Post 16 Transport Policy

2018/19 Academic Year

Version 1.3 FINAL

Education and Early Years
Children, Schools and Families Directorate
1. **Purpose of this Policy**

1.1 Beyond the end of Year 11, Cornwall Council does not have a statutory duty to provide home to school/college transport free of charge for students age 16 to 19.

1.2 However, in order to promote access to education and opportunities for all young people in the county, Cornwall Council provides subsidised transport for students aged between 16 and 19 to access Post 16 education at a school sixth form, further education establishment or Local Authority commissioned learning provider.

2. **Eligibility**

2.1 To qualify for subsidised transport under Cornwall Council’s Post 16 Transport Policy, a student must:

- Live in Cornwall;

- Live at least three miles from the sixth form or college using the nearest available route which might include footpaths, other pathways and bridleways as well as roads, unless:
  
  i. He/she has a disability, medical or mobility problems, or individual needs which mean that he/she could not reasonably be expected to walk the distance required even if accompanied;
  
  ii. Cornwall Council has assessed against the criteria set in its Pedestrian Route Assessment Policy that there is no safe walking route under 3 miles.

- Be under 19 years of age on the 31 August 2018 (or aged 19 if he/she started his/her programme of learning before their 19th birthday or who has been educated out of their usual year group for medical reasons);

- Attend his/her nearest or designated state-funded sixth form or further education establishment which offers the chosen programme of study (see section 2.2 and 2.3 below);

- Be attending a full-time course (a minimum of 540 hours per year – approximately 14 hours per week - of supervised study across three academic terms).

2.2 Where an eligible student lives within the designated area (as defined by Cornwall Council) for a school with a sixth form, transport will be provided to that sixth form or, if the chosen programme of study is not available at that sixth form, to the nearest sixth form or further education establishment where it is offered. Further information on designated areas can be found at [www.cornwall.gov.uk/admissions](http://www.cornwall.gov.uk/admissions)
2.3 Where an eligible student lives within a designated area (as defined by Cornwall Council) served by an 11-16 school *without* a sixth form, subsidised transport will be provided to the sixth form or further education college as shown in the table below or, if the chosen programme of study is not available at that establishment, to the nearest sixth form or further education establishment where it is offered.

- **Brannel**
  Cornwall College St Austell

- **Cape Cornwall**
  Penwith College

- **Fowey**
  Cornwall College St Austell

- **Hayle**
  Camborne Science and International Academy Sixth Form
  Cornwall College Camborne
  Penwith College

- **Humphry Davy**
  Penwith College

- **Looe**
  Liskeard School and Community College Sixth Form

- **Mounts Bay**
  Penwith College

- **Mullion**
  Helston Community College Sixth Form

- **Penair**
  Truro College

- **Penrice**
  Cornwall College St Austell

- **Penryn**
  Falmouth School Sixth Form
  Truro College

- **Poltair**
  Cornwall College St Austell

- **Pool**
  Cornwall College Camborne

- **Richard Lander**
  Truro College

- **Sir James Smiths**
  Cornwall College St Austell
2.4 Where the nearest establishment offering the student’s chosen course is in a neighbouring Local Authority, subsidised transport may be offered provided the usual eligibility criteria apply.

2.5 If a student moves house away from his or her nearest or designated sixth form or further education establishment which offers the chosen programme of study, having commenced a course, he or she will be eligible for transport if:

   a) the family’s move was involuntary (e.g. social housing relocation or placement relating to safeguarding) – in which case written evidence will be required; and,

   b) the journey time to the further education establishment will be not more than seventy-five minutes in each direction.

3. Provision of subsidised transport

3.1 Transport is provided via the most cost-effective suitable method. Suitable travel arrangements can include:

   - a bus or train pass;
   - a seat on a bus or minibus provided by Cornwall Council;
   - a seat in a taxi;
   - a fuel allowance of 25p per mile (in exceptional circumstances only where it is not possible for the Council to provide subsidised transport to an eligible student).

3.2 Provided transport is for one return journey from home to the school/establishment during standard academic terms only and at the official start and end of the college or sixth form day (e.g. 9am - 4pm). Transport is not provided to meet a student’s individual timetable, including clubs or extra-curricular activities. Access to courses outside of these times should be discussed directly with the establishments attended; however, the Council will be unable to support with alternative transport requirements.

3.3 Transport is not necessarily provided from door to door. Link transport to and from a transport route will only be provided where the student’s home address is more than five miles from a pick-up / drop-off point. The distance between the transport route and home address will be calculated along the shortest available driving route.
3.4 Where the course the student is studying is on a split site (e.g. one day in the main school/college campus and another at an alternative campus), transport will be provided to the main qualifying campus only.

4. Consultation

4.1 In January 2017 Cornwall Council undertook public consultation on proposed changes to the Post-16 Transport Policy. The proposed changes included:

- Develop a programme of independent travel training for learners with an Education, Health and Care Plan and/or disability.
- An increase in the learner contribution for Post-16 transport.
- Cease to provide public service passes as part of the scheme.
- Cease to provide mainstream taxi or minibus provision as part of the scheme.
- Cease to provide taxi transport for learners with an Education, Health and Care Plan and/or disability, and instead provide a personal transport budget for eligible learners.

4.2 The proposed changes were formally considered by Cornwall Council’s Children and Families Overview and Scrutiny Committee on 10 January 2018, who recommended that further consultation be undertaken before any significant changes to Post-16 transport provision, particularly for learners with special educational needs, were introduced.

4.3 The proposal for the increase in the cost of Post-16 transport was considered by Cornwall Council’s Cabinet on 7 February 2018, where it was approved that a cost increase should be phased over three years, as follows:

- A cost of £450 for the 2018/19 academic year
- A cost of £500 for the 2019/20 academic year
- A cost of £515 for the 2020/21 academic year

5. Special Educational Needs

5.1 Where a student has special educational needs, the nearest further education establishment offering the chosen course of study may well be different than for other students.

5.2 It is also acknowledged that students with special educational needs may require alternative modes of travel and/or may not be able to travel independently. All applications will be considered on a case-by-case basis. Please note that we may require evidence from a relevant medical professional (e.g. doctor). Evidence of factors such
as receipt of Higher Level Disability Living Allowance (DLA), may be used to assess the level of need.

5.3 There are additional transport entitlements for young people aged 19-25 who have an Education, Health and Care Plan, beyond the scope of this policy. Eligible students in this age group (or their nominated representative) should contact pupiltransport@cornwall.gov.uk for more information and to make an application.

6. **Cost**

6.1 **The cost of subsidised transport for the 2018/19 academic year will be £450 per student.** This student contribution must be paid by all students receiving subsidised transport under this policy.

The 16-19 Bursary Fund

6.2 The 16-19 Bursary Fund is provided by the Government to support the most financially disadvantaged 16-19 year olds with the cost of staying in education or training.

6.3 To be eligible to receive a 16-19 Bursary in the 2018/19 academic year, the young person must be aged 16 or over and under 19 on 31 August 2018. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

6.4 Schools and colleges determine their own assessment criteria for eligibility for discretionary bursaries. This may include paying part or all of the student contribution towards transport provided by Cornwall Council under this policy. This fund is administered by schools, colleges and other establishments – not by Cornwall Council. For more information please contact your chosen establishment or college or visit https://www.gov.uk/1619-bursary-fund.

7 **Applying for Post 16 Transport**

7.1 Applications can be made from 01 June 2018. We strongly advise you to apply as early as possible after this date. **Applications must be made by Friday 10 August 2018 in order for students to receive their travel pass/arrangements for the start of the Autumn term, i.e. September 2018.** Please note that travel passes/arrangements will not be issued until at least the first term’s payment is received.

7.2 Where applications are received after the 10 August 2018 deadline, transport will not be in place for the start of the Autumn term. Applications received after the deadline will be considered as quickly as possible after all on-time applications have been processed.
Students will need to make their own travel arrangements to and from school/college in the meantime.

7.3 You can apply online via [www.cornwall.gov.uk/post16transport](http://www.cornwall.gov.uk/post16transport). Once your application has been processed, we will write to confirm eligibility and advise how you can make your first payment.

8. **Concessionary Rider Scheme**

8.1 Where spare seats are available on vehicles contracted by Cornwall Council to provide transport to further education establishments, these may be allocated to students not entitled to subsidised travel – such students are referred to as Concessionary Riders.

8.2 The 2018/19 Concessionary Rider scheme will start on the 01 October 2018.

8.3 The charge for Post-16 Concessionary Riders in the 2018/19 academic year has been agreed as £450.

8.4 Concessionary rider seats are allocated for a maximum duration of one academic year only. From the start of each academic year (i.e. September) fresh applications must be made for all concessionary rider places and are offered on a first-come-first-served basis.

8.5 Any offer of a Concessionary Rider place will be made for the whole of the academic year, but on the understanding that any seat allocated will have to be relinquished (with a minimum of seven days’ notice) if, at a later date:

- the seat is required for a pupil/student who is entitled to transport free of charge; or
- the service is withdrawn when the transport requirements in the area are reviewed.

A pro-rata refund will be paid where applicable.

9. **Bus Passes**

9.1 Students entitled to subsidised transport on either a contract or public service bus/coach must be in possession of the correct bus pass on all journeys to enable them to travel.

9.2 In the case of a lost bus pass, a replacement may be issued at a cost of £10.

9.3 Students found to be misusing a bus pass may forfeit the right to subsidised transport.
10. **Behaviour**

10.1 Parents/carers, education establishments, transport operators and Cornwall Council all have an interest in student behaviour on subsidised transport. All parties are issued with a Code of Conduct booklet and drivers and Passenger Assistants are asked to liaise with schools/colleges and the Council with regard to behavioural problems.

10.2 In exceptional circumstances it may be necessary to temporarily or permanently withdraw transport where behaviour endangers the safety of other passengers. This will be determined in consultation with the student’s establishment.

11. **Other Transport Schemes**

11.1 Cornwall Council intends to launch a new student travel pass scheme late in 2018. Under this scheme, students will be able to purchase a smart pass for use on public bus and rail services which will also be able to be used at evenings and weekends.

11.2 Where a student who has paid for subsidised transport under this Policy wishes to upgrade to a Cornwall Council smart pass, he/she will be able to do so by paying the difference in cost. Further information will be available at [www.cornwall.gov.uk/post16transport](http://www.cornwall.gov.uk/post16transport).

11.3 Some individual schools and colleges run their own transport schemes and students (including those ineligible for subsidised transport provided by Cornwall Council) may choose to apply for transport under those schemes instead of via Cornwall Council. A brief summary of these schemes is given below - for full details, please contact the relevant school/college.

11.4 **Cornwall College (campuses at Falmouth, Newquay, Pool, Rosewarne, Saltash and St Austell)**

Alongside the Cornwall Council routes, Cornwall College runs its own contracted routes available to students living more than three miles from the College campus at a cost of £450 for the 2018/19 academic year. Further details and information on how to apply are available at [www.cornwall.ac.uk/student-support/transport/](http://www.cornwall.ac.uk/student-support/transport/) or from the Cornwall College Central Transport Office on 01726 226404 or 01209 616273.

11.5 **Duchy College (Stoke Climsland Campus)**

Duchy College runs its own contracted routes to its campus at Stoke Climsland. As part of the Cornwall College group, the cost to students is £450 for the 2018/19 academic year. Further details and information on how to apply are available at [www.duchy.ac.uk](http://www.duchy.ac.uk)
or by telephone on 01579 372207 (Stoke Climsland).

11.6 **Truro and Penwith College**

Truro and Penwith College runs its own bus pass scheme in conjunction with First Devon and Cornwall Ltd. The scheme is open to all Truro and Penwith College students. The full cost of a bus pass is £515 for the 2018/19 academic year. For 2018/19, there are three bands of funding towards travel costs dependant on household income. It will be the same proportions to the below:

- Students with a household income less than £16,000 per year are eligible for a bus pass at the subsidised rate of £50 per year.
- Students with a household income of £16,001 to £22,000 per year are eligible for a bus pass at the subsidised rate of £130 per year.
- Students with a household income more than £22,000 and up to £31,000 per year are eligible for a bus pass at the subsidised rate of £260 per year (payable by instalment).

The Truro and Penwith College Bus Pass can also be used on evenings, weekends and holidays after 9am for any First Service in Cornwall.

Further details and information on how to apply, are available at [www.truro-penwith.ac.uk/how-we-support-you/transport](http://www.truro-penwith.ac.uk/how-we-support-you/transport), or from Truro College on 01872 267003 or Penwith College on 01736 335165.

12. **Appeals and Complaints**

12.1 Where an application for subsidised transport has been declined by the Local Authority, or if the student/parent/carer believes the transport offered is unsuitable, there is a right of appeal against the decision on the following grounds:

- Eligibility
- Distance measurement/s
- The safety of the route
- The transport arrangements offered
- Exceptional circumstances

**Stage 1**

12.2 The student/parent/carer has 20 working days from receipt of the Local Authority’s decision to make a written request asking for a review of the decision.
12.3 The written request should detail why the student/parent/carer 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.

12.4 Within 20 working days of receipt of the parent/carer’s written request, a senior officer will review the original decision and respond with a detailed written outcome setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed);
- 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;
- information about escalation to stage two (if appropriate).

Stage 2

12.5 The parent/carer has 20 working days from receipt of the Local Authority’s Stage 1 decision to make a written request to escalate the matter to Stage 2. Within 40 working days an independent appeal panel will consider written and verbal representations from the parent and officers and give a detailed written outcome (within 5 working days) setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed);
- 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;
- information about escalation to the Local Government Ombudsman (see below).

12.6 Appeals under Stage 2 will be heard by the Local Authority’s Transport Appeals Panel, made up of elected Councillors who are independent of any previous decisions which have been made regarding the transport application.

12.7 While waiting for an appeal to be heard the responsibility for the child’s attendance and safe travel to and from school remains with the student/parent/carer.

12.8 If the student/parent/carer is not satisfied with the outcome of their appeal/complaint, there is a right of complaint to the Secretary of State.
12.9 There is also a right of complaint to the Local Government Ombudsman if the complainant considers that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled.

12.10 If the complainant considers the decision of the independent panel to be flawed on public law grounds, the complainant may apply for judicial review.

13. Amendments to the Post 16 Transport Policy

Cornwall Council will monitor what is set out within this transport policy and continue to monitor its progress through the year. In line with the Department for Education (DfE) statutory guidance, Cornwall Council reserves the right to amend and republish this transport policy statement at any point during the year in response to complaints or a direction by the Secretary of State.
If you would like this information in another format please contact:

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Email: pupiltransport@cornwall.gov.uk