

Travel Assistance for Post 16 Students Application Form

Transport Assistance For Post 16 Students
Information and Application form Academic Year 2011-12



Working in partnership for the people of Herefordshire



Transport Assistance For Post 16 Students

Information and Application Form

This booklet contains information on transport assistance available to Post 16 students in Herefordshire

Please read through the guide and keep for future reference

Complete the application form, which is inside the back cover and then return it with your payment to the Further Education Establishment you are attending for verification. They will then forward the form to us for processing

For further information and enquiries please call 01432 383544

Or log on to www.herefordshire.gov.uk/transport/index

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**Please apply for transport before the end of July.
We will reimburse if you decide not to go to college or no longer require
transport assistance**

1. General Transport Policy

Students are eligible for transport assistance on the following basis:

A full time student attending the sixth form of a secondary school or a Sixth Form College or a Further Education College qualifies for travel assistance provided that he/she satisfies the following conditions:

- Must be over 16 years and under 19 years of age on 1st September of the year they are applying for transport assistance. (Excluding those with special educational needs)
- Must be ordinarily resident in the area administered by the Herefordshire Council
- Must live more than 3 miles from the school or college by the nearest pedestrian route
- Not in full time employment or sponsored by any government funded agency.

Students will cease to be eligible at 31st August following their 19th birthday, even when they are continuing on the same course.

In some circumstances, students may be required to make their own way to a designated boarding point.

General provision will be for one return journey at the start and end of the day, irrespective of the varying attendance patterns at school/college. Where students travel on commercially operated local bus services or trains, travel at other times of day will be subject to agreement between the Authority and the transport provider.

Assistance is not given to establishments in the private sector.

Definition of Full Time Education

For transport purposes, Post 16 Full Time Education is defined as follows:

Where a student attends a course at a school/college for at least 16 hours and at least 7 sessions (morning, afternoon or evening) per week.

Travelling Allowances

All students are expected to travel on local bus services, rail services or vehicles operated under contract to the Authority. If contract or public transport is either not available or not appropriate and there is no other sensible transport provision, reimbursement of costs for use of own transport is allowed at the department's current rate. In making this concession, the Transport Partnership expect that the use of the students own transport has the full support of the parents and that the student has appropriate car insurance, especially if conveying other students.

2. Out of County Students

Transport is not normally provided by Herefordshire Council to students from outside the County who wish to attend Herefordshire colleges or sixth forms.

However, if you apply to your own local authority and they refuse you assistance, you can apply to Herefordshire Council as normal please ensure you enclose a copy of your refusal letter.

Send in the Herefordshire application form and the normal contribution. Herefordshire Council will then approach the college the student will be attending, as it is possible that they will assist.

Worcestershire County Council
01905 728325

Powys County Council
01597 826000

Shropshire County Council
01743 254384

Gloucestershire County Council
01452 425387

Monmouth District Council
01633 644644

3. Special Educational Needs

Those students who are attending courses specific to their needs are not expected to make any contribution until they are over 25 years of age. Therefore the appropriate box should be ticked on the application form to indicate Special Educational Needs.

Students requiring a Herefordshire Council Concessionary Travel Pass should apply directly to the public transport department who can be contacted on telephone number 01432 260948.

Please note that the student will only qualify for free transport if they are attending a needs specific type course, students who have Special Educational Needs who are attending main stream courses will not qualify for free transport.

4. Useful Contacts

Hereford Council School Transport
01432 383544

Hereford Sixth Form College
01432 355166

Herefordshire College of Technology
01432 352235

Herefordshire College of Art
01432 273359

Holme Lacy College
01432 870316

The Minster College
01568 613221

John Kyrle High School
& Sixth Form College
01989 764358

John Masefield High School
& Sixth Form College
01531 631012

Kington, Lady Hawkins Sixth Form
01544 230441

5. Charging Schedule

The contribution for 2011-12 will be £168.00 per term. There is no reduced rate. Please contact the college if you are in receipt of a low income, they will be able to advise you on claiming Student Bursary and/or the Learner Support Fund.

Cheques or Postal Orders must be made payable to Herefordshire Council.

PLEASE DO NOT SEND CASH THROUGH THE POST

Autumn term payments should be made with your initial application and handed to the College/Sixth Form you will be attending. First year students will be provided with Temporary passes covering the first two weeks of term, by the college on receipt of applications wherever possible.

The subsequent terms contributions will be requested by letter at the end of the Autumn and Spring term and can be paid by telephone using a credit or debit card. However, the initial payment must be cheque or postal order as we cannot accept payment by card until the application has been assessed and approved.

PLEASE ENSURE THAT THE PAYMENT IS STAPLED TO THE APPLICATION FORM BEFORE SENDING IT IN TO THE COLLEGE/SIXTH FORM TO BE ATTENDED

6. Q & A - Additional Information

Where do I collect my pass from?

- It is the students' responsibility to collect their pass from the College/Sixth Form reception/student services once the application has been processed.

Where do I meet the allocated transport?

- Please state clearly on your application where transport is required from and to and we will match this with your nearest boarding point. This will be advised to you in the letter informing you that your transport has been approved.

Do I need to send photographs for my pass?

- **Rail travel** requires a photocard. If not already in possession of photocard, 1 passport sized photograph will be required. Please submit with this application form to avoid delays in processing. If you have a photocard please submit the photocard no. on the top of your form.
- **First/Midland Red** travel requires 4 passport sized photographs. Please submit with the application form to avoid delays in processing.
- **Photographs are not required for any other form of travel**

What about if I lose my pass?

- **Stagecoach – Goldrider passes**
Only one replacement Goldrider pass per year will be issued at £220.
- **Other service providers/contractors**
All other replacement travel permits are £10.00, please apply direct to Herefordshire LEA office. Please note that British Rail passes are ordered direct from the train company and can take up to three weeks to arrive. We will not reimburse the cost of the fares whilst you are waiting for your pass to arrive.

What transport is available?

- Please see the 'Transport routes into Hereford' information under Schools and College Transport on www.herefordshire.gov.uk
- These routes are for students attending all the Hereford Colleges including Holme Lacy College.
- Students attending their local School Sixth Form College will be allocated a space on existing school transport.
- On the majority of routes the bus/rail travel permits allow students to travel at any time during the day before 6.00pm Monday-Friday term time only.



Post 16 Partnership

Application for transport assistance to Sixth Forms and Colleges within Herefordshire

Before completion of this form please read the policies

| For office use only | | | |
|--|--------|---------------------|--|
| Establishment | | Rider number | |
| Nearest college offering course? | Yes/No | Contract | |
| Herefordshire Council tax payer? | Yes/No | If no, list LEA | |
| Out of county refusal letter attached? | Yes/No | College/LEA to fund | |
| SEN? | Yes/No | Assessed by | |
| Authorised | | Date | |

| | | | |
|---|--|--|--|
| First Name: | | Surname: | |
| Address | | | |
| Postcode: | | Telephone: | |
| Mobile: | | Email: | |
| DOB: | | Male/Female: | |
| How old will you be on the 1 September 2011: | <input type="checkbox"/> 16-19 <input type="checkbox"/> 19+ | | |
| Name of college/sixth form you will be attending: | | | |
| Who do you pay your council tax to? | | | |
| Course details: | | | |
| Give course title (as in prospectus) or subjects to be studied: | | | |
| Is this the 1st, 2nd or 3rd year of study? | <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd | | |
| Route details: | | | |
| From: | | To: | |
| Rail travel requires a photocard. If already in possession of photocard please state number: | | | |
| Special Educational Needs | | | |
| Do you have special educational needs? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please give details: | | | |
| Are you able to travel independently? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Declaration: | | | |
| I have read the policies; I certify that the information given is correct and that the applicant is not in full-time employment including Modern Apprenticeship. I agree to abide by the conditions and terms relating to transport arrangements. | | | |
| Data Protection Act 1998. I give my consent to the information on the form being passed to or shared with the Herefordshire Council and/or the Herefordshire partnership Colleges for the purpose of organising transport. We will not be able to process your application if you do not agree. | | | |
| Signed: | | Date: | |
| Student/parent/guardian: | | | |
| Certification by school/college | | | |
| I certify that the course particulars given are correct | | | |
| Signed: | | Date: | |
| Principal/headteacher/student services | | | |

Please return this form before July 31st to the establishment you will be attending. No refunds will be made for expenses incurred whilst waiting for the travel permit. Please allow up to 28 days for processing the application form and the issuing of any travel permit.

For more detailed timetable information on local services in to Hereford please see the following:

Public Transport:
www.herefordbus.info

National Rail Enquiries:
08457 484950

Traveline:
www.traveline.info
0871 200 2233

Timetable booklets can also be purchased from Tourist Information Centres, libraries and some retail outlets.

Acceptable standards of behaviour are expected at all times. Expect to pay fares if you are not in receipt of your travel permit, if travelling on a local service.

Herefordshire Council
Children and Young People's Directorate
Admissions and Transport Department
P.O. Box 185
Blackfriars Street
Hereford
HR4 9ZR
E-mail: schooltransport@herefordshire.gov.uk

If you would like help to understand this document, or would like it in another format or language, please call 01432 260500 or e-mail info@herefordshire.gov.uk