

## ASSISTANCE WITH POST 16 TRANSPORT

### NEW STARTER APPLICATION PACK SEPTEMBER 2008 TO JULY 2009

**Please read the following notes carefully and keep them for future reference.**

There is no automatic entitlement to free home to school or college transport once a student is over 16. However, Devon County Council (DCC) provides help for some students. Where help is given, the County Council pays most of the cost, but the student's parents are asked to make a contribution. The parental contribution for 2008/2009 will be £270 for the year, (£240 if the whole year is paid in advance – a discount of £30). Facilities are available to pay termly, or by monthly direct debit.

If you require transport to attend a sixth form or college in September 2008 you **must** complete the application form attached and **return it as soon as possible, and by 1 June 2008** at the latest.

**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 fail to return the form by 1 June 2008** you may have to make your own way to and from college **at your own expense** whilst we process your application and payment.

**Everyone who wants help with transport must apply, including pupils who continue into the sixth form at their current school and pupils with special education needs.**

#### **Am I Eligible For Post 16 Transport Assistance?**

- **You must be over 16 and under 19 on 1 September 2008.** i.e. if you are 19 on or before 31 August 2008 you will not qualify for transport. If you are 19 on or after 1 September 2008 you may qualify for transport if you meet all the other criteria. Please note if you reach 19 years of age before 1 September 2009 you will not normally be entitled to transport assistance from DCC after July 2009.
- **You must live in Devon** (not Torbay or Plymouth).
- **You must be attending a full time course** i.e. **not** block release, Modern Apprenticeship etc.
- **You must attend your designated establishment** (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.**

#### **\*Designated establishments**

There are two main types of establishment serving students who are over compulsory school age: Sixth Forms and Further Education (FE) Colleges. These are defined as follows:

- Where 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 a student has attended the **nearest** school to their home address in Years 10 and 11, rather than their designated school, transport assistance may be available to this school provided the student meets the eligibility criteria.
- If a student intends to follow an **entirely** vocational Post 16 course and this is not available at the designated sixth form then they will be eligible for transport to their designated FE college.
- An exception may be made where a student has to attend a particular establishment, since it is the nearest school or college where one or more A levels essential to the student's future career choice may be obtained. Students will be required to produce evidence of this validated by a university e.g. photocopy of current entry requirements, or letter from university stating that a particular A level is essential for entry onto degree course.

**Duchy College** serves a wide area and offers specialist courses. Transport to the college is jointly organised by DCC and Duchy College. You will need to complete the DCC Application Form and also advise Duchy College that you require transport. Payment is made to DCC. Students living in Torquay or Plymouth will need to apply to the relevant unitary authority.

**Bicton College** is an agricultural college that serves a wide area and offers many specialist courses.

You may get help to **Bicton College** or **Duchy College** if your course 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 exceeding 75 minutes and **where the journey can be undertaken on existing DCC contract routes and/or public transport only.**

#### **What if no help is available from Devon County Council?**

Some Colleges have their own schemes to assist with Post 16 transport in cases where DCC cannot help. Students will often be asked to show that the County Council has refused to help before the college will agree to assist. Please contact the relevant college for more information. Sixth Forms do not normally have their own travel schemes.

#### **How Does The Application Process Work?**

- When we receive your application form we will decide whether you qualify for help with transport and will send you a letter to let you know.
- If you are entitled to help we will send you a payment form so that you or your parents can pay the transport fee, or claim remission of the charge on low income grounds by providing proof of receipt of a qualifying means tested benefit (please see below).
- A Code of Conduct leaflet will be enclosed with your payment form – please complete and return it with your payment form. Please note your application cannot be processed without the signed Code of Conduct.
- You should return the payment form with your payment, direct debit mandate, or proof of receipt of a means tested benefit and the signed Code of Conduct as soon as possible and **by early August at the latest.**
- Travel passes are posted out around the third week in August.
- We can only issue your travel pass ready for the first day of term if your parents make payment, or claim remission of the charge by early August 2008.

#### **How Much Does Transport Cost?**

The parental contribution for 2008/2009 will be £270 for the year (£240 if the whole year is paid in advance – a discount of £30). Facilities are available to pay termly, or by monthly direct debit. Full instructions are provided on the payment form. If you pay for your transport and then decide not to attend, or to withdraw from school/college we will make a pro rata refund provided the travel permit is returned.

Students from families on low income who are in receipt of certain state benefits do not have to make a contribution. These benefits are Income Support, Income-based Jobseekers' Allowance, the Guarantee Element of Pension Credit, or the **Maximum** level of Working Tax Credit. Evidence of receipt of benefit **applicable to September 2008** must be produced to qualify for exemption. **NB Child Tax Credit is a qualifying benefit, but only for families on an income below the first qualifying threshold of £15,575.**

#### **What If I Change Courses?**

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

#### **Late Applications**

If you do not apply for transport until the start of term in September, then we may not be able to process your application for several weeks. This will probably mean that for the first few weeks of term you will have to make your own way to and from college **at your own expense. These fares are not refundable.**

**Contact Number: For all queries please telephone: 0845 155 1019**

**Please detach these notes from the application form so that you can refer to them later on.**



**When you have completed your application form please send it to one of the addresses given below. The address is different depending on which school or college you choose:**

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**Sixth Forms/Colleges Dealt With by Exeter Transport Office:**

Bridgwater College/Paignton Zoo	Launceston Community College
Coombe Dean School, Plymouth	Notre Dame, Plymouth
Coombeshead Community College	Okehampton College
Dartmouth Community College	Paignton Community College
Devonport High School for Boys	Plymouth College of Art & Design
Devonport High School for Girls	Plymouth College of Further Education
Duchy College	Plymouth High School for Girls
Estover Community College	St Boniface College
Exeter College	St Cuthbert Mayne, Torquay
Exeter Skills for Living	South Dartmoor Community College
Ivybridge Community College	South Devon College
King Edward VI Community College	Tavistock Community College
Kingsbridge Community College	Teignmouth Community College
Knowles Hill Community College	Teign School (Kingsteignton)

**All transport applications for students with special education needs should be returned to the Exeter address below.**

**Please return application forms for transport to the above colleges to:**

**Exeter School Transport Office,  
Children & Young Peoples Services,  
County Hall,  
Exeter,  
EX2 4QG**

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**Transport to Sixth Forms/Colleges Dealt With By North Devon Transport Office:**

Axe Valley Community College	Honiton Community College
Bicton College	Ilfracombe Community College
Bideford Community College	Kings School, Ottery St Mary
Budehaven School	North Devon College, Barnstaple
Clyst Vale Community College	Queen Elizabeth Community College, Crediton
Colyton Grammar School	Richard Huish College
East Devon College, Tiverton	Sidmouth College
Exmouth Community College	Somerset College of Art & Design
Holyrood Community School	Woodroffe School

**Please return application forms for transport to the above colleges to:**

**North Devon School Transport Office,  
Children & Young Peoples Services,  
Civic Centre, North Walk,  
Barnstaple, Devon,  
EX31 1EG**

**PLEASE RETURN THIS FORM BY 1 JUNE 2008 AT THE LATEST.  
FAILURE TO DO SO WILL MEAN YOU WILL HAVE TO MAKE YOUR OWN  
WAY TO AND FROM SCHOOL OR COLLEGE AT YOUR OWN EXPENSE  
WHILST WE PROCESS YOUR APPLICATION.**