

## Dorset Post-16 Transport Policy September 2014 - August 2015

### 1 Post 16 Provision

The Education and Skills Act 2008, states that young people are required to stay in education or training until they are 17 from September 2013 and up to their 18<sup>th</sup> birthday in 2015.

When making decisions about which course, school or college to attend parents/students must consider:

- the different modes of transport available
- the timings for arrival and departure
- how much it will cost.

**There is no automatic entitlement to free home to school or college transport once a student is over 16.** However, the local authority has agreed to assist with travel expenses in certain circumstances. The level of contributions is reviewed annually.

### 2 Eligibility

In order to qualify for assistance under the Local Authority 16+ assistance scheme **all students** must meet **each of** the following criteria:

- Be resident in the Dorset County Council area
  - Be under 19 on 31 August immediately preceding the start of the academic year or up to 25 if a Section 139a/Education, Health and Care Plan highlights transport is a necessity
  - Live over 5 miles from their nearest and/or appropriate school/college
  - Be in full time education (16 hours or more over 3+ days per week)
- AND**
- Families are in receipt of Maximum Working Tax Credit, or the student is entitled to Free School Meals
- OR**
- The student had a compelling medical circumstance prior to post 16 which attracted transport support and a case is made for it to continue (applies to nearest school/college only and supporting evidence from the appropriate Medical Officer will always be required)
- OR**
- The student has a compelling medical circumstance that arises during post 16 education (applies to nearest school/college only and supporting evidence from the appropriate Medical Officer will always be required).

#### Supplementary information

- Assisted transport is only available for one inward and one outward journey to/from school/college at the beginning and end of the school/college day. This may not be according to the start and finish of the timetable day.
- Assisted transport will only be provided between the same pick up/drop off points each day. If other destinations are required this will be parent/carer preference which they will have to organise and pay for.
- Transport is not provided for induction or taster days or work experience.
- If students move outside of the Dorset County Council area part way through their course they must apply to their new Local Authority for assistance.

**The following additional information must be referred to. This relates to, a school sixth form OR an FE college OR joining an Apprenticeship OR Traineeship. Choose the relevant sections.**

### 3 School Sixth Form Transport

- 3.1 **If places are available** on school transport vehicles, families can apply through the concessionary scheme for a seat. The charge for 2014/2015 is £460. The contribution is reduced by 50% for those families in receipt of the maximum level of Working Tax Credit or the student is entitled to free school meals.

**Applications for the normal round of concessionary seats MUST be received by School Organisation, Dorset County Council, by the 31 May 2014.**

- 3.2 Contact the chosen school to find out if there is any support available for transport from the 16-19 Bursary.
- 3.3 Some schools provide other forms of support. **Please contact the school directly for further information and charges.**

School, address	Telephone, email, website	Travelling to/from
Budmouth Technology College Chickerell Road Weymouth DT4 9SY	01305 830500  budmouth@budmouth.dorset.sch.uk  <a href="http://www.budmouth.dorset.sch.uk">www.budmouth.dorset.sch.uk</a>	Preston
Ferndown Upper School Cherry Grove Ferndown BH22 9EY	01202 871243 office@fernup.dorset.sch.uk  <a href="http://fernup.dorset.sch.uk">fernup.dorset.sch.uk</a>	Bournemouth
Gillingham School Hardings Lane Gillingham SP8 4QP	01747 822222  office@gillingham.dorset.sch.uk  <a href="http://www.gillingham.dorset.sch.uk">www.gillingham.dorset.sch.uk</a>	Bayford Henstridge Lydlinch Milborne Port Stalbridge Temple Combe Wincanton
The Gryphon School Bristol Road Sherborne DT9 4EQ	01935 813122 – School <a href="mailto:office@gryphon.dorset.sch.uk">office@gryphon.dorset.sch.uk</a>  01935 810109 – Bursar (for transport arrangements) gordon.smith@gryphon.dorset.sch.uk  <a href="http://www.gryphon.dorset.sch.uk">www.gryphon.dorset.sch.uk</a>	Sturminster Newton Henstridge Milborne Port Wincanton Templecombe Sparkford Marston Magna Yeovil
Highcliffe School Parkside Highcliffe BH23 4QD	01425 273381 office@highcliffeschool.com www.highcliffeschool.com	Christchurch Burton Bransgore Bashley New Milton Hordle Everton Sway Brockenhurst Subsidised train transport where appropriate.
Queen Elizabeth's School Wimborne Minster BH21 4DT	01202 885233 office@qe.dorset.sch.uk  <a href="http://www.qe.dorset.sch.uk">www.qe.dorset.sch.uk</a>	Three Legged Cross Verwood, West Moors
Twynham School Sopers Lane Christchurch BH23 1JF	01202 486237  office@twynham.dorset.sch.uk  <a href="http://www.twynhamschool.com">www.twynhamschool.com</a>	Charminster Kinson Queens Park Redhill

		Talbot Woods Throop Winton
St Peters School St Catherine's Road Bournemouth BH6 4AH	01202 421141  info@st-peters.bournemouth.sch.uk <a href="http://st-peters.bournemouth.sch.uk">st-peters.bournemouth.sch.uk</a>	Wimborne area
Bournemouth School East Way Bournemouth BH8 9PY  Bournemouth School for Girls Castle Lane West Bournemouth BH8 9UJ	01202 512609  office@bournemouth-school.org <a href="http://www.bournemouth-school.org">www.bournemouth-school.org</a> 01202 526289  office@bsg.bournemouth.sch.uk <a href="http://www.bsg.bournemouth.sch.uk">www.bsg.bournemouth.sch.uk</a>	Bransgore Christchurch Ferndown Poulner Ringwood Three Legged Cross Verwood West Moors
Parkstone Grammar School Sopers Lane Poole BH17 7EP  Poole Grammar School Gravel Hill Poole BH17 9JU	01202 605605  enquiries@parkstone.poole.sch.uk <a href="http://www.parkstone.poole.sch.uk">www.parkstone.poole.sch.uk</a>  014202 692132 office@poolegrammar.com  <a href="http://www.poolegrammar.com">www.poolegrammar.com</a>	Canford Bottom Corfe Castle Ferndown Lytchett Matravers Ringwood Swanage Verwood Wareham West Moors Wimborne area Wool

#### 4 FE College Transport

- 4.1 Colleges have transport routes available to help students access their course. It is important to contact the college to find out what is available and apply to them directly as soon as possible to ensure that transport is available for the start of the course.
- 4.2 Dorset County Council provides limited funds to a number of local colleges to assist with transport costs for students whose families are on low incomes. This may include a subsidy for college buses, providing season tickets on public transport and in certain cases, a contribution towards the young person's own transport arrangements. A contribution is normally expected from the student or family.
- 4.3 Contact the college to find out if there is any support available for transport from the 16-19 Bursary.

College, address	Telephone, email website	Travelling to/from
Kingston Maurward College Dorchester DT2 8PY	01305 215032  jason.hughes@kmc.ac.uk <a href="http://www.kmc.ac.uk">www.kmc.ac.uk</a>	Most of Dorset and surrounding counties
Weymouth College Cranford Avenue Weymouth DT4 7LQ	01305 764766  peter_atkins@weymouth.ac.uk  <a href="http://www.weymouth.ac.uk">www.weymouth.ac.uk</a>	Wide area of Dorset
Bournemouth & Poole College North Road Parkstone Poole	01202 205205  perrylj@bpc.ac.uk	Wide area of Dorset

BH14 0LS	<a href="http://www.bpc.ac.uk">www.bpc.ac.uk</a>	
Brockenhurst College Lyndhurst Road Brockenhurst SO4 7ZE	01590 625533 <a href="mailto:travel@brock.ac.uk">travel@brock.ac.uk</a> (General enquiries) <a href="mailto:bthomson@brock.ac.uk">bthomson@brock.ac.uk</a> (Travel Co-ordinator) <a href="http://www.brock.ac.uk">www.brock.ac.uk</a>	Wilts and Dorset - East Dorset South West trains – wider area
Yeovil College Mudford Road Yeovil BA21 4DR	01935 423921  <a href="mailto:angela.coward@yeovil.ac.uk">angela.coward@yeovil.ac.uk</a> <a href="http://www.yeovil.ac.uk">www.yeovil.ac.uk</a>	North Dorset public transport
The Arts University College at Bournemouth Wallisdown Poole BH12 5HH	01202 363031  <a href="mailto:studentadvice@aub.ac.uk">studentadvice@aub.ac.uk</a>  <a href="http://www.aub.ac.uk">www.aub.ac.uk</a>	Public transport
Wiltshire College Salisbury Southampton Road Salisbury Wiltshire SP1 2LW	01722 344344  <a href="mailto:jenny.mckellar@wiltshire.ac.uk">jenny.mckellar@wiltshire.ac.uk</a>  <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a>	Public transport

## 5 Apprenticeships and Traineeships

If a young person is looking to engage with an Apprenticeship or Traineeship, it is essential they talk to the Learning Provider who will be able to inform them of any transport assistance that may be available. Employers and Learning Providers should take into account a young persons transport arrangements when planning any off the job training, particularly outside normal working hours.

Learning Provider	Telephone	Website
Kingston Maurward College Dorchester DT2 8PY	Jason Hughes  01305 215032	<a href="http://www.kmc.ac.uk">www.kmc.ac.uk</a>
Weymouth College Cranford Avenue Weymouth DT4 7LQ	01305 208709	<a href="http://www.weymouth.ac.uk">www.weymouth.ac.uk</a>
Bournemouth & Poole College North Road Parkstone Poole BH14 0LS	01202 205205	<a href="http://www.bpc.ac.uk">www.bpc.ac.uk</a>
Brockenhurst College Lyndhurst Road Brockenhurst SO4 7ZE	01590 625526	<a href="http://www.brock.ac.uk">www.brock.ac.uk</a>
Dorset County Council County Hall Dorchester DT1 1XJ	01305 221740	<a href="mailto:apprenticeships@dorsetcc.gov.uk">apprenticeships@dorsetcc.gov.uk</a>
Paragon Station Road Ashley Road Bournemouth BH1 4NB	0800 7832545	<a href="mailto:enquiries@pgon.co.uk">enquiries@pgon.co.uk</a>
Yeovil College Mudford Road Yeovil BA21 4DR	01935 845392	<a href="http://www.yeovil.ac.uk">www.yeovil.ac.uk</a>

Wiltshire College Salisbury Southampton Road Salisbury Wiltshire SP1 2LW	01722344344	<a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a>
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## 6 Public Transport

Some local public transport operators have concessionary fares/discount schemes for students.

Transport Operator	Telephone	Website	Special arrangements for students
South West Trains	0845 6000 650	<a href="http://www.southwesttrains.co.uk">www.southwesttrains.co.uk</a>	16-25 railcard Season tickets
First Great Western	03457 000 125	<a href="http://www.firstgreatwestern.co.uk">www.firstgreatwestern.co.uk</a>	16-25 railcard Season tickets
Wilts & Dorset Bus Company <a href="http://Morebus.co.uk">Morebus.co.uk</a>	01983 827005	<a href="http://www.wdbus.co.uk">www.wdbus.co.uk</a>	Under 19 – Child Unlimited network travel Ticket £19.50 for 7 days £72 for 30 days
First Group	08700 106022	<a href="http://www.firstgroup.com">www.firstgroup.com</a>	Over 16 – adult fares Weekly/monthly tickets give discount
Transdev (Yellow Bus)	01202 636000	<a href="http://www.bybus.co.uk">www.bybus.co.uk</a>	Glo 17 card up to 19 <sup>th</sup> birthday

There are some situations where a young person travelling on public transport may be entitled to a free bus pass for off peak travel if they have a disability. Details are available at [www.dorsetforyou/transportandroads/buses/buspasses](http://www.dorsetforyou/transportandroads/buses/buspasses)

## 7 Support for students with Special Educational Needs/Learning Difficulties 16 – 25 or Compelling Medical Circumstances

The transport arrangements of post 16 students with Special Educational Needs will be considered during the transitional planning process undertaken from Year 9. During Year 11 the transport needs of young people will be reassessed. It is important to note that although **a student may have, or had, a statement of Special Educational Needs or an Education, Health and Care Plan pre 16, this does not automatically entitle the student to travel assistance post 16.**

The County Council expects students to travel by public transport where it is available. Independent Travel Training may enable students to progress to using buses and/or trains. Please contact the school or college who may be able to access limited funds through Dorset County Council to support this activity.

Where transport support is to be provided the following criteria apply:

- The young person must be resident in the Dorset County Council area
- The young person must be aged 16 – 24 on 31 August immediately preceding the start of the academic year
- The young person must be in full time education (16 hours or more over 3+ days per week)
- Assistance with transport will only be available to the **nearest** and/or appropriate FE college/school. Attendance to other institutions will be parent/carer preference and will not attract assistance
- Parents/Carers or students will need to submit an application form every year even if the course being taken continues for more than one year

- Students will need to progress from one level of study to the next, i.e. Entry Level to Level 1 to Level 2 and so on, when completing one course and moving to the next. (The college /school will advise on how long each course lasts)
- Assistance with transport is not normally provided for retakes or repeat periods of study
- Students who travel on contract bus routes or taxi with other students, have no choice as to the time for outward or return journeys

In exceptional circumstances the eligibility criteria with regard to 'live over 5 miles from their nearest and/or appropriate school/college' may be disapplied for a young person with significant disability and/or mobility need.

From September 2013 parents/young people have contributed to the cost of assisted transport in line with students who have school concessionary seats.

#### **From September 2014**

All young people will contribute the same amount as students on concessionary seats. For 2014/2015, Dorset County Council has set this amount at £460. If the family is on maximum working credit or the student is entitled to free school meals, this will be reduced by 50%.

Subject to the passage of the Children and Families Bill, Dorset County Council will publish their local offer that will set out services for children and young people with special educational needs which will have to include arrangements for travel to and from schools and post 16 institutions.

#### **Supplementary information for students with Special Educational Needs / Learning Difficulties 16 – 25 or Compelling Medical Circumstances**

- There are three types of assistance that may be provided:
  - A pass for use on public transport services
  - Expenses given to parents who use their own transport (or make their own arrangements through a Personal Travel Budget). This can be discussed further with the Special Educational Needs (SEN) team – telephone number 01305 224888.
  - Contract transport provided by DCC and involving the use of cars, taxis, minibuses, buses, coaches or specially adapted vehicles
- Assisted transport will only be provided for one inward and one outward journey to/from college at the beginning and end of the college day. This may not be according to the start and finish of the timetable day.
- Assisted transport will only be provided between the same pick up/drop off points each day. If other destinations are required this will be parent/carer preference which they will have to organise and pay for.
- Transport is not provided for induction or taster days or work experience.
- If students move outside of the Dorset County Council area part way through their course, transport assistance will cease and they must apply to their new Local Authority for assistance.
- It is recommended that contact be made with Dorset County Council to ask about a national concessionary pass that will provide free public transport. Depending on place of residency there may be some time restrictions which will need to be checked.

**Applications for transport assistance must be received by the SEN Team, Dorset County Council, County Hall, Dorchester, DT1 1XJ, by 30 June 2014.**

#### **8 When can a travel pass (public transport) or concessionary fare (school transport) be used?**

- If travelling on coaches or other contract transport arrangements, which do not involve season tickets, there will be no choice over the outward or return journey details.
- If travelling with a season ticket these are usually available for use between designated stops and journeys and at an agreed time, morning and afternoon.
- If attending official evening studies or other functions it is often possible to be issued with a time extension pass.
- Some bus operators have introduced a fare card system which allows travel in the evening and at weekends at a reduced cost. Check with your school/college or local bus operator.
- Opportunities for tickets, which can be used across transport providers, are not generally available.

## 9 Out of County Colleges which are beyond daily travel distances

If you are attending a college that is a considerable distance away from the Dorset County Council area you should enquire directly to the college about transport support arrangements. Further details can be found at:

<https://www.gov.uk/grant-bursary-adult-learners>

## 10 Complaints

Please refer to 5.1 in the Home to School Transport Policy for the complaints procedure. If the complaint refers to Special Educational Needs please contact the SEN Team which is contactable through Dorset Direct.

## 11 Consultation

The Post 16 Transport Policy will be reviewed on an annual basis to reflect the changes to costs associated with concessionary fares.

If further changes are required Dorset County Council will consult with young people and their parents through the consultation pages contained on Dorset For You: [www.dorsetforyou.com](http://www.dorsetforyou.com)

## 12 References

The following references relate to relevant sections (as numbered below) of the Dorset Home to School Transport Entitlement Policy for Children Attending Mainstream School including Post 16 and must be taken into account.

### 2.1 Methods of Transport

Upon determination of transport entitlement Dorset Passenger Transport will normally decide which is the most appropriate means of transporting children to and from school. Methods of transport used will be the most cost efficient and could involve;

- Public Bus Service (local bus networks will be supported where appropriate)
- Contract Bus/County Council Fleet
- Mini Bus
- Taxi
- Train
- Vehicle used by other County Council directorates
- Fuel contribution, if it is shown to be a cost effective solution (Families should be prepared to use their own vehicle where there are no suitable or appropriate

alternative arrangements in place). The rate paid to families, is for the shortest available driven route only (13p per mile x return journey/s).

Whilst Dorset Passenger Transport endeavour to ensure continuity for the children they cannot guarantee that the same driver will remain on the vehicle for the duration of a particular child's need for transport.

## **2.2 Journey Times**

The maximum journey times from 'gate to gate' for travelling to and from school following Government Guidelines are as follows;

- The maximum each way length of journey for a child of primary school age is 45 minutes
- The maximum each way length of journey for a child of secondary school age is 75 minutes

N.B. The length of journey does not include walking to the 'stop'. 'Gate to gate' represents where the property meets public paths and roads. For those families living on islands in Poole Harbour, this will be an appropriate point on the mainland. Most schools have staff on duty to receive/hand over children 10-15 minutes before and after the school day and it is expected that school transport will arrive/depart within that time frame. Where this is not possible special arrangements will need to be made. It is recommended that children arrive at their stop 10 minutes before the departure time.

## **2.3 Pickup and Drop off Points**

Every effort is made for children to be collected and dropped at a point close to their home. However, some pupils may have to walk a reasonable distance to and from their home/school to meet the vehicle. Where this is not possible the LA may arrange transport to and from the pick-up/drop off points if;

- A primary aged (4 – 11) child lives more than 0.75 miles from the nearest point,  
A secondary aged (11 – 16) child lives more than 1 mile from the nearest point.

Parents and children are responsible for being at the pick up point in good time to access the service.

Parents are responsible for their children's safety in getting to and from the notified pick up/drop off points (including awaiting or leaving transport) or to and from the vehicle, if they are picked up at home. Younger children should be accompanied and parents must ensure that they carry their bus passes (if applicable).

## **2.5 Personal Luggage**

Dependent on the capacity of the vehicle it may not be possible to carry large amounts of personal luggage for individuals. The driver reserves the right to refuse to carry excessive luggage or personal belongings.

## **3.1 Advice for Parents**

### **Safety Belts**

Seatbelts should be worn where provided. However, the final decision on whether or not to wear a seatbelt is the responsibility of the parent.

### **Behaviour**

Schools have a key role in ensuring that pupils behave in an acceptable manner whilst travelling to and from school on transport arranged and organised by the LA.

Unacceptable behaviour by pupils whilst travelling should be dealt with initially by the school as part of their discipline policy.

Families and schools are expected to take whatever steps are necessary to ensure appropriate behaviour on LA provided transport and to take necessary action when incidents of unacceptable behaviour are reported and that endangers others will not be

tolerated. Parents will be responsible for the cost of any wilful damage to the vehicle or property of other passengers caused by their child.

Schools have a legal right to impose reasonable sanctions if a pupil misbehaves and incidents of serious or persistent indiscipline can lead to transport support being suspended. Parents will be informed in writing of any such incidents by the Dorset Passenger Transport outlining any action to be taken. In such cases it will be the responsibility of parents to ensure that their child attends school.

#### Medication

The LA will not normally be responsible for administering medication to children whilst using LA arranged transport to and from school. However, should a specific medical need arise, support would be sought from the SEN team.

#### Passenger Assistants

Passenger Assistants are not provided on transport for mainstream schools. However, if a non-statemented child has a significant medical or special educational need a transport request may be submitted. The SEN Team will consider information from the school and the appropriate health professionals and recommend whether or not a passenger assistant should be provided.

### **3.2 Advice for Children**

All students should behave in a way that is respectful of other transport users.

Students must not play at the bus stop, go near the bus wheels, go near the bus until it stops, cross the road in front of the bus or eat or drink on the bus. When children are on the bus they should always stay in their seat with the seat belt on (if provided). Students must not distract the driver.

Children must not wilfully damage or abuse the vehicle in any way. If this happens, parents will be sent the bill for the repairs.

Children who misbehave on the bus can be disciplined by the school or reported to the LA and can be banned from using the bus.

### **5.1 Complaints**

The School Admissions Team will provide information relating to queries and complaints about transport entitlement. Dorset Passenger Transport will provide information relating to queries and complaints about the method of transport, vehicles, contractors, drivers, bus passes, costs/charges, behaviour and safety. Both are contactable through Dorset Direct.

### **5.2 Transport Appeals**

Due to exceptional circumstances, it may be necessary to consider a case on its individual circumstance. Applicants who are refused transport support have the right of appeal against the decision only under the following grounds:

- I. they are seeking for their child to be considered as an 'entitled' child or dispensation due to special circumstances
- II. they would have received either an entitled or concessionary seat if the application had been processed correctly
- III. they are appealing on route safety grounds

Applicants can submit a Transport Appeal form with full supporting evidence. Upon receipt the School Admissions Team will advise Democratic Services of the requirement for this to be heard at the next appropriate Children's and Adult Services Appeals Committee Hearing. A copy of the Transport Appeal form together with the Local Authority's statement justifying the reasons for the decision will be submitted to the Committee.

If an appeal goes ahead, the applicant can attend to present the case and may be accompanied at the hearing. The Committee's decisions are binding on all parties (but do not necessarily set precedence) and may only be overturned following a ruling from the School Ombudsman or Secretary of State.

Transport appeals will only be heard for Dorset resident pupils. If you live in a neighbouring authority you will need to appeal to your home authority.