT COLLEGE

- Because of the sparsity of specialist provision of the curriculum areas provided by Sparsholt College, the College offers a heavily subsidised bus service providing transport from the following areas:
Aldershot, Alton, Amesbury, Applemore, Basingstoke, Beaulieu, Bishops Down, Bishops Waltham, Bitterne, Bodenham, Bordon, Bournemouth, Brockenhurst, Broughton, Bulford Camp, Bursledon, Calmore, Chandlers Ford, Chilworth, Christchurch, Colden Common, Cosham, Cowplain, Dibden, Downton, Dummer, Fair Oak, Fareham, Farnham, Firsdon, Fordingbridge, Four Marks, Fratton, Freefolk, Gosport, Havant, Hilsea, Hinton Admiral, Horndean, Hythe, Kings Somborne, Kingsclere, Kings Oak, Lee on Solent, Locks Heath, Ludgershall, Lymington, Lyndhurst, Marchwood, Michelmersh, Middle Wallop, New Alresford, New Milton, New Greenham, New Milton, Newbury, North Baddesley, Oakley, Otterbourne, Over Wallop, Overton, Ower, Perham Down, Petersfield, Pokesdown, Porchester, Portsmouth, Portswood, Ringwood, Romsey, Salisbury, Sarisbury Green, Stockbridge, Stoney Cross, Stubbington, Sway, Swaythling, Tadley, Thatcham, Tidworth, Twyford, Up Somborne, Waltham Chase, Waterlooville, West Meon, West Winterslow, Weyhill, Whitchurch, Wickham, Widley, Winterslow and Woolhampton collecting students between point of departure and the College.
- Rail passes are available to students from the following areas Ashurst New Forest, Basingstoke, Bitterne, Botley, Bursledon, Eastleigh, Hamble, Hedge End, Hook, Micheldever, Millbrook, Overton, Netley, Redbridge, Sholing, Shawford, Southampton, St Denys, Swanwick, Swaythling, Totton and Whitchurch. This pass includes a Stagecoach bus pass from Winchester Train Station direct to the college.
- The cost for both the Campus bus and combined Rail/Stagecoach service is calculated based on the distance from college. Each area is split into a banding. Band A (under 10 miles) £525, Band B (10-20 miles) £630, Band C (20-30 miles) £735 and Band D (over 30 miles) £830. Students can pay by ten monthly instalments (interest free).
- Students are able to apply for a Goldrider Stagecoach bus pass through the College at a price of £555 per academic year or a No.7 Stagecoach bus pass (Winchester City Centre to Sparsholt College bus only) at a price of £315 per academic year. Students can pay by ten monthly instalments (interest free).
- Students with Special Educational Needs should contact their Local Education Authority for an application form and guidance on their transport schemes.
- Student with families on a low household income may be eligible to apply to the College's Discretionary learner Support Fund for help with transport costs.
- For more information contact Student Transport on [01962 797346](tel:01962797346) or Student Finance on [01962 797267](tel:01962797267) or email transport@sparsholt.ac.uk

ST VINCENT COLLEGE, GOSPORT

St. Vincent College is easily accessible from across the Gosport and Fareham communities and surrounding Boroughs. It is serviced by a main road link in addition to local cycle paths and various bus services across the Hampshire region. In addition St Vincent has extensive car and motorcycle parking facilities, including secure cycle storage facilities.

As a college we do not want essential transport costs to be a barrier to students accessing our range of A-Level and Vocational courses plus our award winning facilities. As such students can apply for a bus pass which covers the cost of their travel to and from college. The College works closely with

First Bus to provide students with direct bus routes to the College community at the start and end of the day with students having access to all local services at other times.

Financial support with the cost of a bus pass will be available to students who are:

- enrolled on a full-time course
- registered as living more than one mile from St. Vincent College (distance determined by the college based on address post code)
- their families gross household income is less than £28,000.00 a year

Students travelling from Portsmouth can also have their ferry tickets reimbursed if the above criteria are met.

Students with Learning Difficulties may be eligible for free transport, subject to meeting Hampshire County Council's (HCC) SEN criteria. Please contact HCC regarding this.

All students must apply via our Finance Office and bus passes are purchased termly subject to minimum attendance, achievement and behaviour levels. Please contact Judy Byrne in our Finance Team on 023 9260 3633 for more information or email her at jbyrne@stvincent.ac.uk.

TOTTON COLLEGE

Despite rising costs of provision from operators, the College has strived to continue subsidising the cost of transport for our students this year. This means that for the coming year, no student will pay more than £600 per year for their home to college bus transport. All of these students will receive additional benefits of holding a Totton College Transport Pass including, free use of the public network of buses of their chosen provider from early September until the middle of July at any time, including evenings, weekends and college holidays.

Summary of services

Wilts & Dorset Bus Company will provide transport for all Wiltshire based students and those living in Landford, Wellow, Ower, Bramshaw, Cadnam and Bartley. There will also be connections for students living in Ringwood and Fordingbridge.

Bluestar will provide transport for all students living in Southampton, Romsey, North Baddesley, and Rownhams. There will also be connections for students living in Lyndhurst as well as services for all Waterside students and those who live in Hounslow, Ashurst and West Totton.

Students who live in New Milton, Lymington, Brockenhurst, Eastleigh, Hedge End, Chandler's Ford and the eastern suburbs of Southampton will be provided with a South West Trains Rail Pass and a free Bluestar bus pass for use between Totton Railway Station and Totton College.

For all other students, the college will endeavour to find a reliable, flexible and cost effective solution to your transport needs. Please do not hesitate to contact us on (023) 80 874 874 Ext 700 where we will be happy to discuss your individual requirements.

Full information regarding Totton College student transport provision including downloadable Application Forms is available on the college website -

<http://www.totton.ac.uk>

The following schools within Hampshire also provide post-16 education in their sixth forms. Entitlement to assistance with transport is based on Hampshire County Council policy.

THE ARNEWOOD SCHOOL

Bay House School, Gosport

THE BURGATE SCHOOL AND SIXTH FORM – POST 16 TRANSPORT NETWORK

New Forest Academy, Holbury

Oaklands Catholic Comprehensive School, Waterlooville

Ringwood School, Ringwood

Yateley School, Yateley

THE ARNEWOOD SCHOOL

- Students joining The Arnewood School benefit from currently adequate public transport including Wilts and Dorset bus routes and south coast rail links. The school is approximately 10 min walk from the railway station in New Milton.
- The Arnewood School currently offers subsidised travel to post 16 students wishing to study full time at the school who are eligible to receive subsidy assistance in the form of a coach pass for the school coach which travels from Pennington, Everton, Milford and Hordle.
- Alternatively those students who are eligible to apply to the school's means tested 16-19 bursary fund may use this grant to fund their sixth form travel.
- The school is served by local cycle paths including one which runs past the school. Secure bike storage is offered on site at no cost to students.

BAY HOUSE SIXTH FORM, GOSPORT

- Bay House Sixth Form does not subsidise a transport provision for its students. However, students are able to purchase a discounted First bus pass through the school administration at a cost of £140 per term. The pass enables students to travel on local First bus services from Monday-Friday, term time only.
- Students in receipt of the 16-19 discretionary bursary are entitled to a free bus pass.

THE BURGATE SCHOOL AND SIXTH FORM – POST 16 TRANSPORT NETWORK

- The Burgate Sixth Form is well supported by an extensive transport network covering all areas including Salisbury, Ringwood and The New Forest
- Many dedicated services run by Wilts and Dorset are offered with bespoke additional network benefits at no extra cost via Scholars passes
- Scholars passes may be purchased half, termly or annually from the providers
- The public X3 route also serves the Burgate Sixth Form regularly from the North and South on the A338
- Some financial assistance is available through the Bursary scheme (subject to student entitlement) with details of this support available from the Sixth Form Admin team
- Full details are available in the students and parents section of our school website including links and contacts to our transport providers.

NEW FOREST ACADEMY

New Forest Academy does not provide a transport provision for its students. However, some financial assistance is available for students through the 16-19 Bursary scheme (subject to student entitlement).

OAKLANDS CATHOLIC SIXTH FORM COLLEGE, WATERLOOVILLE

- Students travelling to college by **First Hampshire**, may take advantage of the discounted college bus pass which is purchased through the Sixth Form Office. The cost of a bus pass is determined by the area in which you live or the type of pass you choose. Tickets are valid for unlimited travel either Monday – Friday, **or** seven days and may be bought termly or annually. Annual passes have the advantage that they may also be used during Christmas and Easter holidays.
- If you will be travelling to college by **Stagecoach**, then you may wish to take advantage of the special rate negotiated by the college for a bus pass. This is available to purchase directly online from Stagecoach at: www.stagecoachbus.com/tickets.aspx (select Waterloooville and Unirider options). The pass gives unlimited travel on all Stagecoach buses seven days a week, during the academic year in a large travel zone. Annual and termly passes are available.
- Help with meeting the cost of a bus pass may be available from the **16-19 Bursary Fund**. This fund is to help young people who face financial hardship in meeting the costs of participating in education and training post-16. Please note that a condition of a discretionary bursary is that a student's attendance remains at 90% or above.
- Details of how to buy the passes are available from the Sixth Form Reception from mid-June. If you would like more information on the bursary fund, or if you have any queries, please contact the Sixth Form Reception on 023 9225 9214 option 2 for Sixth Form.

Home to School Transport - Review/Appeals Process

Parents who wish to challenge a decision about:

- the transport arrangements offered;
- their child's eligibility;
- the distance measurement in relation to statutory walking distances; and
- the safety of the route

may do so by writing to The Transport Team, Capital House, Andover Road, Winchester SO23 7BS.

Any appeal will be processed as follows:

Stage one: Review by a Senior Officer

- A parent has 20 working days from receipt of the local authority's home to school transport decision to make a written request asking for a review of the decision.
- The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.
- Within 20 working days of receipt of the parent's written request a senior officer reviews the original decision and sends the parent a detailed written notification of the outcome of their review, setting out:
 - the nature of the decision reached;
 - how the review was conducted (including the standard followed e.g. Road Safety GB);

Stage two: Review by an independent appeal panel

A parent has 20 working days from receipt of the local authority's stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of the parents request an independent appeal panel considers written and verbal representations from both the parent and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days), setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed e.g. Road Safety GB);

- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about the parent's right to put the matter to the Local Government Ombudsman (see below).

The independent appeal panel members should be independent of the original decision making process (but are not required to be independent of the local authority) and suitably experienced (at the discretion of the local authority), to ensure a balance is achieved between meeting the needs of the parents and the local authority, and that road safety requirements are complied with and no child is placed at unnecessary risk.

Local Government Ombudsman – it is recommended that as part of this process, local authorities make it clear that there is a right of complaint to the Local Government Ombudsman, but only if complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for judicial review.