

# HAMPSHIRE COUNTY COUNCIL

## Decision Report

<b>Decision Maker:</b>	Executive Lead Member for Children's Services
<b>Date:</b>	9 May 2018
<b>Title:</b>	Proposed changes to the Home to School Transport Policy and Post 16 Transport Policy Statement
<b>Report From:</b>	Director of Children's Services

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1. Taking into account relevant information and the feedback gathered through a public consultation, changes to the Home to School Transport and Post 16 Transport Policies are recommended. These changes would bring the policy in line with our statutory responsibilities and remove the remaining discretionary elements from the service.

## 2. Recommendations

**Recommendation 1:** To approve the attached Home to School Transport Policy ([Appendix 1](#)), effective from September 2018, incorporating the following changes following consultation:

**Change 1:** To stop providing (for new applicants) Home to School Transport to children with Special Educational Needs and/or Disabilities (SEND) attending nursery placements from September 2018.

**Change 2:** To only provide Home to School Transport once a child reaches compulsory school age (from September 2019).

**Change 3:** To implement the walking distance of three miles on a child's 8th birthday. This change to be effective from September 2019.

**Change 4:** To introduce tiered charges for any exceptions to policy approved from September 2018.

**Recommendation 2:** To approve the attached 2018/19 Post 16-Transport Policy Statement ([Appendix 2](#)) which incorporates the following changes:

**Change 1:** To apply a process whereby all families seeking transport support for a child in Post 16 education or training must apply for transport. Transport support would only be provided if it is required to facilitate attendance, with applications considered and based on individual circumstances to determine eligibility.

**Change 2:** Introduce tiered charges for any Post-16 Transport provided as exceptions to policy to young people with special educational needs and/or disabilities aged 16 years and above with effect from September 2018.

**Recommendation 3:** Transport from Ancells Farm to Fleet Infant and Velmead Junior School, which has been subject to an historical special arrangement, would become subject to the usual statutory distances and therefore from September 2019 eight year olds would not have transport provided to Velmead Junior School.

### **3. Executive Summary**

- 3.1. This purpose of this report is to inform the Executive Lead Member for Children's Services on the outcome of the public consultation, alongside other relevant information, and to seek approval for changes to be made to Hampshire County Council's Home to School Transport and Post 16 Transport Policies.
- 3.2. By April 2019 the County Council will be facing an anticipated budget shortfall of £140 million. This is due to national austerity measures, combined with demographic and inflationary pressures. With less money available and growing demand for council services, especially statutory services, decisions need to be made about what the County Council can and cannot do in the future.
- 3.3. The County Council is required by law to deliver a balanced budget and therefore cannot plan to spend more than is available. Hampshire County Council plans to address its budget shortfall through a combination of measures including increases in Council Tax and delivering savings from services.
- 3.4. Current expenditure on Home to School Transport is about £29 million, of which £3.4 million is spent on discretionary transport. It is proposed that £1.54 million savings could be achieved from the Home to School Transport and Post 16 Transport budgets.
- 3.5. In October 2017, as part of the Transformation to 2019 programme Cabinet approved a consultation on proposals to changes to the County Council's Home to School Transport and Post 16 Transport Policies. The proposal was to consult on proposed reductions to the policy to the statutory minimum and apply that with few exceptions. Changes to the HtST policy require statutory consultation.
- 3.6. If agreed, the changes would be incorporated into the Home to School Transport and Post-16 Transport policies for September 2018, although due to transition arrangements, some elements will not be effective until September 2019. Children and young people currently eligible for Home to School Transport and Post 16 Transport would be unaffected by the proposed changes unless their circumstances change

### **4. Contextual information**

- 4.1. It is the responsibility of a local authority to provide free home to school transport for children of compulsory school age in certain circumstances prescribed in legislation.

- 4.2. Hampshire County Council currently arranges Home to School Transport for over 15,000 students. Of these, 12,000 attend mainstream school places and 3,000 attend places that meet their Special Educational Needs and/or disabilities. Most pupils are provided with transport under statutory entitlements, with fewer than 1,000 being provided with transport under discretionary arrangements.
- 4.3. In Hampshire, transport is largely provided for children attending their catchment school where the distance from home is further than the statutory walking distance or where the nature of the route to school makes walking to and from school unsafe. Additionally, specialist transport is provided for Hampshire pupils with Special Educational Needs and/or disabilities. In both circumstances transport is arranged where children meet the County Council's eligibility criteria: [www.hants.gov.uk/educationandlearning/schooltransport](http://www.hants.gov.uk/educationandlearning/schooltransport).
- 4.4. Since 2010, a number of initiatives have been followed to manage costs and the service as efficiently as possible including a change to policy that restricted the provision for children living within a shared catchment area which first took effect in September 2012. Current projects endeavouring to reduce costs include; the use of school minibuses for Home to School Transport, major procurement exercises looking at sole provider tendering and route bundling and longer terms of contract, investing in infrastructure where unsafe routes require free transport to be provided and restructuring the service and its use of technology.
- 4.5. While most parts of the current service are statutory, some of the eligibility criteria employed in Hampshire's Home to School Transport policy are discretionary. The proposals consulted on apply only to the discretionary criteria. The policies recommended for approval ensure that Hampshire County Council would continue to meet its statutory requirements.

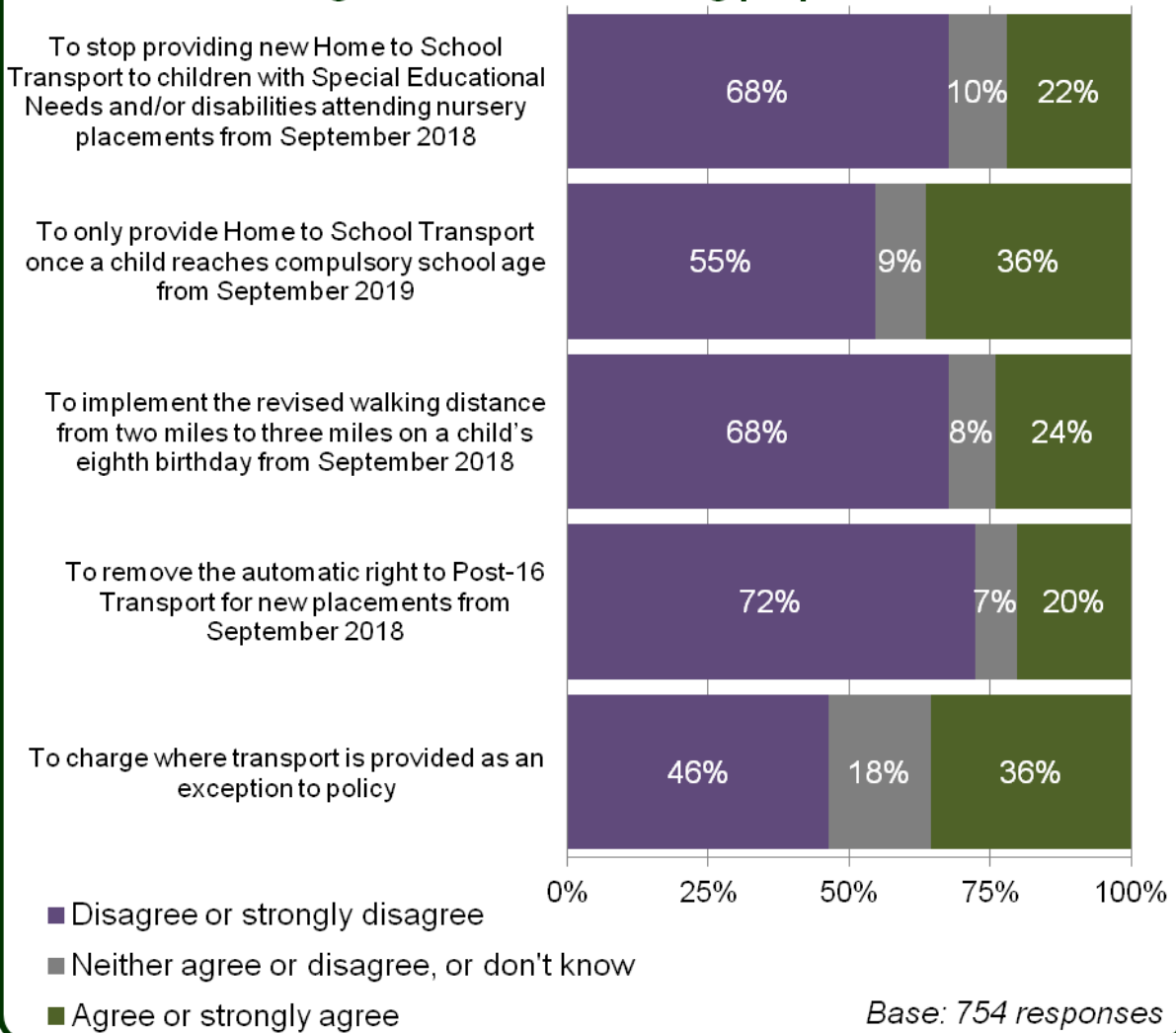
## **5. Finance**

- 5.1. The County Council has in recent years spent approximately £29m per year on Home to School and Post-16 transport. Hampshire's rural geography requires particularly high spend (both in absolute terms but especially when considered relative to urban local authorities) on providing free transport for mainstream secondary phase pupils living more than 3 miles from the nearest school. Supporting compulsory school-age children with special educational needs who require free transport to access their nearest suitable provision is another area of very high costs.
- 5.2. The total possible savings identified from the implementation of the proposed changes to policy are £1.5m.

## **6. Consultation and Equalities**

- 6.1. A full analysis of all 795 responses to the consultation can be found at appendix 4 of this report.
- 6.2. Respondents were asked if they agreed or disagreed with each proposal. A summary of the 754 responses to this question is shown in the table below.

### Question One: To what extent do you agree or disagree with the following proposals?



6.3. As is evident in the [Equality Impact Assessment](#) there is a potential impact for the characteristics of age, disability and rurality in the event that some or all of the changes to policy are approved. If the recommendations are agreed then in future certain new applicants may no longer be provided with free home to school transport under the policy. With respect to age and disability when a child is refused transport under policy there is an opportunity for this decision to be appealed and to consider the circumstances of any case to decide if it merits support as an exception to policy. There is also potential impact for rurality although it is important to note that distances for home to school travel are usually longer for families in rural areas and so statutory entitlement, which the recommendations do not have any impact on, through the distance criteria is more likely.

## 7. Current Position, proposed changes and consultation responses

7.1. The existing Home to School Transport service was reduced in 2012 to the statutory minimum service with some limited discretionary provision. Children's

Services have identified the following five features of its current policy which are discretionary and so could be stopped:

- Home to School Transport for children with special educational needs and/or disabilities attending nursery placements
- Home to School Transport for children attending Reception classes but who are not yet of compulsory school age
- Maintaining provision for pupils who live between 2 and 3 miles from school from their eighth birthday until the end of the school year
- Automatic provision of transport (subject to a charge) for young people with special educational needs and/or disabilities aged 16 years and above

7.2. The proposals also include the introduction of charges where transport is arranged as an exception to Home to School Transport Policy and increases to the existing charges applied under the Post 16 Transport Policy.

7.3. Any agreed changes would apply only to 'new entrants' to any aspect of the policy and would not result in the loss of a particular aspect of the service for an existing eligible child (unless their circumstances change (e.g. they move house or change school/college). The following sections consider each of the points above in greater detail.

## **8. To stop providing new Home to School Transport to children with Special Educational Needs and/or Disabilities (SEND) attending nursery placements from September 2018.**

8.1. The County Council currently spends approximately £340k per year on this provision and if stopped completely this would yield savings of that order. 68% of consultation respondents who gave a view on this proposal disagreed with this proposal, 22% were supportive of the proposal and the remainder neither agreed nor disagreed (10%).

8.2. Disagreement with this proposal was particularly strong amongst respondents with children aged 0 to 4 years, and respondents from households which currently receive transport for free. Respondents from households with incomes of £30,001 to £70,000 were more likely than the average respondent to agree.

8.3. The consultation responses included the comment that children with complex additional needs require specialist education provision. It went on to explain that "if their parents don't drive, or cannot access public transport due to disability, cost or siblings, they will not be able to access such provision. Early intervention is key with such children and proposed changes could prevent these children from accessing such services."

8.4. This transport service is discretionary as the children in receipt of it are not of compulsory school age. All children have an early year's education entitlement. Early Years Special Educational Needs (SEN) hubs provide nursery education places across Hampshire for pre-school children with significant/complex special educational needs. The hubs provide early years education in an environment which provides a high level of staff expertise and skill in supporting children with

a wide range of significant SEN and will, wherever possible, enable children to transfer smoothly from nursery education to a mainstream school.

- 8.5. If the proposal is agreed families who are not entitled to transport could appeal and seek transport as an exception to policy. There would be circumstances where the authority will approve transport as an exception to policy. Depending on whether the recommendation to charge for exceptions to policy is approved, a charge may apply.

**9. To only provide Home to School Transport once a child reaches compulsory school age (effective from September 2019).**

- 9.1. The County Council spends approximately £600k on transport for this age group. Children become of compulsory school age in the school term following their fifth birthday so compared to the current offer children would not be entitled under policy until one, two or three terms later depending on their date of birth. 55% of respondents to the consultation who gave a view on this proposal disagreed with this proposal, 36% were supportive of the change and the remainder neither agreed nor disagreed (9%).
- 9.2. Disagreement with this proposal was particularly strong amongst respondents with children aged 0 to 8 years, and respondents from households which currently receive transport for free. Respondents from households that currently pay for transport were more likely to agree with this proposal, as were respondents from households earning over £100,000 per year, which was the only group that agreed with this proposal overall.
- 9.3. The school admissions code requires that all admission authorities make provision for children to start school full time in the September after their fourth birthday. Parents can defer their child's start in school and parents of summer term born children can request that their child does not start school until after their fifth birthday. In response to the consultation it has been commented that if there is no transport provision for Reception age children who are not of compulsory school age parents may delay their entry into school. The County Council is very keen to encourage parents of children starting school to attend at the school gate as this enables the formation of relationships between families, schools and teachers as well as having a social benefit.
- 9.4. If the proposed recommendation is agreed families refused transport under policy could pursue an appeal that allows for individual family circumstances to be taken into account. Also there would be the possibility that spare seats on contracted transport can be purchased by parents.
- 9.5. This advice would need to be published alongside the County Council's admission arrangements for 2019. Schools and the authority would monitor admissions to see if there were an impact on take up of deferment and deceleration.

**10. To implement the revised walking distance from two miles to three miles on a child's eighth birthday from September 2018.**

- 10.1. Currently children living between two and three miles from their primary school lose transport at the end of the school year of their eighth birthday. The

current costs to the local authority are estimated to be £30k. The recommendation is that transport is removed immediately following their eighth birthday. 68% of consultation respondents who gave a view on this proposal disagreed with it. 24% agreed with the proposal and 8% neither agreed nor disagreed.

10.2. Disagreement with this proposal was particularly strong amongst respondents with children aged 0 to 8 years, and respondents from households which currently receive transport for free. Respondents from households without children or from households which earn £50,001 to £80,000 per year were more likely to agree with this proposal than the average respondent.

10.3. From the key findings in the analysis of responses we can see that respondents placed this proposal as the second most preferred proposal when respondents were asked to select their most preferred. This proposal brings forward by up to three terms, the removal of transport for a known group of children in very specific circumstances. Families living between 2 and 3 miles from the school currently make their own transport arrangements from the start of year 4. If the recommendation is approved, at the point of having their eligibility confirmed, families would know that they will need to make similar arrangements but in future from their 8<sup>th</sup> child's birthday. Families will be able to purchase spare seats when they are available on the contracted service that they have previously used as an eligible child.

10.4. Families affected would have an opportunity to appeal against refusal of transport and have their case considered as an exception to policy.

## **11. To remove the automatic right to Post-16 Transport for young people with special educational needs and/or disabilities aged 16 years and above in new placements from September 2018. All future transport would be decided on the basis of exception to policy**

11.1. The County Council currently spends £1.6m on this provision. By changing the process for students to become eligible for transport it is anticipated that some of this provision will continue to be provided but savings of up to £1m are possible. 72% of consultation respondents who gave a view on this proposal disagreed with it, 20% were agreed with the proposal and 7% neither agreed nor disagreed.

11.2. This proposal was the least preferred when respondents were asked to select their most and least preferred proposals. The highest levels of disagreement were from respondents from households with children and young people aged 5 to 18, from households which currently receive transport (both for free and for a charge), from households which include children with special educational needs or disabilities, and from households with incomes up to £30,000 per year. Respondents aged 25 to 34 years, from households without children, and from households which do not currently receive transport were less likely to disagree with this proposal. Respondents from households with incomes of £50,001 to £60,000 and over £100,000 were also more likely to agree with this proposal than the average respondent.

11.3. Currently transport is automatically provided (subject to a charge) if the student is attending their nearest suitable provision and meets the distance

criterion or cannot reasonably be expected to walk because of their additional needs or disability.

- 11.4. The proposed new policy will require families to apply for Post-16 transport seeking a service based on the circumstances of their individual case.
- 11.5. Consultation responses show that the least preferred option is to remove the automatic right to Post-16 Transport for new placements from September 2018. This may arise from a misunderstanding that assumes the post-16 transport provision will be entirely removed rather than the intent which is to require families to show that transport is needed to facilitate attendance.
- 11.6. Families would need to apply for transport and show that they are attending the nearest suitable provision and that the County Council must provide transport to facilitate attendance. Subject to this consultation new charges may apply, as detailed in Section 12 below.
- 11.7. The new approach to considering applications and deciding based on individual circumstances would take effect from September 2018. Many current Year 11 students and their families have already made decisions about their Post 16 destination and Education Health and Care Plans for September have been finalised. For those students the former practice would apply but for new applications from September 2018, or for changes of circumstance after that date the changed approach would be effective. Families who apply for transport and are refused under the new policy would have an opportunity to appeal against refusal of transport.

## **12. To introduce a charge where transport is arranged as an exception to the Home to School Transport Policy and increase the charge applied under the Post-16 Transport Policy as a contribution to the County Council's cost.**

- 12.1. In Summer 2017 Hampshire undertook its 'Balancing the Budget' consultation, asking the public and stakeholders for their views on options to balance the County Council's budget up to 2020. Two thirds of respondents who provided a view agreed that the Council should "raise existing charges or introduce new charges to help to cover the costs of running some local services".
- 12.2. Each year Hampshire County Council provides discretionary 'exception to policy' transport for a number of children across all age groups attending mainstream and specialist provision where they are not eligible under Policy. This 'exception to policy' provision has always been provided free of charge. 46% of consultation respondents who gave a view on this proposal disagreed with the proposal to introduce a charge, 36% were supportive of the change and 18% neither agreed nor disagreed.
- 12.3. This proposal was more popular with respondents aged 25 to 34 years, and 55 to 64 years. Respondents from households without children and from households with incomes of £30,001 to £80,000 or over £100,000 were also, on balance more likely to agree with this proposal. Respondents aged 35 to 44 years, from households with children, from households receiving transport, from households with children with special educational needs or disabilities, and from households with incomes up to £30,000 per year were amongst those most



likely to disagree with this proposal. When respondents were asked to select their most preferred proposal, this was the most preferred option in the consultation and the proportion opposing the proposal was in the minority.

- 12.4. The consultation proposed that this charge would be tiered, based on the distance travelled, with the tiers as shown below:

Distance to travel	Annual charge
Up to 5 miles	£600
5.01 miles to 7.5 miles	£831
7.51 miles to 10 miles	£1,164
Over 10 miles	£1,330

- 12.5. The authority has a longstanding approach, where charges apply to a service, of waiving the charge in the event that a family meets a low income threshold, usually where the child in question is in receipt of Free School Meals. The introduction of Universal Credit replacing the current benefits system has created transitional protection around free school meal entitlement. If the above charges are introduced then the new policy and its application would need to mirror the transitional protections in the Universal Credit rollout.
- 12.6. When asked about the method of charging, 54% of respondents to the question favoured a fixed charge, regardless of the distance travelled, compared to 46% of respondents who felt that the charge should be higher for those who travelled further to school.
- 12.7. On average, respondents felt that the maximum charge for transport provided as an exception to policy should be £900 per year, with organisations believing that the maximum charge should be £1,170 per year. Respondents from households with higher incomes tended to feel that the maximum charge should be higher than respondents from households with lower incomes.
- 12.8. There were many comments that noted the impact of charges for families, particularly when they had more than one child due to be using transport. The lowest cost above is just over £3 per day rising to £7 per day for the highest costs. Where the service can be provided at a cost that is less than the proposed annual charge the charged amount would be reduced so that at no time would the charge be greater than the cost to the County Council of running the service. Also the charge would be pro rata when a child travels for part of the year.
- 12.9. Where families meet low income thresholds and the student is entitled to Free School Meals the charge would be waived.

### 13. Recurring themes within responses

- 13.1. Many respondents commented that removal of HCC home to school transport would result in costs for families, in circumstances where other service cuts are creating additional financial pressures for the same families. Many of the families making these comments cite their challenges that arise from having a child with additional needs and supporting other children who attend more local mainstream schools.

- 13.2. Transport to school/college is a limiting factor for children with SEN being able to attend a placement that, in the view of parents, is best able to meet their needs.
- 13.3. There were many comments about the impact on road congestion 'at the school gate' of removing contracted transport with the potential for that to be replaced by multiple families making the equivalent journeys by car.
- 13.4. The school gate effects and environmental impacts are possible although it is important to note that the proposed changes would impact on approximately 5% of the current activity if all the recommendations were approved. The authority would work with schools as part of its already active school travel planning support for schools utilising schemes such as 'park and strides'.
- 13.5. Children that attend their nearest suitable provision and live more than the qualifying distances from that school would continue to be provided with a transport service. When a family chooses a non-catchment school they would do so knowing that they would be responsible for their child's home to school journey.
- 13.6. The authority will not be removing transport where it must be provided under legislation. Previous consultation has shown that the consultation indicated that for savings in Children's Services, the majority of residents and stakeholders opposed reducing spend on services for children, older people and vulnerable people because these were rated as being the most important services to protect. These proposed savings from a discretionary service would allow other critical services to be maintained. Some families could incur an additional cost because a discretionary service has been withdrawn or is provided with a charge; if that family wishes to challenge the refusal of the service they have a right of appeal with two stages of consideration concluding with an independent appeal panel.

#### **14. Specific issues arising during the consultation:**

##### **Ancells Farm to Fleet Infant and Velmead Junior School**

- 14.1. During the consultation a number of responses were received from residents of Ancells Farm, Fleet. The homes on Ancells Farm were built as part of a new development begun in the 1980s. The conversation with developers originally proposed a school as part of the development but as a result of the availability of existing places in nearby schools that new, additional school was not built. The decision not to build the school but instead to provide places through nearby schools was taken by the County Council's Education Committee in 1989.
- 14.2. Some respondents were of the view that the transport to Fleet/Velmead was guaranteed (as a result of not building a school on the new development) and some thought that the developers subsidised the bus service. This isn't the case: Hampshire County Council provides the service under discretionary powers.
- 14.3. The primary provision treating applicants from Ancells Farm as in catchment are Fleet Infant and Velmead Junior schools. The distance between the homes and schools is over two but less than three miles. Therefore under the statutory

requirement children from Ancells Farm attending Fleet and Velmead are eligible for free transport until age 8.

14.4. Respondents assumed that the consultation deliberately sought to take away Ancells Farm transport. The service was withdrawn following an Education Committee decision in May 1995 but reinstated as a discretionary service after residents raised concerns. In fact the Ancells Farm provision for children age 8 and over is provided as a discretionary service and so it is appropriate for the service for that age group to be considered again as part of this consultation.

14.5. This transport service is currently provided as a discretionary service. It also includes a school escort. The Executive Member can conclude that the area needs to be considered like all other parts of Hampshire and be subject to the same statutory service. Alternatively the Executive Member can take the decision to continue to provide this service

## **15. Summary of findings and recommendations**

15.1. Hampshire County Council has considered the views expressed through the public consultation. The County Council recognises there is strong feeling valuing the current service and opposition to changes. Five features of current policy and associated provision can be changed to reduce the service, where provision is discretionary charges can be introduced, or existing charging arrangements modified.

15.2. The decision has to be a carefully balanced consideration of all the factors including the responses to the consultation, the viability of the service and the importance of the Council operating within its budget. The Council would continue to provide all the statutory transport services and will not remove transport from existing eligible children unless their circumstances change. In this large mixed rural and urban authority there is a very significant cost implication in providing the statutory service, increasing pupil numbers (both mainstream and those requiring specialist provision) will only increase demand for the statutory service.

**CORPORATE OR LEGAL INFORMATION:****Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	no
<b>People in Hampshire live safe, healthy and independent lives:</b>	no
<b>People in Hampshire enjoy a rich and diverse environment:</b>	no
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	yes

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

DocumentLocationHome to School Travel and Transport  
Statutory Guidance[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/575323/Home\\_to\\_school\\_travel\\_and\\_transport\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/575323/Home_to_school_travel_and_transport_guidance.pdf)

Post-16 transport to education and training

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/652980/Post-16\\_Transport\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/652980/Post-16_Transport_Guidance.pdf)

## **IMPACT ASSESSMENTS:**

### **1. Equality Duty**

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

#### **Due regard in this context involves having due regard in particular to:**

1.2. The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;

1.3. Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;

1.4. Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

#### **1.5. Equalities Impact Assessment:**

(a) [See below](#)

### **2. Impact on Crime and Disorder:**

2.1. The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all the decisions it makes on the prevention of crime and disorder in the County. The proposals in this report have no impact on the prevention of crime. one expected

### **3. Climate Change:**

3.1 In future, if the recommendations are agreed the County Council will provide less contracted home to school transport. The withdrawal of what are usually transport arrangements for more than one child may lead to families transporting their own child to the school. Locally each school's travel plan seeks to manage the daily commute into and out of school to support children making their way to school in an environmentally friendly way wherever possible The County Council will ensure that spare seats on contracted transport are well publicised and available to purchase so that transport travels full. Also the Council will look into promotion of self help web resources around school run car sharing

## **Equality Impact Assessment**

Name of project/proposal: Tt19 CSDCS13 Home to School Transport and Post-16 Transport (2nd Iteration Originator Goff, Martin)

Email address: martin.goff@hants.gov.uk

Department: Children's Services

Date of Assessment: 27/04/ 2018

### Description of Service / Policy

Current expenditure on statutory Home to School Transport is £29 million, and a further £3.4 million is spent on discretionary transport.

Hampshire County Council currently arranges Home to School Transport for over 15,000 students. Of these, 12,000 attend mainstream school places and 3,000 attend places that meet their Special Educational Needs and/or disabilities. Most are arranged with transport under statutory entitlements, with under 1,000 being provided with transport under discretionary arrangements. A team of 26 full time staff arranges and manages this provision.

The County Council's statutory responsibility is to transport, free of charge, children aged 8 years and over who live more than three miles away from their nearest school. Compulsory school age children who are under 8 years olds that live over two miles away from their nearest school also receive statutory free transport. In addition there is enhanced entitlement for children eligible for free school meals or those who would need to travel on an unsafe route. Currently Children's Services spends circa £11 million on mainstream Home to School Transport.

The service also spends circa £16 million (A team of 11 FTE staff arrange and manage this provision plus additional school escorts) on transporting children with special educational needs. This area has seen the greatest recent growth in recent years, particularly for those EHCP students aged 16 - 25. The distance criteria apply to children of compulsory school age but in addition for children of compulsory school age transport must be provided where a child cannot reasonably be expected to walk to school because of their disability and/or SEN.

Geographical impact: All Hampshire

### Description of proposed change

The current provision for Post-16 EHCP students with Special Educational Needs and/or disabilities (SEND) is provided under the County Council's Post-16 Transport Policy statement.

There are some elements of the current Home to School Transport Policy and Post-16 Transport Policy that provide transport outside of the statutory requirements. Consultation has been undertaken on proposals to remove all elements of non-statutory provision. A report has been prepared for Executive Member decision that recommends approval of two revised policies, the Home to School Transport Policy (statutory school age) and the Post-16 Transport Policy. The report sets out recommended changes to policy that would remove all non-statutory elements and introduce charges where transport is arranged as an exception to policy..

Other Transformation to 2019 projects around Home to School Transport will focus on more efficient service delivery and reducing exception to policy provision.

#### Engagement and consultation

Has engagement or consultation been carried out?

Yes A full report on the consultation is published as Annex A of the 9 May 2018 Executive Member decision report.

#### Impacts of the proposed change

This impact assessment covers Service users

Statutory considerations

Age: Medium

Disability: Medium

Impact: Some children, currently entitled under discretionary policy elements would, in future, not receive a free home to school transport service

Mitigation: A robust service to consider the circumstances of any case to decide if it merits support as an exception to policy. Critical in this consideration would be whether the child can access the named setting without transport assistance. If an exceptional arrangement is provided then a charge may be applied.

Sexual Orientation: Neutral

Race: Neutral

Religion and Belief: Low

Impact: Some parents may choose to send their child to a school on the basis of their faith or religious views, rather than their most local school. Where a child receives Free School Meals or parents receive the maximum level of working tax credits have some enhanced entitlement when choosing a school on religious grounds. Other families are not provided for within the policy.

Gender Reassignment: Neutral

Gender: Neutral

Marriage and civil partnership: Neutral

Pregnancy and Maternity: Neutral

Other policy considerations

Poverty: Low

Impact: There is enhanced support for children in receipt of Free School Meals (FSM). For those families with an income just above the threshold qualifying for

FSM, the consideration as an exceptional case, will need to take account of the family's ability to pay for any exceptional transport service.

Rurality: Medium

Impact: The changes that are proposed have a medium impact on those living in rural areas as the basis for Home to School Transport are usually the statutory distances of 2 and 3 miles or an unsafe route. A greater proportion of families in rural areas may find that their nearest suitable provision is more than the set distance or along an unsafe route but where applicable the statutory provision will be made. For post 16 students the service will consider the circumstances of any case to decide if it merits assistance as an exception to policy.

Mitigation: A robust service to consider the circumstances of any case to decide if it merits support as an exception to policy.



**HAMPSHIRE COUNTY COUNCIL**

**HOME TO SCHOOL TRANSPORT ENTITLEMENT POLICY**

**EFFECTIVE FROM SEPTEMBER 2018**

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5	<b>DISCRETIONARY TRANSPORT ARRANGEMENTS AND EXCEPTIONS - CHARGEABLE</b>	
	- Concessionary travel (privilege place scheme)	
	- Voluntary driver schemes	
	- Part-time attendance	
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## 1. BACKGROUND AND SCOPE OF THE POLICY

- 1.1. The policy sets out the legal responsibilities that Hampshire County Council (HCC) has in order to provide assistance with transport to school or other education setting for children living in the HCC local authority administrative area. It also supports HCC's sustainable school travel strategy<sup>1</sup>.
- 1.2. This policy reflects the requirements of the Education Act 1996 and the Education and Inspections Act 2006. It also complies with the Department for Education's statutory guidance issued in July 2014<sup>2</sup>.
- 1.3. The changes to the previous policy (September 2014 (Updated)), effective from September 2018, are:
  - Withdrawal of free transport for nursery children with SEN attending nursery placements; and
  - Implementation of charges where transport is provided as an exception to the policy.

*Further changes that are effective from September 2019 are:*

  - *Removal of free transport for Reception age children until they are of compulsory school age (term after fifth birthday); and*
  - *Removal of free transport where this applies to the increased walking distance from two to three miles with effect from a child's eighth birthday.*
- 1.4. Charges for transport arrangements are set out in Appendix 1.
- 1.5. The process for appeals is set out in Appendix 2.
- 1.6. Arrangements for post-16 age (sixth form) student transport are set out in a separate annual transport policy statement that is published by 31 May each year.

## 2. LEGAL RESPONSIBILITIES FOR TRANSPORTING CHILDREN TO/FROM SCHOOL

- 2.1. Most parents/carers take their children to and from school. Where their child has a school place parents have a legal duty and a responsibility to make the necessary arrangements to ensure that their child of compulsory school age attends school regularly.
- 2.2. Hampshire County Council (HCC) has a statutory duty to make arrangements to provide **free** home to school transport for '**eligible children**' (**defined in para 3.1**) **only**.

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<sup>1</sup> <http://www3.hants.gov.uk/school-travel-strategy>

<sup>2</sup> [Home to school travel and transport guidance](#)

### 3. DEFINITION OF 'ELIGIBLE CHILDREN'.

3.1. Eligible children are defined<sup>3</sup> as children of compulsory school age (defined in para 4.3):

- who attend their nearest or catchment school which is beyond the statutory walking distance.
- who, because of their special educational needs, disability or mobility problems cannot reasonably be expected to walk to their school whose route to the nearest suitable school is unsafe.
- children entitled to free school meals or whose parents receive the maximum level of Working Families Tax Credit (subject to a distance requirement).

3.2. All eligible children are entitled to free transport to/from school at the beginning and end of the normal school day.

### 4. 'ELIGIBLE CHILDREN' - EXPLANATION OF RELEVANT FACTORS.

4.1. As a general rule, HCC will only make provision for **free** transport for the children referenced set out above.

4.2. The following paragraphs explain the eligibility for free transport **for eligible children only** in more detail.

#### **Compulsory school age**

4.3. Children are of compulsory school age from the beginning of the term following their fifth birthday (*or from their fifth birthday if it falls on 31 August, 31 December or 31 March*) until the last Friday in June of the academic year in which they reach 16 years of age.

(N.B. Transport will continue to be provided (throughout academic year 2018/19) for children in Year R who aren't yet of compulsory school age but, with effect from September 2019, transport will only be provided for children in year R who are of compulsory school age.)

#### **Statutory walking distances<sup>4</sup>**

4.4. For pupils of compulsory school age, transport is provided if their nearest suitable or catchment school is:

- Beyond two miles (if below the age of eight); or
- Beyond three miles (if aged between eight and 16).

4.5. An eight-year old living between two and three miles from their school ceases to be an eligible child on their 8<sup>th</sup> birthday. Transport will continue to be provided for such children to the end of the 2018/19 academic year but with effect from September 2019 transport will be withdrawn on their 8<sup>th</sup> birthday.

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<sup>3</sup> Schedule 35b of the Education Act 1996

<sup>4</sup> Statutory walking distance defined in Section 444(5) of the Education Act 1996

4.6. These are the statutory walking distances prescribed by legislation. However, different walking distances apply in respect of children who are entitled to free school meals or whose parents receive the maximum level of working tax credit (see paragraph 4.7).

### **Extended rights eligibility**

4.7 Children entitled to free school meals or whose parents receive the maximum level of Working Families Tax Credit

The following distance criteria will apply:

- The nearest suitable school is beyond two miles, by the nearest walking route (for children over the age of eight and under 11); or
- The school is between two miles (nearest walking route) and six miles (by road) (if aged 11 to 16 and there are not three or more suitable nearer schools); or
- The school is between two miles (nearest walking route) and 15 miles (by road) and is the nearest school preferred on the grounds of religion or belief (aged 11 to 16).

### **Unsafe routes**

4.8. Transport arrangements will be made for children of compulsory school age who cannot reasonably be expected to walk to the nearest suitable school because the nature of the route is deemed unsafe to walk.

4.9. National Road Safety Guidelines are in place for the assessment of routes. Officers apply the guidelines to determine the nature – safe or otherwise - of any walking routes.

### **Special educational needs (SEN), a disability or mobility problems**

4.10. A child of compulsory school age with special educational needs, a disability or mobility problems **who cannot reasonably be expected to walk to school**, will receive free school transport, regardless of distance.

4.11. Eligibility is assessed on an individual basis, which includes the following:

- The child must be attending the nearest designated catchment area school, a nearer school, or the nearest school with a place or is attending the nearest appropriate school as determined by the Special Educational Needs (SEN) service.
- By reason of their SEN, a disability or mobility problem (including temporary medical conditions) the child cannot reasonably be expected to walk to school
- Eligibility will be assessed on an individual basis and any evidence submitted e.g. from a medical practitioner will be taken into consideration.

### **Primary Age Siblings**

- 4.12. In the case of children with SEN, a disability or mobility problems (see paragraph 4.10), transport will be provided where there is a need for primary age sibling(s) to be taken to other school(s), provided that the school(s) is/are the catchment area school(s), or a nearer school or next nearest school. Also, it would need to be shown that the timing of the school day or the direction of the other school(s) would prevent the parent or carer from accompanying the child(ren).

### **Accompaniment**

- 4.13. In determining whether a child cannot reasonably be expected to walk for the purposes of 'special educational needs, a disability or mobility problems eligibility' or 'unsafe route eligibility', HCC will consider whether the child could reasonably be expected to walk if accompanied and, if so, whether the child's parent/carer can reasonably be expected to accompany the child. This will take into account the age of the child and whether one would ordinarily expect a child of that age to be accompanied on that journey.
- 4.14. The general expectation is that a child will be accompanied by a parent or carer where necessary, unless there is good reason why it is not reasonable to expect the parent or carer to do so.
- 4.15. If a parent or carer submits evidence that they are unable to accompany their child to school this will be assessed on an individual basis and any evidence submitted e.g. from a medical practitioner will be taken into consideration.
- 4.16. Any transport provision made will be reviewed to take into account the age of the child and the parent/carer's medical condition.

### **Definition of Home address**

- 4.17. The home address will be that at which the child resides and spends the majority of his/her time. Occasionally a child will have more than one address, for example, because they live with parents who have different addresses. In this situation the address used for determining transport will be the one at which the child spends most of their time including weekends and school holidays as well as during the week. When the child lives at the other address they will not qualify for any transport arrangements other than the one provided from the primary home address.

### **Qualifying schools**

- 4.18. The schools covered by this policy statement are: -

- community, foundation and voluntary schools including special schools;
- non-maintained special schools;
- pupil referral units (education centres)<sup>5</sup>;
- city technology colleges (CTC), city college for the technology of the Arts (CCTA), or academies, including free schools and University Technical Colleges (UTC); or
- for children with SEN, an independent school if it is the only school named in the child's Education, Health and Care Plan (EHCP), or if it is the nearest of two or more schools named in the EHCP and is not named on the basis of parental preference.

### **School choice**

- 4.19. Where parents/carers apply for the designated catchment or a nearer school and the school is unable to offer a place, free transport will be offered to the next nearest school with a place available providing the distance criteria are met.
- 4.20. The pupil will remain entitled to transport to the next nearest school with a place until they leave the school, with the following exceptions at the beginning of Year 3:
- Pupils transferring from the next nearest infant to junior school will not be entitled to assistance if a place is available at the designated catchment primary school; or
  - Pupils at a next nearest primary school will be **expected to transfer** to the designated catchment junior school, if a place is available.

### **Permanent exclusion**

- 4.21. Transport is provided for pupils who have been permanently excluded from school who attend a new school or Education Centre, subject to the statutory walking distance criteria being applied.

### **Suitability of arrangements**

- 4.22. Transport arrangements will allow the child to reach school without undue stress, strain or difficulty. Shorter journey times are desirable in achieving this. As a guide, maximum journey times should be 45 minutes for primary school age children and 75 minutes for secondary school age children. An escort will be provided on SEN transport when required, based on the needs of the students travelling.
- 4.23. The most economic form of transport available will be provided, having due regard to the availability of the transport as determined by the Passenger Transport Group (PTG) of HCC and the maturity, health or special needs of the pupil, as determined by the Head of Transport in Children's Services Department.

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<sup>5</sup> Where they are receiving education by virtue of arrangements made under section 19(1) of the Education Act 1996.

- 4.24. In certain circumstances, the most suitable arrangement with parents' consent might be for the parents/carers to provide the transport, for which an allowance, currently 35p per mile, will be paid.

## **5. DISCRETIONARY TRANSPORT ARRANGEMENTS - CHARGEABLE**

- 5.8. This section sets out the limited circumstances in which HCC will use its discretionary powers (under Section 508C of the Act) for children who are not entitled to free transport (as set out under Section 4 of this policy above).

- 5.9. Where this discretion is used there will usually be a charge for the transport provided, as shown in Appendix 1.

- 5.10. All arrangements within this section will be time-limited. At the end of the specified period, parents will need to re-apply.

### **Concessionary travel (privilege place scheme)**

- 5.11. A spare place on a contract vehicle may be offered to a child who is not entitled to transport assistance. It will be withdrawn if it becomes clear that it is needed by an entitled child or if re-tendering or re-planning changes the route or reduces the number of concessionary seats. A flat rate charge will be made, (set annually by HCC), except where the child being transported is entitled to free school meals or the family is in receipt of the maximum level of working tax credit. Parents must make their own arrangements for the pupil to travel to the nearest existing pick-up point on the route.

### **Part-time attendance**

- 5.12. This will not normally be supported with a transport arrangement. Transport may be provided to facilitate part-time attendance where a child is convalescing following medical treatment or illness. The child's progress will be reviewed at least on a termly basis. This is a discretionary arrangement and may be subject to the charge in Appendix 1.

### **Journey times of more than 75 minutes**

- 5.13. Unusually there may be situations where a journey time of more than 75 minutes is required, These may occur in transport:
- to church secondary schools;
  - to special schools;
  - to pupil referral units (Education Centres);
  - for pupils attending their next nearest school with an available place because no place available at designated catchment area school or nearest school; and
  - for pupils attending out of county residential schools.



### **Religion or belief**

5.14. Under the extended rights eligibility (para 4.7), there is entitlement to free transport for children aged 11 to 16 attending the nearest school preferred on the grounds of religion or belief. Where this criterion does not apply, other arrangements, in line with policy or as an exception may be made.

## **6. CIRCUMSTANCES WHERE TRANSPORT WILL NOT BE PROVIDED**

6.8. Transport will not be provided in circumstances other than those set out above for eligible children and where discretionary arrangements are made.

6.9. Specific examples of where transport will not be provided are:

- Temporary address. Transport will not be provided from a temporary address to a school that is not the designated catchment area or nearest school for that address.
- Journeys to and from other destinations. Transport is not offered to or from points other than the school/ education centre and home or pick up/drop off points.
- Victims of bullying. Dealing with bullying should be fully explored with the current school. If parents decide to move their child's school due to dissatisfaction with their current school then there is no entitlement to free school transport
- To or from pick-up and drop-off points. Except in the case of pupils with SEN, a disability or mobility problems as outlined in paragraph 4.10.
- Unacceptable behaviour of a pupil, as determined by the transport provider/operator and/or escort (where applicable).
- To take account of work/business commitments or domestic difficulties of parents/carers.
- To accommodate attendance at after school activities or for arrival at start times other than the usual start time for the school.

## **7. OTHER ISSUES**

### **Withdrawal of Assistance**

7.8. Where the home to school transport policy is changed and the level of discretionary provision reduced, transport may be withdrawn from children who are currently receiving assistance. In these cases, a reasonable notice period will be given, i.e. in optimum time to enable parents to make informed decisions about their children's education. Any change of policy will be subject to a period of consultation with those affected.

### **Delays**

7.9. Where a delay occurs in providing transport which is over and above the normal operational timescale for doing so and the application for transport has been submitted in good time (with full information), reimbursement may

be made to cover expenses incurred (upon production of evidence of expenditure) from the date from which transport would otherwise have been provided. Such reimbursement will be for use of the most cost effective type of transport.

- 7.10. In the case of entitlement being granted upon appeal, reimbursement may be made of expenses incurred upon production of evidence of expenditure from the date upon which the appeal was lodged or, if this falls within a school holiday period, from the start of the following term or half-term.

#### **Errors**

- 7.11. Where assistance is found to have been granted in error, notice of one full term will normally be given that assistance will be withdrawn to allow families to make other arrangements.
- 7.12. Where entitlement has been denied in error, transport will be arranged as soon as possible and consideration will be given to reimbursing parents retrospectively, with a time limit of the start of the academic year in which the error was discovered.

#### **Complaints**

- 7.13. The County Council takes all complaints seriously and has a complaints procedure to ensure they are investigated and, where possible, resolved. A copy of the procedure is available upon request.
- 7.14. People are encouraged to raise their concerns using the appropriate contacts. Where necessary, complaints will be considered at a more senior level to ensure every effort is made to resolve the issue.

#### **Contacts**

- 7.15. Please visit the Home to School Transport page on the County Council's website (Hantsweb) for up to date contact information.  
<http://www3.hants.gov.uk/education/schools/school-transport.htm>

### Schedule of Charges for Exceptional Arrangements

#### Concessionary travel (privilege place scheme)

To be reviewed annually:

Distance to travel	Annual charge
Up to 5 miles	£600
5.01 miles to 7.5 miles	£831
7.51 miles to 10 miles	£1,164
Over 10 miles	£1,330

Waived for families when the travelling child is in receipt of FSM on the grounds of low income.

#### Exceptions to Policy

To be reviewed annually:

The following charges apply based on the price of the arrangement. The arrangement will be time limited and so the charge for exceptional arrangements can be related to the offer. The annual charges presented below can be pro-rata based on the length (in weeks) of the actual arrangement. The charge will be waived for families when the travelling child is in receipt of FSM on the grounds of low income.

Distance to travel	Annual charge
Up to 5 miles	£600
5.01 miles to 7.5 miles	£831
7.51 miles to 10 miles	£1,164
Over 10 miles	£1,330

## Appendix 2

### Home to School Transport - Review/Appeals Process

Parents who wish to challenge a decision about:

- the transport arrangements offered;
- their child's eligibility;
- the distance measurement in relation to statutory walking distances; and
- the safety of the route

may do so by writing to The Transport Team, Capital House, Andover Road, Winchester SO23 7BS.

In the first instance a case will be reviewed by a Senior Officer.

In cases against refusal of a transport service there may be a further appeal to an Independent Appeal Panel. For concerns about the transport arrangement offered the final decision rests with the Head of Transport in Children's Services Department

#### **Any appeal will be processed as follows:**

##### **Stage one: 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.
- Within 20 working days of receipt of the parent's written request a senior officer reviews the original decision and sends the parent a detailed written notification of the outcome of their review, setting out:
  - the nature of the decision reached;
  - how the review was conducted (including the standard followed e.g. Road Safety GB);

##### **Stage two: Review by an independent appeal panel, where it applies.**

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 will consider written and verbal representations from both the parent and

officers involved in the case and give 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 will 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.

**Local Government Ombudsman** There is a right of complaint to the Local Government Ombudsman, but only if complainants consider that there was a failure 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 judicial review.

## **Transport policy statements for students in further education aged 16–18 and continuing students aged 19.**

**Name of LEA : Hampshire**

**Department Responsible: Education**

Hampshire County Council

2018/19 Transport policy statement for students in further education aged 16-19, continuing students and young people aged 19-24 with learning disabilities

### **1. Commitment**

Although there is no statutory duty on local authorities to provide a post 16 travel scheme there is a duty to publish an annual transport policy statement specifying the arrangements for the provision of transport or otherwise that the authority considers it necessary to make to facilitate the attendance of all persons of sixth form age receiving education or training.. This policy statement applies for 2018/19 only and sets out the support available.

There is no automatic entitlement to free home to school or college transport once a student is over 16. The authority has considered its resources and the travel to college opportunities for students. Parents and students are responsible for making their own travel arrangements. Students can attend a college of choice and, if needed apply to their college's student support for assistance. The Local Authority will only assist where the inability to access transport arrangements creates an inability to access or remain in education or training and the student and their parent can evidence that there are no other options. Where Hampshire County Council provide transport assistance a contribution towards the cost will be required as detailed at point 3.

### **2. General transport available**

There are a number of public transport service providers in Hampshire. Colleges and schools in Hampshire have their own transport arrangements but the situation does vary. Students should check with their establishment about the transport arrangements and ticketing prices that can apply to both bus and train travel. The following link provides the information supplied by colleges and sixth form establishments.

[College and School Details](#)

### **Other transport support**

Post 16 education providers and other agencies provide support with transport in certain cases, for example:

- Cycle schemes
- Care to Learn - <https://www.gov.uk/care-to-learn/overview>
- Wheels to Work - <http://www3.hants.gov.uk/wheels-to-work>
- Brain in Hand - <http://braininhand.co.uk/>

### **3. Qualification for support from Hampshire County Council for students attending colleges and schools with sixth forms (including academies)**

If the local authority assist with travel assistance and or expenses for post-16 students a parental contribution towards the cost of this transport will be required; the cost will be decided by applying the following charging schedule:

Distance to travel	Annual charge
Up to 5 miles	£600
5.01 miles to 7.5 miles	£831
7.51 miles to 10 miles	£1,164
Over 10 miles	£1,330

Transport will normally only be offered if the student has an Education, Health and Care Plan (EHCP) or if the student has a disability. The student or their parents will need to apply for transport and evidence that the County Council must provide transport to facilitate attendance and without transport assistance the student will be unable to attend the educational placement.

When assessing an application the Council will refer to the criteria provided in Appendix 1.

#### **4. Assistance with transport for students over the age of 19 with learning difficulties or disabilities.**

Students over the age of 19 may qualify for transport assistance if they are subject to an Education, Health and Care Plan.

The student or their parents will need to apply for transport and evidence that the County Council must provide transport to facilitate attendance and without transport assistance the student will be unable to attend the educational placement.

When assessing an application the Council will refer to the criteria provided in Appendix 1.

#### **5. Post 16 training providers and apprenticeships**

The same qualifications as set out in paragraph 3 apply for students attending post 16 training providers. Students in apprenticeships with employed status do not qualify for any assistance with travel costs.

#### **5. Qualification for support from colleges and schools with sixth forms including academies**

In addition to the support available from Hampshire County Council, post 16 providers may also provide financial support towards transport costs for certain students such as young parents, those from low income families, those at risk of being Not in Education, Employment or Training (NEETs). This is determined by the provider and is often based on how they have locally determined to use 'hardship' funds.

Please follow the link below to information provided by post-16 providers regarding transport services.

[College and School Details](#)

#### **7. Independent Travel Training**

The County Council provides some mobility/independence training for students with learning difficulties or disabilities. Children with an EHCP will be subject to transition plans in year 9 and independence training can form part of that plan. Some colleges also provide mobility/independence training.

#### **8. Students attending providers outside Hampshire**

The County Council may provide assistance with transport to support students attending providers outside of the county but students need to qualify for support against the criteria outlined in paragraph 3. The provider attended may also be able to provide some support.

#### **9. Students attending providers in Hampshire but living outside the county**

Such students should apply to their home Local Authority for assistance. However, providers themselves may provide assistance and are not bound by county boundaries.

#### **10. Applying for assistance with transport**

Students wishing to apply for help with transport can do so by accessing the Hampshire County Council website where further details are available. The link is

<http://www3.hants.gov.uk/yourfuture.htm>

Students may also wish to apply to colleges direct for help. Below are details of the colleges and their contact details together with an outline of the assistance they provide.

11. What type of assistance may be offered

See details in Appendix 2

#### **12. Appeals/Complaints**

Complaints regarding any aspect of the policy statement must first be taken up with the local authority. If these do not result in a satisfactory outcome, young people or their families may complain to the Secretary of State.

Students wishing to make an appeal regarding a transport entitlement decision or subsequent transport arrangements should write to the Head of Information Transport and Admissions, Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG. The appeals process is provided in [Appendix 3](#)

#### **13. College and School Details**

##### **Hampshire College and Sixth Form Policy Statements 2018/19**

Please see below a list of all Hampshire colleges and sixth form providers and follow the link to the individual establishments travel information. For full, up to date, travel information for each college please refer to the relevant college website.

**ALTON COLLEGE**

**ANDOVER COLLEGE, ANDOVER**

**BARTON PEVERIL COLLEGE, EASTLEIGH**

**BASINGSTOKE COLLEGE OF TECHNOLOGY**

**BROCKENHURST COLLEGE**

**EASTLEIGH COLLEGE**

**FAREHAM COLLEGE**

**FARNBOROUGH COLLEGE OF TECHNOLOGY**

**THE SIXTH FORM COLLEGE, FARNBOROUGH**



**HAVANT COLLEGE  
HIGHBURY COLLEGE, PORTSMOUTH  
ITCHEN COLLEGE  
PETER SYMONDS COLLEGE  
PORTSMOUTH COLLEGE  
QUEEN MARY'S COLLEGE, BASINGSTOKE  
RICHARD TAUNTON SIXTH FORM COLLEGE, SOUTHAMPTON  
SOUTH DOWNS COLLEGE, WATERLOOVILLE  
SOUTHAMPTON CITY COLLEGE  
SPARSHOLT COLLEGE  
ST VINCENT SIXTH FORM COLLEGE  
TOTTEN COLLEGE**

### **ALTON COLLEGE**

- Alton College has a partnership with Stagecoach to provide the bus service. Annual or termly Unirider bus passes can be purchased directly from the Stagecoach website: <https://www.stagecoachbus.com>. The Unirider pass can be used 7 days a week on any Stagecoach bus in Hampshire, Surrey and West Sussex.
- Stagecoach bus routes to the College include: Hartley Wintney, Fleet, Farnham (starts in Guildford), Haslemere, Liphook, Liss, Petersfield, Clanfield, Alresford (starts in Winchester), Bramdean and Basingstoke.
- The College offers termly season tickets for South West Train journeys to Alton at discounted rates. Tickets can be purchased via the College online store: <http://store.altoncollege.ac.uk> Alton train station is within easy walking distance of the College.
- For households with an income of less than £22,000, the 16-19 Discretionary Bursary can provide financial support towards travel (bus or train) to Alton College. Further information can be found on the College website: <http://www.altoncollege.ac.uk/sixth-form/funding-and-finance>
- Students who live in Surrey can apply for a Surrey Fare Card which offers discounts on bus and train services to and from their home. For further information please see the Student Fare Card Scheme website: <http://new.surreycc.gov.uk/schools-and-learning/schools/school-transport/16-transport-to-school-or-college/student-fare-card-scheme>

[www.altoncollege.ac.uk](http://www.altoncollege.ac.uk)

### **ANDOVER COLLEGE, ANDOVER**

(Figures based on the 17/18 academic year)

Andover College offers a number of subsidised tickets on Campus buses, Stagecoach buses and South Western Railway. The annual cost is variable dependent upon your preferred travel choice, however all passes are payable in ten affordable interest free monthly instalments, if you apply before the start of term. You may also be able to apply for assistance with the cost from the college's bursary fund.

<b>Transport Service</b>	Annual Cost
<b>Campus Bus</b> Amesbury, Boscombe Down, Durrington, Larkhill, Netheravon, Shipton Bellinger and Shrewton	£495
<b>Stagecoach Goldrider</b> Any Stagecoach bus in Hampshire or Wiltshire	£535
<b>Stagecoach Megarider</b> Stagecoach Andover Town Centre routes Areas covered include Andover town centre, Enham Alamein and Charlton. For a map please go to	£280
<b>South West Trains Rail</b> Winchester, Basingstoke, Whitchurch, Overton, Salisbury and Grateley (other areas may be covered subject to quotation)	£630
<b>College Direct Service</b> Areas with little or no public service. Please see below	£590
Students travelling from Tidworth, Ludgershall or Chute Please see below	

### **College Direct Service**

If you require travel to Andover College and there is no public service from your area to get you to the College it may be possible for the College to subsidise a Campus service from your area. This will be dependent on student numbers and financial viability. It is important to register your interest when you complete your online registration forms for the College. Areas currently covered include; Porton, the Winterbournes, Broughton and the Wallops.

### **Students Travelling from Ludgershall, Tidworth or Chute**

If students reside in the Ludgershall, Tidworth or Chute areas Wiltshire Council will be able to provide a travel pass. The cost of the pass is £710 however, if your gross annual household income was less than £20819 in the 17/18 tax year the cost will be £210. If you live in these areas and your household income was below £20819, you should contact Wiltshire Council for a travel pass, as unfortunately the College will not be able to offer a subsidized pass.

### **How to Apply – Ludgershall, Tidworth & Chute**

Please contact Wiltshire Council on 01225 712852 or go to [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) If you require assistance with SEN travel you should contact 01225 712852 to discuss your requirements.

### **Special Educational Needs Travel – Hampshire Students**

For further details, please contact Hampshire County Council's transport team on 01962 845327 or go to [www3.hants.gov.uk](http://www3.hants.gov.uk)

### **How Do I Know What Pass to Order?**

For independent travel advice please go to [www.travelinesw.com](http://www.travelinesw.com) or call them on 0871 200 2233. Alternatively, if you know your local provider please see the following websites or telephone for timetable information

[www.stagecoachbus.com](http://www.stagecoachbus.com) 0345 121 0190

[www.southwesternrailway.com](http://www.southwesternrailway.com) 0345 6000 650

### **Need help with the cost?**

Families with a household income of under £32,000 can apply for assistance towards the cost of the pass from the College's bursary fund. Further details and an application link will be contained on the College's registration forms or copies will be available for collection from the College.

[www.andover.ac.uk](http://www.andover.ac.uk)

### **BARTON PEVERIL COLLEGE, EASTLEIGH**

Local Authorities have no legal obligation to provide travel assistance for students after the age of 16. Barton Peveril has transport arrangements in place for students who meet the conditions set out below.

To qualify you must be a full-time student and:

- be under 19 years of age on 1 September prior to the start of the course
- live in your parents' home or with your legal guardian
- live more than four miles from the College measured by the most direct route

Details of the bus routes covered by the college transport arrangements can be found on the college website – [www.barton-peveril.ac.uk](http://www.barton-peveril.ac.uk).

The arrangements differ depending upon where the student lives therefore any queries regarding transport to College please do not hesitate to contact: Transport Officer, Barton Peveril College, Telephone 023 80 367214

[www.barton-peveril.ac.uk](http://www.barton-peveril.ac.uk)

### **BASINGSTOKE COLLEGE OF TECHNOLOGY**

SWT Rail Users:

- For full time learners who live in or beyond: Winchester, Andover, Fleet, Mortimer etc. BCoT offers a 50% subsidised South West Trains rail pass. This will allow learners to travel between their home station and Basingstoke, Monday to Friday in term time only. **The total cost is still undecided for 17-18, so it is advised to check our webpage for further updates.**
- Full time learners from Hook can purchase a new subsidised rail pass. The ticket is valid Monday to Friday in term time only. **The total cost is still undecided for 17-18, so it is advised to check our webpage for further updates.**

Stagecoach Bus Users:

- Learners are now able to purchase their bus pass on line at [www.buymyunirider.com](http://www.buymyunirider.com) from the **beginning of August 2017**

- Unirider Zone 1: **For full time learners only**

Sherfield on Loddon, Sherborne St John, Old Basing (The Hatch), Kempshott Park, Hackwood Park Gates and Oakley. **The total cost is still undecided for 17-18, so it is advised to check our webpage for further updates.**

- Unirider Zone 2:

Full time learners living outside the Stagecoach Unirider Zone 1 can receive a 25% subsidised bus pass for use on journeys to Basingstoke from out of town areas including Baughurst, Hook, Overton, Pamber Heath, Tadley and Whitchurch. You will also be able to use the pass in Zone 1. **The total cost is still undecided for 17-18, so it is advised to check our webpage Please note – you must live in Zone 2 to apply for this pass.** Checks will be made and Stagecoach will take action if passes are requested inappropriately.

- Zone 1 and 2 tickets are valid for 7 days a week and allow free unlimited travel throughout the UK (except London) on all Stagecoach bus services.

- **Are you from one of the following schools?**

If you went to either Amery Hill Secondary School, Eggars School, Perins Community School or Fernhill Secondary School in 2016/2017, we will refund the cost of your transport; if bought through one of the college schemes as described in this guide; and your attendance per term is 90% or higher.

Financial Assistance:

- BCoT may be able to help with your annual travel (bus or rail) pass if your household income is £21,000 or below. A BCoT Financial Support for Learners form can be downloaded from our website ([www.bcot.ac.uk](http://www.bcot.ac.uk)).
- Travel assistance is also based on termly attendance, if a learner does not achieve 90% attendance the next terms travel pass maybe withheld until attendance has improved

The above information will be sent out by email to all BCOT applicants in July 2017 If you have any questions about travel or financial assistance offered by BCoT please call Student Experience on 01256 306393, 01256 306608 Monday to Friday.

[www.bcot.ac.uk](http://www.bcot.ac.uk)

## **BROCKENHURST COLLEGE**

- Brockenhurst College provides subsidised travel to students via an extensive network of College bus routes. Academic season passes for travel on the national rail network are also available through the College. Brockenhurst railway station is a safe and easy 7 minute walk from the College and subsidised bus passes for connecting travel on Wilts & Dorset, More Bus and Salisbury Reds services are available.
- A detailed breakdown of all current services, bus timetables and 2016/17 costs is available on the College website (<http://www.brock.ac.uk/sixth-form/travelling-to-brock/>). Details of pricing and services offered for 2018/19 will be available at the above link from June 2017, in the interim please direct travel enquiries to the Travel & Student Finance Coordinator ([travel@brock.ac.uk](mailto:travel@brock.ac.uk)).
- 2018/19 guidelines and eligibility criteria for bursaries and financial support are available on the College website (<http://www.brock.ac.uk/sixth-form/bursaries-financial-support/>); bursary applications for academic year 2018/19 can be made 01.06.2017 onwards - forms available for download at the above link from 01.05.2017. Subject to a completed application and attendance/performance commitments, students eligible for the 'discretionary' and '19+' bursaries can purchase travel passes through the College at a further discounted rate of 50%. Students eligible for the 'vulnerable bursary' can opt to use this fund to purchase travel through the College. Please refer to the website or contact the Student Finance & Welfare Advisor ([financialsupport@brock.ac.uk](mailto:financialsupport@brock.ac.uk)) for more information.
- All travel purchased through the College is sold on a termly basis with payments via our online BrockShop. For 2016/17 Brockenhurst College offered further discounts for early payment in full and an option to spread the cost through instalments at no additional charge. To ensure value for money, travel on all College bus routes was also available to students with reduced timetables on a journey by journey basis (cash payments only, payable to the driver). A full refund is available if an applicant chooses not to attend.

[www.brock.ac.uk](http://www.brock.ac.uk)

## **EASTLEIGH COLLEGE**

Eastleigh College is easily accessible from across the Hampshire region with excellent road links (located five minutes from the M27 and M3) and rail links (two stations located 15 minutes walk from the college) in addition to local cycle paths and various bus services across the Hampshire region. As a college we do not want essential transport costs to be a barrier to students accessing 'outstanding' vocational education, so we have a bursary scheme to support full-time students with the costs of travel. We also do not have parking available on site during the day for students, so encourage our learners to use public transport by using the bursary fund to subsidise travel passes, and to sell passes to families at a cheaper rate than available directly from the operators, if they are not eligible for bursary support.

A travel bursary of different levels of support according to family income, will be available to new students on a first come first served basis who are:

- aged between 16-18 years of age
- registered as living in excess of three miles from Eastleigh College (all distances measured by AA route planner from postcode address to the college)
- enrolled on a full-time course at Eastleigh College in 2018/19
- living in a household where the total income meets our bursary criteria maximum. For 17/18 this was £50K, (for 18/19 is yet to be confirmed)

Students can apply for a bursary to help towards the cost of travel to and from College.

Our travel bursary scheme for students varies according to the distance students have to travel and income levels of the family.

- Full details of the travel bursary offer including the eligibility criteria, will be available after 1/6/18 for the 18/19 academic year. All bursary applications received by 27/07/18 will be assessed and awarded as appropriate, so that travel passes or equipment financial support will be in place for the start of the academic year. Applications received after this date, and before the closing date, will be dealt with strictly on date received basis. Whilst every effort will be made, we cannot guarantee late applications will be awarded and in place for the start of term. Closing date for applications is Friday 14 September 2018. The fund may re-open after this date if there are sufficient funds to allow further awards. Please enquire with the Student Finance team on 023 8091 1002 or email at [studentsupport@eastleigh.ac.uk](mailto:studentsupport@eastleigh.ac.uk) or find further information on our website <https://www.eastleigh.ac.uk/student-support/financial-support/> for details on how to apply, and for further information on student finance. The bursary offer will be available to all students aged 16-18 who are enrolled on a full-time government fully funded programme at Eastleigh College in academic year 2018/19. The College reserves the right to change the bursary offer, or to withdraw award at any time.

[www.eastleigh.ac.uk](http://www.eastleigh.ac.uk)

## **FAREHAM COLLEGE**

Fareham College offer a bus services to the Bishopfield Road and CEMAST campuses from Whiteley, Locks Heath, Warsash, Waterlooville and Cosham. First Buses will make collections at bus stops along the route by demand. The Fareham College Bus Travel Scheme has been developed to help Full Time students with the additional costs of travelling to and from College. The College offers bus passes at subsidised rates which cover the cost of travel for the whole College year.

Students can also now get 7 days unlimited travel with all First Buses with their bus pass travel ticket (term time only). To be eligible to purchase a Subsidised Bus Pass students must be:

- Studying on a full time course
- Living at least 3 miles away from the college. We will determine this distance based on the post code provided at application

The College also offers subsidised bus passes for use on Stagecoach bus services which can be used on any bus service operated by the company in the South and South East. Covers the 69 bus

route which runs from Winchester to Fareham through Bishops Waltham, Waltham Chase, Swanmore and parts of Wickham.

In addition to the College's Subsidised Bus Travel Schemes, students who are on a low income and will have difficulty paying for subsidised travel can also apply to the 16- 18 Bursary Fund or Discretionary Learner Support / Advanced Learner Loan Bursary Fund (depending on age) if they would like to be income assessed. To be eligible for this type of funding students need to have an annual household income below £25,000; if they qualify then it is likely that the College can fund towards a bus pass or pay you a significant amount towards the cost of rail travel. In the past year the College has been able to assist a significant number of full time learners with cost of bus passes to travel to College.

For further information, payment terms or an application form, visit the college website at: <https://www.fareham.ac.uk/college-overview/travel-subsidies-grants/>, or email [travel@fareham.ac.uk](mailto:travel@fareham.ac.uk)

[www.fareham.ac.uk](http://www.fareham.ac.uk)

## **FARNBOROUGH COLLEGE OF TECHNOLOGY**

### **Bus Travel**

- Students can purchase a Unirider bus pass from Stagecoach with whom we have negotiated a discounted price
- In addition to the discounted bus pass rates, the college contributes a generous subsidy for Unirider bus passes for all full time students
- Bus passes issued can be used out of college hours, at weekends and during holidays (excluding the summer holidays)
- Surrey residents can apply to Surrey County Council for a Student Fare Card which will enable students to travel at the same fare as an under sixteen year old. The card will cost £25 for the academic year 2016-17 and is valid from the date of issue until the following August
- The college has negotiated a special service between the Whitehill/Bordon area and the campuses in both Aldershot and Farnborough for ease of travel for students

### **Train Travel**

- Students can purchase season tickets through Farnborough College of Technology, and receive a 15% discount.
- Season Tickets are valid for day time travel, during term times.
- Railway stations are situated within walking distance of both Farnborough (Farnborough Main, Farnborough North and North Camp) and Aldershot.

[www.farn-ct.ac.uk](http://www.farn-ct.ac.uk)

## **THE SIXTH FORM COLLEGE, FARNBOROUGH**

- The College maintains a close relationship with Stagecoach Buses to secure the most efficient services and the best discount deals for our students. Stagecoach bus passes offer additional value as they can be used outside college hours, including holidays.

- Listed below are some of the subsidised routes available to our students wishing to travel by Stagecoach buses:

Aldershot, Ash, Ash Vale, Blackwater, Camberley, Church Crookham, Crondall, Crowthorne, Farnham, Fleet, Hartley Wintney, Hook, Odiham, Sandhurst, Wokingham, Yateley

- We also offer scholar train travel passes for students.
- The College is situated between three train stations – Farnborough Main Line, Farnborough North and Frimley, all are within easy walking distance.
- For students whose parents/guardians annual income is less than £21,000 there is a travel bursary available, subject to eligibility criteria.
- Disabled students are guaranteed a parking space on site when they have passed their driving test.
- Students living in Surrey can apply for a Student Bus or Train Fare Card for £25.00 from Surrey County Council, which entitles them to discounted travel.

[www.farnborough.ac.uk](http://www.farnborough.ac.uk)

### **HAVANT AND SOUTH DOWNS COLLEGE ( HSDC)**

The College recognises travel costs should not be a barrier to engagement in education and as such offers a Travel and Financial Assistance Scheme to support students cover their cost of public transport.

We work closely with Stagecoach and First Group bus companies to provide discounted priced bus passes and as many direct routes to college as possible. We are also working with South Western Railway, with the aim that we can offer discounted rail passes from September 2018.

The Travel and Financial Assistance Scheme is designed to provide support to all full and part time students aged 16+ where a genuine need for assistance has been demonstrated.

- All full time and part time students are eligible to purchase an online discounted student bus pass via the First Group and Stagecoach websites.  
Full time students may apply for a termly train pass. The train pass will be at a discounted price and a further reduction to the cost, will be made by the college towards certain rail passes.
- Further financial help towards online bus passes may be available to **full** time students (not including Higher Education courses) who are aged 16-19 and live in certain postcode areas (this information can be obtained from the College) and are still enrolled on their course.
- The college may pay for a student's bus pass if the student lives beyond 0.5 miles of the college campus and studying a full time course (not including Higher Education courses), and either the student or the parent/carer is in receipt of an income based benefit.  
Students who wish to use the train to travel to college and who would normally be entitled to a college funded bus pass (in receipt of an income based benefit) may have the equivalent value of the bus pass (for their area) deducted from the termly train pass.

The 2018-2019 travel information will be available from the beginning of June 2018 onwards.



**Contact Details:**

Student Finance and Travel Office  
South Downs Campus (HSDC)  
Waterlooville  
PO7 8AA

Tel. 023 9279 7991 (Option 3)

[studentfinanceandtravel@hsvc.ac.uk](mailto:studentfinanceandtravel@hsvc.ac.uk)

[www.hsvc.ac.uk](http://www.hsvc.ac.uk)

**HIGHBURY COLLEGE, PORTSMOUTH**

**Discount/Concession**

Highbury College offer the following travel assistance to enable all eligible full time students over the age of 16 to access the course of their choice.

- A First or Stagecoach bus pass for use during Term Time or
- A Travel allowance of up to £100 per term for those who travel by train, car or ferry or
- Up to £300 per academic year for those students from the Isle of Wight or
- An allowance towards a bike and bike safety equipment

Discounted rate bus passes for a whole or half term are also available for any student to purchase. Free student parking is available at the Cosham and Northarbour Campuses and free parking for Blue Badge holders is available next to the Highbury College Portsmouth Centre Campus.

**Eligibility**

Eligibility for a free bus pass or contribution to the cost of a bike or other travel costs is dependent on family income and type of course. All students can access a discounted bus pass.

**Restrictions**

"Full cost" courses are not eligible for travel assistance.

**Part time Students**

Part time students can apply for a discounted bus pass

**Contact details**

Student Engagement Team Highbury College 023 9232 8954 or 023 9232 8947

E-mail : [Student.Finance@highbury.ac.uk](mailto:Student.Finance@highbury.ac.uk)

**How to access support**

Students should apply to Highbury College as soon as they receive an offer. Application forms for financial support during 2018-19, including transport, will be available in June.

[www.highbury.ac.uk](http://www.highbury.ac.uk)

### **ITCHEN COLLEGE**

- Heavily subsidised transport arranged to service the areas to the north, north-east and to the east of the city of Southampton, including Gosport, Portchester, Fareham, Stubbington, Lee on Solent, Titchfield, Warsash, Locks Heath, Hamble, Netley, Swanmore, Bishops Waltham, Durley, Fair Oak, West End, Hedge End, Botley, Romsey, North Baddesley, Swaythling, Portswood, Bitterne Park, Chandlers Ford, Eastleigh, Boyatt Wood and Stoke Park areas.
- Details of the college contract bus routes can be found on the college website - [www.itchen.ac.uk](http://www.itchen.ac.uk)
- All contract bus routes heavily subsidised, allowing return travel from any area on the routes for around £1.40 per day.
- Excellent bus tracking app enables students and staff to track the progress of all contract buses in real time.
- Subsidised travel passes (bus or train) for students living in other areas (by arrangement).
- Free travel for students if their families are in receipt of Income Support.
- Discounted termly tickets available to cover Hampshire, Totton and Southampton areas, through Blue Star.
- Later start to the college day (9.15am), for safer, more convenient journeys to college.
- E-mail address: [info@itchen.ac.uk](mailto:info@itchen.ac.uk)
- Effective communication with bus users through Twitter and a dedicated bus-tracking app.

[www.itchen.ac.uk](http://www.itchen.ac.uk)

### **PETER SYMONDS COLLEGE**

- The College does not subsidise transport provision for its full-time 16-19 year old students. We do not run a College bus service, but we maintain a close relationship with the major bus providers to ensure a reliable, efficient service and to secure the best possible student travel deals. Discounted bus passes for Peter Symonds Students are available direct from the bus companies, Stagecoach, Bluestar and Wheelers.
- Discounted educational rail passes are also available for travel into Winchester by train, these tickets are purchased through the College itself. Transport information is available during the Taster Days each summer term, and on the College website, or by contacting Student Services.
- The Student Support Fund offers assistance with public transport costs to those on low

incomes. Cases are dealt with on an individual basis according to the level of need. Please contact the Student Services Department for more advice, and for up to date information on eligibility.

- Disabled students are guaranteed a parking space when they have passed their driving test.
- Students with Special Needs are advised to contact their local LEA for information about extra help for which they may be eligible.
- For more information please contact Student Services on 01962 857547 or email [student.services@psc.ac.uk](mailto:student.services@psc.ac.uk)

[www.psc.ac.uk](http://www.psc.ac.uk)

## PORTSMOUTH COLLEGE

There are several different categories of transport support available to all students: Bus Pass, Wightlink Fast Cat Pass, Bike scheme and a Travel Grant.

### Travel by bus within Hampshire County

Bus passes are termly and can either be purchased via the Bursary\* or direct payment. If the Bus Pass is ordered and paid for via Bursary it can be collected at enrolment before the start of the academic year. In subsequent terms students are given the opportunity to order a Bus Pass to collect before the December (Spring Bus Pass) and Easter holidays (Summer Bus Pass).

In order to support attendance, the Bursary will fund bus passes for students living (in a straight line as the crow flies) over 2km from the college.

The four bus passes the Bursary will fund are:

- PC1 - this covers the Porchester and surrounding area
- First Bus - this covers the main area of Portsmouth City
- Stagecoach and Stagecoach Gold - this covers Havant and Fareham and areas of the Surrey border

***\*If a Bursary student has not attended fully in the Autumn Term, this may result in a weekly bus pass being issued to support an improvement.***

In exceptional circumstances the Director of Wellbeing and Safeguarding may make the decision to fund travel for a train ticket, however there has to be evidence that there is no other way the student can travel to College.

### Isle of Wight Travel

For students travelling from the Isle of Wight, the Bursary\* can pay for the current academic year cost of the travel across the Solent from Ryde.

***\*The Bursary will only fund travel costs across the Solent and from Portsmouth Harbour to the College.***

### Travel Grant

For those students travelling from the Isle of Wight there is also a travel Grant. The Travel Grant is not means tested grant and is a sum of money awarded to support students at the discretion of the college. ***The travel grant will only fund travel costs across the Solent and from Portsmouth Harbour to the College.***

### **The Bike Scheme**

The Bike Scheme is available to students who have not applied to the Bursary for any other form of transport. (There is no distance criteria to meet). It offers up to £120 on the purchase of a new bike. Students need to purchase the bike, lights, helmet and D-lock first. They must then complete a Bike Scheme form in order that a refund from the Bursary can be made into an elected bank account via BACS transfer.

[www.portsmouth-college.ac.uk](http://www.portsmouth-college.ac.uk)

## **QUEEN MARY'S COLLEGE, BASINGSTOKE**

### **Stagecoach Bus Passes**

- Stagecoach bus passes are available to all students travelling to the College from areas serviced by Stagecoach. Applications can be made from August 2018 via Stagecoach's online system [www.buymyunirider.com](http://www.buymyunirider.com)
- A Zone 1 ticket is available for students living within the Basingstoke area. 2018/19 prices will be confirmed as soon as possible in the summer term and displayed on our website [www.qmc.ac.uk](http://www.qmc.ac.uk)
- A Zone 2 ticket is available for students living outside the immediate Basingstoke area. Again, 2018/19 prices will be confirmed as soon as possible in the summer and displayed on our website [www.qmc.ac.uk](http://www.qmc.ac.uk). The ticket price will attract a small College subsidy. You must live in the appropriate area to claim this ticket. A zone map is available at [www.stagecoachbus.com](http://www.stagecoachbus.com)
- Both passes are available for use outside college hours and during college holidays.

### **College Bus Passes**

- College arranges coach services to Andover, Burghfield, Fleet, Hook (including Odiham & Warnborough), Newbury and Whitchurch/Overton. An annual ticket will cost £425 for 2018/2019. The buses only run once a day each way in term time. Buses are contracted on an annual basis, consequently refunds are not available if a student opts to use an alternative form of transport or leaves part way through the College year. See our website for further details [www.qmc.ac.uk](http://www.qmc.ac.uk)

### **Financial Support**

- Financial support may be available to provide assistance with any of the above mentioned transport options to students who are in proven financial need. We are able to help students who are: care leavers, looked after by the local authority, in receipt of Income Support in their own right, or disabled and in receipt of

Employment Support Allowance *and* Personal Independence Payment. Additionally, we can help students if the household income of the family is below £25,000. Usually payments are made in-kind to providers for items such as transport.

- Individual arrangements in cases of extreme hardship are also available through Queen Mary's Foundation, a charity which supports our students.

### **Train Passes**

- We can offer a South Western Railway Scholars Termly Ticket which allows travel at reduced rates to and from College between stations in a wide area bordered by Redbridge in the south west, Salisbury in the west, Reading in the north, Woking in the north east, Guildford in the east and Portsmouth in the south. However, please check boundaries and station details with the College Help Desk to ensure that this is a cost-effective option for you. It should be noted that the full termly price is still payable if the student starts or leaves part way through a term. South Western Railway confirm their prices for the next academic year in August 2018. Prices vary according to route.

Contact College using the following e-mail address [info@qmc.ac.uk](mailto:info@qmc.ac.uk)

[www.qmc.ac.uk](http://www.qmc.ac.uk)

## **RICHARD TAUNTON SIXTH FORM COLLEGE, SOUTHAMPTON**

### **Transport Information for Sept 2017**

Bus number R901

Covering Hamble, Ingleside, Sholing, Bitterne,

Operator Xelabus – private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. £100 travelling within Southampton £150 travelling within Hampshire Proof of your bus pass enables you to travel on other Xelabus inner-city routes at child fare.

Bus Number 902

Covering Romsey (Station), Abbotswood, North Baddesley, Lordshill

Operator – Wheelers – Private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. £100 travelling within Southampton £150 travelling within Hampshire. Proof of your bus pass enables you to travel on other Wheelers service routes at child fare.

Bus number R903

Covering Langlely, Hythe, Totton via Blackfield and Totton College

Operator – First Bus – private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. Non-pass holders can travel for £5 per journey. £100 travelling within Southampton £150 travelling within Hampshire

Bus number R903A

Covering Hythe, Marchwood, Totton

Operator - First Bus - Private hire

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. Non-pass holders can travel for £5 per journey. £100 travelling within Southampton £150 travelling within Hampshire

Bus number R904

Covering Bishopstoke, Eastleigh, Chandlers Ford,

Operator – College (Minibus)

Termly pass must be purchased from college a term in advance, or subject to a £20 fee. £100 travelling within Southampton £150 travelling within Hampshire.

Bus number U9

Operator – Unilink – public service

Covering Southampton General Hospital, Shirley Townhill Park, Bitterne, Portswood, Highfield Campus, Burgess Road, Hill Lane

Southampton travel zone = £75/term

Southampton Plus travel zone = £150/term

Network travel zone = £200/term

Bus number U6

Covering Southampton General Hospital, Shirley, Winchester Road (for RTSFC) Highfield, Portswood, Bevois Valley, Royal South Hants hospital, City Centre, Dock Gate 4

Operator – Unlink – public service

Southampton travel zone = £75/term

Southampton Plus travel zone = £150/term

Network travel zone = £200/term

Bus number X11

Covering Lordshill, Shirley

Operator – Xelabus – public service

Standard fares must be purchased on the bus or contact Xelabus offices in Eastleigh for more information.

Bus number X12

Covering Southampton City Centre, Freemantle, Millbrook, Shirley (then a 20min walk to RTSFC)

Standard fares must be purchased on the bus or contact Xelabus offices in Eastleigh for more information.

Bus number 40

Covering City Centre, Vincent's Walk, Central Station North side to RTSFC (once a day in each direction)

Operator - First Bus – public service

Payment on bus

Red Jet Shuttle Town Quay to RTSFC

Operator RTSFC

Students travelling from the Isle of Wight - Subject to availability By prior arrangement only – free service

King Edwards School Services

Covers most of the areas within the Hampshire county

Operator - King Edwards School

A one-off registration fee of £25 must be paid to KES at:

<https://www.kes.hants.sch.uk/keta-transport/information/richard-taunton-college-students>.

Students will be charged either £150 per term, or 75% of the full ticket price per term – whichever is the greater amount.

[www.richardtaunton.ac.uk](http://www.richardtaunton.ac.uk)

## **SOUTHAMPTON CITY COLLEGE**

Our main campus is centrally located so there are a number of ways in which students can travel to the College. We are well served by public transport including buses, trains and ferries and we are able to provide affordable transport for all students across the city and beyond.

We recognise that the cost of travel can be a worry for students and their parents/carers so City College is pleased to offer subsidised travel for all 16-18 year olds who attend City College from the Southampton and Hampshire areas, which enables travel during daytime, evenings and weekends at a significantly reduced rate.

We make every effort to support students to overcome financial barriers to learning at the College. For qualifying students (household income less than £27,000 per year) you will probably be entitled to financial support to meet all of your travel costs.

For more information visit [www.southampton-city.ac.uk](http://www.southampton-city.ac.uk), e-mail [enquiries@southampton-city.ac.uk](mailto:enquiries@southampton-city.ac.uk) or give us a call on 02380 48 48 48.

[www.southampton-city.ac.uk](http://www.southampton-city.ac.uk)

## **SPARSHOLT COLLEGE**

- Due to the sparsity of specialist provision of the curriculum areas provided by Sparsholt College, the College offers a heavily subsidised bus service providing transport from the following areas:

Aldershot, Alton, Amesbury, Applemore, Bashley, Beaulieu, Bishops Down, Bishops Waltham, Bitterne, Bodenham, Bordon, Bournemouth, Brockenhurst, Broughton, Bulford Camp, Bursledon, Calmore, Chandlers Ford, Chilworth, Christchurch, Colden Common, Cosham, Cowplain, Dibden, Downton, Fair Oak, Fareham, Farnham, Firsdawn, Fordingbridge, Four Marks, Fratton, Freefolk, Gosport, Havant, Hedge End, Hilsea, Hinton Admiral, Horndean, Hythe, Iford, Kings Somborne, Kingsclere, Lee on Solent, Locks Heath, Ludgershall, Lymington, Lyndhurst, Marchwood, Michelmersh, Middle Wallop, Middle Winterslow, New Alresford, New Milton, New Greenham, New Milton, Newbury, North Baddesley, North Waltham, Oakley, Otterbourne, Overton, Ower, Perham Down, Petersfield, Pokesdown, Porchester, Portsmouth, Portswood, Redenham Park, Ringwood, Romsey, Salisbury, Sandleford, Sarisbury Green, South Wonston, Stockbridge, Stubbington, Sutton Scotney, Sway, Swaythling, Tadley, Thatcham, Tidworth, Titchfield, Twyford, Up Somborne, Waltham Chase, Waterlooville, West Meon, West Winterslow, Weyhill, Whitchurch, Whiteley, Wickham, Widley, Winterslow and Woolhampton collecting students between point of departure and the College.

- Rail passes are available to students from the following areas Ashurst New Forest,

Basingstoke, Bitterne, Botley, Eastleigh, Hamble, Hedge End, Hook, Micheldever, Millbrook, Overton, Netley, Redbridge, Sholing, Shawford, Southampton, St Denys, Swanwick, Swaythling, Totton, Whitchurch, Woolston. This pass includes a Stagecoach bus pass from Winchester Train Station direct to the college.

- The cost for the Campus bus is calculated based on the distance from college. Each area is split into a banding. Band A (under 10 miles) £540, and B (10-20 miles) £650, Band C (20-30 miles) £740, and Band D (over 30 miles) £835. Students can pay by ten monthly instalments (interest free).
- The cost for the combined Rail/Stagecoach service is calculated based on the distance from college. Each area is split into a banding. Band A (under 10 miles) £550, Band B (10-20 miles) £665, Band C (20-30 miles) £775
- Students can pay by ten monthly instalments (interest free).
- Students are able to apply for a Goldrider Stagecoach bus pass through the College at a price of £570 per academic year or a No.7 Stagecoach bus pass (Winchester City Centre to Sparsholt College bus only) at a price of £325 per academic year. Students can pay by ten monthly instalments (interest free).
- All prices listed are the 2016/17 costs as 2018/19 have not be set when this document was produced.
- Students with Special Educational Needs should contact their Local Education Authority for an application form and guidance on their transport schemes.
- Student with families on a low household income may be eligible to apply to the College's Discretionary Learner Support Fund for help with transport costs.
- For more information contact Student Transport on [01962 797346](tel:01962797346) or Student Finance on 01962 797267 or email [transport@sparsholt.ac.uk](mailto:transport@sparsholt.ac.uk)

[www.sparsholt.ac.uk](http://www.sparsholt.ac.uk)

## **ST VINCENT SIXTH FORM COLLEGE, GOSPORT**

St Vincent Sixth Form College is easily accessible from across the Gosport and Fareham communities and surrounding Boroughs. The College is serviced by a main road link in addition to local cycle paths and various bus services across the Hampshire region. In addition, St Vincent has extensive car and motorcycle parking facilities, including secure cycle storage facilities.

As a college we do not want essential transport costs to be a barrier to students accessing our range of A-Level and Vocational courses plus our award winning facilities. As such students can apply for a discounted bus pass which covers the cost of their travel to and from college and can be used weekdays on all First Hampshire services.

Students from Henry Cort, Fareham Academy, Cams Hill, Bridgemary and Brune Park Schools can access the Eclipse Express Bus service to college which takes only a few minutes. In addition to this the College also provides a bespoke bus service for students attending Brookfield, Crofton and Bay House School routes to the College community at the start and end of the day with students having access to all local services at other times.



Financial support with the cost of a bus pass will be available to students who are:

- enrolled on a full-time course
- registered as living more than one mile from St. Vincent College (distance determined by the college based on address post code)
- their families gross household income is less than £30,000.00 a year

Students travelling from Portsmouth can also have their ferry tickets reimbursed if the above criteria are met.

Students with Learning Difficulties may be eligible for free transport, subject to meeting Hampshire County Council's (HCC) SEN criteria. Please contact HCC regarding this.

All students must apply via our Finance Office and bus passes are purchased termly subject to minimum attendance, achievement and behaviour levels. Please contact our Finance Team on 023 9260 3633 for more information or email [finance@stvincent.ac.uk](mailto:finance@stvincent.ac.uk).

[www.stvincent.ac.uk](http://www.stvincent.ac.uk)

## **TOTTON COLLEGE**

Transport to Totton College is via the public bus and train service. The service is able to support students travelling from a range of locations such as the Waterside, New Forest, Southampton and Romsey, including locations from Salisbury and the Isle of White, please just ask if you are unsure.

Transport for students is an important factor to consider and we recognise that it should not be a barrier, therefore the college is able to offer student bursaries to help with transport, please contact the college via [info@totton.ac.uk](mailto:info@totton.ac.uk) or 023 80874874 for further information, help and advice.

[www.totton.ac.uk](http://www.totton.ac.uk)

The following schools within Hampshire also provide post-16 education in their sixth forms. Entitlement to assistance with transport is based on Hampshire County Council policy.

**THE ARNEWOOD SCHOOL**

Bay House School, Gosport

**THE BURGATE SCHOOL AND SIXTH FORM – POST 16 TRANSPORT NETWORK**

New Forest Academy, Holbury

Oaklands Catholic Comprehensive School, Waterlooville

Ringwood School, Ringwood

Yateley School, Yateley

**THE ARNEWOOD SCHOOL**

- Students joining The Arnewood School benefit from currently adequate public transport including Wilts and Dorset bus routes and south coast rail links. The school is approximately 10 min walk from the railway station in New Milton.
- The Arnewood School currently offers subsidised travel to post 16 students wishing to study full time at the school who are eligible to receive subsidy assistance in the form of a coach pass for the school coach which travels from Pennington, Everton, Milford and Hordle.
- Alternatively those students who are eligible to apply to the school's means tested 16-19 bursary fund may use this grant to fund their sixth form travel.
- The school is served by local cycle paths including one which runs past the school. Secure bike storage is offered on site at no cost to students.

[www.arnewood.hants.sch.uk](http://www.arnewood.hants.sch.uk)

**BAY HOUSE SIXTH FORM, GOSPORT**

- Bay House Sixth Form does not subsidise a transport provision for its students. However, students are able to purchase a discounted First bus pass through the school administration at a cost of £155 per term (*correct as at Apr 18*). The pass enables students to travel on local First bus services from Monday-Friday, term time only.
- Students in receipt of the 16-19 discretionary bursary are entitled to a free bus pass (90% attendance required to qualify).

[www.bayhouse.hants.sch.uk/sixth-form](http://www.bayhouse.hants.sch.uk/sixth-form)

**THE BURGATE SCHOOL AND SIXTH FORM – POST 16 TRANSPORT NETWORK**

- The Burgate Sixth Form is well supported by an extensive transport network covering all areas including Salisbury, Ringwood and The New Forest
- Many dedicated services run by Wilts and Dorset are offered with bespoke additional network benefits at no extra cost via Scholars passes
- Scholars passes may be purchased half, termly or annually from the providers
- The public X3 route also serves the Burgate Sixth Form regularly from the North and South

on the A338

- Additional routes cover the surrounding areas as far as Landford and Nomansland to the east and beyond Alderholt to the west
- Some financial assistance is available for families with multiple children attending the school or through the 6th Form Bursary scheme (subject to student entitlement). Details of this support are available from the School and Sixth Form Admin teams
- Full details are available in the students and parents section of our school website including links and contacts to our transport providers.

[www.burgate.hants.sch.uk](http://www.burgate.hants.sch.uk)

### **NEW FOREST ACADEMY**

[www.newforestacademy.org](http://www.newforestacademy.org)

### **OAKLANDS CATHOLIC SIXTH FORM COLLEGE, WATERLOOVILLE**

- Students travelling to college by **First Hampshire**, may take advantage of the discounted college bus pass which is purchased through the Sixth Form Office. The cost of a bus pass is determined by the area in which you live or the type of pass you choose. Tickets are valid for unlimited travel either Monday – Friday, **or** seven days and may be bought termly or annually. Annual passes have the advantage that they may also be used during Christmas and Easter holidays.
- If you will be travelling to college by **Stagecoach**, then you may wish to take advantage of the special rate negotiated by the college for a bus pass. This is available to purchase directly online from Stagecoach at: [www.stagecoachbus.com/tickets.aspx](http://www.stagecoachbus.com/tickets.aspx) (select Waterlooville and Unirider options). The pass gives unlimited travel on all Stagecoach buses seven days a week, during the academic year in a large travel zone. Annual and termly passes are available.
- The College also privately contracts bus services from the Fareham/Porchester and Hambledon/Denmead areas and termly or annual passes can be purchased directly from the college for the use of these services.
- Help with meeting the cost of a bus pass may be available from the **16-19 Bursary Fund**. This fund is to help young people who face financial hardship in meeting the costs of participating in education and training post-16. Please note that a condition of a discretionary bursary is that a student's attendance remains at 90% or above.
- Details of how to buy the passes are available from the Sixth Form Reception from mid-June. If you would like more information on the bursary fund, or if you have any queries, please contact the Sixth Form Reception on 023 9225 9214 extension number 3071

<http://www.oaklandscatholicschool.org>

### **YATELEY SCHOOL, YATELEY**

<http://www.yateleyschool.net/wp>

**Appendix 1.****Criteria applied to determine eligibility to transport to a Post 16 provider.**

**Age:** The student must be over 15 on the 1 September 2018.

**Income:** There are no low income requirements.

When the student's parents evidence they are in receipt of Income Support, income-based Jobseekers 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, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, or Universal Credit the parental contribution will be waived.

**Minimum distance:** The journey from home to school/college must be more than three miles, measured by the nearest available walking route.

**Eligible but living within walking distance?** Transport may be provided within the walking distance taking into account, amongst other things, the following factors:

- The student's ability to walk
- The student's need to be accompanied by an adult (usually parent or guardian); and
  - i) The parent's or guardian's ability to walk
  - ii) The need for primary age siblings to be taken to other schools where the timing of the school day or the direction of the other school(s) prevent the parent or guardian from accompanying

**Necessity:** The student or their parent will need to complete an application for transport assistance and indicate:

- (i) provide details of any disability or medical condition of the student or parent which prevents the parent making the travel arrangements
- (ii) the cost if they were to make their own transport arrangements
- (iii) that they have made an application to their college for financial assistance and confirmation of any support offered
- (iv) explanation of any additional circumstances relevant to why transport assistance is necessary to facilitate attendance and evidence that they will be unable to attend without transport assistance.

Assistance with transport for students with learning difficulties or disabilities will be reviewed at the age of 19. It will then continue to be provided either up until the age of 24 or until the student completes the course whichever is the earliest.

## Appendix 2

### What type of Assistance

**Nature of travel assistance?** The most cost effective assistance will be provided, there is an expectation that travel arrangements will be shared.

**Which college or school?** Travel assistance will be to the nearest school or college (unless the nearest is unsuitable) or the school or college named in their EHC Plan (if different to the nearest unless this is named on the basis of parental preference

**Pick-up and drop-off points:** Transport assistance will not necessarily be provided from door to door and students may be expected to walk to a drop off or pick up point or make their own transport arrangements to get to a drop off or pick up point depending on their individual circumstances.

**Journeys to and from other destinations:** Transport is not offered to or from points other than the college and home. Where a college has multiple sites, transport is offered to the main site only. Transport assistance is not offered for any work placements or other bespoke arrangements.

**Waiting Time:** where appropriate the transport arrangement may include a waiting time at the start or end of the day and are not tailored to meet individual timetables.

**Residential Placements:** Some students with complex and/or severe needs are placed in a residential out of county special school or college because there is no appropriate provision available locally. Such students provided with transport assistance will receive transport at the start and end of each term, half term and at other school/college closures. Any additional transport will be the responsibility of parents/carers.

### **Home to School Transport - Review/Appeals Process**

A student (or a parent on behalf of their child) who wishes to challenge a decision about:

- the transport arrangements offered;
- their (or their child's) eligibility;
- the distance measurement in relation to walking distances; and
- the safety of the route

may do so by writing to Head of Information Transport and Admissions, Children's Services Department, Hampshire County Council, The Castle, Winchester, Hampshire, SO23 8UG. The full Review/Appeals Process in relation to assistance with travel and eligibility is detailed within Hampshire County Council's Home to School Transport Policy, a link to which is included below;

<http://documents.hants.gov.uk/education/HometoSchoolTransportHTSTEntitlementPolicyandAppealsProcess.docx>

The process by which Home to School Transport appeals are handled for a student attending a Post-16 provision matches that detailed in this Policy.