

**VALE of GLAMORGAN**



**BRO MORGANNWG**

## **Transport Policy Statement for Learners Aged 16-19 2012/2013**

## **STATEMENT OF POLICY**

### **INTRODUCTION**

This statement of policy sets out the way in which the Vale of Glamorgan Council has decided to exercise its powers and duties in relation to the provision of school and college transport for learners aged 16 – 19.

The Vale of Glamorgan Council is committed to ensuring that learners aged 16 – 19 have access to educational opportunities at school, college or work-based learning, enabling them to acquire the knowledge skills and experience necessary for them to pursue their chosen careers and meet the challenges of employment and personal development.

The Policy Statement describes the assistance with transport costs that is available to learners aged 16 – 19, resident in the Vale of Glamorgan, who are undertaking full time courses in a school, further and higher education institutions and work based learning.

The authority is currently considering the implications of the Learning Pathways 14 –19 provision to ensure learners are able to access appropriate learning to meet their needs and aspirations. This statement may therefore be subject to change in relation to the Learning Pathways agenda. The key elements of Learning pathways are Individual Learning Pathways, wider choice and flexibility, learning core, learning coach, personal support and careers advice and guidance.

This statement is published on the Council's website and also available at Vale of Glamorgan colleges and schools with sixth forms. Copies are also available on application to Student Services and at colleges and institutions outside of the authority. See Appendix A for contact details in this respect.

### **EDUCATION MAINTENANCE ALLOWANCE**

The Education Maintenance Allowance (EMA) is available to learners aged 16 and over from households with an income of £20,817 or less if you are the only child in the household or £23,077 or less if there are any additional young people studying full-time and eligible for child benefit in the household. This is a sum of money paid fortnightly to learners who have signed an EMA contract with their school or college and can be used to help pay for travel costs, books or equipment for a course. For more information contact your local school, college or visit the Student Finance Wales website at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

### **ENTITLEMENT FOR TRANSPORT SUPPORT**

## **1. Courses attended at mainstream secondary schools**

Full time learners aged 16-19 living in the Vale of Glamorgan area are provided with free travel to schools if they live three miles or more from the nearest appropriate or allocated school. The distance is measured by the nearest available walking route. Provision is usually by contracted vehicle but service provision is utilised where an existing service is in operation and where spare capacity exists. Transport is not normally provided from home but from an approved pick up point.

In the Vale of Glamorgan, transport for learners aged 16-19, educated in mainstream schools, is managed by the Council's Planning and Transportation Services Department. The department will provide a mixture of service buses and contracted school buses dependant upon circumstances, the majority of transport being by means of contracted services. Learners aged 16-19 that are eligible for free transport will receive a free bus pass to access the contract bus when relevant or a free bus pass to access the service bus where relevant.

For learners aged 16-19 who do not qualify for free transport, it may be possible to purchase a bus pass to travel on relevant school contract buses but only where this service is available and where spare places exist. These passes are available, from the Council's Planning and Transportation Services Department; the current cost of a pass is £180 but is regularly reviewed. Where no contract vehicles exist, service provision is available with payment being made to the operator concerned either daily or on a season ticket basis.

For further information concerning eligibility for bus passes, details of service bus provision and fare structures please contact the Council's Planning and Transportation Services Department on 01446 – 704664.

In certain circumstances free transport is arranged for learners with Additional Learning Needs requiring specialist transport provision who have been referred/recommended for transport by the Authority's Pupil Support Service. This provision may be either by taxi, minibus or tail lift vehicle. Further information concerning specialist transport provision is available from the Council's Directorate of Learning and Skills who can be contacted on 01446 – 709114.

## **2. Courses attended at Further and Higher Education Institutions.**

Learners aged 16-19 living in the Vale of Glamorgan area are provided with free travel if they live three miles or more from their nearest appropriate college for the course they are undertaking. If a course is chosen that is available at an institution closer to home, free transport would not be provided.

For learners that do not qualify for free transport, the local service bus network is available with payment being made to the operator concerned either daily or on a season ticket basis. For further information concerning service bus

provision and fare structures please contact the Council's Planning and Transportation Services Department on 01446 – 704664.

In the Vale of Glamorgan, transport for learners aged 16-19, educated in a further and higher education setting is normally administered by colleges as follows:

**(a) Cardiff and Vale College - Barry Campus.**

Barry College will provide free travel passes to all 16-19 year old full time learners who reside three or more miles walking distance from the college. The passes will be issued to learners for travel on the local service bus network (Cardiff Bus and EST Bus Ltd). The cost of passes is reclaimed from the Vale of Glamorgan Council's discretionary awards section.

The college may also support learners on the basis of demonstrated financial hardship and disability that do not meet the three-mile qualification criteria.

For further information concerning transport provision and eligibility for a bus pass please contact the Barry Campus direct on 01446 – 725000.

Vale resident learners aged 16-19 with additional learning needs and/or medical conditions may be referred to the council by the college for consideration of specialist transport conveyance. The Student Support Service in the Directorate of Financial Services will administer this provision.

**(b) Bridgend College.**

The college will provide free travel passes to all 16-19 year old full time Vale resident learners who reside three or more miles walking distance from the college. The passes will be issued to learners for travel on the local service bus network (First Cymru and EST Bus Ltd). The cost of passes is reclaimed from the Vale of Glamorgan Council's discretionary student awards section.

The college may also support learners on the basis of demonstrated financial hardship that do not meet the three-mile qualification criteria. The cost is met from the college access fund.

For further details and information concerning transport provision and eligibility for a bus pass please contact Bridgend College on 01656 – 302302.

Vale resident learners aged 16-19 with additional learning needs and/or medical conditions may be referred to the council by the college for consideration of specialist transport conveyance. The Student Support

service in the Directorate of Financial Services will administer this provision.

**(c) Cardiff and Vale College - Coleg Glan Hafren Campus.**

The college will provide free travel passes to all 16-19 year old full time Vale resident learners who reside three or more miles walking distance from the college. The passes will be issued to learners for travel on the local service bus network (Cardiff Bus). The cost of passes is reclaimed from the Vale of Glamorgan Council.

In extreme cases of financial hardship, the college may issue free passes to learners who do not meet the distance criteria with costs being met from the College support fund

For further details and information concerning transport provision and eligibility for a bus pass please contact Coleg Glan Hafren on 02920 – 850850.

Vale resident learners with additional learning needs and/or medical conditions may be referred to the council by the college for consideration of specialist transport conveyance. The Student Support Service in the Directorate of Financial Services will administer this provision.

**(d) Pencoed College.**

The college will provide free travel passes to all 16-19 year old full time Vale resident learners who reside three or more miles walking distance from the college. The passes will be issued to learners for travel on the local service bus network (First Cymru). The cost of passes is reclaimed from the Vale of Glamorgan Council's discretionary awards section.

The college may also support learners on the basis of demonstrated financial hardship that do not meet the three-mile qualification criteria. The cost is met from the college access fund.

For further details and information concerning transport provision and eligibility please contact Pencoed College on 01656 – 302600.

Vale resident learners with additional learning needs and/or medical conditions may be referred to the council by the college for consideration of specialist transport conveyance. The Student Support Service in the Directorate of Financial Services will administer this provision.

**(e) St David's Roman Catholic sixth Form College**

The Council's Transportation Department will provide free travel passes to all 16-19 year old full time Vale resident learners who reside three or more miles walking distance from the college. The passes will be issued to learners for travel, which is normally by contracted buses.

For further details and information concerning transport provision please contact the Council's Planning and Transportation Services Department on 01446 – 704664.

Vale resident learners with additional learning needs and/or medical conditions may be referred to the council by the college for consideration of specialist transport conveyance or by the council's Pupil Support Service who will forward a recommendation. The Student Support Service in the Directorate of Financial Services will administer this provision.

#### **(f) Work Based Learning Providers**

Work based Learning Providers may provide a contribution towards non-employed learners travel. Learners may claim towards necessary reasonable travelling expenses incurred in connection with travel to and from their place (s) of learning. Learners are re-imbursed by the provider responsible for delivering their learning.

Providers are required to consider each application on the basis of travel by the most economical route, method and class, for example by taking advantage of any cheap fares facilities for students. A provider's own transport arrangements will only be considered in exceptional circumstances and following receipt of a written business case.

#### **HOW TO APPLY FOR TRANSPORT SUPPORT**

For learners educated in a school setting, the council will automatically determine student eligibility from school records. However in order to receive a bus pass learners will be sent a letter in the July prior to the start of the academic year outlining arrangements together with an appropriate proforma for completion. The proforma form must be returned to the Council's Planning and Transportation Services Department by the 29<sup>th</sup> August confirming a return to school, whereon a bus pass will be issued accordingly.

For learners educated in a further education setting, application should be made with the appropriate establishment following enrolment.

For Work Based Learners, application should be made with the appropriate provider concerned.

## **TIMES OF THE DAY WHEN TRAVEL PASSES MAY BE USED**

### **Courses attended at mainstream secondary schools**

Transport provision is usually by contracted vehicle but service provision is utilised where existing public service provision is in operation and where spare capacity exists. For those learners travelling on contracted vehicles, travel passes can only be used at the appropriate times at the beginning and end of the school day. Where public transport service provision exists to a school and utilised, a travel pass can be used at any time, Monday to Friday, during term time.

### **Courses attended at Further and Higher Education Institutions.**

Fee travel passes are provided to enable learners to travel on suitable public transport services. A travel pass for service provision can be used at any time, Monday to Friday, during term time.

## **BUS TIMETABLES/SCHEDULES AND ROUTE MAPS**

School transport schedules are automatically issued to all learners attending a school setting in the summer term prior to the start of the school academic year.

For those attending a further or higher education setting they are available after enrolment and from the operator concerned.

Details of school and public transport schedules are available from the Councils Planning and Transportation Services Department who can be contacted on 01446 – 704664 or at the address indicated at appendix A, “Contact addresses and telephone numbers for learners seeking transport support”

## **SUPPORT FOR LEARNERS WHO REACH 19 WHILST CONTINUING ON A COURSE.**

Support is available up until the end of the academic year in which a student becomes 19 years of age. Therefore students who are entitled to transport and reach the age of 19 during their course will continue to receive transport until the end of the academic year in which they became 19.

## **HOW WILL LEARNERS BE ASSESSED TO SEE IF THEY ARE ELIGIBLE FOR SUPPORT? E.G. WILL THEY BE SUBJECT TO MEANS TESTING OR MUST THEY BE ON BENEFITS?**

As per entitlement for schools and further/higher educational settings as detailed above. Free travel is normally provided for learners who live three or more miles from the nearest appropriate school or college measured by the nearest available route.

Eligibility is not subject to means testing but some colleges may support learners who do not meet the distance criteria on the basis of demonstrated financial hardship or disability. Please contact the appropriate college for further information.

### **TRANSPORT FOR LEARNERS WITH DISABILITIES OR LEARNING DIFFICULTIES**

Free transport to a school setting maybe arranged for learners with additional learning needs that specify a specialist transport provision. Conveyance to and from their daily placement is normally by contract transport, tailored to needs, and escorted wherever necessary. Applications are not required in respect of learners who have been referred/recommended for transport by the council's Pupil Support Service. Free transport may also be provided on medical grounds that are supported by medical recommendations.

Learners transferring to college courses will be referred to the council by the college for consideration of specialist transport conveyance who will forward a recommendation. Colleges may also support learners on the basis of disability that do not meet the three-mile qualification criteria. Some learners age 16-19 may qualify for the All Wales Disabled Persons Concessionary Pass.

Further information for learners educated in a school setting is available from the Council's Directorate of Learning and Skills who can be contacted on 01446 – 709114. For learners educated in a further and higher education setting please contact the relevant establishment, contact details are provided for at Appendix A "Contact addresses and telephone numbers for learners seeking transport support"

The authority does not currently provide mobility/independence training for learners who face difficulty with transport.

### **WHAT HELP CAN LEARNERS APPLY FOR IF THEY NEED TO TRAVEL TO A COURSE THAT IS BEYOND THE COUNCIL BOUNDARY?**

As per entitlement for schools and further/higher educational settings detailed above. Free transport is provided to the nearest establishment, subject to the distance criteria qualification, that can occasionally be to an establishment outside the Council.

**WHAT HELP IS AVAILABLE FOR LEARNERS WHO ATTEND A FURTHER EDUCATION INSTITUTION WHICH IS BEYOND DAILY TRAVELLING DISTANCE AND THEY NEED TO STAY AWAY?**

No additional support is provided.

**APPENDIX A**

**USEFUL CONTACT ADDRESSES AND TELEPHONE NUMBERS FOR LEARNERS SEEKING TRANSPORT SUPPORT**

**Vale of Glamorgan Council – Directorate of Learning and Skills**

For information and details on school transport policy, student support and for further copies of the statement please contact:

- **Provision of Home to School Transport Policy**

Vale of Glamorgan Council  
Directorate of Learning and Skills  
Strategic Planning and Performance  
Provincial House  
Kendrick Road  
Barry  
CF62 8UF  
Tel No: 01446 - 709727  
Website: [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

- **Student Support Services**

Vale of Glamorgan Council  
Financial Services  
Student Support  
Civic Offices  
Holton Road  
Barry  
CF63 4RU  
Tel No: 01446 – 709345  
Website: [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

**Vale of Glamorgan Council – Planning and Transportation Division**

For information and details on transport entitlement in a school setting, service and contracted bus timetables/schedules and route maps please contact:

- **Student Entitlement at schools, service and contracted bus timetables/schedules and route maps**

Vale of Glamorgan Council  
Directorate of Development Services  
Planning and Transportation Services  
Docks Offices  
Barry.  
CF63 4RT  
Tel No: 01446 – 704664/687  
Website: [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

### **Traveline Cymru**

Traveline Cymru is a service that provides impartial information about all public transport provision throughout Wales and the U.K.

For further details contact Traveline Cymru on 0871 200 22 33 or on their website – [www.traveline-cymru.org.uk](http://www.traveline-cymru.org.uk)

### **Colleges**

The majority of learners attending colleges will receive a travel pass for use on suitable public transport services. For information and details on student entitlement and travel passes at colleges please contact:

- **Cardiff and Vale College - Barry Campus**  
Colcot Road  
Barry  
CF62 8YJ  
Tel No: 01446 – 725000
- **Bridgend College**  
Cowbridge Road  
Bridgend  
CF31 3DF  
Tel No: 01656 – 302302
- **Cardiff and Vale College - Coleg Glan Hafren**  
Trowbridge Road  
Cardiff  
CF3 1XZ  
Tel No: 02920 – 850850
- **Pencoed College**  
Pencoed  
Bridgend  
CF35 5LG  
Tel No: 01656 - 302600
- **St David`s Catholic College**  
Ty Gwyn Road  
Penylan

Cardiff  
CF23 5QD

### **Bus Operators**

Season tickets to travel on public service transport are provided by the following companies:

- **Cardiff Bus**  
St Davids House  
Wood Street  
Cardiff  
CF1 1ER  
Tel No: 02920 - 666444
- **First Cymru**  
Heol gwyrosydd  
Penlan  
Swansea  
SA5 7BN  
Tel No: 01792 – 582233
- **EST Bus Ltd**  
Unit 2, Crossways Industrial Estate  
Llantwit Major Road  
Cowbridge  
CF71 7LJ  
Tel No: 01446 - 773333