

Local Authority
Transport Partnership Fund
Policy Statement

Transport Policy
Statement for learners
aged 16-19
Bracknell Forest
Council - Integrated
Transport Unit (ITU)

2014/15

How can I get help?

Bracknell Forest Council supports the idea that Post 16 students should be encouraged to continue with their education and training. It therefore seeks to enable all 16-19 students to access appropriate education by providing support and assistance for transport where possible. The Council will consider, on an individual basis and subject to funding, applications for assistance as per the published Policy.

Whilst Bracknell Forest is committed to supporting Post 16 education it does not have a statutory duty to offer Post 16 transport.

With the changes to funding for Post 16 transport parents should ensure that they are aware of the cost of transport when making choices for their child's Post 16 education. Funding is no longer made available to local authorities but direct to colleges and 6th form schools in the form of a bursary.

The Council will take into account the needs of students with disabilities and or difficulties who may not otherwise be able to access and/or complete further education without assistance. It is happy to give students advice both verbally and in writing about the transport options available to them. Further Education Colleges can also assist students with information on transport.

Do I qualify?

To qualify you must be a Bracknell Forest resident, aged 16 and under 19 on 1 September 2014 and continuing full-time further education at a maintained school or college. In order to be considered for assistance you must fulfil **one** of the criteria listed below:

- Have a Statement of Special Educational Needs and be continuing your education at your current educational establishment
- Previously had a Statement of Special Educational Needs which ceased at the end of Year 11 and wish to continue with your education/training at a further education establishment on a full-time basis. In order for assistance with transport to be considered a Moving Forward Plan drawn up with the Connexions Service must be submitted with the application.
- Previously had a statement of Special Educational Needs and are supported by Adult Social Care

How much does it cost?

The table below sets out the charges for Post 16 students for the academic year 2014/2015.

Students with a current statement of SEN as at 1 September 2014	No charge	
Previously stated students who are in receipt of Free School Meals*	£480.00 per annum	Payable in 3 instalments of £160.00
Previously stated students	£630.00 per annum	Payable in 3 instalments of £210.00

** Eligibility will be verified*

Instalment Dates

September 2014 – prior to the start of transport provision

December 2014 – prior to the start of the Spring Term 2015

March 2015 – prior to the start of the Summer Term 2015

TRANSPORT WILL BE WITHDRAWN IF PAYMENTS ARE NOT MADE

How does it work?

If you have a Statement of Special Educational Needs and will be continuing your education at your current educational establishment we will continue to provide “free” transport.

If you have previously had a Statement of Special Educational Needs that has ceased and wish to continue in full time education/training at a further education establishment you should contact the Connexions Service and a “Moving Forward Plan” should be drawn up with a Connexions Advisor. Your Connexions Advisor will then submit the plan for consideration to the ITU together with a Post 16 Transport Application Form.

Applicants will need to fulfil the following criteria:

1. Show that the course(s) you wish to take is/are not run at your current school
2. Show that the course(s) you wish to take is/are not run at an establishment closer to your home address than that to which transport is requested
3. Agree to undertake travel training where appropriate

Eligibility for transport will be means tested

When assessing what support the student might need the Council will also take into account receipt of the mobility component of Disabled Living Allowance. Therefore those families that are in receipt of the mobility component of DLA for the student may be required to make a contribution towards education transport

How do I apply?

Contact the Integrated Transport Unit for an application form or download it from the BF website at <http://www.bracknell-forest.gov.uk/learning/learn-schools/learn-school-transport.htm>

Complete the form indicating your preferred method of travel with the boarding and alighting points. Return it with **a copy of your parents current Council Tax Statement**. Failure to do this will result in your application being returned and your application delayed. **DO NOT SEND PAYMENT AT THIS TIME.**

Applications must be received by no later than **Friday 1 August 2014**.

What happens next?

If your application is successful, you will be notified no later than Friday 15 August 2014.

Where a public service is available to, or near to, your establishment, you will be sent a season ticket for this service. This will be sent to the address on your application form. You will receive a pass for only one form of transport. Alternatively you will be advised of the travel arrangements that have been made for you.

What is a Moving Forward Plan?

During Year 11 a Travel Plan is drawn up with a Connexions Advisor if you previously had a Statement of Special Educational Needs and wish to continue your education other than at your Special Needs School or Resource Unit. This will then be passed to the Integrated Transport Unit together with a completed Post 16 Transport Application Form for consideration and subject to funding being available.

If the need for assistance with transport is agreed then the Integrated Transport Unit will arrange transport to the educational establishment subject to payment of the appropriate fee.

There is no guarantee that the transport provided will be the same as when you attended school and every encouragement will be made towards independent travel by public transport. However, should the Travel Plan identify the need for additional support for you due to a particular disability this will be taken into consideration.

This plan will be reviewed annually by both the Connexions service and Integrated Transport Unit to assess whether or not assistance with transport is still required. In any event the provision will cease at the end of the academic year in which your 19th birthday falls.

This is provided by the local Connexions team with limited support from the LA. We do look at each case individually and may provide free transport for the first three to six months but would hope that you could move towards independent travel after this time. Connexions will often provide a “buddy” in these cases.

I am over 19 and had a Statement of Special Educational Needs

Students over 19 can contact the Community Team for People with a Learning Disability on 01344-354466 who will provide advice and assistance for them to continue with the courses. There is no guarantee that any transport provided will be the same as when the student attended school and every encouragement will be made towards independent travel by public transport.

I have never had a statement of SEN is there any help?

We may also be able to offer assistance to pupils who have never had a statement of SEN. The Council does have arrangements with local bus and train operators for the purchase of annual season tickets at preferential rates. The Council will, following receipt of a one-off payment, be able to purchase tickets direct from transport providers at reduced rates.

Payments will vary according to the method of transport required and no refunds will be available for students who do not complete a full year at their school or college.

Details will be provided to any student and will only be available to students travelling by rail or on registered bus routes - these include routes to Charters School.

In addition, if you are attending Bracknell and Wokingham College, they have an arrangement with First Beeline for student travel cards – further details can be found at http://www.bracknell.ac.uk/school_leavers/money_matters/cheap_bus_travel.aspx

For any student facing financial hardship you may be eligible for assistance from the 16-19 Bursary Fund which is held by further education colleges, sixth form colleges, school sixth forms, academies and training providers. Please contact your school or college for further details.

www.bracknell-forest.gov.uk/1619education

What if I change my mind once I have started a course – can I get a refund?

If, having purchased an annual ticket for transport to a College or Further Education Establishment you then decide you no longer wish to attend, refunds will be available on the following basis:

Notification received by the Integrated Transport Unit, in writing, prior to the end of the Autumn Term – refund of 2 terms.

Notification received by the Integrated Transport Unit, in writing, prior to the end of the Spring Term – refund of 1 term

No refund will be available for purchase of season tickets made by the Council from service providers at reduced rates when funding has run out.

What happens if I want to attend a residential course?

If the your course is beyond reasonable daily travelling distance it is anticipated that you will be eligible for one of the two residential schemes:

- Residential bursary scheme – you should enquire at your college for more details
- Further Education Residential Support Scheme – this is a national scheme and more information can be obtained by contacting the National Careers Service on 0800 100 900

Where can I get further information about transport from?

Bracknell Forest Council

Integrated Transport Unit

Tel: 01344 352002

Email: corporate.transport@bracknell-forest.gov.uk

First Great Western Link

Tel: 01189 083678

Web: www.great-western-trains.co.uk

South West Trains

Tel: 0845 600 650

Web: www.swtrains.co.uk

Thames Travel

Tel: 01491 837988

Web: www.thames-travel.co.uk

Connexions - Responsible for advice and information for 14 – 19 year olds

Tel: 0845 408 5001

Web: www.connexions-berkshire.org.uk

14-19 Diplomas

Responsible for advice and information on Diplomas

Web: www.direct.gov.uk/diplomas/

CTPLD (Community Team for People with a Learning Disability)

Advice and assistance for students who have left their SEN placement

Tel: 01344 354466 or email Admin.CTPLD@Bracknell-forest.gov.uk

Copies of this document may be obtained in large print, Braille, on audio tape or in other languages. To obtain a copy in an alternative format, please telephone 01344 352000.