



# Policy for transport arrangements for post-16 students 2011-2012

## 1. Name of LEA and Department Responsible

- Kirklees LEA
- Kirklees 14-19 Team 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 students in post 16 full time education and the inclusion of all learners by making safe and effective arrangements for travel to school, college and providers. 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 19; attending school or college for at least 16 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 **£31.00** 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 **£67.50** per month.

For students living in Kirklees, attending Greenhead College, Huddersfield New College, Sixth Form Schools, Kirklees College and Special Schools, [annual passes](#) can be purchased from Kirklees Transport Team at a cost of **£246** plus £2.50 if you require Kirklees to take an electronic photo. The passes can be used Monday to Friday during term time, on most buses and trains throughout West Yorkshire, for one journey to college/school and one journey home. 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](http://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](http://www.wymetro.com) and access "journey planner".

**Figures in red may be subject to change**

## 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 and should apply to Metro for them [details provided in section 2].

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 [16-25] 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;
- recommendation from specialist Careers [IAG] Advisor ;

\*All students who receive transport will be expected to contribute the equivalent costs of an annual pass (currently £246 per year).

From September 2011 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.

The person responsible for the cost will be required to complete a Transport Contribution Form and return it to the Transport Team

The person responsible for payment will be charged for the total annual amount due. Payment made be made directly to the Transport Team, however it is possible to make an arrangement to pay in instalments. Details of how to do this will be detailed when the charge notification is sent.

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 a decision, this can be made in writing to: Transport Team, 2<sup>nd</sup> Floor Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY

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. Students who receive transport support will be required to undertake an assessment for travel skills training.

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

The transport policy will be effective as from 1 September 2011.

Students should apply in the summer term [by the end of June] prior to the start of the academic year through their learning provider, school, special school or college they will attend.

**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 2011), 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 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/students decide to be educated elsewhere, it will be on the clear understanding they will be fully responsible for all travel and related costs.

- 9.5 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 14-19 Team** (see 11.1).
- 9.6 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 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 £246 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 LA 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](http://www.kirklees.gov.uk)

#### **Kirklees 14-19 Team**

The Deighton Centre, Deighton Road,  
 Huddersfield HD2 1JP

Tel: 01484 225847

Fax: 01484 225315

Email: [chris.matenczuk@kirklees.gov.uk](mailto:chris.matenczuk@kirklees.gov.uk)

#### **Transport Team**

2<sup>nd</sup> Floor Kirkgate Buildings, Byram Street  
 Huddersfield, HD1 1BY

Tel: 01484 225263

Fax: 01484 225182

Email: [school.transport@kirklees.gov.uk](mailto: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](mailto: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](mailto:info@kirkleescollege.ac.uk)

[www.kirkleescollege.ac.uk](http://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](mailto:info@dewsbury.ac.uk)

[www.kirkleescollege.ac.uk](http://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](mailto:info@huddnewcoll.ac.uk)

[www.huddnewcoll.ac.uk](http://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](mailto:college@greenhead.ac.uk)  
[www.greenhead.ac.uk](http://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](http://www.wymetro.com)
- 11.7 **Connexions Service**  
**Huddersfield Connexions Centre**  
24 High Street  
Huddersfield  
HD1 2LR  
01484 226800  
[www.connexions-direct.com](http://www.connexions-direct.com)

**Dewsbury Connexions Centre**

Dewsbury Library  
Railway Street  
Dewsbury  
WF12 8EQ  
01924 324200  
[www.connexions-direct.com](http://www.connexions-direct.com)