

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

TRANSPORT POLICY STATEMENT FOR STUDENTS AGED 16 - 19 IN FURTHER EDUCATION – 2008-9

Introduction

The Royal Borough of Windsor and Maidenhead is committed to ensuring that students aged 16 and over have access to educational opportunities at school or college, which enables them to acquire the knowledge, skills and experience necessary for them to pursue their chosen careers and, more importantly, to meet the challenge of employment and personal development in the future. This policy defines the upper age limit for travel assistance for such students and is outlined in the Entitlement section.

The attached Policy Statement describe the assistance with transport costs that is available to students aged 16 and over, resident in the borough, who are undertaking full-time (4 or more days a week) further education courses. The Policy Statement applies to all students in accordance with the scheme and supersedes all previous transport arrangements and entitlements.

The Royal Borough of Windsor and Maidenhead provides support through the “Post 16 Student Travel Assistance Scheme” detailed below. This scheme is available to all students meeting the defined distance criteria and is not related to family income. Most students who are eligible for the scheme make a contribution equivalent to approximately [£2.202.37](#) per day over the course of a full academic year for their journeys. A higher cost applies to some longer journeys where the cost of public transport is higher than average and further assistance could be available from the Learner Support Fund.

Detailed information about the Post 16 Student Travel Assistance Scheme is provided in this policy. A brief explanation is also included in Annex 2, which will be provided with the Post 16 Student Travel Assistance Scheme application forms which are made available through schools to pupils in Year 11 and are easily obtainable from public libraries, Connexions and main council buildings throughout Windsor and Maidenhead. Details and application forms are also available for inspection and downloading on the Council's web site.

Equal Opportunities

The Council and its partners are committed to helping students overcome barriers to learning and provide wider access to ensure that people from all backgrounds, irrespective of where they live or their personal circumstances and responsibilities, can take part in learning. This includes students with disabilities and/or learning difficulties.

Additional assistance is often available to pupils from families with low incomes. Education Maintenance Allowances are available to students in this category who start a course at age 16 and may last for 2 -3 years depending on the course being followed. Eligibility for Allowances and the level of allowance is related to family income. Allowances may be used to defray the cost of attendance at college, but are neither restricted to transport expenditure nor conditional on participation in the Post 16 Student Travel Assistance Scheme. Details of allowances are available from

schools and by telephone on 080 8101 6219. Details of Learner Support Funds, also related to family income, are available in Schools and Colleges.

Details of these schemes can be obtained as detailed above or from the Council's Student Finance Team. Full contact details are included in an appendix (Annex A) to this policy statement.

Post 16 Student Travel Assistance Scheme **Entitlement**

The Council provides assistance towards transport costs for students who are aged 16, 17 or 18 years of age through the Post 16 Student Travel Assistance Scheme (referred to here as "the Scheme"). Students aged 18 on 1st September of the year in which they start a course, remain eligible for the Scheme on reaching the age of 19 providing that they continue to attend the same course.

Eligibility for the Scheme is not means tested and participation is open to all pupils who meet the following criteria:

- They are aged 16 and under 19, subject to the exceptions mentioned above, on the 1st September of the academic year in which they start the course
- The student attends an appropriate (usually the nearest) school or college offering the course being followed
- The school or college is a minimum of 3 miles from the student's place of permanent residence
- The school or college is within the state funded sector.

Under the Scheme, travel may take place to any school or college meeting these criteria, irrespective of whether it is within Windsor and Maidenhead. Travel is also permitted to schools or colleges offering courses incorporating aspects related to the religious faith of the student's family where these meet the above criteria, subject to supporting evidence from an appropriate official of the faith concerned (e.g. priest or minister). The post 16 policy overrides the denominational element of the Home to School Transport policy.

Special arrangements for students with disabilities and/or learning difficulties are detailed below.

Costs

All students participating in the Scheme pay an annual contribution ~~of £420, equivalent to a daily travel cost of £2.20~~ of £450, equivalent to a daily travel cost of £2.37. The Council then meets excess travel costs up to a maximum of £230. In those cases where the total annual travel costs exceed ~~£650~~ £680, students are required to pay the excess cost.

All costs and charges are based on rates negotiated between the Council and the various transport providers based on annual travel. These often include special discounts, making them cheaper than season tickets normally available for direct purchase from the transport operator. Nevertheless, there is no compulsion to join the Scheme. Students are expected to determine whether the Scheme represents the most cost effective means of catering for his or her particular journey, and frequency of travel, and to make alternative arrangements if they consider them appropriate.

The Scheme provides assistance with transport costs for a full academic year. Costs

~~may be spread by payment in 3 instalments but, whilst these are paid termly they are not in respect of travel purely within that term.~~ Cancellation of tickets after the commencement of the academic year usually involves a loss of negotiated discounts and incurs a cancellation charge.

All students remain responsible for the first £~~420~~ 450 of their annual travel cost. There is no reduction in charges for pupils joining the Scheme after the start of the academic year.

Payments under the scheme ~~may be made by either a single lump sum or in 3 instalments must be made in one instalment~~ using cheque or by credit/debit card. ~~A small handling charge is made for card payments (currently £5).~~

The loss of a travel pass must be reported immediately to the Council and/or to the transport company. In the event of loss of a travel pass issued directly by the Council, an administrative charge of £15 will be made. Loss of a travel pass issued by a transport company will be subject to the Conditions of Carriage of the company concerned and any charges specified therein. Students are advised that train operating companies do not normally issue more than one replacement pass in the course of a year.

Failure to use a pass or ticket in accordance with the terms of issue and/or details given on that ticket may lead to immediate confiscation or withdrawal of that pass or ticket by the transport operator or the Council. The transport operator is entitled to prosecute if he has reasonable grounds to believe that the ticket is being used fraudulently. No refund can be considered for travel undertaken after a pass or ticket has been withdrawn in such circumstances.

The Council may withdraw a ticket from any student for whom the appropriate payment has not been made or when a previously authorised payment has been cancelled or has been refused by a bank and may recover any such outstanding monies as a civil debt.

The Council may refuse participation in the Scheme to any student who, for any reason, has failed to meet the proper costs of travel for a preceding academic year.

Travel

The Scheme provides assistance with a daily return journey for a full academic year between a defined pick up point accessible to the student's home and the appropriate college at times appropriate to the course being followed.

Students are expected to satisfy themselves that they can travel between home and place of education by public means when selecting a suitable course. They will normally be provided with a season ticket for travel by contract coach, public bus or rail service as deemed appropriate by the Council. A preference of mode may be expressed, but the Council reserves the right to allocate an alternative if necessary, for example to control capacity on school contract coaches or to contain cost. The Council reserves the right to restrict provision of travel to specific services available only at the beginning and end of the normal academic day and to either bus or train where both are available.

The Council may arrange transport on school contract coaches for students attending schools when capacity permits, but does not guarantee to provide transport of this

type to any particular establishment. In the event of the seat on a contract coach being required for the transport of a younger pupil, the Council may arrange to transfer a student participating in the Scheme to an alternative means of travel.

Journeys involving more than one mode of travel or more than one transport supplier are discouraged as this significantly increases the level of cost, including that recharged to the student.

In exceptional circumstances, usually where no school bus or public transport is available, agreement may be given for students to claim a mileage allowance for travelling by car/motor cycle. In these cases students must complete the application form in advance to join the Scheme. If a mileage allowance is agreed, reimbursement is made at a rate of 20p per mile for car. Pre-payment is not required but the student remains responsible for meeting the first £~~420-450~~ of ~~their~~ travel costs and will only be reimbursed once ~~2,100~~2,250 eligible miles have been travelled.

Applications

The Scheme operates on an annual basis. All students are required to apply annually, to confirm their eligibility annually and to make the appropriate payment annually.

The Council does not undertake to maintain the scheme beyond the academic year for which the student has been accepted into the Scheme and reserves the right to withdraw the Scheme or to modify any details of the Scheme (including, but not limited to, conditions of eligibility and charge rates) in subsequent academic years.

Students who would normally be completing their GCSE examination studies and who attend a school within Windsor and Maidenhead that is LEA maintained, will be supplied by their school with an information leaflet and Scheme application form at the start of the summer term of year 11.

Early in the summer term, Scheme details and application forms are supplied to schools and colleges, which regularly attract significant numbers of pupils resident within Windsor and Maidenhead. The schools and colleges are requested to advise of the availability of the Scheme details and application forms.

Scheme details and application forms are also available from all libraries in Windsor and Maidenhead from mid June. Details and application forms are also shown on the Council website and can be downloaded for information and submission.

Students are advised to apply for the scheme in advance of starting their course, as fares incurred before receiving a travel ticket will not be refunded. Students should allow at least 10 working days for their application to be processed. If students join in advance and then find themselves unable to start the course for any reason, a full refund will be given provided that all tickets issued (if any) have not been used and are returned.

Students joining the Scheme in advance may apply to transfer to a different college before the start of the academic year. In this case, eligibility for the scheme remains the same. This is outlined on page 2 of the policy in the section marked 'Entitlement'.

Students with disabilities and/or learning difficulties

The Scheme is generally applicable to pupils with disabilities and/or learning difficulties, subject to the following:

- Mobility needs of disabled students and those with learning difficulties are taken into account when arranging suitable transport facilities. Such arrangements may involve special services or facilities but charges to disabled students will not exceed those applicable to other students making equivalent journeys to the same educational establishments by conventional services.
- The minimum distance of 3 miles between place of permanent residence and appropriate place of education does not apply to pupils who are unable to travel 3 miles without assistance due to disability or learning difficulties, as defined by the Disability Discrimination Act 1995 and the Learning and Skills Act 2000.

Transport assistance for students with disabilities and/or learning difficulties will be available to the age of 21. An escort may be included if the Council considers this is essential for the safe conveyance of the student.

Where appropriate, the Authority will support the need for mobility and independence training for Post 16 students. Where less impaired or older students are involved, using season tickets on public transport will be encouraged, to assist in the attainment of life skills.

People with disabilities and/or learning difficulties, including students aged 16 and over, may apply for a pass entitling them to travel at the concessionary rate of 50% of the standard adult fare on local bus services within the Borough and on direct bus services to and from places outside the Borough. There is no charge for issue of this pass, which is available to all disabled adults and is funded by the Council in accordance with their duties under the Transport Act 2000.

People with disabilities and/or learning difficulties, including students aged over 16, who are unable to use conventional bus services, may obtain vouchers entitling them to travel by taxi or by specialised buses for those with mobility needs up to a value of £100 per annum. Written proof of inability to use buses is required.

Appeal procedure

This section outlines the appeal procedure which may be followed, where you are unhappy with the decision made by officers with respect to your child's eligibility for the post 16 Transport Assistance Scheme.

If your application for assistance with home to school transport is refused by Council officers, you will receive a written notification outlining the reasons for their decision. The letter will tell you that you have a right of appeal and advise you how to exercise that right, should you wish to do so. This is not a statutory right of appeal.

The right of appeal is to the Council's Appeal Panel. This consists of three Members of the Council. The Panel will consider both oral and/or written representations from parents and officers of the Council.

If you wish to appeal you should contact the Clerk to the Panel on 01628 796028. You also have the right to judicially review the decision made by the Appeal Panel. If you wish to consider this in more detail you should seek independent legal advice immediately.

If you wish to complain about how the Council has handled your application then you can use the Council's complaints procedure. The complaint would normally be dealt with by the appropriate Director, and if necessary, cases may eventually be investigated by the Chief Executive. The application form to commence this complaint procedure can be obtained from either:

Reception at Town Hall, St Ives Road, Maidenhead, SL6 1RF or
Reception at York House, Sheet Street, Windsor, SL4 1DD or
by calling Maidenhead 01628 798888.

If you are still unhappy with the Council's services your complaint can be taken before relevant local councillors and/or the leader of the Council. If you are still not satisfied then you can complain to the Local Government Ombudsman. The Ombudsman can be contacted at:

The Commission for Local Administration in England
2 The Oaks
Westwood Way
Westwood Business Park
COVENTRY CV4 8JB

Tel No: 024 7682 0000

Transport policy statements for students in further education aged 16–18 and continuing students aged 19 and over.

Name of LEA :
Royal Borough of Windsor and Maidenhead

Department Responsible: Education

1. Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for students aged 16–19 and who provides them. Please provide details of any costs to the student.

A Student Travel Assistance Scheme is available to all students aged 16-18 and to those completing a course started before reaching the age of 19 provided that:

- the student attends an appropriate school or college offering the course being followed AND
- the school or college attended is a minimum of 3 miles from the student's place of permanent residence.

The latter requirement may be waived for students who are unable to travel 3 miles without assistance due to disability and/or learning difficulties.

The Student Travel Assistance Scheme provides a daily return journey for a full academic year between a defined pick up point accessible to the student's home and the appropriate (usually the nearest) state sector school or college offering the required course.

Students are expected to satisfy themselves that they can travel between home and place of education by public means when selecting a suitable course. They will normally be provided with a season ticket for travel by contract coach, public bus or rail service. A preference of mode may be expressed but the Council reserves the right to allocate an alternative if necessary, for example to control capacity or to contain cost. Journeys involving more than one mode of travel or travel by taxi or private car are only authorised when necessary to meet special mobility needs of students or in exceptional circumstances when no viable alternative is available.

Participants in the Student Travel Assistance Scheme pay an annual contribution of ~~£420~~£450, equivalent to a daily travel cost of ~~£2.20~~£2.37 for a return journey. The Borough Council then meets excess costs up to a maximum total of £230. In those cases where the cost of travel exceeds ~~£650~~£680, students are required to pay the excess.

The Student Travel Assistance Scheme provides transport for a full academic year. All charges are based on annual travel and incorporate

discounts negotiated between the Council and the various transport companies. ~~Costs may be spread by payment in 3 installments but whilst these are paid termly they are not in respect of travel purely within that term.~~ Cancellation of tickets usually involves a loss of negotiated discounts and incurs a cancellation charge.

One local bus operator, First in Berkshire, offers half price travel at times other than when travelling to college, to students holding Student Travel Assistance Scheme tickets valid for travel to college on their services. This is a commercial concession and may be withdrawn at the company's discretion.

People with recognised disabilities, including students aged 16 and over, may apply for a pass entitling them to travel at the concessionary rate of 50% of the standard adult fare on local bus services within the Borough and on direct bus services to and from places outside the Borough. There is no charge for issue of this pass which is available to all disabled adults and is funded by the Borough Council in accordance with their duties under the Transport Act 2000.

People with recognised disabilities who are unable to use conventional bus services, including students aged over 16, may obtain vouchers entitling them to travel by taxi or by specialised buses for those with mobility needs up to a value of £100 per annum. Written proof of inability to use buses is required.

Some fares are negotiated by the Council directly with the bus and train companies. In addition these companies may provide tickets which may be suitable for student travel. Full details of these are available directly from the company that operates the service in question.

2. During what times during the day can students use their travel pass or obtain concessionary fares?

Tickets issued under the Student Travel Assistance Scheme are valid for one daily journey in each direction between home and educational establishment at times appropriate to the course being followed. They are valid only on days when the college is open for students on the course being followed.

Half fare travel passes issued to disabled students under the Council's concessionary fare scheme may be used at any time and for any travel purpose within the Borough and to many nearby places.

3. Please confirm that support will continue to be made available to students who reach 19 whilst continuing on a course.

Students who apply to join the Student Travel Assistance Scheme at or before the start of the academic year in which they reach the age of 19 will remain in the scheme for the full academic year, subject to remaining on the course. In the event that the course is longer than one year they will remain eligible for

the Student Travel Assistance Scheme until they complete the course. All students identified as having any disabilities and/or learning difficulties or who had a statement of special educational need at the age of 19 will be eligible for transport support up to the age of 21.

4. How will students be assessed to see if they are eligible for support? e.g. means testing or must they be on benefits?

The Student Travel Assistance Scheme is available to all students who submit a completed application form, meet the distance criteria outlined in Section 1, attend the appropriate educational establishment and pay the appropriate fee.

Concessionary (half normal fare) bus passes are available to all disabled students meeting the requirements of the Transport Act 2000, subject to reasonable proof of eligibility.

Education Maintenance Allowances and Learner Support Funds are related to income in accordance with the standard conditions of these scheme

5. What help do you provide for students with disabilities and/or learning difficulties or facing other difficulties in following their courses?

Students unable to travel 3 miles unassisted due to recognised disability and/or learning difficulties are exempt from the distance requirements within the Student Travel Assistance Scheme.

Mobility needs of disabled students and those with learning difficulties are taken into account when arranging suitable transport. Such arrangements may involve special services or facilities but charges for disabled students will not exceed those applicable to other students making equivalent journeys to the same educational establishment by conventional services.

Concessionary (half normal fare) bus passes are available to all disabled people, including students, meeting the concessionary fare requirements within the Transport Act 2000, subject to reasonable proof of eligibility. Taxi vouchers are also available to people unable to use conventional bus services as detailed in section 2.

6. Do you provide mobility/ independence training for students who face difficulty with transport?

Where appropriate, the Authority will support the need for mobility and independence training for Post 16 students. Where less impaired or older students are involved, using season tickets on public transport will be encouraged, to assist in the attainment of life skills.

Transport may include an escort only if the Council considers this essential for safe conveyance of the student.

7. When should students start to apply for transport support?

Application forms for the Student Travel Assistance Scheme are available from Borough schools, colleges regularly receiving students resident in the Borough, Council Offices and libraries from mid-June. Details of the scheme and application forms may also be downloaded from the Council's website.

Students are encouraged to return their form by mid August on the understanding that no cancellation fees will apply if a student subsequently withdraws from or changes their course before the start of the academic year, and returns all tickets issued.

8. What help can students apply for if they need to travel to a course that is beyond your LEA area?

The Student Travel Assistance Scheme applies to the nearest state funded educational establishment to the student's home offering the required course, irrespective of local authority boundaries. Students must satisfy themselves that the journey they wish to make is practical by public transport or that a contract coach service is available.

9. What help is available for students who attend a further education institution which is beyond daily travelling distance and they need to stay away?

Transport assistance is provided where a student has a residential placement as a result of a statement of Special Educational Needs and fulfils the Authority's transport policy. If a student is attending an Independent Specialist College the Authority may have a duty or a power to support transport through Social Services. There is also a DfES leaflet on further education residential support programme:

http://www.dfes.gov.uk/financialhelp/residential/uploads/docs/Residential_Support_A5.pdf

No assistance is given for board or lodging where a student wishes to attend a college of further education beyond a reasonable distance for daily travelling.

10. Please provide information about all points of contact for students seeking transport support, e.g., LEA/college, bus company contact. Please include any websites and e-mail addresses.

Council information

RBWM offers a Transport Helpline - 01628 796666 for all enquiries.
E-mail enquiries can also be made through: transport@rbwm.gov.uk
For information on Learner Support Funds students should contact the Student Finance Team on 01628 796712 or email student.grants@rbwm.gov.uk.

Details of Education Maintenance Allowances are available on 080 810 16 219

Other sites – www.rbwm.gov.uk

www.lscberks.gov.uk/newsite/community/showdata/WandM.asp

www.dfes.gov.uk/financialhelp

<http://readingroom.lsc.gov.uk/LSC/2006/learningopportunities/youngpeople/nat-financialhelpforyoungpeople-re-mar2006.pdf>

Advice and Guidance for Young People

Connexions Berkshire

Pacific House,

Imperial Way,

Reading

RG2 0TF

Tel: 0118 987 0040

Enquiries may be made through info@connexions-berkshire.org.uk

www.connexions.gov.uk

www.connexionscard.com

www.connexions-direct.com

www.connexions-berkshire.org.uk

General transport information

Information on bus and rail services is available from Traveline (0870 608 2 608) (www.Traveline.org) and from the bus and train operators.

Rail service information is available from National Rail Enquiries (08457 484950) (www.nationalrail.co.uk) or from the Train Line website (www.thetrainline.com).

Transport providers

The bus and taxi operators are:

First Beeline Buses, Coldborough House, Market Street, Bracknell. RG12 1JA
(tel:01344 868688, fax:01344 868332) (www.firstgroup.com)

White Bus Service, North Street Garage, Winkfield, Windsor. SL4 4TF
(tel:01344 882612, fax 01344 886403)

Courtney Coaches, Terranova House, Kiln Lane, Bracknell. RG12 1NA
(tel:01344 412302, fax:01344 868980) (www.courtneycoaches.com)

Reading Transport (Goldline Travel), Great Knollys Street, Reading. RG1 7HH
(tel:0118 959 4000, fax:0118 957 5379) (www.reading-buses.co.uk)

Lianne Coaches, Meadow Edge, Village Road, Dorney, Windsor. SL4 6QW
(tel:01753 529441, fax:01753 531418)

Ashford Luxury Coaches, 373 Hatton Road, Feltham TW14 9QS
(tel:0208 890 6394, fax:0208 751 5054) (www.ashfordluxurycoaches.co.uk)

Apple Coaches, Stoke Wharf Road, Slough, SL2 5AU
(01753 821310)

Arriva the Shires Ltd, 487 Dunstable Road, Luton, LU4 8DS
(01494 446501)

Burghfield Mini Coaches, Burghfield Bridge , Reading, RG30 3SS
(0118 959 0719)

Fargo Coaches, 61 Bay Road, Bracknell, RG12 2NT
(01344 456561, fax 01344 488669)

Fernhill Travel, 7 Fernhill Close, Bracknell, RG12 1SS
(01344 421423)(Office@fernhill.co.uk)

Heyfordian Travel Ltd, 380 West Wycombe Road, High Wycombe, HP
(01494 464846) (jeremy.smith@heyfordian.co.uk)

Ambassador Line, Holly Tree House, Burford Close, Marlow, SL7 3NE
(01628 488886)

Jason Tours, 33 Woodfield Road, Cranford, Middx, TW4 3AX
(0208 897 2324)

Dickson Mini Bus Travel, Fern Vale, Elm Hill, Normandy, Guildford, GU3 2HR
(01252 344117)

First Class Cars, 16 Sperling Road, Maidenhead. SL6 7LB
(tel:01628 626263, fax:01628 780061) (www.embassy-chauffeurs.co.uk)

Corporate Chauffeur Services, 13 Alderbury Road, Maidenhead, SL6 7EY
(01628 7788900)

A2B Taxis, 86 Clair Road, Maidenhead, SL6 4DQ
(01628 778800)

Abacus Cars, 12 Sperling Road, Maidenhead, SL6 7LB
(01628 78988)

Alpha Exec, 13 Spring Close, Maidenhead, SL6 7HA
(01628 622330)

Apollo Cars, 30 Laggan Road, Maidenhead, SL6 7JZ
(01628 777444)

1st A-Z Taxis, 63 North Town Road, Maidenhead, SL6 7JQ
(07785 134661)

Berkshire Taxis, 5 Lowbrook Drive, Maidenhead, SL6 3XT
(01628 823636)

Dial-a-car, 64 Cordwallis Road, Maidenhead, SL6 7BR
(01628 626252)

Eton Cars, 14 Inkerman Road, Eton Wick
(01753 831083)

Imperial Taxis, 14 Laggan Road, Maidenhead, SL6 7JZ

Mayfair Taxis, 11 Moor Lane, Maidenhead, SL6 7JX
(01628 789007)

Train services

First Great Western (0845 6786972 – contact for scholars' tickets -Trudy Jones)

Educational establishments

Henley College:
Deanfield Avenue,
Henley on Thames,
Oxon.
RG9 1UH
Tel: 01491 579988
www.henleycol.ac.uk or email info@henleycol.ac.uk

East Berkshire College
Langley Campus
Station Road
Langley
Berks
SL3 8BY
Tel: 01753 793000
Email: info@eastberks.ac.uk
www.eastberks.ac.uk

Berkshire College of Agriculture
Hall Place
Burchetts Green
Maidenhead
Berks SL6 6QR
Tel: 01628 824444
www.bca.ac.uk
Email: enquiries@bca.ac.uk

Bracknell & Wokingham College
Church Road
Bracknell
Berkshire
RG12 1DJ
Tel: 01344 460300
www.bracknell.ac.uk

Thames Valley University
Warpole House
18-22 Bond Street
London
W5 5AA
Tel: 01753 534585
www.tvu.ac.uk