

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

2016/17 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. Support is provided either by the County Council or post 16 providers. This policy statement applies for 2016/17 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 £555 per annum, towards the cost of this transport will be required. Transport will normally only be offered if the student has a statement of SEN or Education, Health and Care Plan (EHCP) 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 an Education, Health and Care Plan.
- 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/yourfuture.htm>

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 regarding any aspect of the policy statement 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 regarding a transport entitlement decision or subsequent transport arrangements 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 2016/17

Please see below a list of all Hampshire colleges and sixth form providers and follow the link to the individual establishments travel information. For full, up to date, travel information for each college please refer to the relevant college website.

ALTON COLLEGE

ANDOVER COLLEGE, ANDOVER

BARTON PEVERIL COLLEGE, EASTLEIGH

BASINGSTOKE COLLEGE OF TECHNOLOGY

BROCKENHURST COLLEGE

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FAREHAM COLLEGE

FARNBOROUGH COLLEGE OF TECHNOLOGY

THE SIXTH FORM COLLEGE, FARNBOROUGH

HAVANT COLLEGE

HIGHBURY COLLEGE, PORTSMOUTH

ITCHEN COLLEGE

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PORTSMOUTH COLLEGE

QUEEN MARY'S COLLEGE, BASINGSTOKE

RICHARD TAUNTON SIXTH FORM COLLEGE, SOUTHAMPTON

SOUTH DOWNS COLLEGE, WATERLOOVILLE

SOUTHAMPTON CITY COLLEGE www.southampton-city.ac.uk

SPARSHOLT COLLEGE

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>

www.altoncollege.ac.uk

ANDOVER COLLEGE, ANDOVER

(Figures based on the 15/16 academic year)

Andover College offers a number of subsidised tickets on Campus buses, Stagecoach buses and South West trains. The annual cost is variable dependent upon your preferred travel choice, however all passes are payable in ten affordable interest free monthly instalments, if you apply before the start of term and you may be able to apply to the learner support funds for assistance.

Transport Service	Monthly cost WITHOUT Transport Bursary (monthly rate deposit to pay)	Annual Cost WITHOUT Transport Bursary
Wilts & Dorset: Any Wilts & Dorset bus service to Andover, inc. campus direct routes operated by Wilts & Dorset 608/605	£47 & £47 deposit	£470
Stagecoach Goldrider: Any Stagecoach bus in Hampshire or Wiltshire	£49 & £49 deposit	£490
Stagecoach Megarider – Andover Town Centre routes: Areas covered include Andover town centre, Enham Alamein, Abbots Ann, Goodworth Clatford and Charlton	£25.50 & £25.50 deposit	£255
South West Trains Rail Travel: Winchester, Basingstoke, Whitchurch, Overton, Salisbury and Grateley	£56 & £56 deposit	£560
College Direct Minibus/Taxi: Areas with little or no public service. Please see below	£56 & £56 deposit	£560
Students travelling from Tidworth, Ludgershall or Chute		£600

College Direct Minibus/Taxi

If you require travel to Andover College and there is no public service from your area to get you to the College it may be possible for the College to subsidise a Campus bus/taxi from your area. This will be dependent on student numbers and financial viability. It is important to register your interest

when you receive registration forms for the College. Areas currently covered include Hurstbourne Tarrant, Newbury, The Winterbournes, Pewsey, Broughton and Upavon.

Students Travelling from Ludgershall or Tidworth

If students reside in the Ludgershall, Tidworth or Chute areas Wiltshire Council will be able to provide a subsidized travel pass. In the 2015/16 academic year the cost of the pass was £446 however, if your gross annual household income was less than £20819 in the 14/15 tax year the cost was £156. If you live in these areas, you should contact Wiltshire Council for a travel pass, as unfortunately the College will not be able to offer a subsidized pass.

How to Apply – Ludgershall, Tidworth & Chute

Please contact Wiltshire Council on 01225713398 or go to www.wiltshire.gov.uk If you require assistance with SEN travel you should contact 01225 713308 to discuss your requirements.

Special Educational Needs Travel – Hampshire Students

In the 2015/16 academic year if a learner had been statemented at school, and travel is applied for using the county SEN forms, students are expected to contribute towards the cost of their transport to college. However, Hampshire County Council fully fund travel if a parent or guardian is in receipt of one of the following:

- Income support
- Pension Credit
- ESA (income based)
- JSA (income based)
- Maximum level of working tax credit

If parent/guardian was not in receipt of the above, you can apply to the College for funding, which may help towards the cost of the travel. For further details please contact Hampshire County Council's transport team on 01962 845970 or go to www3.hants.gov.uk

How Do I Know What Pass To Order?

For independent travel advice please go to www.travelinesw.com

Alternatively if you know your local provider please see the following websites or telephone for timetable information

www.stagecoachbus.com 0345 121 0190

www.salisburyreds.co.uk 0845 072 7093

www.southwesttrains.co.uk 0845 6000 650

www.andover.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

www.barton-peveril.ac.uk

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 total cost is still undecided for 16-17, so it is advised to check our webpage for further updates.**
- Full time learners from Hook can purchase a new subsidised rail pass. The ticket is valid Monday to Friday in term time only. **The total cost is still undecided for 16-17, so it is advised to check our webpage for further updates.**
- 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 the **beginning of August 2016.**
- Unirider Zone 1: **For full time learners only**
Sherfield on Loddon, Sherborne St John, Old Basing (The Hatch), Kempshott Park, Hackwood Park Gates and Oakley. **The total cost is still undecided for 16-17, so it is advised to check our webpage for further updates.**
- 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. **The total cost is still undecided for 16-17, so it is advised to check our webpage 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 2015/16, 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 £21,000 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.

www.bcot.ac.uk

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 2015/16 costs is available on the college website (<http://www.brock.ac.uk/sixth-form/travelling-to-brock/>). Details of pricing and services offered for 2016/17 will be available at the above link from June 2016, in the interim please direct travel enquiries to the Travel & Student Finance Coordinator (travel@brock.ac.uk).
- 2015/16 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 2016/17 can be made June onwards - forms available for download at the above link from 01.06.2016. For 2015/16, subject to a completed application and attendance/performance commitments, students eligible for the 'discretionary' and '19+' bursaries could purchase subsidised travel at a further discounted rate of 50%. Students eligible for the 'vulnerable bursary' could opt to use this fund to purchase travel through the college.
- College bursaries and discounted travel will be available for 2016/17 with advanced learning loans available to certain learners 19 years or older (a/o 31.08.2016). Please refer to the website or contact the Student Finance & Welfare Advisor (financialsupport@brock.ac.uk) for more information.
- All travel purchased through the college is sold on a termly basis with payments via our online BrockShop. 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.

www.brock.ac.uk

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 15 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 a 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 2016/17
- living in a household where the total income meets our bursary criteria maximum. For 15/16 this was £50K, (for 16/17 is yet to be confirmed)

Students can apply for a bursary to help towards the cost of travel to and from College.

Our travel bursary scheme for students varies according to the distance students have to travel.

- Living within 0-3 miles of Eastleigh College no travel allowance available
- Living within 3-5 miles of Eastleigh College £150 per year paid termly
- Living within 5-7 miles of Eastleigh College £225 per year paid termly
- Living in excess of 7 miles of Eastleigh College £300 per year paid termly

Eastleigh college also has funding to support travel to College for Students from low income families. We have an enhanced travel bursary where awards are made subject to the applicant meeting eligibility criteria.

Full details of the enhanced travel bursary offer including the eligibility criteria, will be available after 1/6/16 for the 16/17 academic year. Please enquire with the Student Finance team on 023 8091 1743 or email at studentsupport@eastleigh.ac.uk or find further information on our website <https://www.eastleigh.ac.uk/student-support/financial-support/> for details on how to apply, and for further information on student finance. Closing date for applications is Friday 16 September 2016. The fund may re open after this date if there sufficient funds to allow further awards.

All 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 2016/17. All Payments are made each term on an instalment basis, direct in to each student's 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. The College reserves the right to change the bursary offer, or to withdraw payments at any time.

www.eastleigh.ac.uk

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 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

www.fareham.ac.uk

FARNBOROUGH COLLEGE OF TECHNOLOGY

Bus Travel

- Students can purchase a Unirider bus pass from Stagecoach with whom we have negotiated a discounted price
- In addition to the discounted bus pass rates, the college contributes a generous subsidy for 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 2016-17 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.

www.farn-ct.ac.uk

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.

www.farnborough.ac.uk

HAVANT COLLEGE

The College recognises travel costs should not be a barrier to engagement in education and as such offers financial assistance to support students to cover their cost of public or private transport. The

College has excellent public transport links being near to Havant train station and the Stagecoach bus station. In addition the College has student parking facilities which students' are entitled to use on a free, first-come basis but the College offers no guarantee of a space on a daily basis.

Travel Assistance headlines:

Certain conditions apply and the three headline criteria for travel assistance are:

1. The student lives more than 8 miles away from the College and is entitled to £200 a year support (non means tested), payable over 3 terms £70, £70, £60 and subject to good attendance.
2. A student within 4 to 8 miles can be entitled to travel assistance but this will require proof of benefits and lower income
3. Students not meeting criteria 1 and 2 above receive no financial assistance but can be considered on a case review basis.

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.

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. Stagecoach are on campus in August for enrolment and at various opening evenings during the year.

Financial queries on travel assistance:

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

www.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

www.highbury.ac.uk

ITCHEN COLLEGE

- Heavily subsidised transport arranged to service the areas to the north, north-east and to the east of the city of Southampton, including Gosport, Fareham, Stubbington, Lee on Solent, Titchfield, Warsash, Locks Heath, Hamble, Netley, Swanmore, Bishops Waltham, Durley, Fair Oak, West End, Hedge End, Botley, Romsey, North Baddesley, Swaythling, Portswood, Bitterne Park, Chandlers Ford, Eastleigh, Boyatt Wood and Stoke Park areas.
- Details of the college contract bus routes can be found on the college website - www.itchen.ac.uk
- All contract bus routes heavily subsidised, allowing return travel from any area on the routes for around £1.25 per day.
- Subsidised travel passes (bus or train) for students living in other areas (by arrangement).
- Free travel for students if their families are in receipt of Income Support.
- 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
- Effective communication with bus users through Twitter and a dedicated 'textline' service.

www.itchen.ac.uk

PETER SYMONDS COLLEGE

- The College does not subsidise transport provision for its full-time 16-19 year old students. We do not run a College bus service, but we maintain a close relationship with the 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, Bluestar and Wheelers.
- 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 please contact Student Services on 01962 857547 or email student.services@psc.ac.uk

www.psc.ac.uk

PORTSMOUTH COLLEGE

2015/16 Policy (due for revision May 2016 and subject to Governor approval)

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)

First Bus Passes are available to buy in college. These are seven day passes valid during term-time and are at present subsidised. Payment must be made in full before College can release any bus pass.

Students will be required to bring:

- a completed Travel Grant Application Form
- a passport-size photograph
- any financial contribution that is required

Costs for the academic year 2015/16 (for subsidised rates please see section 2 below)

Area	Termly 7-day
Portsmouth (PO1-PO6)	£140.00
Hampshire	£170.00

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 service PC1 providing a convenient route for students living in Fareham, 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 £100/£110 per term. It provides a pick-up each morning starting at Fareham Bus Station through Portchester and 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. This ticket is also valid on other First services until 8pm for student's alternative start/finish times. The service changes times to accommodate the Summer Exam Period.

Travel grants

Please note, all travel support is 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:
 0. in receipt of financial travel assistance from Portsmouth City Council or Hampshire County Council
 1. in receipt of a Bursary award from Portsmouth College (students in receipt of a bursary based on household income threshold of £23,500 are entitled to full support with their transport costs with no financial contribution from them)
 2. participating in the Portsmouth College Bike Scheme

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

- £100 for a First Portsmouth bus pass
- £110 for a First Hampshire bus pass (living outside PO1 – PO6)
- For students unable to use a First Bus route, living more than 2km and within PO1-PO6, a grant of up to £40 per term will be available providing 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 attendance is above 90% as above.
- For students travelling from the Isle of Wight a travel grant of £250 per term is available providing 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 £140 will be deducted from the travel grant leaving a balance payable of £110.

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 college 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 further details of our transport options and support available should contact hello@tpc.ac.uk or phone the college on 023 9266 7521.

www.portsmouth-college.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 2016 via Stagecoach's online system www.buymyunirider.com
- A Zone 1 ticket is available for students living within the Basingstoke area. 2016/17 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, 2016/17 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 £360 for 2016/2017. 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 2016. Prices vary according to route.

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

www.gmc.ac.uk

RICHARD TAUNTON SIXTH FORM COLLEGE, SOUTHAMPTON

Bus number R901

Covering areas as Hamble, Ingleside, Sholing, Bitterne,

Operator Xelabus – private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. £100 travelling within Southampton £150 travelling within Hampshire Proof of your bus pass enables you to travel on other Xelabus inner-city routes at child fare.

Bus number R903

Covering areas as Langley, Hythe, Totton via Blackfield and Totton College

Operator – First Bus – private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. Non-pass holders can travel for £5 per journey. £100 travelling within Southampton £150 travelling within Hampshire

Bus number R903A

Covering areas as Hythe, Marchwood, Totton

Operator - First Bus - Private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. Non-pass holders can travel for £5 per journey. £100 travelling within Southampton £150 travelling within Hampshire

Bus number R904

Covering areas as Bishopstoke, Eastleigh, Chandlers Ford,

Operator – Xelabus – Private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. £100 travelling within Southampton £150 travelling within Hampshire Proof of your bus pass enables you to travel on other Xelabus inner-city routes at child fare.

Bus number U9

Operator – Unilink – public service

Covering areas as Southampton General Hospital, Shirley Townhill Park, Bitterne, Portswood, Highfield Campus, Burgess Road, Hill Lane

Southampton travel zone = £75/term

Southampton Plus travel zone = £150/term

Network travel zone = £200/term

Bus number U6

Covering areas as Southampton General Hospital, Shirley, Winchester Road (for RTSFC) Highfield, Portswood, Bevois Valley, Royal South Hants hospital, City Centre, Dock Gate 4

Operator – Unlink – public service

Southampton travel zone = £75/term

Southampton Plus travel zone = £150/term

Network travel zone = £200/term

Bus number X11

Covering areas as Lordshill, Shirley

Operator – Xelabus – public service

Passes must be purchased directly from Xelabus offices in Eastleigh at £100 for 3 months.

Alternatively, you can pay for a daily ticket when getting on the bus. Proof of your bus pass enables you to travel on other Xelabus inner-city routes at child fare.

Bus number X12

Covering areas as Southampton City Centre, Freemantle, Millbrook, Shirley (then a 20min walk to RTSFC)

Passes must be purchased directly from Xelabus at £100 a term. Proof of your bus pass enables you to travel on other Xelabus inner-city routes at child fare.

Red Jet Shuttle Town Quay to RTSFC

Operator RTSFC

Students travelling from the Isle of Wight - Subject to availability By prior arrangement only – free service

Bus number 40

Covering areas as City Centre, Vincent's Walk, Central Station North side to RTSFC (once a day in each direction)

Operator - First Bus – public service

Payment on bus

King Edwards School Services

Covers most of the areas within the Hampshire county

Operator - King Edwards School

A one-off registration fee of £25 must be paid to KES at:

- <https://www.kes.hants.sch.uk/keta-transport/information/richard-taunton-college-students>. Students will be charged either £150 per term, or 75% of the full ticket price per term – whichever is the greater amount.

www.richardtaunton.ac.uk

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 1st November 2016. 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 2016-17 travel information will be available from May onwards on our website www.southdowns.ac.uk
- Contact details: Telephone: 023 9279 7979 email: studentfinance@travel@southdowns.ac.uk

www.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.

www.southampton-city.ac.uk

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, Bashley, 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, Hedge End, Hilsea, Hinton Admiral, Horndean, Hythe, Kings Somborne, Kingsclere, Kings Oak, Lee on Solent, Locks Heath, Ludgershall, Lymington, Lyndhurst, Marchwood, Michelmersh, Middle Wallop, Middle Winterslow, New Alresford, New Milton, New Greenham, New Milton, Newbury, North Baddesley, Oakley, Otterbourne, Overton, Ower, North Baddesley, Perham Down, Petersfield, Pokesdown, Porchester, Portsmouth, Portswood, Redenham Park, Ringwood, Romsey, Salisbury, Sarisbury Green, Stockbridge, Stoney Cross, Stubbington, Sutton Scotney, 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 Whitchurch, Woolston. 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 or email transport@sparsholt.ac.uk

www.sparsholt.ac.uk

ST VINCENT SIXTH FORM COLLEGE, GOSPORT

St Vincent Sixth Form 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 discounted bus pass which covers the cost of their travel to and from college and can be used weekdays on all First Hampshire services.

Students from Henry Cort, Fareham Academy, Cams Hill, Bridgemary and Brune Park Schools can access the Eclipse Express Bus service to college which takes only a few minutes. In addition to this the College also provides a bespoke bus service for students attending Brookfield, Crofton and Bay House School 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 £30,000.00 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 our Finance Team on 023 9260 3633 for more information or email finance@stvincent.ac.uk.

www.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 -

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.

www.arnewood.hants.sch.uk

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.

www.bayhouse.hants.sch.uk/sixth-form

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.

www.burgate.hants.sch.uk

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).

www.newforestacademy.org

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.

www.oaklands.hants.sch.uk

Home to School Transport - Review/Appeals Process

A young person (or a parent on behalf of their child) who wishes to challenge a decision about:

- the transport arrangements offered;
- their (or 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. In the first instance a case will be reviewed by a Senior Officer. Where the local authority refuse to provide any transport service a young person (or their parent) may appeal further to an Independent Appeal Panel..

Any appeal will be processed as follows:

Stage one: Review by a Senior Officer

- An appellant 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 appellant 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 appellant's written request a senior officer reviews the original decision and sends the appellant 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

An appellant 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. The independent appeal panel only hear appeals against a refusal to provide any transport service, where the Local Authority have provided transport assistance the panel do not hear complaints about the transport assistance provided.

Within 40 working days of receipt of the appellant's request an independent appeal panel considers written and verbal representations from both the appellant 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 appellant'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 appellant 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.