

	<b>BICESTER LEARNING ACADEMY TRUST</b>  <b><u>16- 19 TRANSPORT POLICY</u></b>  <b><u>2017-18</u></b>			<b>Written By:</b>  <b>M Doorley – Assistant Headteacher – (Director of Post 16 Studies)</b>
	<b>Applicable to:</b>  <b>ALL STAFF &amp; STUDENTS</b>	<b>Accountable Officer:</b>  <b>B Baxter – Executive Headteacher – (TCS)</b>	<b>Date Adopted:</b>  <b>Autumn Term 2017</b>	<b>Date To Be Reviewed:</b>  <b>Autumn Term 2018</b>  <b>(Annually)</b>

Bicester Learning Academy is a Multi Academy Trust. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

## 1. **Summary of Policy Statement and Main Objectives**

The Policy Statement describes the assistance with transport costs that is available to students at The Cooper School, Bicester aged 16-19 who are resident in Oxfordshire and undertaking full time courses. The main objective is to ensure that young people aged 16 to 19 are able to access post 16 education.

### **16-19 Bursary Fund**

The Government provides funding to assist disadvantaged young people through the Education Funding Agencies (EFA) funding formula and the 16-19 Bursary Fund. The Bursary Fund is made up of two elements:

- Guaranteed bursaries of £1,200 per year are paid to the most vulnerable students. These include:
  - Young people in care
  - Young people leaving care
  - Those on Income Support
  - Disabled young people in receipt of Employment Support Allowance and Disability Living Allowance
- The second element enables The Cooper School to award discretionary bursaries to students who face genuine financial barriers to participation, for example the cost of transport. Schools and colleges set their own eligibility criteria and decide on how much is paid.

Students should contact Post 16 Studies at The Cooper School if they believe they may be eligible for a bursary. This bursary is to be advertised at events such as KS5 Explained and in the P16 Prospectus.

### **Free Travel provided by Oxfordshire County Council (OCC)**

Students with learning difficulties and/or disabilities who are beyond statutory school age and who are aged 16 to 19, will receive free travel via OCC to that placement when they attend the nearest suitable school or educational placement to their home address that has an available place and one of the following applies:

- (a) It is over 3 miles from their home to the educational placement.
- (b) It is less than 3 miles from their home to the educational placement but it would not be safe for the young person, even if accompanied by an adult, to walk from home to that placement.
- (c) The young person is unable to walk to the school or education placement due to their learning difficulty and/or disability, or because of temporary or long term medical condition. Evidence is required from a GP or consultant.

### **Subsidised Travel by OCC**

Students who do not have learning difficulties and/or disabilities who are aged 16 to 19, and who attend either a college or a school may use the concessionary travel scheme where it is necessary to enable them to access the designated school or college for their area (lower concessionary charge payable) or to access a non-designated area school or college (higher concessionary charge payable). The concessionary travel scheme makes places available on transport provided for those who are eligible for free home to school transport.

Oxfordshire residents aged 16-19 living within the catchment area of The Cooper School will continue to be eligible for subsidised travel to that college if the college is over 3 miles or if there is no safe walking route (lower concessionary charge payable). The latter charge will be reviewed on an annual basis.

In exceptional circumstances, and only where places on relevant home to school transport routes are unavailable, season tickets on public transport may be provided for travel to the designated college or school from the student's home address at the relevant concessionary charge rate. This is meant to apply where a home to school transport route is full and it would be possible to use public transport and so avoid the unnecessary additional public expense of contracting for additional capacity on that route.

### **The Concessionary Travel Scheme**

Concessionary seats are spare seats on home to school transport routes. These are routes that are operated for the benefit of those who are entitled to free transport to and from school. The key points regarding this scheme are set out below:

- (a) OCC cannot guarantee that a young person will keep the seat for longer than two terms
- (b) Fare prices are reviewed annually
- (c) Years 12 and 13 students must complete an application form for concessionary travel
- (d) Payment is required for two terms travel in advance
- (e) The price charged covers a return journey for every school day of the relevant period
- (f) There will be no rebates for those deciding to travel for less than the maximum number of possible journeys per term, for example there is no rebate if a young person decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon
- (g) If a seat is available a bus pass will only be issued on receipt of a completed application form, and correct payment
- (h) No guarantee can be given that the bus will continue to run throughout a young person's time at a school, or that the place on the bus will not be withdrawn at some future date if the place is required for a young person who is entitled to free travel
- (i) The concessionary charge will be waived for those eligible for Free School Meals or for those whose parents are in receipt of the maximum level of Working Tax Credit. In addition the cost of the concessionary charge will be waived for the third and subsequent children of families where they have more than two children using the same home to school transport service.
- (j) When there are more requests to pay for seats on a particular route than there are seats available they will be allocated in the descending order of priority shown in the table 'Priority for Concessionary Places'.

*Priority for Concessionary Places*

Priority	Category
1.	Those with a Statement of Special Educational Needs naming the school
2.	Looked After Children
3.	Years 12 and 13
4.	Children in receipt of Free School Meals or whose parent/parents are in receipt of the maximum of Working Tax Credit
5.	Those who travelled on the route the previous term
6.	By year group, in ascending order of priority from F1 to Year 11
7.	Those living closest using the shortest designated public route on the County Council's Geographic Information System.

The current charges payable under the concessionary fares scheme are shown in the table 'Charges 2016/17'. These charges are subject to annual review.

### *Charges 2017/18*

Post 16 Designated area school or college	£320.17 per annum
Post 16 Non designated area school or college	£596.67 per annum (£149 per two terms of the 6 term year)

### **Post 16 Studies - The Cooper School**

Support may be available if you live more than three miles from the school you are attending and your household income is such that assistance is required. For some students travel costs may be paid in full.

To apply for assistance with travel costs, students will need to use the Financial Pro Forma application form. This is available from the main Post 16 Office. It is essential that this form is returned signed, with appropriate income evidence and with an explanation of why and what help is needed. Students will need to apply annually for transport cost assistance.

Information about points of contact for learners seeking transport assistance can be found at the following website: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

<b>Policy/Procedure Title</b>	<b>BLA 16-19 Transport Policy</b>
<b>Issue Date to Committee</b>	<b>Autumn Term 2017</b>
<b>Author (Name/Department)</b>	<b>M Doorley – Assistant Headteacher – Director of Post 16 Studies (TCS)</b>
<b>Approved by Directors</b>	<b>Autumn Term 2017</b>
<b>Review Date – Annually</b>	<b>Autumn Term 2018</b>