

Due to budgetary pressures it has been necessary to review the Post 16 Transport scheme that has previously operated in Devon. The scheme will be discussed and ratified by the County Council in mid April. A contribution rate of between £450 and £700 has been consulted on as part of policy proposals, but we understand that a rate of £500 for 2011/12 will be recommended to Cabinet when they meet on 13 April 2011.

Students whose families are on a low income may be entitled to a reduction in the contribution rate.

You can view what has been consulted on in full at www.devon.gov.uk/admissionarrangements

Whilst the Devon Post 16 Education Transport policy has yet to be confirmed for the coming academic year, in order to enable us to deal with the number of students requiring transport for September, in addition to primary and secondary pupils, it is essential that application forms are sent to students now and **returned by 1 June 2011.**

We appreciate that the proposed increase in the contribution may mean that some students can travel more economically on public transport. Therefore we suggest that you explore this option fully by contacting **Traveline on 0871 200 22 33.**

However, if you think you may need transport assistance from the local authority please apply by 1 June 2011. 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 2011 you will have to make your own way to and from college at your own expense while 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.

1. Am I eligible for post 16 transport assistance?

- You must be over 16 and under 19 on 1 September 2011, so if you are 19 on or before 31 August 2011 you will not qualify for transport. If you are 19 on or after 1 September 2011 you may qualify for transport

if you meet all the other criteria. Support is only available after age 19, if you have been studying a specific course for people with learning difficulties and have to attend after the age of 19 to complete the course. Support will then continue until the end of the academic year during which you reach the age of 25, as long as you stay on the same course at the same college.

- If you are a learner with learning difficulties or disabilities or both and are aged 21-25, please contact us on 0845 155 1019.
- You must live in Devon, not Torbay or Plymouth.
- You must be attending a full time Further Education course, not block release, Modern Apprenticeship or Higher Education course.
- 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 contract route.

2. 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 10, rather than your designated school, transport assistance may be available to this school as long as 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 the distance 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 advice before deciding which scheme is best for you.

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. Sixth forms do not normally have their own travel schemes.

3. How does the application process work?

- We want all passengers to enjoy a safe and pleasant journey. 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).
- You will also need to send a passport size photograph of yourself for your pass. **Do not send payments or photos 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 can only issue your travel pass ready for the first day of term if you or your parents or carers pay the contribution, or provide evidence of receipt of benefit (if this is relevant) by 1 August 2011.

4. How much does transport cost?

The proposed contribution for 2011/12 will be recommended to be £500, 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 who receive certain state benefits may qualify for a reduction to the contribution. 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 (WTC)
- Child Tax Credit if it is the **only** benefit you receive and your annual income, as assessed by the Inland Revenue, does not exceed £16,190.
- Evidence that you receive one of these benefits applicable to September 2011 must be provided.

5. What if my circumstances change?

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

6. Late applications

If you do not apply for transport until late August or the start of term in September, then we are unlikely to be able to process your application for several weeks. This will 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.**

If you do not return this form by 1 June 2011 or as soon as possible for in-year applications you will have to transport yourself to and from college at your own expense while we process your application.

Transport Application Form 2011/12

new post 16 pupils who have special educational needs

Please complete this form in full and return it by 1 June 2011 at the latest.
If you need any help completing this form contact the School Transport Team on **0845 155 1019**.

School, sixth form or FE college to be attended:

Forename(s)

Surname

Date of birth

Age at 1/9/2011

Gender
Male Female

Address
.....
.....
.....
Postcode

Home telephone

Work or mobile

Which school or college did you attend in 2010/11?:

Full details of your first choice of course for 2011/12 Please include all subjects and the title, for example AS Level English, Intermediate Health and Social Care, GCSE Maths, Life Skills or ASDAN

Is this a full time course? Not block release or Modern Apprentice Yes No

Tick the days you need to attend Mon Tues Weds Thurs Fri

Which year of your course is this? First Second Third

Type of transport requested bus or rail
It may not be possible to meet your preference

Transport requested from
Please state your nearest bus stop or train station, if not known ring 0845 155 1019 for advice. Some students may be required to make their way to a pick up point some miles away

Do you have a current Statement of Special Educational Needs? Yes No

Please give details of your special needs. This information is very important as we need to know exactly what sort of transport you need and any safety measures that need to be taken.

Does any medication need to travel with you? Yes No

Do you have a medical protocol? Yes No
If yes, please attach

Can you:

stand alone?

Yes

No

with help

walk?

Yes

No

with help

walk up and down steps?

Yes

No

with help

stand from sitting?

Yes

No

with help

sit from standing?

Yes

No

with help

sit unaided?

Yes

No

with help

Please detail any problems you have when performing physical tasks

.....
.....

Can you board a vehicle without help?

Yes

No

Do you use a wheelchair?

Yes

No

If you travel in a wheelchair please answer the following questions

Make Model Serial number

Manual

Electric

Collapsible

Please detail any attachments or modifications

.....
.....

Do you use:

safety or restraining harness?

sticks?

booster seat or cushion?

crutches?

gait trainer?

standing frame?

walker?

oxygen cylinder?

other please explain

Has your own vehicle been adapted so you can travel in it?

Yes

No

If yes, could you use it to travel to college if there was help with petrol costs?

Yes

No

We may be able to offer one to one training to teach you to travel independently. Would you like us to contact you to discuss this?

Yes

No

Code of Conduct for pupils 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 with your child then sign below to say that you agree to the Code. **Your special needs will always be taken into consideration. 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

_____Pupil

Please return this form to **Devon County Council, The Special Assistance Team, One Capital Court, Bittern Road, Sowton Industrial Estate, Exeter EX2 7FW**

If you do not return this form by 1 June 2011 or as soon as possible for in-year applications you will have to transport your child to and from school at your own expense while we process your application.

Data Protection Act The information you provide on this form will be held by Devon County Council and will be used to assess eligibility for school transport. Where appropriate, the information may also be used by Devon County Council to provide other services. This information will be held securely and will not be disclosed to anyone other than those stated above without your permission.

Additional notes

For office use only

Date received:

Entitled to transport?

Yes

No

Reason:

Trams no:

PUP:

Date letter sent:

Notes: