2006/2007 TRANSPORT POLICY FOR STUDENTS AGED 16-19 WHO LIVE OR STUDY IN THE LONDON BOROUGH OF BROMLEY

INTRODUCTION

The following notes detail the support and provision available for pupils and students who are aged 16 or over and under 19 at the start of their full time Learning Skills Council recognized course or who are already 19 but are continuing on an approved course at a maintained school or Further Education College that they began before their 19th birthday.

1. GENERAL CONDITIONS OF ELIGIBILITY

In order to apply for assistance from the Authority you must be resident in the London Borough of Bromley prior to the start of the academic year. The local Colleges will consider requests for assistance from out borough students attending their establishments who have been unable to secure funding from any other source and are able to supply written confirmation that their requests have been refused for some clear and rational reason.

Students in receipt of Educational Maintenance Allowances (EMAs) are eligible for transport support if they are required to travel outside the local area or if they can demonstrate an exceptional case for support.

Students under 18 using local buses, trams or underground services are not eligible for travel assistance as travel is free under new Transport for London arrangements.

Students undertaking training schemes where travel support is provided are not entitled to additional transport funding.

Assistance from the Authority is normally considered only for full time courses of at least one year’s duration. Further Education establishments may also consider travel assistance for courses of part time study.

Where a course is available locally students are expected to apply for that course in the first instance and at the proper time If a student chooses to
attend a course at an alternative establishment assistance will normally only be considered if the student can provide exceptional circumstances.

Assistance is not usually offered by the LEA for repeat level study unless extenuating circumstances regarding the application are submitted and exceptionally approved.

Assistance is not normally offered towards courses held at private establishments.

Students with a disability who feel that they require additional transport support should in the first instance contact their education provider who will liaise with the Partnership.

2. ASSISTANCE OFFERED

Travel assistance will be considered by the LEA if it is necessary to travel more than three miles to follow a particular course at the nearest available establishment taking account of religious preferences where appropriate and if the student/parents are in receipt of DWP Income Support/Income-based Jobseekers Allowance/Working Tax Credit/Child Tax Credit with gross income less than £14155/Support from National Asylum Support Service or Support from a Social Services Asylum Team/ Working Tax Credit/Guarantee element of state pension credit or Housing Benefit. Parents must also provide confirmation of Child Benefit received in respect of the student.

Claims for help with daily travel where the distance to be travelled is less than 3 miles will be considered only if exceptional circumstances prevail.

Further details of travel assistance available from and Bromley and Orpington Colleges is contained at Annex A and B.

NB Travel expenses are paid termly by cheque calculated according to the cheapest reasonable means using student season ticket rates. Further Education Colleges may be prepared to assist with train travel in the case of necessity not convenience. Please contact the College direct.
3. STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

A student will be entitled to transport assistance if it is necessary to help the student attend the school being proposed by the LEA. However parents should note that if they express a preference for a school further away from another suitable school there is no duty upon the LEA to provide transport.

Assistance will be provided for as long as the student’s needs are such that given all the circumstances they continue to require transport to get to school.

The initial assessment will be carried out by the Special Needs Transport Officer. If necessary additional advice may be sought from the student’s place of study or the Occupational Therapy Service.

Assistance is currently provided in the form of bus passes and rail warrants, car mileage payments to parents, school buses and taxis. The Transport Officer determines the best match to the student’s needs with reference to the resources available.

4. TRANSPORT PROVISION AND CONCESSIONS IN BROMLEY

For Bus tram and tube travel free travel is available for students under the age of 18. Full time students aged 18 can purchase a Student Oyster photocard at a fee of £5 through participating schools and colleges whereby travelcards and bus passes can be purchased at 30% less than the equivalent adult rate.

Train travel, where this is the only reasonable method of travel, will be calculated using the cheapest appropriate season ticket/ Travelcard rates. Students should check with their local station or travel centre to ensure the most economical efficient method of transport.

For students with disabilities Freedom Passes provide free travel at any time on buses, tubes, trams and most local rail services. Details and application forms are available from local post offices.
5. HOW TO APPLY

LEA application forms for school and college transport are available from the Student Support Section, Pupil and Student Services, Civic Centre, Stockwell Close, Bromley BR1 3UH Tel: 0208 313 4128 (School) 0208 313 4095 (College) and 0208 313 4740 (Special Educational Needs)

College application forms are available from the individual colleges:
Student Finance and Welfare Team, Bromley College of Further and Higher Education, Rookery Lane, Bromley BR2 8HE Tel 0208 295 7000

Student Services, Orpington College of Further Education, The Walnuts, High Street, Orpington BR6 0TE Tel 01689 899764

LEA application forms are available in July/August prior to the start of the academic year.
ORPINGTON COLLEGE LEARNER SUPPORT FUNDS
SUMMARY OF TRAVEL AWARD PAYMENTS 2005/6

This document briefly sets out the criteria for travel support and the level of support successful applicants will receive from the Learner Support Funds towards the cost of travel to and from college. The College policy is that no student should be denied access to further education because of travel costs. The College is fully aware of the implications of the Disability and Discrimination Act and will liaise with local partnerships and agencies to ensure that students requiring assistance are appropriately supported.

A. Full-Time Students

1) Full time students aged 16 and 17 as at 31 August 2006 may be eligible for an Education Maintenance Allowance (EMA). Students in receipt of EMA are expected to meet travel costs out of the weekly payment.

2) Students in receipt of EMA will only be eligible for transport support where costs are excessive and necessary. Application should be made on an individual basis to Student Services with supporting evidence Any support given is likely to be 75% of the costs involved.

3) Students already receiving travel support from their LEA and continuing their course should re-apply to their LEA.

Where an award is given, the cost of bus travel to college will be covered, based on the current price of an Oystercard obtained with the appropriate discount via the 16 – 17 Card or Student Photocard scheme for those over 18 and in full time education. Travel Awards will be paid in half-termly instalments, based on a combination of weekly and monthly rates according to the length of the term. For 2006/07 the payments will be:

Students aged 16 – 17  Free with Oystercard inside Greater London

Students aged 18+  £9.40 weekly or £36.10 monthly including
Student Card discount Oystercard and in Greater London

Students living outside Greater London will be assessed per paragraph 2 above.

(Any increase or decrease in the actual cost of travel during the year will be reflected in future payments)

Funding for rail travel will be considered on the basis of necessity not convenience. Such applications will be considered on an individual basis and support provided at a rate of 75% of the costs incurred at a Travelcard rate according to the criteria B below.
B Eligibility

Eligibility for support for students NOT in receipt of EMA will be based on the following criteria (all sums are Subject to confirmation when Learner Support Funding Allocations for 2006/07 are known)

1. Benefit Status
   Applicants in receipt of the following benefits will normally be eligible for funding:
   Council tax benefit
   Housing benefit
   Income support
   Income-based Job Seekers Allowance
   Working Tax Credit (where annual income is less than £15050)

2a Low Family Income (18 YEARS AS AT 31/8/06)

Financial assistance on the basis of low family income will be awarded as follows:

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>Up to £20,270</th>
<th>£20,271-£24,850</th>
<th>£24,851-£30,810</th>
<th>£30,801+</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Travel Award</td>
<td>100%</td>
<td>66%</td>
<td>33%</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

2b Low Family Income (19 YEARS AS AT 31/8/06)

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>Up to £20,270</th>
<th>£20,271+</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of Travel Award</td>
<td>100%</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

PLEASE NOTE
TRAVEL AWARDS WILL NORMALLY BE BACKDATED TO THE START OF THE TERM IN WHICH THE COMPLETED APPLICATION WITH SUPPORTING EVIDENCE IS RECEIVED

C Part-time Students

Part-time students will not normally be eligible for assistance with travel.
Annex B

BROMLEY COLLEGE OF FURTHER AND HIGHER EDUCATION

Transport policy statements for students in further education aged 16-18 and continuing students aged 19

Name of LEA and Department responsible:

- Bromley College of Further and Higher Education

What help by way of transport services and student support is available towards transport costs for students aged 16-18 and who provides it?

- 16 and 17 year old students living in Bromley and receiving EMA and 18 year olds from existing EMA pilot areas, would be expected to pay for travel with their EMA.

- 18 year old students not eligible for EMA whose parent(s) are in receipt of benefit are issued with College grants using our Learner Support Funds allocation.

- Students aged 18 living in LB Bromley, whose parents are in receipt of benefit and who live over 3 miles from the College, are given help towards their travel costs from LB Bromley.

How do students apply for further information on this help?

- By telephoning the EMA help line on 080 810 16 2 19
- By speaking to the College Student Adviser before or after enrolment
- By contacting their own LEA before enrolment.

Please provide details of any concessionary fares, discounts, subsidies, passes or travel cards available for students in this age group. Please provide details of how much it costs the student.

- Students under 18 will be eligible for free travel on buses, trams and underground under Transport for London arrangements.
- Students aged 18+ can apply for a Student Oystercard at a cost of £5 which will enable them to purchase adult tickets with a 30% discount for travel on London bus trams and tubes.
During what times of the day can students use their travel pass or obtain concessionary fares?

24 hours

Please confirm that support will continue to be made available to students who reach 19 whilst continuing on a course

Students aged 19+ may apply for College Learner Support (Access) Funds to help with their travel costs.

How will students be assessed to see if they are eligible for support? e.g. means testing

- College Grant (Learner Support Funds) application form devised by the College for students who are in the second year of a two year full time course, and who were aged 18 at the start of the first year of their course. This form includes a section for the Job Centre to confirm that the student's parents are in receipt of benefit.

When should students start to apply for transport support?

When students have completed their enrolment:

What help do you provide for students with disabilities and/or learning difficulties, or facing other difficulties in following their courses?

- Students with learning difficulties/disabilities (LDD) receive Borough-funded transport to College. Student deals directly with their LEA. Other funding may be available in exceptional circumstances.
- Should transport occasionally fail for these students, the College will fund costs of minicabs from the College Hardship Fund
- LDD Students may also apply to the Learner Support Funds with their tutor's help

What transport help can students apply for if they need to attend a course that is beyond your LEA area?

- Students must deal directly with their LEA