

## Local Authority Transport Partnership Fund Policy Statement

Transport policy statement for learners aged 16-19 in further education – 2018/2019
<b>Name of Local Authority: Wolverhampton</b>
<b>Department Responsible: School Places &amp; Transport</b>
<b>1. Summary of Policy Statement and Main Objectives (this section should give an overview/statement of intent of what the LA's transport policy is and what the subsequent desired outcomes are).</b>
<p>In the West Midlands, there is an extensive public transport system and for attendance less than daily there is the Ring and Ride facility which may be particularly suitable for students with disabilities.</p> <p>In Wolverhampton, the LA will support young people to access Post- 16 education according to the policy set out below. The main priorities are to support the vulnerable, to encourage independent travel, to reduce wastage and to promote sustainable travel. Students who wish to apply for assistance may obtain concessions through the Authority or via the West Midlands Combined Authority (WMCA) or National Express West Midlands and Wolverhampton College. The Post- 16 Transport Forum works together to ensure that the concessions available from these various sources are not in conflict and those students are clear about the criteria. Students who are not full- time may not be eligible for concessions as proof of full- time study is required.</p>
<b>2. Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16–18 and who provides them. Please provide details of any costs to the learner.</b>
<p>Most schools in Wolverhampton offer sixth form courses on a “consortia” arrangement and schools may offer special travel arrangements for these students to enable them to move between schools at no charge to the student.</p> <p><b>Students with Special Educational Needs</b></p> <p>If the LA undertakes to provide transport for a student with specific learning difficulties or disabilities, there is no cost to the student.</p> <p><b>Public Transport Assistance</b></p> <p>West Midlands Combined Authority (WMCA)</p> <p>There is an extensive public transport network of buses trains and trams in the Wolverhampton area. Students aged 16-18 (Years 12 &amp; 13) in full-time education (minimum 12 hours per week) and who live within the West Midlands region can purchase a '16-18 Photocard' (valid for one academic year).</p>

This Photocard costs £10 and is available through an online application process at [networkwestmidlands.com/16-18](http://networkwestmidlands.com/16-18), Unique Validation Codes (UVC) are only available from the student's school or college and these are required to successfully apply for a 16-18 Photocard. Information is available from the WMCA Customer Services Centre on 0345 303 6760.

The ID card entitles the student to pay child fares (approximately half adult cash fares) to and from school or college within the West Midlands area.

The card allows students to purchase child rate weekly, 4 weekly and term season tickets on the bus, train and Metro.

The card allows students to join the Direct Debit scheme (the best value ticket available): please contact the WMCA Customer Services Team on 0345 303 6760 for further information or apply online at [networkwestmidlands.com/directdebit](http://networkwestmidlands.com/directdebit).

This concession is funded by WMCA.

For full details on the types of passes that can be purchased please go to the the WMCA website [www.networkwestmidlands.com](http://www.networkwestmidlands.com) (see also below for free travel for people with disabilities)

#### National Express West Midlands

National Express West Midlands offers a whole range of products suitable for young people between the ages of 16 -18, providing they qualify for and obtain a Centro 16 -18 Photo Card. There is also a Direct Debit option that does not require a Centro 16 -18 Photocard, but proof from the students' school/college that they are in full time education is required.

For more information call 0121 254 6363 or for Direct Debit information call 0121 254 6322.

For timetable information call Traveline – 0870 608 2 608

For full details on the types of passes that can be purchased please go to the National Express West Midlands website [www.travelwm.co.uk](http://www.travelwm.co.uk)

#### WMCA Travel Concessions for eligible disabled people

WMCA organises travel concessions for eligible disabled people (including those aged 16-19) who are resident in the West Midlands Regions. A free travel permit is available for use on bus, rail and Midland Metro services valid at the following times:

Mondays to Fridays

0930hrs to end of daytime service

Weekends and Bank Holidays

Anytime

Top up's are available free to those in education and receiving the WMCA travel concession and will allow travel before 9.30am on bus, rail and metro services in the West Midlands.

For further information and an application form please telephone WMCA Customer Services Team on 0345 303 6760.

### **School Travel Plans**

Most schools in Wolverhampton have a school travel plan. A school travel plan puts together a series of measures to improve safety and reduce car use on journeys to and from school. The travel plan should target measures that school puts in place to encourage more children and families to walk, cycle and use public transport on the school journey.

Secondary schools receive promotional material regarding campaigns for new young drivers and the use of mobile phones whilst crossing the road. There is also further advance cycle training available.

### **Connexions Wolverhampton**

Connexions Wolverhampton has Internet access available in the Connexions Centre for young people to use to search for transport links; support can be provided to access the websites.

In cases of severe financial hardship, Connexions Wolverhampton may provide young people with bus tokens to access the Connexions Centre, training and education providers and employers for the purpose of attending interviews.

During a young person's final year at school, the Connexions Service will produce a Career Pathway Plan (CPP). For those students with special educational needs the CPP will identify appropriate learning needs and outline the support that a young person will require to access provision.

### **Further details can be obtained on our website**

<http://connexions@wolverhampton.co.uk>

Where to find us:

Wolverhampton Connexions Centre: 118-119 Salop Street, Wolverhampton WV3 0RX

Telephone: 01902 773040 or on Facebook: search Connexions Wolverhampton

## **16 to 19 Bursary Fund**

Young people who need some financial support to help them stay in education or training after 16 can apply to their school, college or training provider for the new 16 -19 Bursary Fund.

Those most in need will be eligible for a bursary of £1200 a year. This includes young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. Young people eligible for income support will include some teenage parents, young people estranged from their families and those whose parents have died.

Other students facing financial difficulties may also be able to claim a bursary to help with the costs of transport, food, equipment or other course related costs.

You must apply directly to your school, college or training provider for a bursary. In most cases, they decide on the amount you could receive, when it is paid and what conditions they might attach.

For advice speak to student support services or your tutor, or go to:

[www.direct.gov/16-19bursary](http://www.direct.gov/16-19bursary)

## **Care to Learn**

Care to Learn provides financial support to teenage parents who want to continue their education and need help with the cost of childcare and any associated travel. It pays up to £160 a week for each child and is paid direct to the childcare provider.

For information on the scheme visit [www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn) or telephone 0800 121 8989.

## **Dance and Drama Awards**

Dance and Drama Awards are scholarships offering greatly reduced tuition fees and income-assessed support with living and learning costs at some of the leading independent dance and drama schools in England.

The awards are offered to learners by the schools - and offers are made on the basis of talent demonstrated at audition, rather than on financial circumstances.

For information visit [www.direct.gov.uk/danceanddrama](http://www.direct.gov.uk/danceanddrama)

**3. What times during the day can learners use their travel pass or obtain concessionary fares?**

If the pass is issued by the LA it will be a Scholar's Ticket (see below for restrictions that apply).

**Public Transport Assistance**

The 16-18 student concession is valid at the following times:

**16-18 Photocard and Cash Fare**

Monday to Friday term time only and journeys to/from the school or college only. From start of daytime services to the learning provider before 0930 and from 1530 until 1800 and, if in connection with the school or college curriculum, outside these times.

**16-18 Photocard and Scholar's Ticket**

Monday to Friday term time only and journeys to/from the school or college only. From start of daytime services to the learning provider before 0930 and from 1530 until 1800 and, if in connection with the school or college curriculum, any time up to 2215.

**16-18 Photocard and Child Rate Season Ticket**

Whenever the season ticket is valid (including all day, every day and evening and weekend travel).

**4. Please confirm that support will continue to be made available to learners who reach 19 whilst continuing on a course.**

Students with disabilities and/or learning difficulties will continue to receive the support offered from the Local Authority until the end of the academic year in which they reach 19, provided they were under 19 at the start of the course, depending upon an assessment of need.

**5. How will learners be assessed to see if they are eligible for support? e.g. means-testing or must they be on benefits?**

- SEN/Disability transport - LA provides either taxi or bus pass, depending on the student's ability to use public transport. Students considered are those for whom a statement of SEN or Education Health Care Plan (EHCP) was maintained prior to age 16 and for attendance at an approved institution (see Q6). The decision on the student's ability to use public transport is made jointly with the local authority, college or school concerned.
- 16-19 Bursary Fund – Students most in need will be eligible to receive a bursary of £1200 a year. This group includes:
  - People in care
  - Care leavers
  - People claiming income support
  - Disabled young people who receive Employment Support Allowance and Disability Living Allowance

Other students facing genuine financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

**6. What help do you provide for learners with learning difficulties and/or disabilities up to 19 years or learners facing other difficulties in following their courses?**

**Transport for Young People with Special Educational Needs/Disabilities**

A taxi or a bus pass is provided by the LA for SEN/EHCP students or students with disabilities attending a maintained school or college up to the age of 19 (Wolverhampton residents) as follows:

When a young person remains at a special school or unit beyond the age of 16 the LA will generally continue to provide the type of assistance with transport previously provided up to the age of 16, on condition that this is still appropriate. The matter will be reviewed annually. It may, in some cases, be appropriate for older pupils to begin to travel by bus as part of their learning programme.

The LA may provide transport for students with Special Educational Needs or disabilities if they attend the nearest appropriate further education college and, in the LA's view, the student cannot use public transport or a college-organised coach because of the length of the journey, or because of some other exceptional circumstance, such as physical disability. In such cases, parents and the staff of the college will together complete a transport assessment which may then recommend the use of transport, and describe the reasons why it is necessary.

Students with learning difficulties or disabilities will be eligible for travel assistance until their course finishes or up to the age of 19 maximum, as long as they are continuing on a particular course started before the age of 19.

Support for students post 19 years may be available:

For further information contact:

Adult Social Care, City of Wolverhampton Council, Priory Green,  
Wolverhampton WV9 5NJ - Tel: 01902 550901

**For travel concessions organised by WMCA please see Question 1.**

**7. Do you provide mobility/independence training for learners who face difficulty with transport?**

It is in the young person's interests for later life to be independent and schools do, wherever they can, encourage all students to travel independently. Several schools including special schools/units provide mobility/independence training as a result of which it may, in some cases, be appropriate for older pupils to begin to travel by bus as part of their learning programme. Schools are encouraged to have independent travel identified within their travel plans.

**8. When should learners start to apply for transport support?**

LA - Transport for Young People with Special Educational Needs/Disabilities – June

City of Wolverhampton College - Application for support should be made as the place is agreed. Application forms are available from July.

Public Transport Assistance – Applications for the WMCA 16-18 Photocard must be made online at [networkwestmidlands.com/16-18](http://networkwestmidlands.com/16-18). Students must request a Unique Validation Code from their school or college after enrolment. At peak times (the start of the academic year) it normally takes about ten days. Season tickets can be purchased in September and used without the 16-18 Photocard until it arrives (more details are available online and from schools and colleges. A valid photocard must be presented with the ticket from 1 October. Operators will issue fines to all those travelling without a valid 16-18 photocard after this date.

**9. What help can learners apply for if they need to travel to a course that is beyond your LA area?**

For students with learning difficulties or disabilities transport support will be provided if it is the nearest college/school which meets their needs or subject to assessment up to the age of 19.

Public Transport Assistance - WMCA concessions apply to journeys within the West Midlands County boundary.

**10. What help is available for learners who attend a further education institution which is beyond daily travelling distance and they need to stay away?**

For students with learning difficulties or disabilities transport support will be provided if it is the nearest specialist college/school which meets their needs and subject to assessment up to the age of 19. Support may be available from the Local Authority if the nearest specialist college/school is not funded by the EFA (Education Funding Agency).

**Residential Support Scheme (RSS)**

The Residential Support Scheme provides help with the accommodation costs of learners aged 16 and over, who need to live away from home to study because their course is not available locally. It covers Education Fund Agency and Skills Funding Agency Learner Responsive funded courses lasting 10 weeks or more and involving 15 hours' attendance a week. The scheme typically benefits learners studying for their first full Level 2 or 3 qualifications.

For more information contact the national helpline on 0800 121 8989 or visit <http://www.direct.gov.uk/MoneyToLearn>

**11. Please provide information about all points of contact for learners seeking transport support, e.g. LA/college, bus company contact. Please include any websites and e-mail addresses.**

**City of Wolverhampton Council, Education, School Places & Transport**

Pupil Services Section (SEN Transport) 01902 554202  
Email: [hometoschooltravel@wolverhampton.gov.uk](mailto:hometoschooltravel@wolverhampton.gov.uk)

**City of Wolverhampton Council, Adult Social Care Transport**

Post 19 - 01902 550901

Website:

<http://www.wolverhampton.gov.uk/CHttpHandler.ashx?id=5038&p=0>

**City of Wolverhampton College - Student Services**

Email: [mail@wolvcoll.ac.uk](mailto:mail@wolvcoll.ac.uk)

**National Express West Midlands**

For more information call 0121 254 6363 or for Direct Debit information call 0121 254 6322.

For timetable information call 0871 200 2233.

For full details on the types of passes that can be purchased please go to the National Express West Midlands website:

[www.travelwm.co.uk](http://www.travelwm.co.uk)

**WMCA**

For full details on the types of passes that can be purchased please go to the WMCA website [www.networkwestmidlands.com](http://www.networkwestmidlands.com)

For details of the 16 - 18 photocard scheme call WMCA Customer Services 0345 303 6760 or email [directsales@tfwm.org.uk](mailto:directsales@tfwm.org.uk)

16 -18 Application and further information –

[www.networkwestmidlands.com/16-18](http://www.networkwestmidlands.com/16-18)

WMCA Direct Debit information and application –

[www.networkwestmidlands.com/directdebit](http://www.networkwestmidlands.com/directdebit)

**Connexions**

<http://www.connexions@wolverhampton.co.uk>

Wolverhampton Connexions Centre, 118 – 119 Salop Street,  
Wolverhampton, WV3 0RX

Telephone: 01902 773040 or on Facebook: search Connexions  
Wolverhampton



## **12. Appeals and Complaints**

If you wish to appeal or complain against a decision relating to travel assistance, then in the first instance you should follow your Learning Providers complaints/appeals procedure.

If your transport has been provided by the Local authority or you are dissatisfied with the way your learning provider has dealt with your complaint write to:

Pupil Services Manager  
Education  
City of Wolverhampton Council  
St Peter's Square  
Wolverhampton  
WV1 1RR

Your appeal/complaint will be investigated by a reviewing officer and you will be notified of the outcome. If you are not satisfied with the outcome the notification will include details of how to lodge an appeal if you wish to do so.