

costs. For further information please visit our website at:

[www.leics.gov.uk/going\\_to\\_school/student\\_finance/post\\_sixteen\\_access\\_fund.htm](http://www.leics.gov.uk/going_to_school/student_finance/post_sixteen_access_fund.htm)

Application forms are available from your school or college.

### 8. If my application is successful, what sort of transport will be arranged for me?

Most students will be allocated a place on a school contract bus. On occasions where there is not a suitable school contract bus, we may issue passes for use on public bus services or (in exceptional circumstances) on trains or taxis.

In circumstances where none of the above options are available, we may pay a small mileage allowance for travel by private car. This allowance will be paid in arrears at the end of each term. For further advice on the availability of mileage allowances you can contact our **Customer Service Centre** on **0116 305 0002**.

In some cases, where appropriate, we may utilise any spare capacity on our Special Educational Needs transport to accommodate mainstream students. In all cases, we will decide which transport option is the most appropriate to make the best use of the resources available to us. If you indicate a preferred route we will try to meet your request but cannot guarantee your preference if there is a lower cost alternative. Please note that whilst we will endeavour to allocate transport from the nearest pick up point to home, this may not always be possible and we can expect a student to walk up to a mile to their nearest pick up point (accompanied as necessary). The

earlier we receive your application the better chance you will have of securing a place on your preferred contract bus, but this cannot be guaranteed.

**All applicants should check all the alternative costs including those of public bus operators' passes for use on local services, to ensure that they are purchasing the best value transport before completing and submitting a transport application form.**

If you would like more information about public bus or train services in your area, please contact **Traveline East Midlands** on **0871 200 2233**, or visit their website at: [www.travelineeastmidlands.co.uk](http://www.travelineeastmidlands.co.uk). You may also refer to individual bus operators' websites where you will find information about the availability of multi-journey or season passes for use on their services.

### 9. What if I am not entitled?

Once we have your application form, we will determine whether or not you are entitled to assisted transport. If you are not entitled we will send you a letter explaining why and if you have opted to pay by Direct Debit we will not process the payment, but it is also suggested that you cancel the arrangement directly with your bank.

### 10. When can I use my pass?

When you receive your pass you will need to seal a recent passport - sized photograph of yourself (student) into it to validate it for use. School Contract bus passes are valid only on the named contract route and at the times stated on the timetable that will be sent with your pass.

Public service bus passes are valid for one return journey per day (during term time)

between the points specified on the pass and on journeys operated by the bus company specified on the pass.

School passes cannot be used outside of term time or at weekends.

Please note, we **do not** provide transport for **induction days**, for **work placements** or for **after school activities**. We also cannot cater for **individual variation in timetables**.

For specific late night study which is an **integral** part of the course, you will need to provide a letter from your course tutor detailing the times and dates that transport will be required.

### 11. What if I lose my pass?

If you lose your pass, please contact your school / college, or call our **Customer Service Centre** on **0116 305 0002** for further advice. You may also download a Lost Pass Application form from our website at: [www.leics.gov.uk/school\\_college\\_transport](http://www.leics.gov.uk/school_college_transport). There is a £10 charge for replacement bus passes.

### 12. What happens if the transport is no longer needed?

If you no longer require transport, you should notify us immediately as we may be able to offer a refund. If you have been issued with a bus pass, you must return it to us with a covering letter as any refund will only be calculated from the date that we receive the pass.

**Please note we will not offer any refund unless you return the pass to us.**

**If you cancel any payment plan, but fail to notify us (in writing) that transport is not required we will continue to seek payment.**

**Refunds will not be considered for passes returned after the end of February 2012.**

### 13. What happens if my circumstances change?

If you have changed address / school you must let us know as soon as possible as this may affect your eligibility to assisted transport.

### 14. Who do I contact if I need more advice?

For general advice, contact our **Customer Service Centre** on **0116 305 0002** (Monday - Friday 8am - 6pm).

For further information on entitlement to transport assistance Leicestershire County residents can view a copy of our Entitlement Policy for School Transport on our website at: [www.leics.gov.uk/school\\_college\\_transport](http://www.leics.gov.uk/school_college_transport).

Or contact our School Admissions and Pupil Services team on: 0116 605 6630.

If you live in the **City of Leicester**, please contact: Children and Young Peoples Services at Leicester City Council on **0116 252 7802**.

### 15. Guideline leaflets in this series

This leaflet aims to give advice and information to students, parents, schools, colleges and bus operators who use and deliver transport services provided by Leicestershire County Council.

Other leaflets in this series (listed overleaf) are available on request by calling our **Customer Service Centre** on **0116 305 0002**, or may be downloaded from our website at: [www.leics.gov.uk/school\\_college\\_transport](http://www.leics.gov.uk/school_college_transport).

### Also Available

- Farepaying Places on School Buses
- Assisted Transport for Leicestershire pupils (Under 16) attending Voluntary Aided Schools
- Anti Social Behaviour on School Buses
- Guidelines for School Staff
- Bus Passes - Frequently Asked Questions
- Guidelines for Parents and Students
- Guidelines for Drivers
- Guidelines for Parents: Special Educational Needs Transport
- Guidelines for Parents of Primary School Children
- Guidelines of Safe Working Practices for the Protection of Children and Staff

If you have any comments about this leaflet or the services it relates to or if you require information contained in this leaflet in an alternative version, e.g. large print, Braille, tape or an alternative language please telephone:

**0116 305 0002**

**or write to:**

Customer Service Centre (E&T),  
Leicestershire County Council,  
County Hall, Glenfield, Leicestershire LE3 8SR

**Email:** [customerservices@leics.gov.uk](mailto:customerservices@leics.gov.uk)

**or visit our website:**

[www.leics.gov.uk/school\\_college\\_transport](http://www.leics.gov.uk/school_college_transport)

## Leicestershire School and College Transport

# Assisted Transport for 16-19 Year Old Students



Guidance Notes

2011/12

Please note that the information in this guidance note is also available on our website [www.leics.gov.uk/school\\_college\\_transport](http://www.leics.gov.uk/school_college_transport).

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### 1. Introduction - School / College Transport for students aged 16-19

There is no automatic entitlement to free home to school / college transport once a student is over 16. However, we will provide transport assistance for students who meet certain eligibility criteria. Post 16 students are required to make a contribution towards the cost of their transport, please see section 6 for further details.

### 2. How do I qualify?

You can apply for Post 16 transport assistance if you meet all of the following criteria:

- You are a student living in Leicestershire, and will be aged 16, 17 or 18 on the 1st September 2011
- You will be in full time education\* at School or a Further Education College. \*Full time education is defined as 16 hours or more of supervised study per week.
- You live more than three miles from your catchment school / college or from the nearest school / college offering the required courses.

You should NOT apply under this scheme if:

- **You will be aged 19 or over on 1st September 2011 and you are starting a new course.** (If you were under 19 when you started your course and meet the qualifying criteria above, you will continue to be eligible whilst you are completing that course).
- **You are thinking of starting a course at a university** - student finance is no longer administered by the Local Authority but by Student Finance England. Further information and application forms may be obtained by calling the Student Finance Helpline on 0845 300 50 90 or by visiting their website at: [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).
- **You will be attending Loughborough College (not the University School of Art & Design), Leicester College, Stephenson College, South Leicestershire College or Brooksby Melton College** - you will need to complete a separate application form available from the college.

- **You live in the City of Leicester** - please contact Leicester City Council on: **Telephone:** 0116 252 7802 **or visit their website at:** [www.leicester.gov.uk/education/transport](http://www.leicester.gov.uk/education/transport)

Students who are transferring to a **College of Further Education** and who previously had a **Statement of Special Educational Needs with transport provision** included are advised to contact their selected college(s) who will be able to provide information on transport.

### 3. What other transport schemes are available?

There are three transport scheme options on the application form - 'Farepaying', '16 - 19 Year Old Students' and 'Voluntary Aided Schools'.

Below is a brief outline of the other two schemes to help you decide which option to tick. In some cases you may wish to tick more than one scheme, but please note 16 - 19 year old students can not apply under the Voluntary Aided Transport scheme.

NB - if you are in your second year of 6<sup>th</sup> form study and qualified for assisted transport last year and you haven't changed address, school or courses studied, you should only select the transport scheme you were allocated to in your first year of post 16 transport.

Detailed leaflets are available for each scheme please see section 15 for further details.

- **Farepaying Transport** - this is a discretionary scheme whereby any spare seats on school / college contract buses

may be made available (in return for a fee) to non-eligible students.

If you are uncertain whether you are eligible for assisted transport under the 16 - 19 year old students' scheme, you may also consider ticking the 'farepaying' box on the application form. Please note that farepaying places are strictly limited, are not available at all schools / colleges and are not available on public service buses.

- **Voluntary Aided Transport** - where a pupil attends a voluntary aided school on denominational grounds, Leicestershire County Council will provide assisted transport provided that certain eligibility criteria are met. The charge for this scheme is the same as for the 16 - 19 scheme. **Voluntary Aided Transport is not available to post 16 students.** If you are **over 16** and attending a faith school you should apply under the **Assisted Transport for 16 - 19 Year Old Students** scheme.

### 4. When should I apply?

Apply **NOW** even if you are unsure whether you will continue in post 16 education. All transport for next year is planned and allocated through the summer months. To ensure your transport is available from the start of the autumn term, **you must apply before the 30th June 2011.**

Don't worry if your course depends on GCSE results - apply anyway and return your travel pass to us if you do not take up the course.

Please note, you must apply for each year of your post 16 education, even if you are already receiving transport assistance.

This year you can opt to submit your transport application online. Please note this facility is currently only open to customers who wish to pay by Credit / Debit Card. You can find the online application form at: [www.leics.gov.uk/school\\_college\\_transport](http://www.leics.gov.uk/school_college_transport).

### 5. What happens if I apply late?

Applications received after **30th June 2011** will be treated as late and there is no guarantee that transport will be arranged before the start of the autumn term. Forms received late, particularly in August and September, could mean up to an 8 week wait for transport to be arranged. If this happens, you should be prepared to arrange and pay for your own transport initially. No refund of fares, expenses incurred or pro rata reduction of charges will be made for late applications.

### 6. What is the charge and how do I pay it?

The charge for the academic year 2011 / 2012 is **£240.00. You can opt to pay either by Direct Debit or by Credit/Debit Card.**

**Failure to complete payments for transport fees can result in pupils being excluded from school / college transport and from making any further transport applications.**

Please note the school transport charge is calculated on an annual basis and there will be no reduction for any periods when transport isn't required e.g. exam leave or sickness, or for any occasion when due to unforeseen circumstances transport is not available e.g. snow days, vehicle breakdowns / lateness.

There will also be no reduction for any occasions when a student is excluded from

transport temporarily as a result of their misbehaviour.

### Payment by Direct Debit

If you wish to pay by Direct Debit, please complete the Direct Debit form on the reverse of the transport application form. We will begin to collect Direct Debit payments after transport has been allocated - usually September / October for Autumn term applicants. Payment will be split into a maximum of 6 monthly instalments and must be completed by the end of February 2012.

We will notify you separately when instalments are due to commence.

Please note that the number of instalments available will be reduced if the application is received after the end of September 2011.

The closing date for payment by Direct Debit is the 31st January 2012. After this date we will only accept payment by credit/debit card.

### Payment by Credit/Debit Card

If your preferred method of payment is by credit / debit card we will contact you for payment once transport has been allocated.

If you elect to pay by credit / debit card you cannot request to transfer to Direct Debit at a later stage. If you want to pay by instalments you must complete the Direct Debit form on the reverse of the application form **at the time of applying.**

**Please do NOT send cash.**

### 7. Can I get any help to pay the charge?

You may be eligible to apply to The Post - 16 School Access Fund for help with transport