

Post 16 Transport Application Form Returning Students 2012/2013



This is an application form for Post 16 students who have already completed two full years of study at a Further Education (FE) College or Sixth Form. The contribution for returning students in 2011/2012 was £378 for the year or £348 if the whole year was paid in advance. **You should be aware the Transport Policy and annual contribution for the 2012/2013 academic year will be determined by the Cabinet of Devon County Council (DCC) in April 2012 and is subject to change.** View the Transport Policy at www.devon.gov.uk/admissionarrangements

A returning student for this purpose is one who has already completed two full years of FE study at a Sixth Form or FE College and is continuing into Year 14 at that establishment.

Students whose families are on a low income were entitled to a fee waiver last year and it is hoped that this will continue for returning students in 2012/2013.

Whilst the Devon Post 16 Transport Policy has yet to be confirmed for the coming academic year, in order for us to deal with the number of students requiring transport in September, it is essential that application forms are sent to students now and **returned by 1 June 2012.**

We appreciate that some students may be able to travel more economically on public transport. Therefore we suggest that you explore this option fully by contacting **Traveline on 0871 200 22 33** for details of services, and individual bus companies for details of fares.

However, if you think you may need transport assistance from the local authority please apply by 1 June 2012. Please do not wait for your GCSE results before applying for transport – the transport can be cancelled and a refund made if your plans change. If you don't return the form by 1 June 2012 you may have to make your own way to and from college at your own expense while we process your application and payment.

There is a separate application form for students with Special Educational Needs, please ring 0845 155 1019 to obtain one.

1. Will I get help with transport again this year?

If you are continuing into the next year of the same course, live at the same address and you

are studying at the same sixth form or college you will be eligible for help with transport - but you still need to reapply. If your circumstances have changed; for example if you will be studying a different course or attending a different college or if you have changed address, your application will be assessed again. The exception to this is that if you are 19 years old before 1 September 2012, you will not be eligible for help, though an exception can be made if you have Special Educational Needs and are completing a course you started before reaching the age of 19. If this is the case phone **0845 155 1019** for advice.

All returning students must apply, including students who continue on the same course, at the same sixth form or college. If you do not re-apply there will not be a travel pass for you at the start of term.

2. Am I eligible for post 16 transport help?

- You must be over 16 and under 19 on 1 September 2012. If you are already 19 on or before 31 August 2012 you will not qualify. You must live in the Devon local authority area not Torbay or Plymouth.
- You must be attending a full time Further Education (FE) course - not block release, Modern Apprenticeship, Entry to Employment, or Higher Education course.
- You must attend your designated* establishment. **Please see below**
- The journey from home to school or college must be three miles or more, measured by the shortest available pedestrian route.
- Your journey will take less than 75 minutes on public transport or existing contract route.

3. *Designated establishments

There are two main types of establishment serving students who are over compulsory school age: sixth forms and Further Education (FE) colleges:

- If the school serving the home address has a sixth form, this school is the designated establishment.
- Where there is no sixth form serving the area, the FE College is the designated establishment.
- However, if you were attending the nearest school to your home address at the end of Year 13, rather than your designated school, transport assistance may be available to this school if you meet the eligibility criteria.

- If you intend to follow an **entirely** vocational post 16 course and this, or a similar course, is not available at the designated sixth form then you will be eligible for transport to your designated FE College.
- An exception may be made if you have to attend a particular establishment, since it is the nearest school or college where one or more A Levels **essential** for entry onto your chosen degree course may be obtained. You will need to produce evidence of this validated by a university, such as a photocopy of current entry requirements, or a letter from a university stating that a particular A Level is essential for entry onto a degree course.

You may get help to Bicton or Duchy College if you wish to study a specialist course which is not available at your designated college or a nearer establishment, and you live within daily travelling distance of the college. Daily travelling distance is that which can be covered in a journey not longer than 75 minutes and where the journey can be undertaken on existing Devon County Council (DCC) contract routes and/or public transport only. Transport to Duchy College can be organised by DCC or Duchy College. The transport and costs provided by DCC and Duchy are different. You should contact Duchy College for further information.

4. What if no help is available from Devon County Council? Some colleges have their own schemes to help with post 16 transport in cases where DCC cannot help. Students will often be asked to show that DCC has refused to help before the college will agree to assist. Please contact the relevant college for more information.

5. How does the application process work? A Code of Conduct leaflet will be enclosed with this form, please sign this form to agree to abide by it. **Your application will not be processed unless the declaration is signed.**

- When we receive your application form we will decide whether you qualify for help with transport and will send you a letter to tell you.
- If you are entitled to help we will send you a payment form so that you or your parents can pay the transport contribution, and/or provide proof of receipt of a means tested benefit (see below).
- Unless you sent one last year, you must send a passport sized photograph of yourself for your pass. **Do not send payment or a photo with this form.**

- You should return the payment form with your photo, and your payment, direct debit mandate, or proof that you receive a means tested benefit as soon as possible and by early August at the latest.
- Travel passes are posted out around the third week in August.
- We will only issue your travel pass if you or your parents/carers provide a photograph and pay the contribution, or provide evidence of receipt of benefit (if relevant) by 1 August.

6. How much does transport cost?

The proposed contribution for returning students in 2012/13 will be £378, although this is subject to the agreement of the Cabinet of the County Council. Facilities are available to pay termly, or by monthly direct debit. **Full instructions will be provided on the payment form.** If you pay for your transport and then decide not to attend or to withdraw from school or college we will refund the unused part of your payment as long as your travel pass is returned.

Students from low income families have previously been entitled to a fee waiver and it is hoped that this will continue for Year 14 students in 2012/2013. These benefits are:

- Income Support
- Income-based Jobseekers' Allowance
- Employment Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee Element of Pension Credit
- The **maximum** level of Working Tax Credit
- Child Tax Credit if you do not also receive WTC and your annual income, as assessed by the Inland Revenue, does not exceed £16,190. **NB This amount is subject to change.**
- Evidence that you receive one of these benefits applicable to September 2012 must be provided.

7. What if my circumstances change?

If you change your home address, course or college after you have applied for transport you must let us know immediately.

Please return this form by 1 June 2012 at the latest. Failure to do so may mean you will have to arrange your own transport to and from school or college at your own expense while we process your application, even if you are entitled to assistance with transport.

If you need help completing this form please contact the School Transport Team on **0845 155 1019**.

School/college to be attended:

Start date for transport:

Forenames:

Surname:

Date of birth: Age at 1/9/2012: Gender: Male Female

Address: Postcode:

Home telephone: Daytime telephone:

Do you have a Statement of Special Educational Need (SEN)? Yes No

Which school or FE college did you attend in 2011/2012?:

Course or subjects for 2012/2013?: Please indicate type of course and the level below:

- NVQ Diploma Certificate Award
- AS A2 GCSE Apprenticeship
- Higher Education Block Release Entry to Employment (E to E)

Is this a full time course?: Yes No

Is this the first, second or third year of your course?: First Second Third

Do you need bus or train transport?: (it may not be possible to meet your preference).

Where is transport requested from?:

Please state your nearest bus stop or train station – if not known ring **0845 155 1019** for advice. You may need to make your way to a pick up point some miles away.

Code of Conduct for students who use school transport

We need your help and co-operation to make sure that everyone stays safe and travels in comfort. A Code of Conduct leaflet is enclosed. Please read the leaflet carefully then sign below to say that you agree to the Code. **Transport will not be provided unless the Code of Conduct agreement is signed. I have read and agree to abide by the Code of Conduct**

Student: Date:

Please print name in CAPITAL LETTERS

For office use only

Date received: Entitled to transport? Yes No
Reason:

Notes: Trams no: PUP:
Date payment form sent: Date refusal letter sent:

When you have completed this application form send it to the correct address - the address is different depending on which school or college your child will attend.

Please return application forms for transport to the schools and FE colleges below to:

Exeter School Transport Office, One Capital Court, Bittern Road, Sowton Industrial Estate, Exeter EX2 7FW

Bridgwater College/Paignton Zoo	Ivybridge Academy	Plymouth Sixth Forms
City College Plymouth	King Edward VI College	South Dartmoor Academy
Coombe Dean School, Plymouth	Kingsbridge Academy	South Devon College
Coombeshead Academy	Launceston Community College	St Boniface College
Dartmouth Academy	Newton Abbot College	St Cuthbert Mayne, Torquay
Devonport High School for Boys	Notre Dame School	Tavistock College
Devonport High School for Girls	Okehampton College	Teign School (Kingsteignton)
Duchy College	Paignton Community College	Teignmouth Community School
Exeter College	Plymouth College of Art	Torbay Sixth Forms
Exeter Skills for Living	Plymouth High School for Girls	Tor Bridge High School

Please return application forms for transport to the schools and FE colleges below to:

North Devon School Transport Office, Civic Centre, North Walk, Barnstaple, EX31 1EG

***Please indicate whether you are attending the Barnstaple or Tiverton PETROC campus**

Axe Valley Community College	Exmouth Academy	Queen Elizabeth's, Crediton
Bicton College	Holyrood Community School	Richard Huish College
Bideford College	Honiton Academy	Sidmouth College
Budehaven School	Ilfracombe Arts College	Somerset College of Art&Design
Clyst Vale Academy	Kings Academy, Ottery St Mary	Somerset Sixth Forms
Colyton Grammar School	PETROC, Barnstaple*	Woodroffe School
Dorset Sixth Forms	PETROC, Tiverton*	

Using your personal information

The personal information you provide on this form will be processed and stored electronically by Devon County Council in accordance with the Data Protection Act 1998. Your personal information will be used for the purposes of administering your application for transport, and may be shared with other areas of the County Council, but only for administrative or other service provision purposes. This information may also be shared with the school or college you have named for the purposes of determining whether support is available from that school or college. Your information will be held securely and will not be disclosed to anyone other than those stated above without your permission, unless we have a legal reason to do so, for example disclosure is necessary to protect a person from suffering significant harm or necessary for crime prevention or detection purposes. We will not keep your information for any longer than we need to. For more information about how we will use your information, contact the School Transport Team on 0845 155 1019. If you would like further information about Data Protection please see: www.devon.gov.uk/data_protection or contact the Corporate Information Governance Team on **01392 384682**. You have the right to request a copy of the information we hold about you. To obtain a copy of your personal information, please write to Devon County Council, Data Protection Office, County Hall, Exeter EX2 4QD. **In accordance with the Devon Education Transport Policy, should the information given be found to be fraudulent then the offer of school or college transport can be withdrawn.**

Information correct at time of print (January 2012) but may be subject to change.

Please return this form by 1 June 2012 at the latest. Failure to do so may mean you will have to arrange your own transport to and from school or college at your own expense whilst we process your application, even if you are entitled to transport assistance.

Questions? Call **0845 155 1019** or visit www.devon.gov.uk/school_transport