

Rutland County Council

Post 16 Transport Policy statement 2022-2023

Transport policy statement for learners aged 16-18 in further education and continuing learners aged 19 and over.

1. Summary of Policy

This document sets out the support available to the young people of Rutland entering or continuing with Post 16 education. It explains the support available to encourage participation and prevent transport being a barrier to young learners. This policy statement gives information from the Local Authority and FE colleges and other relevant sources. The aim is to provide the most up to date details of the what support is available as well as give guidance on the latest charges and any means testing procedures. The statement also gives advice on the support available to learners with learning/mobility difficulties and explains the commitment to encourage independent travel training.

Department Responsible: Places Directorate

2. Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16-18 and who provides them. Please provide details of any costs to the learner.

Rutland Council provides subsidised transport for learners if all of the following criteria apply:

- The college providing the course is not more than 8 miles outside the Rutland County boundary (as the crow flies),
- The course desired is not available at a college nearer to the home,
- The learner is 16, 17 or 18 prior to the 1 September of the academic year for which the application is being made.
- The learner lives more than 3 miles away from the college.

Learners will need to pay a contribution of £578 to the Council for transport assistance.

The Council may consider exempting learners from paying the contribution if the learner's parent or guardian is in receipt of:

- Income Support,
- Income Based Job Seekers Allowance,
- Child Tax Credit (where annual household income is less than £16,190 and applicant meets criteria for eligibility for free school meals).

Exemptions will be considered on an individual basis upon submission of supporting documentation.

If a learner does not meet the exemption criteria but still faces hardship through the family being on a low income, they may receive financial assistance by way of a bursary through the 11 to 19 partnership. Students should apply to Student Support Services at the school or college that they will be attending.

Some Colleges may agree to provide transport assistance for learners if they are not eligible via Rutland Council (Please check Rutlands College transport booklet for eligibility before making an application to Rutland County Council – booklet available under the transport pages www.rutland.gov.uk) These colleges are:

Brooksby/Melton College – If not eligible via Rutland Council, Learners can apply to travel on one of the colleges private bus routes. There will be a charge for using this service and applicants are required to contact the college direct for current fees and timetables.

New College Stamford – Learners can apply to travel on one of the colleges private bus routes. There will be a charge for using this service and applicants are required to contact the college direct for current fees and timetables.

Harington School – The college runs a small number of routes on which spaces may be available to students not eligible for assistance via Rutland County Council.

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

The majority of learners will have passes which can be used on public services. These can be used at any time of day, during college term time, when services are available.

Learners who have transport provided via contract buses or taxis will only be able to access transport at the beginning and end of the college day.

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

Learners who received transport assistance through the 14 to 19 transport partnership during the previous academic year and are continuing with the same course will receive transport assistance for the duration of their course.

5. How will learners be assessed to see if they are eligible for support? eg, means testing or must they be on benefits?

Learners whose parents are in receipt of one of the following benefits may qualify for free transport providing that they are attending their nearest appropriate establishment (as in section 1 above) and reside more than 3 miles away:

- Income Support,

- Income Based Job Seekers Allowance / Earning Support Allowance
- Child Tax Credit (where annual household income is less than £16,190 and applicant meets criteria for eligibility for free school meals).

Exemptions will be considered on an individual basis upon submission of supporting documentation.

6. What help do you provide for learners with learning difficulties and/or disabilities, including those over 19 or learners facing other difficulties in following their courses?

Post 16 learners with EHC plans who have special educational needs in relation to transport will be considered on an individual basis as for learners of statutory school age. The same factors will be taken into account and entitlement will be discussed during the annual reviews. Where transport is agreed because of individual special needs there will be no charge.

In cases where a learner meets the eligibility criteria, has an EHCP (but transport is not included), or no current EHCP, a parental contribution for transport assistance will be applicable.

7. Do you provide mobility/independence training for learners who face difficulty with transport?

The local authority funds TITAN (independent travel training) for staff within Rutland senior schools to support young people who are not confident in using public transport.

8. When should learners start to apply for transport support?

In order to guarantee transport, learners should apply for transport by the 31st July 2021. Applications should be made each year regardless of whether the same course is being continued. Applications received after this time will be processed as soon as possible but transport cannot be guaranteed for the start of term. See the College transport guide booklet available at www.rutland.gov.uk.

9. What help can learners apply for if they need to travel to a course that is beyond your Local Authority area?

See criteria listed in Section 1. Contact colleges direct for additional support.

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

Support is only offered in line with the criteria detailed in section 2. Contact college for additional support.

11. Please provide information about all points of contact for learners seeking transport support, e.g., LEA/college, bus company contact. Please include any websites and email addresses.

Rutland County Council Tel: 01572 722577
transport@rutland.gov.uk

12. How do I make a complaint / appeal against a transport decision?

Compliments, comments and complaints can be submitted through the following:

- A 'Let us Know' form, available on the Council's website
- By email to Letusknow@rutland.gov.uk
- By telephone on 01572 722577
- In writing – Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP
- By twitter @rutlandcouncil

Our Compliments, comments and complaints policy is available at:

http://www.rutland.gov.uk/customer_services/compliments,_comments_and_comp.aspx

If you wish to appeal against a decision relating to the assessment of a child's needs, **please contact the SEN team at Rutland County Council direct.**

If you wish to appeal against a decision regarding eligibility for transport detailed within this policy, you should follow the process outlined below:

Stage one: Review by a senior officer

A parent has 20 working days from receipt of the authority's home to school transport decision to make a written request asking for a review of the decision about:

- Transport arrangements offered
- Eligibility of a pupil
- Distance measurement in relation to statutory walking distances
- Safety of a walking route

The request should explain why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be taken into account when the decision is reviewed. Appeals should be sent for the attention of:

**Transport Operations Manager
Rutland County Council
Catmose**

**Oakham
Rutland, LE15 6HP**

Within 10 working days of receipt of the parent's written request, a relevant officer will review the original decision and provide the parent with a detailed written notification of the outcome of the review, setting out:

- The decision reached
- How the review was conducted
- Details of who else was consulted as part of the process
- What factors were considered
- The rationale for the decision reached
- Information about how the parent can escalate their case to stage two (if necessary)

Stage two: Review by an independent appeal panel

A parent has 20 working days from receipt of the authority's stage one written decision to make a written request to escalate the matter to stage two. Within 40 working days of receipt of the request an independent appeals panel will consider written and verbal representations from both the parent and officers involved in the case. Written notification of the outcome of the panel will be made within 5 working days, setting out:

- The decision reached
- How the review was conducted
- Details of who else was consulted as part of the process
- What factors were considered
- The rationale for the decision reached
- Information about the parent's right to put the matter to the Local Government Ombudsman

If a parent wishes to appeal, a form can be requested from transport@rutland.gov.uk

The independent appeals panel will comprise 3 members of the Employment and Appeals Committee.

13. Concessionary Fares/Discounts

Details of Rutland County Councils concessionary fares schemes can be found online at:

<https://www.rutland.gov.uk/my-community/transport/bus-passes/>

For details of any operator/service specific discounts, applicants should visit the websites of individual transport operators to check details/submit enquiries.

Transport Department
Catmose
Oakham
Rutland
LE15 6HP

Fax: 01572 758445
email: transport@rutland.gov.uk
website: www.rutland.gov.uk

Harington School
Huntsman Drive
Oakham
Rutland

Tel: 01572 772579
email: office@haringtonschool.com
website: www.haringtonschool.com

New College Stamford
Drift Road
Stamford
Lincs
PE9 1XA

Tel: 01780 484300
Fax: 01780 484301
email: enquiries@stamford.ac.uk
website: www.stamford.ac.uk

Brooksby Melton College
Brooksby Campus
Melton Mowbray
Leics
LE14 2LJ

Tel: 01664 855294
Fax: 01664 855378
email: transport@brooksbymelton.ac.uk
website: www.brooksbymelton.ac.uk

Leicester College
Abbey Park Campus
Painter Street
Leicester
LE1 3WA

Tel: 0116 224 2240
Fax: 0116 253 6553
email: info@leicestercollege.ac.uk
website: www.leicestercollege.ac.uk

Peterborough College
Park Crescent
Peterborough
PE1 4DZ

Tel: 01773 767366
Fax: 01773 767986
email: info@peterborough.ac.uk
website: www.peterborough.ac.uk

Public Transport availability and Timetables:

National Traveline

Tel: 0871 200 2233
Website: www.traveline.org.uk

Centrebus
37 Wenlock Way
Leicester
LE4 9HU

Tel: 0844 3511120
Website: www.centrebus.info

Mark Bland Travel
Mallard Park
Bourne Road
Essendine

Tel: 01780 751671
website: <http://markblandtravel.com>
email: info@markblandtravel.com

Stamford
Lincs

Delaine Buses
8 Spalding Road
Bourne
Lincs

Tel: 01778 422866
email: enquiries@delainebuses.com
website: www.delainebuses.com