

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

Name of Local Authority: KENT

Department Responsible: Education

1. Summary of Policy Statement and Main Objectives (this section should give an overview/statement of intent of what the LA's transport policy is and what the subsequent desired outcomes are)

This policy document presents all the information a Student/Parent would need in order to determine what transport support is available from the Local Authority as well as the Further Education Colleges in the county of Kent.

Kent County Council will provide or support transport to either a sixth form or a college designated to serve the area where a student lives, or a nearer alternative that provides the course they wish to pursue, subject to the distance from the address to the sixth form or college being more than 3 miles. This provision or support is subject to an annual contribution by the pupil or student of £490 (2008/09). The contribution can be paid in three installments.

Transport Services for all students including those with learning difficulties/disabilities under this policy are available to students who are under 19 on the 1st September 2008 and will continue until they finish their course. The support is subject to an annual contribution as above.

Kent Colleges have a range of transport support arrangements. Details can be obtained by contacting the institution concerned and from this policy document.

Details of the individual schools transport arrangements can be accessed at www.11-19travel.info.

2. Please provide details of all concessionary fares, discounts, subsidies, passes or travel cards available for students aged 16–19 and who provides them. Please provide details of any costs to the student.

KCC LA College Student Awards

Full time students aged 16 to 18 (i.e. under 19 before the 1 September 2008) can apply for help towards the cost of Home to College transport in 2008/09 if they live more than 3 miles from the nearest appropriate Publicly-Funded Further Education college offering the non-advanced qualification or a comparable course. This assistance will require an advanced payment of £490 or alternatively payable at a rate of £165 for terms 1 & 2 and £150 for term 3, though this charge will normally be waived if the parent(s) are in receipt of Income Support / Income based Job Seekers Allowance / Child tax credit only and your taxable income is less than £15,575 / Pension Credit. Furthermore, free transport will also be awarded if any student previously held a Statement of Special Educational Needs and was prescribed free transport to school. If you meet the criteria described above we will ask you for the appropriate termly payment and the method of transport that is to be undertaken (i.e. bus or rail). Your tickets will then be issued before the start of the Autumn term provided you apply by 31 July 2008 (if you apply after this date, it will take up to 6 weeks to process your ticket application). A renewal Form AW3 will then be issued for completion and return for the remaining 2 terms. Transport assistance will not normally be considered for second qualification courses.

KCC LA Sixth Forms

As above.

Canterbury College

Provided they are attending their nearest college, students aged 16 to under 19 at the start of the course can apply in the first instance to their Local Education Authority for subsidised travel before 31st July for Kent County Council and four weeks prior to the start of the course for Medway Council to receive it for the start of the Autumn Term.

It may be more economical to purchase weekly or daily travel from the bus or train stations.

Discounted Park and Ride season cards are available from Canterbury City Council, telephone number 01227 862429.

For emergency travel advice or for further information, please contact Canterbury College on 01227 811197

Hadlow College

Students aged 16 to under 19 at the start of their course can apply to their Local Education Authority for subsidised travel. In order to receive your Travel Passes for the start of the Autumn term you must apply by the 31st July for Kent County Council and four weeks prior to the start of the course for Medway Council. Apply by completing an AW3 form.

Hadlow College provide a bespoke service from the Maidstone and Tonbridge railway stations from Monday to Friday. The cost is £210 per year.

This can be paid on a termly basis. A £10 discount will be awarded to those paying the full amount at the start of the Autumn term. Students must apply to Hadlow College. A Travel Information Sheet and Application Form is available from Registry.

Students can apply for the Learner Support Fund for Transport.

It may be more economical to purchase weekly or daily travel from the bus or train station.

MidKent College

Travel assistance from MidKent College

MidKent College may provide a contribution towards travel permits but only in exceptional circumstances if learners do not qualify for support from KCC.

Eligibility: If you are not entitled to subsidised or free travel, MidKent College maybe able to support you but we can only assist learners that fall under great hardship, i.e. those who are not eligible for EMA or ALG payments.

How do I apply? A Learner Finance Information Sheet and Application Forms are available from Learner Finance Department at the College or can be downloaded directly from the College website at www.midkent.ac.uk under Learner Finance.

North West Kent College

The College cannot provide any direct financial assistance to Students aged 16-18 for travel costs.

The College does provide a free minibus service from the centre of Dartford to the Dartford Campus.

Sheppey College

Provided they are attending their nearest college, students aged 16 to under 19 at the start of the course can apply in the first instance to their Local Education Authority for subsidised travel before 31st July for Kent County Council and four weeks prior to the start of the course for Medway Council to receive it for the start of the Autumn Term.

It may be more economical to purchase weekly or daily travel from the bus or train stations.

For emergency travel advice or for further information, please contact Sheppey College on 01795 582507/8.

South Kent College

Kent County Council offer free/subsidised fare for 16-19 in full time education whose course is more than 3 miles away from home and college is nearest appropriate place of study. Students need to apply to their Local Education authority using Form AW3.

Free travel granted if in receipt of Income Support or Income-based Job Seekers Allowance, Pension Credit, Child Tax Credit but only if parent/guardian does not receive Working Tax Credit and they have an assessed income of £15,575 or less in the previous Tax year. (No other benefit/Tax Credit qualifies them for free travel).

Subsidised travel (for those not in receipt of these benefits) is £490 for whole year (paid in advance) or there are three payments of £165 (one payment per term).

South Kent College cannot use discretionary funding to subsidise home to college travel for students under 19 years except in exceptional circumstances.

Thanet College

At interview students are advised of the potential cost of their course, and asked to consider if they need support for travel, equipment, or childcare. When an applicant needs help with travel they are advised that they should contact their local LEA office for an AW3 form. If they are ineligible for support from the LEA then application may be made in cases of exceptional hardship to the Welfare team in the Lodge at Thanet College or by calling 01843 605043. Applicants for exceptional support may be asked to provide evidence of their income and benefit status. Failure to do so will delay the assessment and this delay may impact on the funds available to the individual. Applications are encouraged before the beginning of the academic year, but monies cannot be released until term commences.

Where students are in receipt of an Education Maintenance Allowance, this will be taken into consideration when calculating the amount of assistance available.

Thanet College funds either bus or train tickets, but will in special circumstances consider other forms of transport where public transport is unavailable or inappropriate. For those students who cannot travel independently, or require an escort, consideration will be given on an individual basis.

University for the Creative Arts (Further Education)

Students aged under 19 at the start of the course who are living more than 3 miles away from college should apply in the first instance to their Local Education Authority for travel assistance.

Any students still facing financial difficulties should contact the Student Advice Centre on their Campus to see whether they may be eligible for any further assistance.

For further information contact the Student Advice Centre at the relevant Campus:

Canterbury

01227 817307

Maidstone
Rochester

01622 620157
01634 888644

West Kent College

All students aged between 16-19 must apply to the Local Authority for transport funding. If eligible, they will receive either free or subsidised transport as per the criteria published by KCC. If a learner has chosen West Kent College and there is a nearer college offering the same course, we are not permitted to assist with travel costs.

In exceptional circumstances, West Kent College may offer assistance. These cases will be assessed on an individual basis. For example, where a student needs emergency assistance to get home, we may offer loan which should be repaid to the College.

In addition, any student travelling by train can obtain a 20% discount on a season ticket of at least 4 weeks duration. The ticket MUST be purchased at Tonbridge Station. This concession is not income dependent and is available to everyone.

We advise all parents and guardians that they will need to calculate whether the subsidised travel from the LEA is cost effective, based on how many days the student must attend college.

Students living in the Greater London area can obtain an Oyster card which will entitle them to free or subsidised travel within the relevant zones. Forms are available in Student Services.

For an explanation of eligibility to any of the above concessions or awards, please contact Student Services on 01732 358101.

16-25 Railcard

Available to students aged 16-25 this offers a third off rail travel in the UK for a year. It costs £24 and can be used any time after 10am before which a minimum fare will apply.

To find out more and to apply go to www.16-25railcard.co.uk

Stagecoach Megarider Ticket

Stagecoach offer various Megarider tickets which can be purchased annually or termly and provide either local or countywide travel. For more details contact Stagecoach on 08456 002299 or visit www.stagecoachbus.com/eastkent

3. What times during the day can students use their travel pass or obtain concessionary fares?

KCC LA Sixth Forms

School times.

Canterbury College

Bus passes from Stagecoach allow students to travel home up to 8pm. Those students with classes timetabled outside the normal hours should contact the Student Information Centre for an extension.

Hadlow College

The travel pass provided by the Local Authority is subject to the restrictions determined them.

The Hadlow College bespoke service can be used Monday to Friday during normal College Hours, term time only according to student course requirement.

Mid-Kent College

The travel pass provided by the Local Authority is subject to the restrictions determined by them.

Sheppey College

Any students with classes timetabled outside the normal hours should contact Sheppey College for advice.

South Kent College

KCC Travel Passes can only be used during normal college hours Monday – Fridays during term-time.

South Kent College travel awards are paid direct to learner who purchases appropriate travel ticket/pass for time of day they travel in.

Thanet College

The travel pass provided by the LEA is subject to the restrictions determined by the LEA. Travel funded by Thanet College does not restrict transport at the weekend. Supported travel for requiring assistance is tailored to their individual timetables.

University for the Creative Arts (Further Education)

A travel pass provided by the LEA is subject to any restrictions determined by them.

West Kent College

The travel pass provided by the LEA is subject to the restrictions determined by them.

Oyster card users should check the Terms and Conditions of use.

20% rail discount vouchers have no restrictions.

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

KCC LA Sixth Forms/Colleges

Yes.

Canterbury College

The same travel support should continue as stated for the rest of the academic year.

Hadlow College

Those reaching the age of 19 and continuing on their course will receive the same level of support for the remainder of the academic year.

North West College

Support for travel costs for students **19 and over** is available from the College Learner Support Fund for those who meet the eligibility criteria.

Any student who is enrolled on or offered a full time or substantial part time (2hrs. + per week for a full academic year) course can apply.

Normally assistance consists of a contribution towards the cost of travel to and from college by the cheapest and most direct form of public transport available. However funding for other means of transport such as private car or motorcycle will be considered if public transport is either unavailable or inappropriate. For those students who are unable to travel independently consideration will be given towards support for escorted travel methods. Each case will be assessed on its merits and will depend on the funding available.

Application forms for the NWK College Learner Support Fund are available to any offered or enrolled student from the Student Advisers or main Reception desks at each of the main college sites at Dartford and Gravesend. When applying students may be asked to provide evidence of their income and benefit status. Failure to do so will delay the assessment.

Travel funding is assessed on the basis that:

- The student is eligible for exam fee remission or on low income.
- The student lives more than three miles from the college site at which their course is based.
- Hours of study. The amount awarded is reduced proportionately for those on part time courses.

The amounts awarded will depend on the total available within the Learner Support Fund for the year and the number of eligible applications received.

Any student whose application is rejected can appeal their case to the Director of Student Services, stating why they should be considered exceptionally and advising of any material facts or changes in circumstances not included in their original application. The Director's decision is final.

Sheppey College

The same travel support should continue as stated for the rest of the academic year.

South Kent College

The same travel support would continue as stated for the rest of the academic year. Students over 19 years have to apply to the College each academic year for discretionary funding

Thanet College

A continuing student previously awarded travel support from the College exceptional circumstances

budget or LEA would be considered for continuing funding irrespective of age.

University for the Creative Arts (Further Education)

Yes.

West Kent College

Eligible students reaching 19 and progressing on their courses will continue to receive assistance.

5. How will students be assessed to see if they are eligible for support? e.g., means testing or must they be on benefits?

KCC LA Sixth Forms/Colleges

Students are eligible if they live more than 3 miles from the nearest appropriate school/college. See question 2 about Benefits.

Hadlow College

Hadlow College operates a basic means test and set of criteria to process applications fairly and appropriately.

Students aged 16 to under 19 at the start of their course must apply in the first instance to their Local Authority. Travel is by public transport.

Applications from students wishing to apply for the Hadlow College bespoke service as an alternative means of travel will be assessed on an individual basis.

North West College

North West Kent College operates a basic means test process to ensure that support is distributed equitably and appropriately. Applications for travel support are available to all offered and enrolled students **19 or over** through the Learner Support Fund Co-ordinator and the Student Advisers at the College who can also provide support and advice on the application process.

South Kent College

South Kent College discretionary funding operate a confidential individual application procedure. Each student assisted has to complete and submit appropriate forms. Students are assisted if they are in receipt of an income based benefit or are in a priority group in accordance with LSC guidelines.

Thanet College

Each applicant must complete an application form for support from the exceptional circumstances budget, (Assistance is available if required). Evidence of income and expenditure may be required. Students or their parents must be on low income, but may not necessarily on a benefit.

University for the Creative Arts (Further Education)

Any request for support would be subject to means testing.

West Kent College

All applicants for any available discretionary funding must be either in receipt of a means-tested benefit or have a low income. Each application will be individually assessed.

6. What help do you provide for students with learning difficulties and/or disabilities including those over 19 or students facing other difficulties in following their courses?

Canterbury College

The College considers travel training for students to be an important life skill and this is reflected in the curriculum offered at Canterbury and Sheppey.

Hadlow College

Students may be eligible for assistance. Please contact the college for further information on 01732 850551.

North West College

The College will sympathetically consider all applications for support for specialised travel from students with learning difficulties and/or disabilities.

Sheppey College

The College considers travel training for students to be an important life skill and this is reflected in the curriculum offered at Canterbury and Sheppey.

South Kent College

South Kent College's discretionary funding apply an equal opportunities policy to all students' applications and will assist with additional costs arising from student's course (possibly higher due to disability/learning difficulty).

South Kent College accesses LSC Additional Support monies to enable students with a wide range of disabilities and/or learning difficulties to access its provision. For example we currently provide: signers, readers and scribes, specialist equipment and software, welfare and learning support, access to a student health care advisor (assessment and support), specialist work experience co-ordination and home liaison, mentors dedicated to these client groups, specialist learning centre staff, specialist assessments, and specialist teaching staff.

Thanet College

Thanet College will consider applications for assistance from students with disabilities and/or learning difficulties who cannot travel independently. Guidance regarding the support available is provided at interview to the student or carer. Applications to the Learner Support Fund should be made prior to the commencement of the academic year. The College has arrangements with Thanet Community Transport Association to provide minibuses and people carriers for the above students

University for the Creative Arts (Further Education)

Students with disabilities/learning difficulties are contacted usually prior to the start of their course to come and talk about what additional support they may need to successfully complete their course.

West Kent College

West Kent College has a large, dedicated department offering comprehensive support to students with special needs.

7. Do you provide mobility/independence training for students who face difficulty with transport?

KCC LA

None available

Canterbury College

Certain courses provide independence training.

For further information, please contact the College on 01227 811197.

Hadlow College

Not specifically, but students may be eligible for additional learning support whilst at College.

North West College

The Supported Learning programmes run at North West Kent College specifically incorporate mobility and independence training for those students that require it. Advice and guidance on the availability and appropriateness of any programme for a particular student can be sought from the College Helpline on 0800 074 1447.

Sheppey College

Certain courses provide independence training.

For further information please contact the College on 01795 582507/8.

South Kent College

Yes. This forms part of the curriculum for those requiring it. We also arrange buddying where appropriate for supported travel.

Thanet College

Travel training support is provided as part of courses within the Personal and Work Skills (PAWS) section.

University for the Creative Arts (Further Education)

Mobility/independence training is not provided.

West Kent College

West Kent College's supported learning programmes include the scope for mobility and independence training where it is seen as appropriate.

8. When should students start to apply for transport support?

KCC LA Sixth Forms/Colleges

Six weeks before start of term

Canterbury College

For Kent County Council apply by the 31st July and for Medway Council four weeks before pass is required.

Hadlow College

As soon as they are offered a place.

Information is sent to them as part of our induction pack.

North West College

North West Kent College will prompt and advise all continuing and offered students 19 or over to apply for travel support within the Learner Support Fund at several points in the application process prior to the beginning of the Autumn Term in September.

Sheppey College

For Kent County Council apply by the 31st July and for Medway Council four weeks before pass is required.

South Kent College

As soon as they have been offered a place on a course.

South Kent College advertise and promote the assistance provided by Kent County Council throughout the year and receive supplies of the AW3 form. South Kent College's discretionary funding advertise and promote assistance with travel throughout the year and accepts applications throughout the year. Students intending to study at South Kent College can obtain 2008/09 Application forms, from sites or website from July onwards prior to next academic year and submit when completed.

Thanet College

Thanet College advises students of the support available at interview. They are advised to apply for the support at the earliest opportunity. Support available to students is highlighted several times during the application and enrolment process.

University for the Creative Arts (Further Education)

Prospective students are encouraged to get in touch with the University prior to the start of their course to try and sort out any assistance

West Kent College

West Kent College ensures that all prospective students are aware of the assistance provided by the LEAs and are encouraged to apply in good time. The form AW3 is available in Student Services and assistance is offered with completion if necessary.

9. What help can students apply for if they need to travel to a course that is beyond your LA area?

KCC LA Sixth Forms/Colleges

Students could be eligible if more than 3 miles from the nearest appropriate school/college which may be in another LEA.

Canterbury College

Students should attend the nearest college providing the course.

Hadlow College

Apply to KCC - may be eligible if course/training not available with LEA.

North West College

North West Kent College is prepared to consider applications for travel support from all enrolled and offered students irrespective of their Local Authority subject to the eligibility conditions outlined above (item 2)

Sheppey College

Students should attend the nearest college providing the course.

South Kent College

Students should attend the nearest college providing the course.

South Kent College's discretionary funding may assist students (dependant upon personal circumstances) living outside Kent County Council with travel costs to college.

Thanet College

Thanet College will consider each application on its own merits, and would encourage students to seek education or training at the nearest appropriate provider. Applicants are asked to contact the Welfare team at Thanet College for guidance.

University for the Creative Arts (Further Education)

UCA has a Campus in Canterbury, Maidstone and Rochester and students are encouraged to attend their nearest college. For further information contact the Student Advice Centre as appropriate:

Canterbury	01227 817307
Maidstone	01622 620157
Rochester	01634 888644

West Kent College

West Kent College will provide advice and guidance on the best options available to students travelling from other Local Authority areas.

10. What help is available for students who attend a further education institution which is beyond daily travelling distance and they need to stay away?

KCC LA College transport

If a special needs pupil requires travel to a residential college then support will be considered at the beginning and end of each term including half terms.

Assistance available from Learning Skills Council (LSC)

Any learner aged over 16, ordinarily resident in England, wishing to pursue a LSC funded full-time course which is only available beyond daily travelling distance is eligible for consideration for LSC

residential support funding. Further details can be obtained from the school or college delivering the course. Some specialist colleges, including art colleges and agricultural colleges, operate residential bursaries.

Canterbury College

For further details contact the College on 01227 811197

Hadlow College

No discretionary awards.

Students may apply to College as residential bursaries may be available following application to the learner support fund.

College has accommodation for over 150 students in single study rooms.

North West College

The College will consider each case on its merits. However it does not currently operate a scheme for supporting residential costs from within the Learner Support Fund.

South Kent College

South Kent College does not receive discretionary funding for residential use and does not have any campus accommodation.

Sheppey College

For further details contact the College on 01795 582507/8

Thanet College

The College will consider each case on its merits and support a student in making application for a Residential Bursary application to their local LSC. However it does not currently operate a scheme for supporting residential costs from within the Learner Support Fund.

University for the Creative Arts (Further Education)

The University does have a residential bursary scheme for students who cannot access a similar course to the one they want within a reasonable travelling distance from their home. It is not available to students who just want to move away from home.

Applications are means tested and evidence of accommodation costs will be required. For more information or an application form please contact your campus Student Advice Manager.

West Kent College

West Kent College does not receive funding for supporting student residence. We are not therefore able to fund student accommodation. However, we have an on-site Accommodation Officer who will endeavour to place students over the age of 18 with local host families where appropriate.

11. Please provide information about all points of contact for students seeking transport support, e.g. LA/college, bus company contact. Please include any websites and e-mail addresses.

School and college transport information with detailed maps and lists of available bus services are

available at www.11-19travel.info/

KCC advertise through the Connexions Service, schools, national and local papers, libraries, main bus and train stations and marketing literature.

Kent County Council Website – www.kent.gov.uk

Connexions Website – www.connexions.gov.uk

Public transport information:

www.kentpublictransport.info/

Traveline – 0871 2002233 www.traveline.org.uk

Arriva – 01634 283600: Major Bus Operator

National Rail Enquiries – 08457 484950 www.nationalrail.co.uk: For up-to-date rail timetable and fare information.

Stagecoach – 08702 433711: Major Bus Operator

KCC LA Sixth Forms.

Scott Bagshaw 01622-671411

KCC LA/Colleges

KCC Student Awards Group Website: www.kent.gov.uk/studentawards

Email: student.awards@kent.gov.uk

Further Education Office: –

Kent Area Awards Education Office,
Queens House,
Guildhall Street
Folkestone,
Kent
CT20 1DX

Contact: Sandra Goldup / Sue Turner
Telephone Number: 01303 - 224325 (9am - 4pm)

Hadlow College

For all enquiries contact:
Hadlow College
Tonbridge
Kent
TN11 0AL Main switchboard: 01732 850551 www.hadlow.ac.uk

Canterbury College

For further details contact the College on 01227 811197 and 01227 811111 ext 2104, or look on our website www.cant-col.ac.uk. This also provides information on Sheppey College

Sheppey College

Claire Telford
Sheppey College

Bridge Road
Sheerness
Kent ME12 1HL
01795 582507
Email : c.telford@cant-col.ac.uk

South Kent College

All of our sites - Dover, Folkestone, Jemmett Road, South Ashford and the Ashford School of Art & Design promote assistance with travel. Our three main sites have student centres where student advisers give advice on a one to one basis, by telephone or email.

Telephone Numbers –

Folkestone 01303 858240
Dover 01304 244343
Ashford 01233 655580.

Discretionary Funding literature and Administration Office provides advice - 01233 655581.
South Kent College Welfare Service literature and office provides advice - 01303 858240 College Welfare Advice Service email: welfareadvice@southkent.ac.uk
South Kent College website - www.southkent.ac.uk

Thanet College

Thanet College Welfare Team: 01843 605048
Website: www.thanet.ac.uk

University for the Creative Arts (Further Education)

Student Advice Managers at each Campus will be able to assist students with travel and funding enquiries. Contact details are as follows:

Canterbury	01227 817307	advicecant@ucreative.ac.uk
Maidstone	01622 620157	advicemaid@ucreative.ac.uk
Rochester	01634 888644	adviceroch@ucreative.ac.uk

Website address@ www.ucreative.ac.uk

West Kent College

Website address: www.wkc.ac.uk

For general student advice and guidance, contact Student Services on 01732 358101