

Peterborough Post 16 Transport Partnership Policy

Effective from September 2019

People and Communities

Peterborough City Council
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Peterborough City Council

Post -16 Transport Policy 2019-2020

1 Introduction

1.1 Who is the policy for:

This policy covers post 16 students who are living in Peterborough (their parent/carer paying Council Tax to Peterborough City Council (PCC)) and attending school or college in or outside Peterborough.

This policy applies to home to school/college transport for students who are aged 16-18 (on 31st August of the relevant year), or who are continuing on a course which they started prior to their 19th birthday.

All charges and material charges shown in this policy are effective from September 2019.

1.2 How the policy has been changed

The Post 16 Transport Policy has changed as follows:

- Increase in parental contribution
- Information regarding Bursaries updated
- Information regarding care to learn updated

This policy is based on the following documents and guidance:

- Post-16 transport and travel support to education and training – statutory guidance for local authorities January 2019
- Sustainable School Transport Policy (August 2009)
- Peterborough Long Term Transport Strategy (LTTS) (2011-2026)
- Peterborough Local Transport Plan 4 (LTP4) (2016 to 2026)
- www.gov.uk/1619-bursary-fund/further-information
- <https://www.gov.uk/care-to-learn/how-to-claim>

1.3. Vision

Our vision is to promote and facilitate the use of travel by sustainable modes by young people, families, and school staff, and provide information so they are able to make informed transport decisions.

1.4 Goal

Our goal is to engage with all Peterborough schools supporting individual travel needs to increase sustainable travel on the school journey.

PCC will:

- Work with the Safer Peterborough Team on providing education and training to reinforce road safety messages when walking and cycling
- Assist schools to undertake an annual travel to school survey in order to monitor mode of travel to school using the schools travel planning toolkit
- Assist to identify and set up of Park and Stride locations and Walking Buses where appropriate

- If possible fund infrastructure changes to assist with safer journeys and encourage sustainable travel
- Continue to deliver education, training and publicity to raise awareness of sustainable transport and the benefits of active travel
- Work with high profile campaigns to raise awareness of sustainable transport for schools, students, families, and the local community
- Use the promotional and marketing events to raise awareness of travel planning, travel choices, and the Travelchoice website
- Seek to increase the proportion of eligible school students travelling to school by public transport where walking or cycling to school is not possible
- Investigate and implement improvements to the quality of school transport
- Maintain high quality drivers and passenger assistants through an induction and training programme
- Investigate ways for schools to continue independent travel training
- Monitor all incidents of misbehaviour on school transport services, identifying any trend and acting on these as appropriate
- Work with transport operators, parents and schools to increase compliance of Student Behaviour Policy
- Proactively work with transport operators, students, parents, and schools to encourage positive relationships

1.5 Summary:

PCC will:

- wherever possible, encourage students to walk, cycle or travel by bus to school/college for their health, education and social development, and
- aim to reduce the number of school/college journeys by car, which otherwise add to traffic congestion, pollution and danger for students walking to school/college, by the utilisation of spare seats on contracted services, through the implementation of school travel plans and the promotion of Safer Journeys to School projects.

2 Background

2.1 Legislation

The Education Act 1996 (as amended) sections 509AA, 509AB, and 509AC, 508F and 508G, deals with the provision of transport for persons of sixth form age. They place a requirement on local authorities to prepare a travel policy statement for the academic year on or before the 31st May.

Changes to legislation in the Education Act 2002 (schedule 19 section 5099AA, 509AB and 509AC) turn this into a duty. Local Authorities (LA's) in partnership with other organisations e.g. Further Education Institutions (FEI's), schools with sixth forms, and transport providers must make transport provision, in the form of financial support or transport services, for post -16 students who are under 19, and for continuing students, who might otherwise be prevented from accessing or taking part in FE.

2.2 Application

Wherever possible, transport assistance is provided through the issuing of bus passes on public transport or other contracted routes, such as the provision made by local education colleges, Peterborough Regional College (PRC) and New College Stamford (NCS). Many

students who were previously receiving transport assistance in Year 11 may not be eligible for post 16 transport. Other forms of assisted transport are available at the discretion of the local authority.

It is the responsibility of students and/or their parent/carers to make transport enquiries ahead of the relevant academic year starting September 2019. These should be addressed to:

Passenger Transport Operations Team
Peterborough City Council
Ground Floor
Sand Martin House
Bittern Way
Fletton Quays
Peterborough
PE2 8TY

Students/parents/carers can apply for transport by visiting our website and applying on-line <http://www.peterborough.gov.uk/schooltransport>. Alternatively, students/parents/carers can complete an application form with a member of our Call Centre on 01733 317455.

Applications must be received by 31st July 2019 to ensure transport will be in place for September 2019. Renewals during term time must be received at least 15 working days in advance to guarantee receipt of passes by the start of the school/college term.

Applications are required for all Post 16 students including those with an Education Health and Care Plan.

If a student has an EHCP or disability the decision regarding transport may be referred to the SEND Transport Panel to determine whether the student is eligible for transport, type of transport provision required including frequency of transport (if a student is not attending a day placement) and any review periods of entitlement/ provision.

3 Mainstream Post 16 Students

3.1 Transport Assistance

Assistance with the cost of transport to approved courses is provided by PCC for post -16 students who meet all the requirements set out below:

- The student must be living in Peterborough (their parent/carer paying Council Tax to PCC) and attending the school or college in or outside Peterborough.
- The student must be enrolled on a full time course i.e. a minimum of 15 taught hours per week at sixth form centres either in school or college; or 12 hours if the course is in school or college full time prospectus.
- The student must be under the age of 19 at the beginning of the educational year, i.e. 31st August of the relevant year, or continuing a course (progression levels are regarded as a new course) started whilst aged under 19;

A student who has already attained or will reach the age of 19 on or before 31st August in the calendar year (2019) of their first application for assistance with Post 16 transport will not be eligible for support from the scheme. Any student aged 19 or

over on 31st August in the calendar year (2019) of their application, will only be eligible to apply for support if they can demonstrate explicitly that their course is a continuation of one on which they have already successfully completed the first year of study, having started the course prior to attaining the age of 19. The onus will be on the student to prove continuous study.

- The student must not be receiving an award under the terms of the Student Support (Loans & Fees) awards, and
- The distance between the family home and the 'nearest appropriate centre' (see 5.1 below) must be 5 miles or over (for students paying the subsidy, see section 6.1 below) or 3 miles or over (for students in receipt of accepted benefits, see section 6.2. below) measured by the shortest unimpeded walking route, and must not exceed 30 miles, measured by road route.

4 POST 16 STUDENTS WITH SENSORY, PHYSICAL OR MEDICAL NEEDS INCLUDING THOSE WITH AN EDUCATION, HEALTH AND CARE PLAN

4.1 The following groups of students may be considered eligible for transport assistance to approved courses from the city council:

- Students with an Education, Health and Care Plan (EHCP)
- Students placed in a specialist provision for the duration of a statutory EHC (education, health and care) needs assessment
- Students with exceptional physical, sensory or medical needs that have significant impact upon their ability to travel

4.2 Students eligible for transport assistance should be transported to school in a manner which assists their readiness to engage in learning on their arrival at school/college and ensures both their comfort and safety.

Wherever possible, students in these groups should be treated in the same way as those students without any additional needs, i.e. in general they should walk/cycle to school, travel on public transport, or be taken by parents. They should be encouraged to develop independent travel skills. All students will be encouraged to use public transport as soon as possible as part of their development of independence skills.

The 16-18 transport duty relates to young people of sixth form age with learning difficulties and/or disabilities aged up to 19 (and beyond the age of 19 if they are continuing on a particular course started before the age of 19). Local authorities also have a duty under the Education and Skills Act 2008 to encourage, enable and assist the participation of young people with special educational needs and/or disabilities up to the age of 25 in education and training.

4.3 If a school/college on the EHCP is parental choice and a nearer provision can meet the needs of the student, rather than a parents more distant choice, transport will not be provided.

4.4 The LA has a duty to transport eligible students to and from their recognised home to their appropriate educational placement to allow attendance during normal school/college hours. Assistance with transport will only be given to and from the nearest pick-up point for public or other transport. It is not to be assumed that 'home to school' necessarily means door to door (unless the student is not capable of getting to

the nearest pick-up point or the arrangements put in place include a planned pick up from home)

- 4.5 Transport by a contracted service e.g. taxi, minibus will only be granted when it can be clearly demonstrated that the student cannot walk to school or travel by public transport. To ensure all students who receive transport still meet the criteria for transport, and that the most appropriate mode of transport is arranged for each student, parents are expected to complete an application for transport when a student starts a new school/college
- 4.6 Transport will **not** be provided for:
- parents or students to attend extra school/college activities, e.g. school plays, sports days, parents evenings
 - students to attend doctor or dental appointments as these should be arranged for out of school hours, and
 - for students to attend breakfast clubs, after school/college clubs, or out of school/college activities
- 4.7 Transport may be provided to take students to or from an immediate family member or childminder provided all of the following conditions are met:
- No additional cost is incurred by the Local Authority in diverting the transport to or from the alternative family member, to meet parent at an alternative address or to a childminder, and
 - The diversion of the transport to the alternative family member, to meet parent at an alternative address or childminder does not impact on the journey time of other travelling students by more than 15 minutes per single journey and as long as the total journey time does not exceed 45 minutes
 - The childminder is officially registered as a childminder and possesses a current DBS which has been approved

Parents are responsible for providing evidence of childminder registration and Disclosure and Barring Service (DBS) accreditation to be sent to the SEN Finance and Transport Officer. Transport will not be approved until evidence of childminder registration and DBS is received.

Where a student is being returned to the family home but an immediate family member will not be available to take responsibility for the child then the family are to send a letter/email to the SEN Finance and Transport Officer giving authorisation to a neighbour or friend to receive the child.

Note: Immediate family member is defined as a brother / sister / either grandparent / aunt or uncle.

4.8 Eligibility for transport assistance for young people in these categories will be considered on an individual basis following application. The decision with regard to eligibility will be made following consideration of the factors listed below (where relevant):

- Verification by an appropriate medical officer (where appropriate) of the Health Authority. that the young person has significant physical, medical or sensory needs that impact on ability to travel. This should be the consultant looking after the student – a letter from a General Practitioner (GP) is not sufficient.

- the needs of those young people who, without travel support, would be unable to attend an education or training establishment;
- the Council's duties to ensure that enough suitable education and training is provided to meet the reasonable needs of 16-18 year olds who live in Peterborough
- distance and journey time from the young person's home to establishment of education and training, the cost of transport there and alternative means of facilitating attendance at establishments.
- the reasons why a young person wishes to attend one establishment rather than another;
- supporting evidence from professionals involved with the young person and their family;
- if there is a nearer institution which is suitable and can provide the same or similar qualification(s) or course;
- the best use of the Council's resources;
- the nature of the young person's special educational needs, disability and/or learning difficulty. This includes the physical ability of the young person to walk or cycle, to the learning provision or a pick up point;
- whether the young person has received travel training, is able to travel independently and his/her ability to access public transport or transport operated by others;

5. ALL STUDENTS

5.1 Nearest appropriate centre

The nearest appropriate centre is the nearest school or college (regardless of city boundaries) to the student's family home; and/or, where appropriate, is the designated post-16 centre for that family home, able to offer the main essentials of the course required for higher education and/or career outcomes.

Non-availability of particular subject/module combinations at General Certificate of Secondary Education (GCSE) Advanced 'A' level or at Advanced Vocational Certificate of Education (AVCE), General National Vocational Qualification (GNVQ), or Business and Technology Education Council (BTEC) level at the student's nearest/designated school/college will NOT normally be sufficient reason to provide assisted transport to a more distant centre.

Therefore, if the nearest or designated school or college offers the course leading to the required qualification and/or the main essentials of the course with regard to higher education/career outcomes can be offered, and is able to provide a place, assistance with transport will not be provided to a more distant centre.

Similarly, as above, transport assistance will only be provided to New College Stamford, College of West Anglia – Wisbech Campus and Huntingdon Regional College to access specialist courses e.g. Football, Music Production etc - if it is proven that a learning provider in Peterborough is not able to offer a course with similar outcomes

5.2 Apprenticeships/Traineeship and work-based training:

The Council will consider unpaid traineeships in the same way as other full time courses and students will need to meet the criteria set out in 3.1 and 4.1. The council will not be responsible for transport assistance for students enrolled on paid apprenticeships.

5.3 Raising Participation Age:

The government has changed the law that all young people will be required to continue in education or training:

- From summer 2015, young people will be required to continue in education or training until their 18th birthday.

Despite this, there has been no change to the national policy for the provision of home to school transport. For post-16 students, the provision of transport therefore remains an optional award.

5.4 Distance

There is a limit imposed on the travelling distance of 30 miles from home, measured by road route, for post-16 students. If a student chooses to attend a post 16 centre that exceeds this 30 mile distance then PCC will not be responsible for transport costs.

5.5 Safer Routes

Transport assistance may be considered on routes which are designated by the LA as being unsafe to walk or cycle.

The safety of routes will be assessed in individual cases. Assessments of routes will be made by the Passenger Transport Operations Team, in association with officers in the Network and Traffic Team. In addition, reference will also be made to the availability of public transport and safe cycling routes.

6 Payments

6.1 Parental Contribution

The amounts shown below apply to the relevant academic year but are subject to variation agreed by the Council.

PCC accepts from parents/carers a choice of the following:

- One annual payment of £460 by cash, cheque, credit or debit card
- Two half yearly payments each of £230, one in September, the next the following February - in the same academic year - by cash, cheque, credit or debit card
- Six payments can be made by direct Debit, 1 payment of £80, followed by 5 further payments of £76. The Direct debit mandate must be received by 31st July 2019 or an alternative payment method will be required for the first payment.

Payment only applies to Mainstream students.

6.2 Proof of Benefits

Documentation which provides proof of benefits from the current financial year is required with the application, only one proof of benefit is required, a maximum of 3 months old, from any of the following documents.

- Maximum level of Working Tax Credit (i.e. no reductions due to income)
- Income support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the immigration and asylum Act 1999
- The guaranteed element of State Pension Credit – a natural progression of Income support once the claimant attains 60 years or over since the introduction of the equalisation of pension ages and deferred state pension ages.
- Child Tax Credit (provided you are not also entitled to working Tax Credit and have an annual gross income of less than £16,190)
- Working Tax Credit Run – on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – with an annual net earnings threshold of £7,400 or less

7. Parental Mileage

Where a family transport their child(ren) to and from school or college rather than by the designated transport they may only claim parental mileage @ £0.40 per mile and only where it is more cost effective than any alternative transport available and a space is not left vacant on the designated transport for that school.

Parental contributions will be deducted from the payment agreed. They will be reimbursed once the claim exceeds this amount.

8. Discretionary Seats for Non Eligible Passengers

Post-16 students who are not eligible for assistance with travel under the terms of this policy as stated above, may be able to purchase a spare seat on existing transport contracted by the PCC. These arrangements can only be on a half-termly basis (£84.00 per student) and seats are NOT available on transport provided by public transport operators.

- Passes for discretionary 'spare seat' transport are issued - subject to availability - strictly on a 'first come - first served' basis, and PCC cannot guarantee to give advance warning if seats are no longer available at the commencement of each half term
- The issue of a bus pass for a half term does not guarantee the issue of subsequent passes
- Payment will only be accepted in advance and by half termly payments
- It is the student's parent or carer's responsibility to remember to pay in advance for each half term for discretionary passes. Advance reminders may be sent to the parent.
- Applications may take up to 15 working days to process and students may not board the bus until the pass is received
- Discretionary transport is not available on all transport services contracted by

PCC

- The route and timetable of an existing transport contract will not be adapted to accommodate any applications for discretionary transport
- PCC may alter, withdraw or amalgamate a transport service at short notice without reference to the students travelling on that service who have discretionary passes. Under these circumstances, PCC will not provide alternative transport for students who are not eligible for transport assistance, and
- The offer of a seat may be withdrawn in the event of any serious misbehaviour on the part of the student concerned

9. Emergency Situations

For emergency short term situations, temporary emergency funding may be provided, usually in the form of a weekly ticket for public transport, to enable students to continue attending their current school/college.

Situations could include family breakdowns, lack of parental support, homelessness. Appropriate verification from one or more of the relevant agencies (e.g. Housing, child care professionals, the Health Authority or the Police) will be required, and any decision on transport will be referred to the Team Manager, Passenger Transport Operations for consideration and authorisation.

10. Travelling time

No limits are placed on the length of journey times for those students over compulsory school age i.e. those in post-16 education. However a maximum limit of a distance of 30 miles is in place.

11. Travel Assistance

11.1 Cycling Allowance

A termly allowance of £30 may be paid (at the discretion of Children's Services) to parents of post-16 students (or the students themselves) **who are entitled to free transport** but use a cycle to travel to their school or college. Such allowances will only be payable where the cost of transport would exceed the amount of the cycle allowance. Allowances will not be payable to students travelling on any other form of transport.

12. Withdrawal of Transport Provision

12.1 Student Behaviour

Students travelling to school or college by public transport or on a contracted service arranged by the city council, who misbehave, cause damage or injury (either to the bus or other passengers) will have their transport entitlement and bus pass (if applicable) withdrawn, or transport provision cancelled either temporarily or permanently. Any permanent withdrawal will be following consultation between the Passenger Transport Operations Team, the head teacher or principal of the school or college.

12.2 Applications Approved in Error

Where an application for home to school/college transport provision is approved in error, the city council will withdraw the provision at the end of the **half-term** in which the error is found.

12.3 Change of Family Circumstance

Where a change in family circumstances requires a review of eligibility:

- Where a student moves address – the city council will withdraw the transport provision with immediate effect. Parents may then re-apply from their new address.
- Where a student's medical circumstances change or are reviewed – the city council will withdraw the transport provision the end of the half-term in which the review occurs.

12.4 Students failing to travel on transport

When a student fails to utilise transport provision without justification for three consecutive days transport is to be suspended pending investigation as to the cause. Transport will only be reinstated where an undertaking is given and the family makes an agreement with the city council that the student will use the transport provision in place in the future.

If the student then fails to use the transport again a decision may be made to suspend the provision for the remainder of that term at the discretion of the city council.

Where this suspension is invoked it will be the parent's responsibility to transport the student to their educational placement.

13. Appeals

Any parent who has been refused assisted school/college transport may appeal to the Appeals Committee (Service Issues) if they wish to challenge:

- (1) the refusal is not in line with this policy
- (2) the transport arrangements offered
- (3) that there are exceptional reasons to depart from this policy

13.1 Stage One: Review by the Team Manager, Passenger Transport Operations

A parent has 20 working days from receipt of the home to school transport decision to make a written request to the Team Manager, Passenger Transport Operations asking for a review of the decision.

The written request should detail why the parent believes the decision should be reviewed and give details of any personal and /or family circumstances the parent believes should be considered when the decision is reviewed.

Within 20 working days of the parent's written request the Team Manager, Passenger Transport Operation will review the original decision and send the parent detailed written notification of the outcome of their review, setting out:

- The nature of the decision reached;
- How the review was conducted
- Information about other departments and /or agencies that were consulted as part of the process (if applicable);

- What factors were considered;
- The rationale for the decision reached;
- Information about how the parent can escalate their case to stage two (if appropriate)

13.2 Stage Two: Review by an independent appeal panel

A parent has 20 working days from receipt of the Team Managers stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of the parents request an independent appeals panel made up of Councillors will consider written and verbal representations from both the parent and officers involved in the case and gives a detailed written notification of the outcome (within 5 working days), setting out:

- The nature of the decision reached;
- How the review was conducted;
- Information about other departments and /or agencies that were consulted as part of the process (if applicable);
- 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 (see below)

Local Government ombudsman – parents have a right of complaint to the Local government Ombudsman, but only if there is evidence of a failure by the council to comply with the procedural rules or if there are any other irregularities in the way the appeal has been handled. If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may also apply for a judicial review.

One of these reasons must be set out in the application for appeal.

The appeals process will be undertaken in accordance with the following principles:

13.3 Procedure

If parents/carers or students wish to appeal against a transport decision made by PCC, they should contact within 20 working days from receipt of the home to school transport decision which the appeal is made.

Passenger Transport Operations Team
 Peterborough City Council
 Ground Floor
 Sand Martin House
 Bittern Way
 Fletton Quays
 Peterborough
 PE2 8TY

Tel: 01733 317455 (call centre)

13.4 Transport appeal hearings

Unless there is an emergency or extenuating circumstances, appeals will normally be held monthly during term time.

14 Contacts

Peterborough City Council		
Passenger Transport Operations	telephone:	01733 317455
	e-mail:	childrenstransport@peterborough.gov.uk
	website:	www.peterborough.gov.uk
Peterborough Regional College		
PRC Transport Team	telephone:	0345 872 8722
	e-mail:	info@peterborough.ac.uk
	website:	www.peterborough.ac.uk
New College Stamford		
Transport Co-ordinator	telephone:	01780 484381 07484 055026
	e-mail:	transport@stamford.ac.uk
	Twitter:	NCSTransport@NCS_Transport.
	website:	www.stamford.ac.uk
The College of West Anglia – Wisbech Campus		
Customer Service Supervisor	telephone:	01945 582561 ext 8100
	e-mail:	enquiries@cwa.ac.uk
	website:	www.cwa.ac.uk
Traveline		
	telephone:	0871 200 22 33
	website:	www.traveline.info

This policy is available on our website: www.peterborough.gov.uk

Appendix 1

Allowances

This information is correct at time of this statement being published, but may be subject to change by central government without prior notification

A1.1 The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care
 - care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
 - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment To be eligible for the discretionary bursary young people must:
 - be aged 16 or over but under 19 at 31 August 20xx or
 - be aged 19 or over at 31 August 20xx and have an Education, Health and Care Plan (EHCP)
 - be aged 19 or over at 31 August 20xx and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
 - be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority Schools and colleges are responsible for managing both types of bursary.

Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application. Further information can be found at www.gov.uk/ search for post 16 bursaries.

A1.2 Care to Learn

Young parents / Care to Learn If you are a young parent under 20, Care to Learn can help pay for your childcare and related 34 travel costs, up to £160 per child per week, while you're learning. Care to Learn can help with the cost of:

- childcare, including deposit and registration fees
 - a childcare 'taster' session (up to 5 days)
 - keeping your childcare place over the summer holidays
 - taking your child to the childcare provider
- Types of child care

The childcare provider must be Ofsted registered and can be a:

- childminder
- pre-school playgroup
- day nursery
- out of school club If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If you want a relative to get Care to Learn for looking after your child they need to be both:

- providing registered childcare for children they're not related to
- living apart from you and your child Payments Childcare payments go directly to your childcare provider.

Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance
- your school or college needs to confirm that you're attending your course

Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance Payments will stop if:

- you stop attending your course
- you finish your course
- your child stops attending childcare Eligibility

You can get Care to Learn if:

- you're a parent under 20 at the start of your course
- you're the main carer for your child
- you live in England
- you're either a British citizen or a national of a European Economic Area (EEA) country
- your course is publicly funded (check with your school or college)
- your childcare provider is registered with Ofsted or the Care Quality Commission

Type of course Care to Learn is only available for courses in England that have some public funding. This includes courses that take place in:

- schools
- school sixth forms
- sixth form colleges
- other colleges and learning providers, including Foundation Learning
- your community at Children's Centres Young parents are also entitled to apply for an

Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card. For more information please visit <https://www.gov.uk/care-to-learn/how-to-claim>

Appendix 2

Travel information and discounts available to students

Travel information and discounts available to students can be found on our website (www.travelchoice.org.uk) or by the Visitor Centre, Bridge Street, Peterborough.

For further public transport information please contact Traveline (www.traveline.info) or call them on 08712002233

Appendix 3

College Information

Please note: this information is correct at time of this statement being published, but may be subject to change by the colleges themselves without prior notification to inform this policy. Applicants should check with the relevant College to check their current arrangements.

If students attending an FE college are not eligible for assistance with transport from Peterborough City Council, they should approach their college direct to find out what assistance can be offered. Details from PRC, NCS and CWA – Wisbech Campus are below:

A3.1 Peterborough Regional College (PRC)

The College offers subsidised transport to the main College site for full-time students. In order to qualify for this subsidised transport, students starting a new course in September will be required to:

- Complete their acceptance form relating to transport.
- Make their own way to the nearest pre-defined pick-up point.
- Payment can be made from August onwards and need to be paid by the beginning of term at the latest. Once enrolled students will be able to collect their bus pass from the PRC Information Centre.
- Be responsible for showing their bus pass to the coach driver daily (Lost or misplaced cards should be reported to reception where a replacement card will be printed at a cost).
- Mobility/independence training can be provided within the College for inclusive learning students, mainly during the school day, but students are also encouraged to travel independently to and from College.

For details of bus routes, please contact the PRC Information Centre, contact details in Section 14.

A3.2 The College of West Anglia (CWA), Wisbech Campus

The College offers a travel bursary to full-time further education students aged under 19 and living in Peterborough who do not qualify for subsidised transport from Peterborough City Council. Students are expected to travel on the existing public bus route (X1) and buy their own tickets. The college will provide a bursary of up to £300 towards the cost of your transport. Full details are available from the admissions team: admissions@col-westanglia.ac.uk

A3.3 New College Stamford (NCS)

The College provides subsidised transport for students living outside Lincolnshire. This is organised on a College bus route.

Students are sent the relevant documentation which provides information on how to make payment and any financial support available. The annual fee is payable before term commences in September. Payment plans can be arranged if necessary.

- Students are required to make their own way to the nearest designated bus pickup point.
- Students should arrive at the pickup point 10 minutes before the designated bus stop time.
- Students will be issued with a bus pass at the beginning of the academic year or when full payment has been made.

Bus passes must be shown to the driver on inward and outward journeys. Spot checks are carried out from time to time. Students will not be able to travel without a pass.

- A replacement charge is made for lost or misplaced bus passes.
- Students must notify the Student Services Transport Advisor if they no longer require a bus pass, and return it.
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College buses are non-smoking (including e-cigarettes) and failure to comply with this rule will result in disciplinary procedures. Students are expected to maintain the standard of behaviour outlined in the student code of conduct whilst on college transport, any student in breach of the student code of conduct may be subject to further disciplinary action.

For details of bus routes, please contact the Student Services Transport Advisor within the Student Services Team at NCS, contact details in section 14.

The College encourages students who have severe learning difficulties or disabilities and can arrange travel training for those capable of independent travel. The Skills for Work and Living department does have a minibus and places are allocated on a first come, first served/need basis.