

# Central Bedfordshire Council Post 16 Transport Guidance Notes & Application Pack



## Academic Year 2018/19



# Central Bedfordshire Council

## Post 16 Home to School Transport Application Guidance 2018/2019



### Context

- Once a student reaches the age of 16 and completes year 11 at school there is no statutory entitlement to home to college or school transport. In order to support young people to access education or work based learning beyond the age of 16, Central Bedfordshire Council provides a scheme which, in certain circumstances, enable students to travel at a free or subsidised rate.
- Within guidance issued by the Department for Education, it is a reasonable expectation that young people over the age of 16 will be able to walk or cycle up to 3 miles to get to their place of study. Therefore, transport will not be provided on road safety grounds for students where the distance between home and school or college is less than 3 miles.
- The policy that includes the eligibility criteria for transport for students starting a new course in the academic year 2018/19 is available on the Council's website: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

### Applications

In order to ensure that applications are managed appropriately they must be made directly to the School Transport Team as follows:

To: [school.transport@centralbedfordshire.gov.uk](mailto:school.transport@centralbedfordshire.gov.uk)

Or by post – School Transport Team  
Central Bedfordshire Council, Priory House, Monks Walk, Chicksands,  
Shefford, SG17 5TQ

### The Scheme supports free or subsidised travel to college, school or work based learning for students:

- whose families are in receipt of certain benefits (*please see list of eligible benefits on page 6*)
- who have specific medical *needs* (*please request separate medical application form*)
- for whom Central Bedfordshire Council is a corporate parent
- who have Special Educational Needs (*please request separate SEN application form*)

## To be eligible for transport through the scheme the student must:

- Be enrolled on a full-time course (typically at least fifteen hours per week)
- Be enrolled on a course that is not recognised as exceeding level 3 course content (or equivalent).
- Be 16 years of age or over but under 19 years of age at the 1<sup>st</sup> September 2018. For a student with Special Educational Needs transport can be provided up to the age of 25 if specifically required through the annual statutory assessment process
- Live in the area of Central Bedfordshire for the whole academic year.

## Students for whom Central Bedfordshire Council is a corporate parent

- Transport will be provided for students to attend the most suitable establishment to meet their needs. Carers should contact School Transport Team on 0300 300 8339 who will assess the request.

## Assessment Process

- We accept Post 16 application forms at any time throughout the academic year.
- Where students do not meet the criteria outlined, arrangements for travel and the cost will need to be met by their Parent/Carer. In certain circumstances schools and colleges offer their own transport schemes. You may wish to contact your prospective school or college of choice to discuss this further if your application is unsuccessful.
- The Council will arrange the cheapest appropriate method of travel, unless you have identified that this is not suitable. If this is the case we will discuss alternatives with you.

## Useful Contacts

College	Contact number	website
Bedford College	01234 291000	<a href="http://www.bedford.ac.uk">www.bedford.ac.uk</a>
Shuttleworth College	01234 626222	<a href="http://www.shuttleworth.ac.uk">www.shuttleworth.ac.uk</a>
Milton Keynes College	01908 684452	<a href="http://www.mkcollege.ac.uk">www.mkcollege.ac.uk</a>
Luton Sixth Form	01582 877500	<a href="http://www.lutonsfc.ac.uk">www.lutonsfc.ac.uk</a>
Central Bedfordshire College	01582 679400	<a href="http://www.centralbeds.ac.uk">www.centralbeds.ac.uk</a>
John Henry Newman	01438 314643	<a href="http://www.johnhenrynewman.herts.sch.uk">www.johnhenrynewman.herts.sch.uk</a>
Hitchin Boys School	01462 432181	<a href="http://www.hbs.herts.sch.uk">www.hbs.herts.sch.uk</a>
Hitchin Girls School	01462 621300	<a href="http://www.hgs.herts.sch.uk">www.hgs.herts.sch.uk</a>
Manshead School	01582 679400	<a href="http://www.mansheadschoo.co.uk">www.mansheadschoo.co.uk</a>
Redborne Upper School	01525 404462	<a href="http://www.redbornecommunitycollege.com">www.redbornecommunitycollege.com</a>
Stratton Upper School	01767 220000	<a href="http://www.stratton.beds.sch.uk">www.stratton.beds.sch.uk</a>
Harlington Upper School	01525 755100	<a href="http://www.harlington.org">www.harlington.org</a>
Sandy Upper School	01767 680598	<a href="http://www.sandyupper.net">www.sandyupper.net</a>
All Saints Academy	01582 618700	<a href="http://www.allsaintsacademydunstable.org">www.allsaintsacademydunstable.org</a>
Queensbury Academy	01582 601241	<a href="http://www.queensburyacademy.com">www.queensburyacademy.com</a>
Samuel Whitbread Academy	01767 629900	<a href="http://www.swcc.beds.sch.uk">www.swcc.beds.sch.uk</a>
The Cedars Upper School	01525 219300	<a href="http://www.cedarsupper.org.uk">www.cedarsupper.org.uk</a>
Vandyke Upper School	01525 636700	<a href="http://www.vandyke.beds.sch.uk">www.vandyke.beds.sch.uk</a>
Wootton Upper School	01234 767123	<a href="http://www.wootton.beds.sch.uk">www.wootton.beds.sch.uk</a>



Central Bedfordshire Council  
Transport Application Form  
**Post 16 Mainstream Transport 2018/2019**

If you have a scanner or smartphone (e.g. iPhone) you can scan or photograph the form, benefit information and photo and email it to:  
[school.transport@centralbedfordshire.gov.uk](mailto:school.transport@centralbedfordshire.gov.uk)

**Alternatively, you can also post the form to:**

School Transport Team  
Central Bedfordshire Council  
Priory House  
Monks Walk  
Chicksands, Shefford  
SG17 5TQ

**This form is for students who are applying for Post 16 transport on low income grounds**

To be eligible for transport the student must meet **ALL** the criteria stated below:

1. The student must be over 16 but under 19 years of age on the 1<sup>st</sup> September 2018.
2. The student must be attending the nearest establishment or catchment school which offers the course(s) the student will be enrolled on and the course must be full time.
3. The distance to the establishment must be over 3 miles but no more than 20 miles from the home address by shortest available walking route.
4. A member of the household must be in receipt of one of the benefits stated at the end of the form.
5. Completed forms must be returned with the relevant supporting benefit evidence no later than **8<sup>th</sup> August 2018**. Forms received after this date will still be processed but transport may not be in place for the start of the academic year.

When returning this application, please enclose written proof that a member of the household is in receipt of one of the benefits stated at the end of the form along with a photo of the student. The photo must clearly show the students' face and be appropriate for use on a travel pass. **Please note we will accept copies of benefit information and you can scan/photo the form, benefit information and the photo and email it to address at the top of form.**

**All applications for school transport may be verified using other information held by the Council; including Council Tax, Council Tax Support, Housing Benefit & Free School Meals**

If you do not meet all of these criteria then transport will not be provided by the Council. If you do meet the criteria above then please complete **ALL** sections of this form. If all the sections are not completed, then the application will be rejected and returned.

## Post 16 Mainstream application form

<b>1. STUDENT DETAILS</b>			
<b>Name of student:</b>	<b>Date of Birth:</b>	<b>Male:</b> <input type="checkbox"/>	<b>Female:</b> <input type="checkbox"/>
<b>Is the student a Looked After Child (LAC)?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
*If yes, by which Local Authority:			
*Social worker and contact details:			
Home address of student:			
Postcode:			
Please supply two emergency contact numbers and relationship to student			
<b>Contact name</b>	<b>Relation to student</b>	<b>Telephone number</b>	<b>e-mail address</b>
<b>2. SAFEGUARDING MATTERS</b>			
Please describe any relevant safeguarding matters to ensure the safety of the student on their journey to and from school. If there are none please put N/A. Please attach an additional sheet if necessary.			
<b>3. School/College Details</b>			
School/College attending from September 2018:			
School/College Campus:			
Course title:			
Course code:			
Course tutor:			
Tutor contact number:			
Start date of full time attendance:			
<b>4. To be completed by the school or college</b>		COLLEGE OR SCHOOL STAMP	
Print name:			
Signature:			
Position at the school/college:			
Date:			

**5. TO BE COMPLETED BY PARENT/CARER**

**Signed by the Parent/Carer:**

*I understand that my application may be verified using other information held by the Council; including Council Tax, Council Tax Support, Housing Benefit & Free School Meals.*

**Print Name:**

**Date:**

You may have heard about the General Data Protection Regulation (GDPR) which is replacing the old Data Protection regulations on 25 May this year. These regulations haven't been updated for over 20 years, so a rewrite was very much overdue. The new regulations are very much focussed on protecting you and how your data is handled and here at Central Bedfordshire Council we want to keep you in the picture as to how we do that.

This form will be retained electronically by Central Bedfordshire Council to enable the provision of transport services. These details may be provided to relevant schools, transport providers and occasionally the Education Welfare Service to assist in this. Please be assured that your details will be safeguarded securely and only used for this sole purpose and will not be divulged to any other individuals or organisations without your consent.

Your data will only be held for as long as is necessary or as governed by other statutory regulations and will be disposed of securely.

You can find out more about how data is managed at Central Bedfordshire Council by contacting our Information Governance team on 0300 300 5765

**Your Benefits**

- If you are applying for transport, you must submit written evidence of your receipt of benefit, as outlined in the table below. Please ensure your written proof is dated no earlier 2 months prior to your application and shows that you are in receipt of the benefit for this tax year. **We cannot accept bank statements or benefit information from last tax year** (this includes annual reviews for the tax year).
- If you are in receipt of Maximum Working Tax Credits or Child Tax Credits then we would require **all pages** of your most up to date award letter. **Please note the information we require is not on Annual Reviews. If you receive one of these, you will have to request a full award letter directly from HMRC.**
- If you are in receipt of Universal Credit we require a statement which can be found on your online portal. This needs to show the breakdown of your UC award including any deductions.

Benefit	Documentation required
<b>Maximum Working Tax Credit</b> (not reduced due to income)	<ul style="list-style-type: none"> <li>• Full award letter for the financial year</li> </ul>
<b>Universal Credit</b>	<ul style="list-style-type: none"> <li>• Statement / UC Award Breakdown</li> </ul>

Income Support (IS)	<ul style="list-style-type: none"> <li>• Letter confirming receipt of benefit</li> </ul>
Income Based Jobseekers Allowance (IBJSA)	<ul style="list-style-type: none"> <li>• Letter confirming receipt of benefit</li> </ul>
Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)	<ul style="list-style-type: none"> <li>• Letter of confirmation from the National Asylum Support Service (NASS)</li> </ul>
Guaranteed element of State Pension Credit	<ul style="list-style-type: none"> <li>• Pension Credit M1000 Award Notice</li> </ul>
Child Tax Credit, provided a parent /carer is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed <b>£16,190</b>	<ul style="list-style-type: none"> <li>• Full award letter for the 2017/18 financial year</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Letter from the local Revenues and Customs Office confirming tax credit details</li> </ul>
Employment and Support Allowance	<ul style="list-style-type: none"> <li>• Letter confirming receipt of benefit</li> </ul>