

# PETERBOROUGH



## **Peterborough Post-16 Transport Partnership Policy**

**For students who are over 16 years but under 19 years (on 31  
August 2011)**

Effective from September 2011

**Children's Services Department  
Bayard Place  
Broadway  
Peterborough  
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**Approved by John Richards  
Executive Director  
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*Final*

# PETERBOROUGH CITY COUNCIL POST-16 TRANSPORT PARTNERSHIP POLICY 2011-2012

## 1 INTRODUCTION

### 1.1 Who is this policy for

This policy covers post16 students who are living in Peterborough (their parent/carer paying Council Tax to Peterborough City Council (PCC)) and attending school or college in or outside Peterborough.

This policy applies to home to school/college transport for students who are aged over16 but under 19 (on 31 August 2011), or who are continuing on a course which they started prior to their 19<sup>th</sup> birthday.

All charges and material changes shown in this policy are effective from September 2011

### 1.2 How the policy has been changed

Our 2010 policy has been updated for 2011, based on the following documents and guidance:

- Home to School Travel and Transport Guidance – Department for Education and Skills (2007)
- 2010 Post-16 Transport Guidance (March 2010) - Dept for Children, Schools, and Families
- PCC's Medium Term Financial Plan Proposals Document from Cabinet (November 2010)
- Sustainable School Transport Policy (August 2009)
- Peterborough's Long Term Transport Strategy (LTTS) (2011 to 2026)
- Peterborough Local Transport Plan 3 (LTP3) (2011 to 2016)
- Amendments to Section 2 of the Transport Policy covering pupils with Special Educational Needs (SEN)
- [www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/SchoolLife/DG](http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/SchoolLife/DG)
- [www.education.gov.uk/schools/leadership/governance/guidetothelaw](http://www.education.gov.uk/schools/leadership/governance/guidetothelaw)
- [www.education.gov.uk/16to19/studentsupport/a0076147/16-to-19-bursary-frequently-asked-questions/](http://www.education.gov.uk/16to19/studentsupport/a0076147/16-to-19-bursary-frequently-asked-questions/)

It also takes into account the following strategies within LTTS and LTP3:

Smarter Choices (Travelchoice), Walking, Cycling, Accessibility, Bus, Hackney Carriage and Private Vehicle Hire, Water Bus, Rail, Park and Ride, Electric and low emission vehicles, Travel Plans, Rural, Intelligent Transport systems, Road safety, Traffic management, Motorcycles and powered two wheelers, Freight, Car parking, Air quality and noise pollution

### 1.3 Vision

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

## 1.4 Goal

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

- Ensure that all schools have an up to date travel plan to ensure actions and measures continue to be appropriate
- Work with Safer Journeys to Schools (SJTS) project to identify and implement infrastructure measures in at least one school per year to make the journey to school safer and more accessible using sustainable modes
- Work with the Safer Peterborough Team on providing education and training to reinforce road safety messages when walking and cycling
- Continue to undertake the annual travel to school survey in order to monitor mode of travel to school
- Identify and set up Park and Stride locations and Walking Buses where appropriate
- Continue to deliver education, training and publicity to raise awareness of sustainable transport and the benefits of active travel
- Work with high profile campaigns to raise awareness of sustainable transport for schools, students, families, and the local community
- Use the promotional and marketing events to raise awareness of travel planning, travel choices, and the Travelchoice website
- Seek to increase the proportion of eligible secondary school pupils travelling to school by public transport where walking or cycling to school is not possible
- Investigate and implement improvements to the quality of school transport
- Maintain high quality drivers and escorts through an induction and training programme
- Investigate ways for schools to continue independent travel training
- Monitor all incidents of misbehaviour on school transport services, identifying any trend and acting on these as appropriate
- Work with transport operators, parents and schools to increase compliance of Student Behaviour Policy
- Proactively work with transport operators, pupils, parents, and schools to encourage positive relationships

## 1.5 Summary: PCC will:

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

## **2 BACKGROUND**

### **2.1 Legislation**

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

Local Authorities (LAs) in partnership with other organisations e.g. Further Education Institutions (FEIs), schools with sixth forms, and transport providers must make transport provision, in the form of financial support or transport services, for post-16 students who are under 19, and for continuing students, who might otherwise be prevented from accessing or taking part in FE.

### **2.2 Application**

Wherever possible, transport assistance is provided through the issuing of bus passes on public transport or other contracted routes, such as the provision made by local education colleges. Peterborough Regional College (PRC), and New College Stamford (NCS). Many students who were previously receiving transport assistance in Year 11 may not have the same eligibility at post16. Other forms of assisted transport are available at the discretion of the local authority.

It is the responsibility of students and/or their parents/ carers to make transport enquiries ahead of the next academic year starting in September 2011 to:

Passenger Transport Operations Team  
9 Bridge Street  
Peterborough PE1 1HJ

Applications must be received by 31 July 2011 to ensure transport will be in place for September 2011. Renewals during term time must be received at least ten (10) working days in advance to guarantee receipt of passes by the start of school/college autumn term.

## **3 POST-16 STUDENTS LIVING IN PETERBOROUGH AND ATTENDING SIXTH FORM PROVISION AT SCHOOL OR COLLEGE**

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

- The student must be living in Peterborough (parent/carer paying Council Tax to PCC) and attending the school or college in or outside Peterborough
- The student must be enrolled on a full-time course i.e. a minimum fifteen (15) taught hours per week at sixth form centres either in school or college; or twelve (12) hours if course is in school or college full time prospectus
- The student must be under the age of nineteen (19) at the beginning of the educational year, i.e. by 31 August 2011, or continuing a course (progression levels are regarded as a new course) started whilst aged under 19;
- The student must not be receiving an award under the terms of the Student Support (Loans & Fees) awards, and

- the distance between the family home and the 'Nearest appropriate centre' (see 3.2 below) must be five (5) miles or over (for students paying the subsidy) or three miles or over (for students in receipt of accepted benefits – see section 3.5 below) measured by the shortest unimpeded walking route, and must not exceed 30 miles, measured by road route

One charge per family of £180 per half year, or £360 per year, for a return journey will be made for students who are eligible for assisted transport under the above criteria, unless they have an older sibling for whom payment for transport has already been made for that academic year, either under this part of the policy or under that relating to the provision of transport to denominational schools (see Section 6).

### **3.2 Nearest appropriate centre**

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

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

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

Similarly, as above, transport assistance will only be provided to NCS, COWA and HRC to access specialist courses e.g. Football, Music Production etc - if it is proven that PRC is not able to offer a course with similar outcomes.

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

### **3.3 Distance**

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

### **3.4 Proof of benefits:**

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

- Income Support letter
- Income Based Job Seekers Allowance (letter from Department of Work and Pensions (DWP))
- Income-related Employment Support (letter from DWP), and
- Pension Credit - a natural progression of Income Support once the claimant attains 60 years or over since the introduction of the equalisation of pension ages and deferred state pension ages.

### **3.5 Payments:**

The amounts shown below apply to the academic year 2011/2012 but are subject to variation agreed by council

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

- One (1) Annual payment of £360.00 by cash, cheque, credit or debit cards
- Two (2) half yearly payments each of £180.00, one in September, the next the following February - in the same academic year - by cash, cheque, credit or debit cards
- Six (6) monthly payments of £60.00 by direct debit only, to start in September (notification to be received by PCC by the end of the preceding July each year)

### **3.6 Safer Routes:**

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

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

## **4. TRANSPORT FOR STUDENTS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS AND THOSE WHO HAVE RECENTLY BEEN DE-STATEMENTED**

### **4.1 General Statement:**

Only the following groups of students will be considered eligible for the costs of transport to be covered by the Additional Learning Needs transport budget

- Pupils with a Statement of Special Educational Needs (SEN)
- Pupils attending an Enhanced Resource or Autism Unit, and
- Pupils undergoing assessment in a Special School

Not all children with a Statement of Special Educational Needs (SEN) require special transport arrangements. Those pupils with a Statement of SEN should be transported to school in a manner which assists their readiness to engage in learning on their arrival at school and ensures both their comfort and safety

Wherever possible, children with SEN should be treated in the same way as those pupils without, i.e. in general they should walk to school, travel on public transport, or

be taken by parents. They should be encouraged to develop independent travel skills which should be assessed as part of the annual review process.

The LA has a duty to transport eligible pupils to and from their recognised home to their appropriate educational placement to allow attendance during normal school hours.

Transport by taxi will only be granted when it can be clearly demonstrated that the pupil cannot walk to school or travel by public transport. To ensure all students who receive transport still meet the criteria for transport, and that the most appropriate mode of transport is arranged for each student, a transport review form is to be completed by a school on every occasion where a child has an annual review, transfers to a new school, or is new to the Peterborough area. This transport review form must be posted to the SEN Transport Manager or given to the SEN Transport Officer if in attendance at the review.

Transport will **not** be provided for:

- parents or children to attend extra school activities, e.g. school plays, sports days, parents evenings
- children to attend doctor or dental appointments as these should be arranged for out of school hours, and
- for SEN pupils to attend breakfast clubs, after school clubs, or out of school activities

Transport may be provided to attend hospital appointments where these fall within the school day, as families often do not have control over appointment times; a minimum of 2 days (48 hours) notice would be helpful where this is required.

Transport may be provided to take children to or from an immediate family member or childminder provided all of the following conditions are met:

- The Childminder is officially registered as a childminder
- The childminder possesses a current CRB which has been approved
- No additional cost is incurred by the Local Authority in diverting the taxi to or from the alternative family member or the childminder, and
- The diversion of the transport to the alternative family member or childminder does not impact on the journey time of other travelling pupils by more than 15 minutes per single journey, as long as the total journey time does not exceed 45 minutes

If a student had a statement of special educational needs up to the age of 16, they are classed as de-statemented if they elect to attend a Further Education college. If they previously received transport assistance in their statement, it may be possible that transport will continue to be provided to the nearest appropriate centre, costs as indicated.. Application should be made to the Transport Officer, Peterborough City Council.

Parents are responsible for providing evidence of childminder registration and Criminal Records Bureau (CRB) accreditation to be sent to the SEN Transport Manager. Transport will not be approved until evidence of childminder registration and CRB accreditation is received.

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

Note: Immediate family member is defined as a brother/sister/either grandparent

## **4.2 Pupils remaining in mainstream education**

Pupils who are in receipt of Local Authority funded transport will continue to receive transport appropriate to their needs as specified in their Statement of SEN and subsequent annual review transport assessment, providing they continue to meet the eligibility criteria up to the end of the school year in which they attain age 19, or when taken off roll, whichever is the earlier.

## **4.3 Pupils leaving mainstream education for Further Education**

Where a pupil with a Statement of SEN elects to leave school, or to attend a Further Education placement then the Statement of SEN will be withdrawn and the application will be assessed under Post-16 Transport criteria or medical transport

## **4.5 Pupils attending special school provision and ERP provision**

Some pupils have complex and profound needs that can only be met by attending a Special School or Enhanced Resource Placement (ERP). Where the placement has been agreed by an SEN Panel the designated Special School or ERP will be recorded on pupils Statement of SEN.

Whilst all pupils are to be treated equally and fairly, it is recognised that pupils attending Special Schools and ERP placements are often not able to engage in walking to school, travelling with parents, or utilising public transport and in order for them to access the education provision specified in their Statements they require the provision of transport and sometimes utilising specialist vehicles, whether with, or without escorts.

Appropriate transport may be allocated according to individual needs

## **4.6 SEN Pupils attending out of city placements**

In exceptional circumstances, it may be necessary to place pupils with complex and severe needs in Out-of-City schools or Residential Care Homes, either maintained by another LA or Independent or non-maintained Special Schools. These circumstances would occur where appropriate provision to meet the needs of a pupil as specified in their Statement of SEN is not available in city. Such pupils are eligible for transport funded by the Local Authority with travelling arrangements that will minimise the length of journey time as much as possible. However shared transport may be applied.

### **4.6.1 Day Placements**

The maximum recommended journey time for day attendance at school is 45 minutes each way for primary school age pupils and 1 hour and 15 minutes each way for secondary school age pupils.

All placements and transport provision must be agreed by the pupil's SEN Transport Officer and SEN Transport Manager

#### **4.6.2 Weekly Boarding Placements**

**Transport will be provided:**

- to take pupils to school on a Sunday evening, or Monday morning, as directed by the school, and to collect pupils to take home at the end of the designated school week, or earlier as directed by the school for planned or unplanned early closures.

#### **4.6.3 Termly Residential Placements**

Local Authority funded transport will be provided at the start and end of each term, and at other school closure times, i.e. half term breaks, exeat weekends.

In addition transport may be authorised for the pupil to attend a specialist hospital appointment which cannot be dealt with at a local hospital to the pupil's residential school or care home

#### **4.6.4 Permanent Residential Placements**

Where a pupil has been placed in 52 week residential school or care home transport will be authorised for a parent/carer of the pupil to visit the pupil at the placement, providing the parent/carer has custodial rights over the child.

### **4.7 Pupils educated at alternative educational placements**

#### **4.7.1 Pupils remaining on a school roll**

On occasions a school may find that they are not able to provide the full curriculum timetable and make arrangements with another service provider to provide alternative education.

Where this occurs the school arranging the alternative education provision will be responsible for the payment of any associated transport costs for the pupil to attend that provision.

#### **4.7.2 Pupils not on a school roll**

Where pupils are not on a school roll, the alternative educational placement has been arranged by the pupil's Assessment and Review Officer, and approved by an SEN Panel, applications for reimbursement of the costs of appropriate travel will be assessed as part of the process by the Local Authority

### **4.8 Looked after children (LAC)**

For the purposes of the Home to School Transport the policy for 'looked after children' is the same as for pupils for whom PCC is not the Corporate Parent. However, in circumstances where a child's foster placement is changed, the Authority is sympathetic to the disruption this can cause.

#### **4.8.1 Foster care**

The re-arrangement of transport for a pupil with a Statement of SEN will not normally be considered for pupils who are to remain at a foster address for less than six (6) weeks. For the first six (6) weeks Children's Social Care will be required to fund the cost of any transport provision.

At the end of the six (6) week period the Additional Learning Needs Team will require written confirmation from Children's Social Care that the foster placement has lasted for six weeks and is expected to continue. At which point the cost of transport will revert back to the Additional Learning Needs Team budget.

#### **4.9 Emergency Transport Provision**

Occasions may occur where an emergency arises and the provision of transport is required on a temporary basis for children with a SEN. Where transport is authorised evidence of the emergency which necessitated the request will need to be provided within twenty eight (28) days of the incident occurring.

Where this evidence is not provided the LA will seek to recover the costs incurred. This will normally be approved for six (6) weeks or half a term whichever is longer. Where this period is likely to be extended cases will be considered on an individual basis and a decision taken on the length of extension. Evidence will be required to support the application for an extension of provision.

After this period the parent has either to take over the responsibility for funding transport to the original school or apply for a place in a school local to the new address.

Where the only appropriate school is the original designated school transport will continue until the family return to the original family home and while the pupil continues on roll at the designated school.

Transport may be provided to an alternative family address in following circumstances

- Where a medical practitioner determines that a pupil cannot return to their normal residence owing to illness of the pupil or a family member at the residence and to do so would place the pupil at risk of infection
- Where a competent person e.g. Social Worker or Emergency Services representative deems it unsafe to return the pupil to the recognised residence, and
- Emergency situations not covered above, and in consultation with the pupils SEN Transport Officer or Additional Learning Needs Transport Manager

#### **4.10 Pupils undergoing assessments in special schools**

Where a pupil has been identified as having significant educational needs to the extent that a mainstream placement is unlikely to meet their needs, transport to attend a Special School for an assessment of need will be considered even though the young person does not have a Statement of SEN.

The assessment period should not exceed two (2) terms, by which time the assessment should have been completed and a decision on whether a Statement of SEN will be granted

Transport to the appropriate school will then be considered under existing criteria.

#### **4.11 Pupils failing to travel on transport**

When a pupil fails to use provided transport without justification for three (3) consecutive days, transport will be suspended pending investigation as to the cause by the pupil's SEN Transport Officer or Additional Learning Needs Manager.

This will only be reinstated where an undertaking is given by the pupil, and their family makes an agreement with the SEN Transport Officer that the pupil will use the transport provision in place in the future..

If the pupil then fails to use the transport again a decision may be made to suspend that provision for the remainder of that term at the discretion of the SEN Transport Officer in consultation with the Additional Learning Needs Manager.

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

#### **4.12 Parental mileage**

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

#### **4.13 Audit of need**

All pupils will be encouraged to use public transport as soon as possible as part of their development of independence skills.

The Additional Learning Needs Transport Manager in conjunction with the SEN Transport Officer and The Additional Learning Needs Team Manager will conduct a rolling audit of transport needs to identify those pupils who can travel independently and where it is deemed appropriate arrangements will be made to amend or cancel transport provision for particular pupils.

## **5. STUDENTS WITH MEDICAL NEEDS**

In exceptional circumstances students with medical conditions which affect their ability to travel to school/college may be eligible for assistance with transport to their nearest appropriate centre. All post 16 students with a visual/hearing impairment which restricts their ability to walk or cycle, can travel free of charge up to the age of 21.

Such assistance is at the discretion of Children's Services and will require verification by an appropriate medical officer of the Health Authority. This should be the consultant looking after the student – a letter from a General Practitioner (GP) is not sufficient. For students with a visual or hearing impairment, a copy of a PCC Registration Card can be accepted as proof.

## **6 DENOMINATIONAL SCHOOLS**

The issue of denominational transport will be consulted upon as part of a review of the general schools transport policy.

Current arrangements are in line with the 2010 policy where transport may be provided for existing students.

## **7 DISCRETIONARY SEATS FOR NON-ELIGIBLE PASSENGERS**

Post-16 students who are not eligible for assistance with travel under the terms of this policy as stated above, may be able to purchase a spare seat on existing transport contracted by the PCC. These arrangements can only be agreed only on a termly (£140 per student) or half-termly (£70 per student) basis and seats are NOT available on transport provided by public transport operators.

- Passes for discretionary 'spare seat' transport are issued - subject to availability - strictly on a 'first come - first served' basis, and PCC cannot guarantee to give advance warning if seats are no longer available at the commencement of each term
- The issue of a bus pass for a term or half term does not guarantee the issue of subsequent passes
- Payment will only be accepted in advance and by half termly or termly payments
- It is the student's/parent or carer's responsibility to remember to pay in advance each term for discretionary passes. Advance reminders will not be sent
- Applications may take up to ten (10) working days to process and students may not board the bus until the pass is received
- Discretionary transport is not available on all transport services contracted by PCC
- The route and timetable of an existing transport contract will not be adapted to accommodate any applications for discretionary transport
- PCC may alter, withdraw or amalgamate a transport service at short notice without reference to the students travelling on that service who have discretionary

passes. Under these circumstances, PCC will not provide alternative transport for students who are not eligible for transport assistance, and

- The offer of a seat may be withdrawn in the event of any serious misbehaviour on the part of the student concerned

## **8. EMERGENCY SITUATIONS**

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

Situations could include family breakdown, lack of parental support, homelessness. Appropriate verification from one or more of the relevant agencies (eg child care professionals, the Health Authority or the Police) will be required, and any decision on transport will be referred to the Children's Services Transport Officer, PCC, for consideration and authorisation.

## **9. TRAVELLING TIME**

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

## **10 TRAVEL ASSISTANCE**

### **10.1 Cycle Allowance**

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

### **10.2 Cycling**

PCC will consider that, instead of issuing yearly bus passes, it will make available and sell to parents/carers a bicycle, safety kit, (e.g. helmet, fluorescent jacket), and road safety training for students to a value not exceeding £200.00 per child.

This would be on the understanding beforehand that:

- responsibility for ownership and liability for maintenance, insurance, and safekeeping is transferred to the student and/or parents/carers
- successful completion of mandatory road safety (e.g. bikeability) training course by the student, with continued safe use of the bicycle and consideration for others including motor vehicles, cyclists, and pedestrians between home and school using cycle-ways, roads, and other public access, and
- parents/carers would be required to sign a PCC declaration form accepting same

Where a student's parents/carers purchase a bicycle for the student under this scheme, it is on the understanding that this would replace any other transport support

for the remainder of his/her education. If a bicycle were subsequently lost, damaged, or stolen, it would then be the responsibility of his/her parents/carers to provide a suitable roadworthy replacement bicycle for the student. There would be no further recourse for other transport support from PCC for the completion of his/her period of statutory, sixth form and higher education.

## **11. WITHDRAWAL OF TRANSPORT PROVISION**

### **11.1 Behaviour of pupils:**

Pupils travelling to school or college by public transport or contract bus, using a bus pass supplied by the Council, who misbehave, cause damage or injury (either to the vehicle or to other passengers) will have their bus passes withdrawn, or transport provision cancelled, either temporarily or permanently. Any permanent withdrawal will be following consultation between the Passenger Transport Operations Team, the head-teacher or principal of the school or college, and Children's Services.

### **11.2 Applications approved in error:**

Where an application for home to school transport provision is approved in error, the Council will withdraw the provision at the end of the term in which the error is found.

## **12. APPEALS**

**12.1 Review:** any parent who has been refused assisted school transport may appeal to the Appeals Committee (Service Issues) if they believe that either:

- (1) the refusal is not in line with this policy, or
- (2) that there are exceptional reasons to depart from this policy

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

The appeals process will follow the good practice contained within the School Admissions Appeals Code where it can be applied to transport appeals. The code is available for viewing at:

<http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations>

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

- That an application for an appeal will first be reviewed by the Head of Assets and School Place Planning as eligible for appeal
- If the application has set out exceptional circumstances or has said why this policy ought not be applied to their application, the Head of Assets and School Place Planning will refer the matter on for an appeal to be arranged
- If the application does not set out grounds for further consideration, the application will be rejected
- Only one appeal per academic year will be permitted unless there is a material change in circumstances
- The Panel may comprise independent panel members as well as Councillors
- That appeal panel members will receive training in the legal requirements of being a panel member, and
- Any panel members who are Council Members, should not represent the Ward of the appellant

### **12.2 Procedure**

If parents/carers or students wish to appeal against a transport decision made by PCC, they should contact

The Transport Officer, Childrens Services, Peterborough City Council  
Bayard Place, Broadway  
Peterborough, PE1 1FB  
Tel: 01733 863970

within ten (10) school days of the date of the written notification of the decision against which the appeal is being made

**12.3 Transport appeals:** unless there is an emergency or extenuating circumstances, appeals will normally be held monthly during term time, excluding Purdah, i.e. period prior to local or general elections.

## **13. CONTACTS**



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

Please see <http://www.ypla.gov.uk/>

### **A1.1 Educational Maintenance Allowance (EMA)**

This benefit has been withdrawn by central government or existing and new students with effect from July 2011

### **A1.2 The 16-19 Bursary**

This benefit has been introduced and will be distributed directly by schools, colleges, and training providers during the 2011/12 academic year.

It is designed to:

- help the most vulnerable young people to continue in full time education from September 2011
- provide a bursary to more than 15% of 16 to 19 year olds in full time education, to help cover the costs of food, transport, books, and other course- related essentials

## **Appendix 2 TRAVEL INFORMATION AND DISCOUNTS AVAILABLE TO STUDENTS**

Travel information packs (containing details on railcard discounts, the 'share-it' scheme, interactive journey planning/mapping, bus timetables, local cycle routes, the *good going* pledge card plus discounts offered etc are available free of charge from the Travelchoice Team. Contact details in Section 13.

## **Appendix 3 - DETAILS OF INFORMATION FROM COLLEGES**

**Please note: this information is correct at time of this statement being published, but may be subject to change by the colleges themselves without prior notification to inform this policy**

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

### **A3.1 Peterborough Regional College (PRC)**

The College offers subsidised transport from home to the main College site for full-time students. In order to qualify for this subsidised transport, students starting a new course after 1 September 2011 will be required to:

- Complete their acceptance form relating to transport.
- Make their own way to the nearest pre-defined pick-up point.
- For Local (under 3 miles) College contract coaches: pay a fee of £70.00 per term. Families in financial hardship are asked to contact the college for further information to see if they are eligible for assistance.
- Collect their bus pass from the Information Centre after they have enrolled and if paying per term to pay and collect pass before the start of a new term.
- Be responsible for showing their bus pass to the coach driver daily. (Lost or misplaced passes should be reported to the Information Centre and students will be charged for a replacement.)
- Mobility/independence training is provided within the College, mainly during the school day, but students are also encouraged to travel independently to and from College.

For details of bus routes, please contact the PRC Transport team, contact details in section 12, or see [www.peterborough.gov.uk/FAQ](http://www.peterborough.gov.uk/FAQ)

### **A3.2 The College of West Anglia (CWA), Isle Campus**

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

### **A3.3 New College Stamford (NCS)**

The College provides subsidised transport for some learners living outside Lincolnshire. This is organised on a College coach/bus route.

Learners complete an application form and send it to the Transport Office, together with the full payment. The annual fee, which is to be confirmed, is payable before term commences in September.

- Learners make their own way to the nearest designated bus pick up point.
- Learners are issued with a bus pass at the beginning of the academic year. Bus passes must be shown to the driver on inward and outward journeys. Spot checks are carried out from time to time. Learners will not be able to travel without a pass.
- A replacement charge is made for lost or misplaced bus passes.
- Learners must notify the Learner Services Team if they no longer require a bus pass, and return it. Refunds are not given after 30<sup>th</sup> September 2011.

College buses are non-smoking and failure to comply with this rule will result in disciplinary procedures.

For details of bus routes, please contact the Transport Co-ordinator within the Learner Services Team at NCS, contact details in section 13.

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

## **Appendix 4 - TRAVEL INFORMATION AND DISCOUNTS AVAILABLE TO STUDENTS**

Travel information packs, containing details on railcard discounts, the 'share-it' scheme, interactive journey planning/mapping, bus timetables, local cycle routes, the *good going* pledge card plus discounts offered etc are available free of charge from the Travelchoice Team.

Please see: [www.peterborough.gov.uk/FAQ](http://www.peterborough.gov.uk/FAQ)

FINAL

## Appendix 5: Consultees

- All Peterborough schools including special schools
- Pupils, students, parents, carers
- Peterborough Regional College
- College of West Anglia – Wisbech
- New College – Stamford
- Children’s Services Assistant Directors
- Diocesan Officers
- School governors
- Cabinet member for Education – Cllr John Holdich
- Peterborough City Council councillors
- Other neighbouring local authorities