



Application for Post 16 Subsidised Transport 2011/12

Guidance Notes

Once a student reaches the age of 16 and completes year 11 at school there is no statutory entitlement to home to school transport. To support young people in accessing school or college beyond the age of 16, Central Bedfordshire Council provides a Post 16 Transport Scheme that, in certain circumstances, enables students to travel to school or college at a subsidised rate. The Council has recently reviewed its Policy for providing Post 16 subsidised transport and adopted a new policy that will be used to assess eligibility for students starting a new course in the academic year 2011/12. The new Policy is available on the Council's website: www.CentralBedfordshire.gov.uk

Students entering the second or third year of a course will be assessed using the same eligibility criteria against which their original application was assessed.

To apply for subsidised transport to college or a school that is not the school to which students received free transport in years 10 and 11 the attached form should be completed and returned as soon as possible and by Friday 22nd July 2011 at the latest. Applications received after 22nd July may not be processed in time for the start of the new academic year. Applications received after 31st December 2011 will not be considered unless a student moves in to the area.

The contribution to the cost of transport for 2011/12 is £144.00 per term or £391.00 per year.

1. Am I eligible for transport through the Post 16 Transport Scheme?

To be eligible for subsidised transport through the Post 16 Scheme students must:

- be enrolled on a full-time course
- be 16 years of age or over and under 19 years of age at 1 September 2011. For a student with Special Educational Needs transport could be provided up to the age of 25 if specifically required through the annual statutory assessment process.
- be attending a school where the learner has been enrolled for a minimum of two years and has been eligible for subsidised transport, or
be attending the nearest establishment which offers a qualification(s) at the same level and in the same subjects area(s) as the course applied for and accepted on to.
- live more than 3 miles but not more than 20 miles from the school or college they are attending. The distance may be less than 3 miles if a student has a medical condition which prevents them from walking to school or college. The distance may be more than 20 miles if a student with special educational needs is attending the nearest establishment as identified through the statutory assessment process.
- live in the area of Central Bedfordshire for the whole academic year.

If once an application has been assessed and a student is entitled to subsidised transport, it may be provided free if families are in receipt of certain benefits including Maximum Working Tax Credit *, Employment Support Allowance, Income Support, Income Based Job Seekers Allowance and Pension Credit.

*Transport will be provided free for any students continuing in the second or subsequent year of the same course as outlined above and where families are in receipt of any rate of working tax credit.

2. How does the application process work?

- 2.1 A copy of the Application Form is attached to these Guidance Notes. Please complete all sections of the Form. If information is missing, we will return the Form to you to complete and this will delay your assessment.
- 2.2 Your parent or carer must sign the form if you are under 18 years of age when you apply.
- 2.3 When you have completed the Application Form, detach it from these notes, ask Student Services at your chosen school or college to endorse the application and send it to the:
- Transport Entitlement Team
Children's Services
Central Bedfordshire Council
Technology House
239 Ampthill Road
Bedford
MK42 9BD
- 2.4 When we receive your Form we will assess your application and decide if you are eligible for subsidised transport. We will write to let you know the outcome. If we approve your application we will ask you to send a cheque or postal order for £144.00 or £391.00 made payable to Central Bedfordshire Council, for your contribution. If a bus or rail pass is to be issued we will also ask you to send us three passport size photographs of yourself.
- 2.5 We will arrange the cheapest and most appropriate method of travel based on five full days attendance per week. We cannot guarantee that the travel arrangements put in place by the Council are the cheapest way to travel for individual students. We advise you to make your own enquiries about possible alternatives.
- 2.6 Please return the Application Form as soon as possible and by Friday 22nd July 2011 at the latest. We will process applications received after 22nd July as quickly as we can but cannot guarantee that your pass for subsidised transport will be ready for the start of term. We will calculate a later starting date, allowing for the 15 working days it takes us to process the application plus any time it takes you to send payment and photographs and any postal delays which are out of our control. If we take longer than 15 working days to process the application we will refund the cost of any day tickets you have to buy as a result. Please keep tickets and receipts to submit when you claim. We will not refund any costs unless the originals are sent to us.

If you require any further information please contact the:

Transport Entitlement Team

Email : school.transport@centralbedfordshire.gov.uk

Telephone: 0300 300 8133



POST 16 SUBSIDISED TRANSPORT APPLICATION FORM 2011/12

Please complete the Application Form in full and return it as soon as possible and by 22nd July 2011 at the latest. Please note if the Form is not fully completed it will be returned to you and this will delay your application. If you return the Form after 22nd July 2011 and you are assessed as entitled to subsidised transport, you may not receive your pass before the start of the academic year.

If you need help in completing the Form please ring 0300 300 8133.

First name(s).....

Surname. Male / Female

Date of Birth Age at 1 September 2011.....

Address.

.....

..... Postcode.....

Home telephone number

Mobile

Which school/college did you attend in 2010/11?.....

Did you have a Statement of Special Educational Needs in 2010/11.....

Sixth form or college to be attended in 2011/12.....

Please provide the Course Title, Course Code and subjects to be studied in 2011/12. Please attach a separate sheet if necessary.

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Qualification to be obtained (please circle) :

NVQ Diploma AS A2 GCSE

Other (please specify).....

Course Level (please circle) 1 2 3

Is this the 1st 2nd 3rd year of your course (please circle)

What date does term start?

Please state the nearest public service/contract stop or railway station to your home address

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Student's signature

Date

Parents Signature

Date

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After you have completed this Form take or send it to Student Services at your school or college for it to be endorsed.

To be completed by the School or College

I confirm that this Application Form has been completed by a student who has been offered a place on a full time course at this school/college studying the course as shown.

Signed.....

Date.....

School/College stamp

Data Protection Act 1998

Please note that in the course of providing transport services the details on this form will be computerised by Central Bedfordshire Council and it may be necessary to forward these details to relevant schools, transport providers and occasionally the Education Welfare Service. Please be assured that your details will be safeguarded and only used for the purpose of providing transport and will not be divulged to any other individuals of organisations for any other purposes.