



**Home to School / College Transport
Policy and Guidance (from September 2017)**

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INTRODUCTION

Provision of Transport Assistance

The City Council offers a range of free and subsidised transport support to pupils. The following notes set out the applicable policies for the 2017/18 academic year.

The Local Authority (LA) will only provide transport for eligible children at the start and end of the school day. Travel assistance during the day between schools or to other specialist provision is considered to be the schools' responsibility.

Commitment to Sustainable Travel

The Education and Inspections Act 2006 places a duty on the Local Authority to promote sustainable modes of travel for pupils travelling to school. A Strategy for Stoke-on-Trent has been developed setting out the local response to this duty, which considers travel patterns and how the transport policy can best address the challenges of the changing demographics of the local population. The Strategy can be viewed at http://www.stoke.gov.uk/ccm/content/et/transportation-and-road-safety/greener_travelling/travel-to-school-strategy.en

Where transport solutions need to be provided, they include dedicated school bus services, use of the service bus network, information on walking and cycling routes and the availability of Walking Buses to primary schools. Most schools have a School Travel Plan which has been developed by the school and sets out options for parents in helping their child get to school. The Travel Plans are also expected to reflect wider commitments to the Sustainable Schools framework and Healthy Schools initiatives.

FREE HOME TO SCHOOL TRANSPORT

This policy is based on the legislation set out in Section 508 of the Education Act 1996 and Part 6 of the Education and Inspection Act 2006.

Background

The local authority has a **duty** to ensure that suitable travel arrangements are in place to support **eligible** young people in their area to attend their “**qualifying**” school or other educational institution where the school is outside the statutory walking distance.

Every feature of the arrangements must be free of charge which means, for example, that any bus pass providing free travel for a pupil must itself be issued at no cost to the young person or family. Replacements for lost passes will be charged.

Transport may be by local service bus, rail, dedicated school bus/coach/minibus/taxi, a parent’s own vehicle (at the discretion of the authority and with parental agreement where this is the most efficient and cost effective mode of transport) or cycling. The authority has discretion to pay an allowance in the last two cases.

Drivers/passenger assistants other than parents will be subject to a Disclosure & Barring Service (DBS) check and will be required to meet any future requirements of the Safeguarding Vulnerable groups Act 2006, including the need to have undertaken disability equality training. The responsibility for DBS checks will rest with the employer/ee. The responsibility for ensuring DBS compliance will rest with the local authority in conjunction with the employee.

Suitability of Routes and Transport Arrangements

The transport arrangements must be reasonable and suitable allowing the pupil to travel in safety and comfort, and within a reasonable timeframe. “Reasonable” does not imply a door to door service. The following guidelines will be consulted when transport arrangements are being made:

| Pupil Age | Journey time | Walking distance to the pick up point or bus stop |
|-----------|--------------|---|
| 4+ to 11 | 45 minutes | Half a mile |
| 11 to 16 | 75 minutes | One mile |

These are guideline maximum times and distances only and while all effort will be made to ensure arrangements fall within these maximum, on occasions individuals journeys may take longer.

Each walking route will be considered by the Authority on its merits. It is assumed that all primary-aged children are accompanied by a parent or other

responsible adult; and that secondary-aged pupils are considered to have the pedestrian competence of adults.

Factors to be included in the Authority's assessment of the suitability of the walking route can include any disabilities the child may have, the nature of the route itself (including footways, lighting, crossings, etc), and any parental disability where relevant. The Authority will assess the route based on these factors, although would usually expect a combination of factors to be present for the route to be deemed unsuitable.

Eligibility

Pupils seeking free transport must be of compulsory school age i.e. between the ages of 4+ and 16 years and living in the City of Stoke on Trent.

Pupils with an Education, Health and Care Plan (EHCP), or statement of Special Educational Need and pupils over 16 years but still in education are covered by separate policies (See pages 8 - 14 below.)

Free transport will be offered to the following categories of young people:

- Pupils unable to walk to school by reason of a temporary mobility/medical problem (transport offered on a temporary basis).
- Pupils unable to walk to school by reason of a long-term medical problem (where the application is accompanied by a letter from a doctor or other medical professional to confirm the medical circumstances and how these affect the child's ability to get to school).
- Pupils unable to walk to school because of the unsuitability of the only reasonable route.
- All those pupils aged 4+ to 8 years if they live more than 2 miles from their nearest qualifying school. The distance is calculated by determining the shortest acceptable walking route for a child accompanied by an adult (not necessarily by road).
- Those pupils aged 8 to 16 years (applicable from the academic year in which the child turns 8) who live more than 3 miles from their nearest qualifying school.
- Those pupils aged 11 to 16 years **from low income families** (where the child(ren) are eligible for free school meals or the parents are in receipt of maximum Working Tax Credit), who live more than 2 but less than 6 miles from their school which must be one of the three nearest qualifying schools to their home. Eligibility will be reviewed annually.
- Those pupils aged 11 to 16 years **from low income families** (where the child(ren) are eligible for free school meals or the parents are in receipt of maximum Working Tax Credit) whose parents have

expressed a preference for a faith school based on their religious beliefs where that school is the nearest appropriate faith school and is more than 2 miles but less than 15 miles from their home.

Transport will be offered on a vacant seat basis (see p14 below) at a specified charge to the following categories of young people:

- Those pupils aged 4+ to 8 years whose parents have expressed a preference for a faith school based on their religious beliefs where that school is the nearest appropriate faith school and is more than 2 miles from their home.
- Those pupils aged 8 to 16 years whose parents have expressed a preference for a faith school based on their religious beliefs where the school is the nearest appropriate faith school and is more than 3 miles but less than 15 miles from their home.

Qualifying Schools

Parents may state preferences for any schools as part of the admissions process. Some choices may appear to trigger free transport if a place were to be allocated. However, if they fall outside the “qualifying school” criteria and there are suitable places at a nearer qualifying school, then the pupil does not qualify for free transport. Transport to and from school then becomes the responsibility of the parent.

Qualifying schools must satisfy all of the following criteria:

- They must be a community, foundation, Academy or voluntary controlled/aided school or a pupil referral unit.
- It must be the nearest school to the pupil’s home that provides education appropriate to the age, ability and aptitude of the child (including any special placement for an excluded pupil who is off the roll of their mainstream school, or a faith school that has been chosen by parents because of a religious belief), **with places available**.
- However, for pupils aged 11 to 16 years **from low income families** (where the child(ren) are eligible for free school meals or the parents are in receipt of maximum Working Tax Credit) a qualifying school may be one of the three nearest schools to the pupil’s home more than two miles away but less than six miles away; or, the nearest appropriate “faith” school to the home where parents have expressed a preference based on their religious beliefs and where that school is more than 2 but less than 15 miles from their home. The distance is calculated by determining the shortest walking route (not necessarily by road).
- Where qualification is based on grounds of **faith**, this is determined through the assertion of this preference through the admission application process. Parents will need to have satisfied the admitting

body's faith criterion. For Voluntary Controlled schools, the Authority will require evidence of the family's adherence to the religion / denomination of the school.

- Where a pupil attends a **split site school**, the relevant site for qualification purposes will be the site where the pupil spends the majority of his/her school week as notified by the school at the beginning of the academic year.
- Where a pupil is **dual registered**, both sites will be separately assessed to determine the transport need.
- For children in the care of the local authority, the school where the child is placed is deemed to be the 'nearest qualifying school' in order to provide the necessary continuity of education. The allocation of school is to be reviewed as part of the child's regular Care Plan monitoring. Similarly, transport will be considered to provide continuity of education where it is necessary as a result of other intervention by Specialist Services.

POST-16 TRANSPORT

Background

The transport policy statement applies to students aged 16-18 in further education and continuing learners aged 19 and over.

The City Council's post-16 transport policy is designed to support its priority for a City that is continually learning and the "enjoying and achieving" key outcome of the Children's & Young People's Services agenda. The provision of travel arrangements for post-16 students is an integral part of the Council's strategy to increase the post-16 staying-on rate.

The LA's transport policy is to ensure that young people have appropriate access to appropriate courses. The policy seeks to ensure that all young people are treated in a fair and consistent manner.

Under the existing scheme, the Council purchases students' seasonal passes from local bus operator First, which offer unlimited travel during term-time.

Eligibility

Transport assistance will be provided for post-16 learners who meet all of the following criteria:

- the learner is aged 19 or under at the start of the academic year;
- the learner attends either the nearest appropriate school, full-time course of further education (minimum of 12 hours per week), or work-based learning provider;
- the learner is a permanent resident of Stoke-on-Trent; and
- the learner lives more than three miles from the establishment attended (the distance to be measured by the shortest pedestrian route).

In Stoke-on-Trent and Staffordshire there is a peak time restriction to use concessionary passes. Post 16 travel passes are restricted to term time only but can be used at weekends during term time.

For students who do not qualify for assistance under the City's policy, subsidised passes are offered by local colleges.

Young people who have a disability are given additional consideration for the provision of transport assistance if it is essential to enable them to attend a school or college or training provider which is not local to their home area, they are studying on a full time basis **and** are attending the school or college nearest to their home address which can meet their educational needs if it is three miles or more from their home.

In determining whether a school/college/provider can meet a young person's education needs, consideration will be given to the course content/curriculum and outcomes to identify whether the school/college offer the main essentials required by the young person. Where a young person is requesting transport assistance to a school/college/provider that is not the nearest one to their home, written confirmation must be obtained from the nearer school(s)/college(s) confirming that following an assessment of their learning difficulties and/or disabilities, they are unable to offer a course to meet the young person's educational needs. Where applicable, this should make reference to the young person's Education Health & Care Plan.

Transport can be considered for young people living within three miles of their nearest school/college but in order to complete an individual assessment, the Local Authority will give consideration to the full details of the young person's disabilities and the impact these have on their home to school travel arrangements. Specific and up to date written evidence from relevant health and/or education professionals supporting the young person will also be required to make a fair decision.

For further information on assistance for individual colleges please see Appendix A from Page 19

SPECIAL NEEDS TRANSPORT

Background

This policy supports the City Council's strategy for Inclusion (Special Educational Needs) which was consulted on in 2003. At the heart of the strategy is the aim to:

- promote improved progress in learning for children and young people with SEN, and;
- create a more inclusive educational environment in which to secure improved progress for students.

The strategy places a strong emphasis upon including children and young people with SEN in their local mainstream school. To ensure that such children attending a mainstream school are not disadvantaged or discriminated against, this transport policy has been drawn up to be implemented fairly and consistently across all types of provision.

The duties of the Authority regarding home to school transport for all children and young people are set out in the Education Act, 1996. The City Council has a duty to make arrangements for transport up to the end of statutory school age in particular specified cases. These would normally be where the child either lives beyond a prescribed distance from school or has a disability which prevents him/ her from walking to school.

The placement of a child with special educational needs in a mainstream or special school/unit does not automatically result in the provision of free transport to the school/unit.

This policy is based on guidance from the Department for Education and Skills entitled "Home to school travel for pupils requiring special arrangements" (2004).

Eligibility

Transport may be provided for children with special educational needs to the nearest appropriate school, if one or more of the following criteria are met:

The child

- is aged under 11 years and lives more than two miles from the school.
- is aged 11 years or over at the start of the school year and lives more than three miles from school.
- Is aged 11 to 16 years from low income families who live more than 2 but less than six miles from their school which must be one of the three nearest, qualifying schools to their home.
- has a physical or sensory impairment which makes it impossible for them to travel to school by any other means.
- has a severe, profound and multiple learning difficulty which prevents them from travelling unaccompanied.

- child has a disability, which prevents them from walking safely to school, even when accompanied by a responsible adult.
- has a disability, which prevents them from accessing the transport generally available to take other pupils from that area to the school.

Very young children would not normally be expected to travel independently, but families should not be adversely affected by having a child with a disability. The assessment of entitlement for very young children will take account of particular needs and individual family circumstances. Generally, pupils below statutory school age who would qualify for transport once they reach that age will normally be given free transport.

If free transport is agreed to be necessary because of the child's special educational needs, it will be specified, in line with the above criteria, by the SEN Monitoring and Assessment Service. The free transport provided will be subject to an Annual Review. The provision of transport may cease to be necessary as the child grows older and if they become more independent. Such decisions will be taken on an individual basis and will take full account of the pupil's needs.

Some children will be entitled to transport simply because they live further than the "statutory walking distance" from their nearest suitable school. In a small number of cases, children may require transport because they have additional needs. These may include children who have:

- special educational needs.
- a physical disability (temporary or permanent).
- a medical/psychological condition (temporary or permanent).
- other special needs, including family circumstances.

The decision as to whether a child has one of the above needs, which makes it necessary for him/her to be provided with transport, is made by the Statutory Assessment Section, based on an assessment of the pupil's special educational needs. In carrying out this assessment the following factors are taken into account:

- the child's age.
- whether the child is capable of independent travel.
- the child's physical disabilities (if any).
- the child's medical condition.
- the child and family's religious denomination.
- the family circumstances, such as parents with another child already attending an alternative school which could result in particular transport difficulties for the family.
- advice presented to the Authority via the Education, Health and Care Plan (EHCP) Assessment or the annual review. This could include advice from the school, the Educational Psychologist or other specialist Authority staff, the child's OF, consultant or other health staff, any social worker involved with the child or family or other relevant agencies suggested by the parent/carer. This will be identified in their Education, Health and Care Plan (EHCP) or statement of

Special Educational Needs, part 6. It is the responsibility of the parent/carer to submit any advice not already held by the Authority.

Transport is provided subject to the criteria outlined below if the pupil is attending the nearest available provision of the type which is appropriate to meet the pupil's needs. Where a parent chooses to send their child to a more distant or specialist provider, then the parent will assume responsibility for the provision of transport and associated costs. Such circumstances will be noted on the Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN).

The assessment for transport will be carried out following the receipt of a request from the parent/carer, which can be made at any time during the school year. An application form will be provided by the Authority. If transport is provided, this will be reviewed as part of the annual review of the Education, Health and Care Plan (EHCP) or statement of SEN. There will always be a review of provision when a child:

- moves from primary to secondary education.
- completes secondary education.
- changes school.
- moves house.
- has a change in their physical/medical condition.

It is the parent/carer's responsibility to inform the LA of any change in the child's or family's circumstances.

If the Authority agrees to provide transport, this will be by whatever means it considers appropriate, including taxi or bus provision contracted by the Authority, a bus pass, or meeting the costs of a parent/carer who makes their own transport arrangements.

Where a child is temporarily attending provision other than their usual school, their need for assistance will be assessed in the same way as for their normal placement.

Where a child is temporarily living at a different address (including respite care), their provision will only be maintained if this can be achieved at no additional cost.

The City Council will normally only consider providing transport to the nearest appropriate school. On occasions, parents will decide to send their child to a school that is further away. The Council will not normally provide assistance with travel in these circumstances. For pupils with an Education, Health and Care Plan (EHCP) or Statement of SEN, the Council may name the nearest appropriate school or may name the school of parental choice. The latter case does not commit the Council to providing transport as long as it is sure that the needs of the child could be met appropriately at the local school.

The parents of some pupils may be in receipt of the higher rate mobility component (HRMC) of the Disability Living Allowance (DLA). This is the

gateway to the Motability scheme that supplies vehicles, adapted or un-adapted, in return for the DLA, usually on contract hire terms. If a pupil is the HRMC recipient and the family obtain a vehicle through the Motability scheme, then the vehicle is supposed to be used for the benefit of the disabled pupil. When determining whether or not to provide travel assistance, the City Council will take account of a Motability car where this has been provided for the benefit of the pupil. Similarly, the Council will also take account of the HR1MC of the DLA where this has been provided for a child but has not been used to obtain a vehicle.

Payments to Parents

The LA will normally only offer contributions to parents and carers of pupils with SEN if no viable alternative transport provision is available. If payments are made, they will only relate to incidents where the family car is used to take the child to a special school outside of the City's boundaries. Payments will be made at the published rate and will cover a maximum of 4 journeys per day.

Respite Care

Some pupils with SEN may start or end some school days at respite care provision. Normally, transport will be provided for such pupils to the respite settings.

Travel to Residential Schools

For pupils attending residential special schools, transport will be provided at the beginning and end of each residential period. Parents of these pupils will be provided with financial assistance to attend annual review meetings and admission interviews at the school. The mileage rate will be as specified above under "Payments to Parents".

Escorts

Escorts will be provided on special needs transport if one or more of the following are met:

- the child is under eight years old and is able to access the available transport.
- the SEN Monitoring and Assessment Service decides that the child has a disability, which makes it necessary to provide an escort.
- the child has a behavioural/emotional/social difficulty, which gives rise to concerns about the wellbeing of the pupil or other pupils or staff.

The Council will take into consideration each child's age, gender, particular needs and disabilities, health and safety, together with the size of the vehicle and the length of the journey.

Schools have a responsibility to ensure that escorts are fully briefed about the needs of the pupils. Stoke Transport Provision (STP) has the responsibility to ensure that all escorts receive annual training on their roles and

responsibilities. Provision of escorts will be subject to regular review. No escort may administer medication or carry out any medical treatments identified in a pupil's care plan.

The type of vehicle to be provided will depend on an assessment of the child's needs by trained staff. This is often carried out at the school concerned with the proposed vehicle, for example, where wheelchair transport is involved, with school staff and parents in attendance. Every attempt is made to try and find as suitable a method of transport as possible.

OTHER INFORMATION

How to Apply for Transport

To apply for Free Home to School Transport, parents should complete the form by calling the Admissions Team (01782 234598).

To apply for a subsidised Post-16 travel pass, parents should complete the form, which is available by calling the Admissions Team (01782 234598).

To apply for Special Needs Transport, parents should complete the form, which is available via the Head of Special Educational Needs Monitoring and Assessment Service at the Civic Centre. Applications will be considered alongside the criteria detailed below, taking into account evidence provided by school and, where appropriate, medical professionals.

Applicants will normally be informed in writing within 10 working days of their application as to whether the Authority is able to offer transport, subject to the necessary information and advice being available from other agencies.

Complaints / Appeals Process

Should applicants have any complaints about the process applied or wish to appeal the outcome of an application for transport support, the authority operates procedures to support this. The procedure is that any complaint or appeal should be sent to:

For: Free Home to School Transport
or: subsidised Post-16 Transport Support

Strategic Manager – School Support
Children & Young People’s Services
Floor 2
Civic Centre, Glebe Street
Stoke-on-Trent ST4 1HH

For: Special Needs Transport

Strategic Manager – Inclusion
Children & Young People’s Services
Floor 2
Civic Centre, Glebe Street
Stoke-on-Trent ST4 1HH

or via email to: admissions@stoke.gov.uk

The authority follows the DfE's recommended two-stage appeal process:

Stage 1: Review by a senior officer

A parent has 20 working days from receipt of the local authority's home to school transport decision to make a written request 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. An appeal form can be found in Appendix B.

Within 20 working days of receipt of the parent's appeal, a senior officer reviews the original decision and sends the parent a detailed written notification of the outcome, setting out the nature of the decision reached; how the review was conducted (including the standard followed e.g. Road Safety GB21); information about other departments and/or agencies that were consulted as part of the process; what factors were considered; the rationale for the decision reached; and information about how the parent can escalate their case to stage two (if appropriate).

Stage 2: Review by an independent appeal panel

A parent has 20 working days from receipt of the local authority's 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 appeal panel considers 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 (including the standard followed e.g. Road Safety GB); information about other departments and/or agencies that were consulted as part of the process; what factors were considered; the rationale for the decision reached; and information about the parent's right to put the matter to the Local Government Ombudsman (see below).

The independent appeal panel members should be independent of the original decision making process (but are not required to be independent of the local authority) and suitably experienced (at the discretion of the local authority), to ensure a balance is achieved between meeting the needs of the parents and the local authority, and that road safety requirements are complied with and no child is placed at unnecessary risk.

If an appellant considers that there has been a failure to comply with the procedural rules or if there are any other irregularities in the way an appeal was handled they may have a right to refer the matter to the Local Government Ombudsman. If an appellant considers the decision of the independent appeals panel to be flawed on public law grounds, they may apply for a judicial review.

Behaviour on School Transport

The behaviour of young people on home to school transport is the responsibility of the school. Where access to free transport by eligible pupils is withdrawn, temporarily or permanently, because of poor behaviour it is deemed that transport was provided in line with the law but the behaviour of the pupil was such that s/he could not take advantage of it.

Vacant Seat Scheme

Where the Authority hires a vehicle with more seats than are needed for the pupils entitled to free or subsidised transport, then places may be made available at a specified charge to other children under the Vacant Seat Scheme. Such seats are offered on a temporary basis only and may be withdrawn with limited notice.

Generally, the Authority does not seek to provide such seats; they will merely come available as contracts with transport providers dictate. Parents are advised not to base their choice of school on the existence of vacant seats at any particular point in time.

Charges / Reimbursements Applying for 2017-18

Denominational Transport (Vacant Seat Scheme)

Charges to pupils meeting the walking distance criteria, attending their nearest appropriate faith school and not otherwise qualifying for free transport

£339
(for the first child and one-third discount for subsequent children)

Post-16 Eligible Learners' bus pass

£399

SEN Contributions to Parents

£0.20 / mile

Appendix A

Post 16 Transport Assistance / Bursary Information (at Local Stoke-on-Trent Colleges and Sixth Forms Only)

The following is a list of sources of travel / financial support available through schools and further education institutions. Enquiries and applications in respect of these should be made through the young person's College or Sixth Form.

16-19 Bursary Fund

Help is available for the most vulnerable 16 - 19 year olds to continue in full-time

education or training after 16. Young people can apply to their school or college or

training provider for the new 16 -19 Bursary Fund.

The scheme is made up of two parts – a guaranteed payment to a small group of

the most vulnerable and a discretionary fund for schools and colleges to distribute.

Guaranteed /Vulnerable Bursaries of £1,200 a year will be paid to the most vulnerable groups. This includes young people in care, care leavers; young people claiming Income

Support or Universal Credit, disabled young people in receipt of Employment Support Allowance and Disability Living Allowance.

The second element of the scheme enables schools and colleges to award **Discretionary Bursaries** to any students who face genuine financial barriers to

participation, such as the costs of transport, meals, books and equipment etc. Schools and colleges set their own eligibility criteria, decide on how much is paid

and set their own conditions for students to meet in order to receive a bursary, for

example, linked to behaviour or attendance.

Further information about the 16 -19 Bursary Scheme can be found at:

www.gov.uk/1619-bursary-fund

[Further details for individual sixth forms and colleges of the bursary they offer plus any discounted travel for these establishments can be found below.](#)

All information is accurate at the time of publication. For the most up to date information, please contact the individual college, or see their website.

1. The Sixth Form College of Stoke-on-Trent

The Sixth Form College of Stoke-on-Trent offers Bursaries and discounted bus passes as below.

Bursaries at The Sixth Form College of Stoke-on-Trent

There are three categories of financial support available at the Sixth Form College:

- a. **Guaranteed Bursary: Available for Specific Vulnerable Groups**
- b. **Discretionary Bursary Plus Free Meals: Benefits Based**
- c. **Discretionary Bursary Only: Income Based (£24,000 or less after deductions)**

a. The Guaranteed Bursary: Available for Specific Vulnerable Groups

You could receive up to £1,200 per academic year if:

- You are a young person in care, including unaccompanied asylum – seeking children;
- You are a young care leaver;
- You are a young person receiving Income Support or Universal Credit in your own right;
- You are a young person in receipt of Employment & Support Allowance (or Universal Credit as a replacement for ESA) and Disability Living Allowance (or a Personal Independence Payment) in your own right.

Note: If you are living independently and not on Income Support the college may still be able to offer you financial support.

Monthly instalments are paid at the beginning of the month into the student's bank account.

b. Discretionary Bursary Plus Free Meals: Benefits Based

You will qualify for free meals and the discretionary bursary if your parent(s)/guardian(s) are in receipt of one or more of the following benefits:

- Income Support/Universal Credit;
- Income based Jobseekers Allowance;
- Income related Employment and Support Allowance;
- Asylum Support from NASS;
- The Guaranteed Element of State Pension Credit;
- Child Tax Credit (provided you are **not** entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs.

You may be entitled to the following:

- Up to 100% of the cost of travel to and from College by either bus or train;
- Up to 100% of essential course equipment (eg art materials);
- Up to 100% of books;
- Up to 100% of educational visits;
- Up to 100% of examination fees;
- Up to 100% of authorised University visits (e.g. University open days);

- Up to 100% of employer visits;
- Up to 100% of work experience related costs;
- Up to 100% of DBS checks where required for course related work experience;
- Up to 100% of music tuition provided by external organisations where essential for study programme.

c. Discretionary Bursary Only: Income Based

If you have a household income of £24,000 or less **after** deductions, you may be entitled to the following:

- Up to 100% of the cost of travel to and from College by either bus or train;
- Up to 100% of essential course equipment (e.g. art materials);
- Up to 100% of books;
- Up to 100% of educational visits;
- Up to 100% of examination fees;
- Up to 100% of authorised University visits (eg University open days);
- Up to 100% of employer visits;
- Up to 100% of work experience related costs;
- Up to 100% of DBS checks where required for course related work experience;
- Up to 100% of music tuition provided by external organisations where essential for study programme.

Applying for bursaries

To apply for any of the bursaries you will need to complete an application form, which can be found by:

- Looking on the College web site – http://www.stokesfc.ac.uk/support/bursary-free-meals_and_download_application_form.
- Calling the college – 01782 848736 Ext 295.
- Calling into the college and ask for an application form.

Travel by bus to The Sixth Form College of Stoke-on-Trent

Travel passes are available to **all** students of the College at a reduced rate. There are two travel passes available to buy from The Sixth Form College. These are a Smart Travel Pass and a First travel Pass. See cost details below:

| Smart Travel Pass | | | First Travel Pass | |
|-------------------|--------|--|-------------------|--------|
| Weekly | £16.00 | | Weekly | £16.00 |
| Monthly | £50.00 | | Monthly | £45.00 |

| | | | | |
|-----------|---------|--|-----------|--------|
| 3 Monthly | £125.00 | | 3 Monthly | 135.00 |
|-----------|---------|--|-----------|--------|

- You will need a passport size photo to obtain all Travel Passes.
- The prices above may be subject to change in line with provider increases.
- The prices above are only available to students of the College and are available to purchase from the Student Financial Support Helpdesk Desk.
- Travel passes can be purchased as soon as you start your course at college.
- Travel passes purchased on a Friday can start on Saturday, Sunday or Monday
- Travel passes can be used at evenings and weekends (not just for college!).
- You can pay for your Travel Pass by cash, cheque or card.
- Your parents/guardian can pay for your travel pass over the phone via credit/debit card and you can collect your pass during the day.

Please note – The College make a charge to replace lost or stolen travel passes.

The Differences

There are a few differences between the Student Smart Travel Pass and the Student First Travel Pass which are highlighted below.

Student Smart Travel Pass

The Student Smart multi-operator bus ticket gives you the freedom to hop on and off buses in the City using just one ticket any time of day, seven days a week. As long as your journey is within the boundary area of the scheme ([see website for details](#)) you can travel with any of the bus operators listed below, on any bus route and at any time of the day.

Student Smart Tickets are valid on the following bus operators' services:

- First
- D & G
- Scraggs

Student First Travel Pass

The Student First travel pass can only be used on **First** buses within a larger boundary area any time of day, seven days a week. Visit the First Group Website for more information www.firstgroup.com/potteries

Other Bus Companies

D&G Buses

Students who live in the Staffordshire Moorlands area (Cheddleton, Leek & Cheadle) may benefit from using only D & G Buses. You can purchase a D & G bus pass from a D & G Bus driver. You can also purchase an Annual Student Pass for D & G busses from their web site www.dgbus.co.uk/tickets

Arriva Buses

Students who live Market Drayton/Loggerheads area can use their Staffordshire Card or can visit the Arriva bus web site for more information www.arrivabus.co.uk

2. Stoke-on-Trent College

Bursaries at Stoke-on-Trent College

There are three categories of financial support available at Stoke on Trent College:

- 1. Guaranteed Bursary: Available for Specific Vulnerable Groups**
- Discretionary Bursary Plus Free Meals: Benefits Based**
- 2. Discretionary Bursary Only: Income Based (£25,000 or less after deductions)**

1. The Guaranteed Bursary: Available for Specific Vulnerable Groups

You could receive up to £1,200 per academic year if:

- You are a young person in care, including unaccompanied asylum – seeking children;
- You are a young care leaver;
- You are a young person receiving Income Support or Universal Credit in your own right;
- You are a young person in receipt of Employment & Support Allowance (or Universal Credit as a replacement for ESA) and Disability Living Allowance (or a Personal Independence Payment) in your own right.

Note: If you are living independently and not on Income Support the college may still be able to offer you financial support.

Weekly payments are paid into the student's bank account.

2. Discretionary Bursary Plus Free Meals: Benefits Based

You will qualify for free meals and the discretionary bursary if your parent(s)/guardian(s) are in receipt of one or more of the following benefits and have a household income of £25,000 or less:

- Income Support/Universal Credit;
- Income based Jobseekers Allowance;
- Income related Employment and Support Allowance;
- The Guaranteed Element of State Pension Credit;
- Child Tax Credit (provided you are **not** entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs.

You may be entitled to the following:

- Up to 100% of the cost of travel to and from College by bus;
- Up to 100% of essential course equipment (Hairdressing and Catering equipment);
- A free NUS Extra Card;
- Support from our Job Shop to help you find a part time job whilst you study.

3. Discretionary Bursary Only: Income Based

If you have a household income of £25,000 or less, you may be entitled to the following:

- Up to 100% of the cost of travel to and from College by bus;
- Up to 100% of essential course equipment (Hairdressing and Catering equipment);
- A free NUS Extra Card;
- Support from our Job Shop to help you find a part time job whilst you study.

Applying for bursaries

To apply for any of the bursaries you will need to complete an application form by:

- Calling into the Student Assistance office at each Campus and asking for the relevant application forms;
- Calling the Student Assistance Team on 01782 603604;
- Emailing the Student Assistance Team at studentassistance@stokecoll.ac.uk

Traveling to Stoke on Trent College by bus

Bus passes are available to **all** students of the College at a reduced rate. There are two bus passes available to buy from Stoke on Trent College. These are a Smart Bus Pass and a First Bus Pass. See cost details below:

| Smart Travel Pass | | First Travel Pass | |
|-------------------|---------|-------------------|--------|
| Weekly | £16.00 | Weekly | £16.00 |
| Monthly | £50.00 | Monthly | £45.00 |
| 3 Monthly | £125.00 | | |

- You will need a passport size photo to obtain all Bus Passes.

- The prices above may be subject to change in line with provider increases.
- The prices above are only available to students of the College and are available to purchase from the Student Assistance Team.
- Bus Passes can be purchased as soon as you start your course at college.
- Travel passes can be used at evenings and weekends (not just for college!).
- You can pay for your Travel Pass by cash, cheque or card.

The Differences

There are a few differences between the Student Smart Bus Pass and the Student First Bus Pass which are highlighted below.

Student Smart Bus Pass

The Student Smart multi-operator bus ticket gives you the freedom to hop on and off buses in the City using just one ticket any time of day, seven days a week. As long as your journey is within the boundary area of the scheme, you can travel with any of the bus operators listed below, on any bus route and at any time of the day.

Student Smart Tickets are valid on the following bus operators' services:

- First
- D & G
- Scraggs

Student First Bus Pass

The Student First Bus Pass can only be used on **First** buses within a larger boundary area any time of day, seven days a week. Visit the First Group Website for more information www.firstgroup.com/potteries

3. St Joseph's College Sixth Form

Bursaries at St Joseph's Sixth Form College

Eligible students can apply for the means-tested 16-19 Bursary fund. Further details and application forms are available from the Head of Sixth Form.

If you qualify to be considered for funding, you will need to complete an application form and provide evidence of household finances, in line with the Academy policy.

For more information about the Bursary fund, go to www.gov.uk/1619-bursary-fund

4. Haywood Sixth Form

Bursaries and Financial Incentives at Haywood Sixth Form College

There will be a range of incentives to support students.

Work Based Learning students will receive a financial support package to cover travel expenses (criteria apply). They will also have transport options to travel to some of the businesses in the Work Based Learning programme. These are mostly for transport to business partners that have offered multiple places e.g. NHS in Newcastle training hospital.

Vulnerable Bursary

You could receive up to £1,200 per academic year if:

- You are a young person in care, including unaccompanied asylum – seeking children;
- You are a young care leaver;
- You are a young person receiving Income Support or Universal Credit in your own right;
- You are a young person in receipt of Employment & Support Allowance (or Universal Credit as a replacement for ESA) and Disability Living Allowance (or a Personal Independence Payment) in your own right.

Note: If you are living independently and not on Income Support the college may still be able to offer you financial support.

Monthly instalments are paid at the beginning of the month into the student's bank account.

Discretionary Bursaries

To any students who face genuine financial barriers to participation, such as the costs of transport, books and equipment etc.

Schools and colleges set their own eligibility criteria, decide on how much is paid and set their own conditions for students to meet in order to receive a bursary, for example, linked to behaviour or attendance. Forms available from sixth form and income household income must be below £21,000.

Free meals are also available for students that qualify based on application and the sixth form will support and advise parents on how to do this.

Sixth form staff will help with applications in this process. For further information, please contact Mrs Fergusson.

Download the Bursary Form at:

<http://www.haywoodsixthformacademy.coop/about/financial-support/>

Complete and return to the Finance Office, Haywood Academy, High Lane, Burslem, Stoke-on-Trent, ST6 7AB. Alternatively return by email info@haywoodsixthformacademy.coop

5. Ormiston Sir Stanley Matthews

Bursaries at Ormiston Sir Stanley Matthews

Eligible students can apply for the means-tested 16-19 Bursary fund. Further details and application forms are available from the Head of Sixth Form.

If you qualify to be considered for funding, you will need to complete an application form and provide evidence of household finances, in line with the Academy policy.

For more information about the Bursary fund, go to www.gov.uk/1619-bursary-fund

6. St Margaret Ward

Bursaries at St Margaret Ward

Students can either apply for the discretionary or vulnerable student bursary. The vulnerable bursary (£1200 for the year) is for students who are in care, care leavers, in receipt of Income Support, or Universal Credit in place of Income Support, in their own right or in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

The Discretionary bursary is awarded to students who fall into the following categories once household income has been assessed. £16,000 and below, £16,100- £20,000 and £20,100- £25,000. The bursary is used to help with the cost of transport, travel equipment, books etc.

Please contact the school for further information.



City of
Stoke-on-Trent

STAGE ONE APPEAL FOR HOME TO SCHOOL TRAVEL ASSISTANCE 2017/18

The notes below indicate whether your child qualifies for transport to school under the Stoke-on-Trent Transport Policy

Travel assistance will only be provided if your child:

- is resident in the Stoke-on-Trent City Council area (i.e. your Council Tax is paid to "Stoke-on-Trent City Council"); and
- is under 16 years of age on 31 August 2017; and
- is a pupil who lives 3 miles or more from the nearest appropriate school to their home, calculated by the shortest acceptable walking route (For Children under the age of 8 this qualifying distance is reduced to 2 miles); or
- is a pupil from a low income family* and lives more than 2 but less than 6 miles from one of the three nearest appropriate schools to their home; or
- is a pupil attending a faith school based on religious belief where the school is the nearest appropriate faith school and is more than 3 but less than 15 miles from their home. Such transport is provided at a cost of £339 per academic year with a 33% reduction for additional siblings. (*A reduction of 1 month will be applied to all year 11 students*); or
- is a pupil from a low income family* and attending a faith school based on religious belief where the nearest appropriate faith school is more than 2 but less than 15 miles from their home.

****'Low income' refers to a family where the child(ren) receive free school meals or the parent/s are in receipt of maximum Working Tax Credit. It is the responsibility of the parent to provide evidence of maximum Working Tax Credit with this application form if applicable.***

If having read the notes above and the Transport Policy you believe that your child should be entitled to travel assistance, please complete the appeal form overleaf

If you have any queries regarding the information above, please ring the Transport Team on:

Stoke-on-Trent: 01782 234598

