

1. Name of Local Authority and department responsible

- Kirklees Council
- Kirklees 14-19 Team and Transport Team working together with:

Kirklees College, Huddersfield New College, Greenhead College, Kirklees school sixth forms and 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 students 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 16-22.

Students aged 16 to 18; 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 and bus station travel centres.

Students aged 18 and under, can also apply for the School Plus MetroCard, valid on most bus services in West Yorkshire. These cost £9.25 per week or £34.00* per month. To apply for a School Plus MetroCard, enquire at your college or school in the first instance.

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 £20.90 per week, or £77.40* per month. These cards are available from Metro travel centres and bus station travel centres.

For students living in Kirklees, attending Greenhead College, Huddersfield New College, Kirklees College, Kirklees schools with sixth forms and Kirklees special schools, annual School Card passes can now be purchased from Metro at a cost of £246*. The passes can be used Monday to Friday during term time on most buses and trains throughout West Yorkshire, solely for journeys to and from college/school, 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 348 1122.

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 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 request 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 learning difficulties and/or disabilities 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 Assessment and Commissioning Team
- medical evidence as appropriate from either a GP or specialist
- A 139a Assessment which explicitly identified transport at the time of leaving mainstream secondary or special school.

Students previously in receipt of bespoke transport provision while at school will have their transport arrangements reviewed on transferring to further education/learning. Requests for transport for students with special needs will need to be supported as above.

Where students with learning difficulties and/or disabilities qualify for transport assistance will be provided in a way that promotes independence for the student.

Transport assistance may be provided in the following ways; (this list is not exhaustive)

- Independent travel training to enable students to use public transport or travel independently
- Subsidised bus pass/travel card
- Home to school transport (taxi or specialist transport)

Where transport assistance is provided it remains the responsibility of parents or carers to ensure the safety of the young person by making the necessary arrangements for their

young person to be accompanied to and from the bus stop or the designated collection/drop off point during the journey if required.

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 independent travel skills training, where appropriate.

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

A new application will be required for each year that a student seeks support. The transport policy will be effective from 1 September 2013. 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.

Completion of the Post 16 Transport Request Form does not mean students are eligible for transport assistance. The form is an expression of interest and checks will be in place to ensure that applications meet the criteria as detailed in paragraph 6.

9. General Rules

9.1 All students who receive taxi/minibus transport organised by the council will be expected to contribute to the cost, as detailed in 9.7. Help towards transport costs may be available to students who attend full-time courses at schools with sixth forms or colleges. If you continue in full time education in Kirklees you may be entitled to apply for financial assistance through the Bursary Fund. If you think you are eligible you will need to apply to the college/school you are attending and provide appropriate evidence as set out by your school/college.

As a general rule, students will be aged between 16 and 19 years at the start of the academic year (i.e. 1 September 2013), but eligible students who become 19 part way through a course will continue to receive help until the course being attend is concluded.

9.2 Students aged between 19 and 24 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 decide to send their children elsewhere, it will be on the clear understanding they will be fully responsible for all travel and related costs.

9.5 Students must be enrolled on and attending a full time course at a school or college funded by the Education Funding Agency (EFA). Please note that programmes of study must meet the EFA definition of full time and this will be confirmed by the school/college.

9.6 Students must be attending their nearest school or college to their home address which offers the most appropriate course of study in order to qualify for assistance.

9.7 Transport provision will be reviewed as appropriate on a regular basis in order where possible to move towards a greater degree of independence for the young person.

All students who receive transport will be expected to contribute the equivalent costs of an annual pass (currently £246 per year). From September 2013 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 which will be sent out by the Transport Team, to be completed and returned prior to transport commencing.

The person responsible for payment will be charged for the total annual amount due. Payments should be made directly to the Transport Team. Details of how to do this, including instalment arrangements, will be detailed when the charge notification is sent.

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.

Bursary

Schools and Colleges are allocated funding to award Bursaries which can help to meet the costs of transport. The amount paid and eligibility criteria will be decided by the school/college, except in the case of the most vulnerable students. Vulnerable students, such as those in care, care leavers, those claiming Income Support or disabled learners claiming Employment Support Allowance **and** Disability Living Allowance will be guaranteed a Bursary of £1200 for a full academic year. This will be adjusted pro rata for courses less than a full academic year.

Further information can be obtained directly from the school or college.

11. Appeals and complaints process

Should parents/carers/young people wish to appeal against a decision not to provide assistance with home to school/college transport a Notice of School/College Transport Appeal – should be completed. Details can be obtained from the following;

Legal and Governance Service
Kirklees Council
Civic Centre 3
Huddersfield
HD1 2TG

12. Who to contact

12.1 Students in schools with sixth forms or special schools

Kirklees Council
www.kirklees.gov.uk

**Directorate for Children and Young People:
Kirklees 14 – 19 and Adult Learning Team**
The Deighton Centre, Deighton Road, Huddersfield HD1 1JP
Tel: 01484 225847
Fax: 01484 225315
Email: chris.matenczuk@kirklees.gov.uk

Transport Team
2nd Floor Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY
Tel: 01484 225262/63
Fax: 01484 225182
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

All centres – Financial Support Service
Tel: 01484 437000
Fax: 01484 437057
Email: FinSupp@kirkleescollege.ac.uk

11.3 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
Website: www.huddnewcoll.ac.uk

11.4 Students at Greenhead College

Student Services: Greenhead College, Greenhead Road, Huddersfield, HD1 4ES

Tel: 01484 422032

Fax: 01484 518025

Email: college@greenhead.ac.uk

Website: www.greenhead.ac.uk

11.5 West Yorkshire Passenger Transport Executive (Metro)

Wellington House, 40-50 Wellington Street, Leeds, LS1 2DE

Tel: 01132457676

Website: www.wymetro.com

11.6 Connexions Service

24 High Street, Huddersfield, HD1 2LR

Tel: 01484 226800

Website: www.connexions-direct.com

Dewsbury Connexions Centre

Dewsbury Library, Railway Street, Dewsbury, WF12 8EQ

Tel: 01924 324200

Website: www.connexions-direct.com

Batley Connexions Centre

YPS, Thomas Street, Batley, WF17 8PR

Tel: 01924 326235

Website: www.connexions-direct.com

* Figures may be subject to change