



Policy for transport arrangements for post-16 students 2009-2010

1. Name of LEA and Department Responsible

- Kirklees LEA
- Kirklees Collegiates and Transport Team working together with:

Kirklees College
Huddersfield New College;
Greenhead College;
Kirklees Sixth Form Schools;
Kirklees Special Schools;

The above Partnership's main objectives are to support the participation of learners in post 16 full time education and the inclusion of all learners by making safe and effective arrangements for travel to school and college. The central principle of this Policy is that no learner should be prevented from taking part in full-time education because of a lack of support in travelling to and from school or college.

2. Details of Concessionary Fares, Discounts, Subsidies, Bus Passes or Travel Cards available for students aged 16-19.

Students aged 16 to 18; attending school or college for at least 21 hours a week, pay half fare (rounded down to the nearest 1p) provided they hold a Scholar's PhotoCard. These cards are available from West Yorkshire Post Offices, Metro Travel Centres or Bus Stations.

Students under 18 can also apply for the School Plus MetroCard, valid on most bus services in West Yorkshire. These cost £29.50 per month.

Students in full-time study, and anyone under the age of 22, can apply for a Student Plus MetroCard, valid on most bus and train services throughout West Yorkshire. These cost £62.50 per month.

For Students attending Greenhead College, New College and Sixth Form Colleges, annual passes can be purchased from Kirklees MC at a cost of £205 plus £2.50 if you require Kirklees to take an electronic photo. The passes can be used on most buses and trains throughout West Yorkshire. To apply for a pass, contact Student Services or Sixth Form Head.

Further details of the concessionary fares available on public transport in West Yorkshire for pupils aged 16-19 years, can be found in Metro's leaflet, "Concessions for Young People". Copies of this leaflet are available from the Local Authority, Schools, Colleges and Metro Travel Centres or by visiting Metro's website at www.wymetro.com. Individual enquiries can be made by telephoning Metro on 0113 2517272.

Detailed route and timetable information for all journeys made by public transport in West Yorkshire can be obtained by telephoning Metroline on 0113 2457676 which is open 07.00 to 22.00 daily or visit Metro's website at www.wymetro.com and access "journey planner".

3. Times when students can use their travel pass or concessionary fare.

The Metro half-fare concession for young people aged 16-19 in full-time education who are resident in West Yorkshire is available seven days per week and is applicable to any journey made within West Yorkshire and not solely for journeys between home and school/college.

4. Will students who attain the age of 19 years whilst on a course continue to be eligible?

Eligible students who are under 19 at the start of their course (i.e. 1 September) may continue to be supported via the Partnership until the course is concluded.

5. How will students be assessed to see if they are eligible for support?

Students are encouraged to take advantage of the appropriate concessionary travel arrangements for the journey in question. Students will need to contact Metro (see section 2). The Education Maintenance Allowance includes an element for travel and so should be used to help pay for a SchoolPlus MetroCard. This currently costs £8.50 per week or £29.50 per month. If there are any exceptional circumstances, which means the student requires additional help with transport, then he/she can make a written appeal to their individual college. Please refer to section 11 'Who to Contact'.

6. What help is provided for students with Learning Difficulties and/or Disabilities or facing other difficulties in following their course?

Students who have significant mobility difficulties may qualify for transport to and from school/college but only if they are unable to make the journey in any other way. Each case is looked at individually and before a decision is taken regarding the provision of special transport, it is usual to have obtained the following type of evidence:

- recommendation from SEN Admin Department within Pupil Support.
- recommendation from specialist staff at the school or college to be attended;
- medical evidence as appropriate from either a GP or specialist;

The cost of providing special transport is escalating, given the nature of some of the specially adapted vehicles that are provided.

Given the introduction of EMA's there is an expectation that students should contribute to the costs of transport.

*All students who receive transport will be expected to contribute the equivalent costs of a Metrocard (currently £29.50 per month). This equates to £1.48 per day.

For students not attending their nearest appropriate college through choice, the charge will be £2.96 per day, unless the chosen course is not available locally.

From September 2009 the full cost will be charged at the beginning of the academic year. Overcharges due to absences will be reimbursed at the end of the school year.

All students will be sent an invoice showing the total number of days they are expected to attend over the year, which will be multiplied by £1.48 (equivalent of daily cost of a Metrocard, as above*). The invoice will be for the total amount due, however it is possible to make an arrangement to pay in instalments. Details of how to do this are shown on the back of the invoice.

In line with the Home to School Transport Policy assistance may be offered if families are on a low income and in receipt of higher level of either a disability benefit, or working tax credit. If you wish to appeal, this can be made in writing to:
Transport Team, Ground Floor, Oldgate House, 2 Oldgate, Huddersfield, HD1 6QW

Applicants will be expected to demonstrate their eligibility for qualification of these benefits and must include evidence in the appeal.

7. Do you provide Mobility/Independence Training for Students who face difficulty with Transport?

Schools and colleges work together to encourage students to take full advantage of independent travel skills training where possible as this will provide them with more opportunity to access a wider range of facilities including public transport.

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

The transport policy will be effective as from 1 September 2009. Students should apply in the summer term prior to the start of the academic year.

Students attending schools with sixth forms or special schools should apply in the first instance to one of the bodies or professionals in Part 6.

Students in colleges should submit an application to the college being attended; this is usually Student Services.

9. General Rules

9.1 Help towards transport costs may be available to students who attend full-time courses at schools with sixth forms or colleges. As a general rule, students will be aged between 16 and 19 years at the start of the academic year (i.e. 1 September 2009), but eligible students who become 19 part way through a course will continue to receive help until the course being attended is concluded.

9.2 Students aged between 19 and 25 at the start of a course with Learning Difficulties/ Disabilities or other special circumstances may also be considered for help towards transport. Such applications will be considered in accordance with their individual circumstances.

9.3 Students must be resident in the administrative area of Kirklees Metropolitan Council.

- 9.4 To qualify, the distance between home and college or school offering a suitable course, must exceed 3 miles by the shortest available walking route which, wherever possible, should be lit, paved and metalled roads. This can be ignored where students require special transport.
- 9.5 All students will be expected to attend courses within Kirklees district. Only when it is clear that such provision cannot be provided will consideration be given for students to receive help with travel to attend colleges out of the district. Where a suitable course is available in the Kirklees district, but parents decide to send their children elsewhere, it will be on the clear understanding they will be fully responsible for all travel and related costs.
- 9.6 If a student has to attend a college, which cannot be accessed by daily travel, then help may be available towards expenses. Details are available from the **Kirklees Collegiates**(see 11.1).
- 9.7 We will also consider extending provision to part-time students subject to the same rules and conditions that apply to full-time students and bearing in mind the resources we have for this service.

10. Other Support

- 10.1 **Education Maintenance Allowances** – Students can also apply for Education Maintenance Allowances, which provides a means tested weekly allowance of up to £30.00. It is reasonable to expect students to set aside some of this money to help with daily travelling expenses (see 5 and 6).

Further details of EMAs can be obtained from **www.ema.direct.gov.uk** or the EMA helpline on 0800 1218989.

Huddersfield New College

The college manage a fleet of vehicles which provide transport direct to the college from the following areas:

Holme Valley, Colne Valley, Dewsbury and Batley, Thornhill and Mirfield, Heckmondwike, Cleckheaton and Liversedge, South Bradford, Brighouse and Rastrick, Hebden Bridge and Halifax.

The cost of these services is £195 (09/10 cost to be advised) for an annual pass. Termly passes are also available.

- 10.2 **Learner Support Funds** – This is a source of support to enable students to meet 'one-off' expenses, which may prove to be a barrier to effective participation on the course being attended. Examples of the type of expense are:

- expensive course books
- equipment e.g. musical instrument
- field trips.

Students who attend colleges should contact Student Services at the college being attended. Students who attend schools with sixth forms should contact their schools Head of Sixth Form for details and an application form.

- 10.3 If the higher rate of Disability Living Allowance mobility component is paid in respect of a student and a family obtain a Motability car, then it must be used for the benefit of the child and this includes home to school/college transport. In such cases the LEA and all Partners included in paragraph 11. will not provide specialist transport except in exceptional circumstances.

11. Who to Contact

- 11.1 **Students in Schools with Sixth Forms or Special Schools** –

Kirklees Metropolitan Council
www.kirklees.gov.uk
Children and Young People Service:

Kirklees Collegiates
 Netherhall Learning Campus, Nether Hall Avenue, Rawthorpe. Huddersfield HD5 9PG
 Tel: 01484 225816
 Fax: 01484 221894
 Email: peter.swinden@kirklees.gov.uk

Transport Team
 Ground Floor, Oldgate House, 2 Oldgate Huddersfield, HD1 6QW
 Tel: 01484 225263
 Fax: 01484 225264
 Email: school.transport@kirklees.gov.uk

SEN Administration Team
 Civic Centre 1,
 Huddersfield, HD1 2NF
 Tel: 01484 225257
 Fax: 01484 221491
 Email: SEN.Admin@kirklees.gov.uk

- 11.2 **Students at Kirklees College
Huddersfield :**
Student Services
New North Road
Huddersfield, HD1 5NN
Tel: 01484 437056
Freephone: 0500 162100
Fax: 01484 511885
Email: info@kirkleescollege.ac.uk
www.kirkleescollege.ac.uk
- 11.3 **Students at Kirklees College
Dewsbury:**
Student Services

Halifax Road
Dewsbury WF13 2AS
Tel: 01924 465916
Fax: 01924 457047
Email: info@dewsbury.ac.uk
www.kirkleescollege.ac.uk
- 11.4 **Students at Huddersfield New College**
Student Services
Huddersfield New College
New Hey Road
Huddersfield
Tel: 01484 652341
Fax: 01484 649923
Email: info@huddnewcoll.ac.uk
www.huddnewcoll.ac.uk
- 11.5 **Students at Greenhead College**
Student Services
Greenhead College
Greenhead Road
Huddersfield
HD1 4ES
Tel: 01484 422032
Fax: 01484 518025
Email: college@greenhead.ac.uk
www.greenhead.ac.uk
- 11.6 **West Yorkshire Passenger Transport
Executive (Metro)**
Wellington House
40-50 Wellington Street
Leeds, LS1 2DE
Telephone: 0113 245 7676
www.wymetro.com
- 11.7 **Connexions Service**
Huddersfield Connexions Centre
24 High Street
Huddersfield
HD1 2LR
01484 226800
www.connexions-direct.com

Dewsbury Connexions Centre
Dewsbury Library
Railway Street
Dewsbury
WF12 8EQ
01924 324200
www.connexions-direct.com

Batley Connexions Centre
YPS
Young Batley Centre
Thomas Street
Batley
WF17 8PR
Tel: 01924 326235
www.connexions-direct.com