

POST 16 TRANSPORT POLICY 2017/18

May 2017

Bolton
Council

1. Summary of Policy Statement and Main Objectives

This Policy is intended to inform young people and their parents about the transport arrangements and support available locally in order to make informed decisions when making post 16 choices.

Bolton Council does not provide any free or subsidised travel for post 16 students except in very exceptional circumstances. Specific consideration will be given to those learners with learning difficulties and/or disabilities. Please see page 6 for further information.

Bolton Council is served by a vast network of reasonably priced and accessible transport. Transport for Greater Manchester offer many travel concessions for young people as do the independent bus companies serving the area. Bolton Council also supports independent travel training for young people with special educational needs to travel on public transport independently which in turn increases confidence and freedom.

Every effort will be made to ensure that transport is provided in the most environmentally sustainable manner available.

Please find below details of concessionary fares and other schemes which will assist with the cost of travel.

2. Details of all concessionary fares, discounts, subsidies, passes or travel cards available for learners aged 16–18 and who provides them.

Please check with your local bus company as some bus operators have their own version of concessionary tickets

Concessionary Fares operated by the Transport for Greater Manchester (TfGM)

TfGM operates and pays for a concessionary fare scheme, allowing children, senior citizens and some disabled people to travel for a reduced rate or free on local buses, trains and trams.

If you are aged between 16 to 19 and in full time education you may be entitled to lower fares between your home and place of education on local buses, trains and Metro link. The fare per single journey is half the adult fare on buses in Greater Manchester, and half fare on trains and Metrolink.

TfGM also provide a Travel Choices service available at <http://www.tfgm.com/travelchoices/Pages/students.html>.

- **TfGM Scholars Permit**

Students aged 16-19 attending a full-time course can obtain the Scholars Permit entitling them to reduced fares from their home to their place of full-time study. This is only valid on journeys to and from college. If you use the bus in the evening or weekends the System One Travelcards below may work out cheaper.

Application forms are available from Colleges in Greater Manchester, staffed Bus Stations, TfGM (Tel: 0161 244 1050) and Bolton LA. The cost of a permit for the school year is £5.00. There will be a £5.00 charge if you require a replacement.

- **County Bus & Train Saver**

Available to holders of System 1 Travel Club Membership Cards, Saver Travel Clubs or Rails Photocards, allows unlimited travel on buses and trains in Greater Manchester and the city centre Metrolink. Valid for seven consecutive days, one month or one year's travel.

- **Day Saver Tickets for Bus , Train & Metrolink Travel**

Bus Only (off peak)

For one day's unlimited travel throughout Greater Manchester on any bus. Available from 9.30am Monday to Friday until midnight and all day Saturday, Sunday and Bank Holidays.

Bus only (peak)

Allows for travel all day on any bus* within Greater Manchester. Valid until midnight**

Off peak Bus & Train

For one day's unlimited travel throughout Greater Manchester on any bus* and train and the city Zone Metrolink, the bus and train Day Saver is the answer. Available from 9.30am Monday-Friday and all day Saturday, Sunday and Bank Holidays. Valid until midnight.**

Bus & Metrolink (off Peak)

The combination of unlimited daily travel on any bus* and Metrolink give you quick and easy access throughout the region. Available from 9.30am Monday – Friday and all day Saturday, Sunday and Bank Holidays. Valid until midnight**

Train & Metrolink

Available from 9.30am Monday – Friday and all day Saturday, Sunday and Bank Holidays. Valid until midnight.**

Bus, Train & Metrolink

1 day's unlimited travel on any bus*train+ or Metrolink. Available from 9.30am Monday – Friday and all day Saturday, Sunday, and Bank Holidays. Valid until midnight**

*This refers to all buses operating in the System 1 Travel network. The tickets are valid on, but for the moment cannot be issued by First Calderline, First Huddersfield , Trent Buses or from drivers of school buses.

+This refers to all scheduled rail services in Greater Manchester area.

**Please refer to the relevant timetable for details of all service termination times.

The System One Travelcards

For a full list of available concessions please see <http://www.systemonetravelcards.co.uk/travelcards/view-the-range.php>

- **Young Persons Bus Saver**

If you are travelling to work, college or to clubs anywhere in Greater Manchester, the Young Persons Travelcard is available. It is valid for seven consecutive days travel. Users must hold a Young Persons Travel Club Membership Card (Photocard). If you need to travel with more than one bus company or a combination of bus, train or tram to reach your destination, then you can save money with a System One travelcard.

16-25 Rail Card

The 16-25 Railcard will save you a third on all rail fares within UK available from ticket offices at train stations.

There are various Day Saver and Season Tickets available from the ticket office at train stations.

Other concessionary fares and assistance with travel costs

Individual colleges may have made alternative transport arrangements to improve access to their college and you must check with the college.

- **16-19 Bursary Fund**

The 16-19 Bursary Fund which will enable schools and colleges to target support to those young people facing the greatest financial barriers to participation. Please check with the college for details regarding the scheme <https://www.gov.uk/16-to-19-education-financial-support-for-students>

- **Foundation Learning/Apprenticeships**

Persons attending a work based learning course may be eligible for financial assistance from their learning provider.

- **Further Education providers**

Please check with your college regarding the availability of funds via the Bursary Fund.

- **Discretionary Learner Support**

Discretionary Learner Support is available in colleges and sixth form colleges to help with learning costs if you are aged 19 or over.

The funds are prioritised for those who face financial hardship. They can be used to help with:

- financial hardship and emergencies
- childcare costs (for Ofsted-registered childcare)
- accommodation costs, for those who wish to access specialist courses or who are

unable to access courses locally

- essential course-related equipment, materials and field trips
- travel costs

Colleges will take into account whether there are alternative sources of help available. For further details please see <https://www.gov.uk/discretionary-learner-support/eligibility>.

- **Care to Learn (C2L)**

If you are under 20 and have one or more children Care to Learn may be able to help with the cost of childcare and related travel costs whilst you are learning. For further information please contact the Learner Support hotline on 0800 121 8989 or see the following webpage :

<https://www.gov.uk/care-to-learn/eligibility>

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

TfGM Scholars Permit

- Available from the student's home address to the school/college they attend.
- Travel is available up to 6pm.
- Any changes to the journey times/routes must be authorised by producing a Journey Variance Voucher available from school or college.

System 1 Travel Cards

Allows unlimited travel around Greater Manchester on any bus operating within the System One Travel Network at any time during the week and weekends. **Some concessions may only be available off peak and you should check the terms and conditions of usage with the travel company**

4. Support for students who reach 19 whilst continuing on a course.

- **Scholars Permit**
Available until the end of the academic year in which the student attains the age of 19.
- **The Young Person's Rail Card**
Available to students aged 16-25 or over 26 and in full time education.
- **The County Card**
Available to people of all ages.
- **16-19 Bursary Fund/Discretionary Support Fund**
Funding may be available through the 16-19 Bursary Fund or if over the age of 19, Discretionary Support Funds. Further details are available from your college, school or training provider and from <https://www.gov.uk/1619-bursary-fund>

5. Eligible for support?

The full details of the 16-19 Bursary Fund and the Discretionary Support Fund are available

from the college or training provider.

Transport for Greater Manchester do not use an income assessment to determine eligibility. Proof of age and evidence of enrolment on a full time course may be required.

6. Help for students with disabilities and/or learning difficulties

THIS PART OF THE POLICY IS UNDERGOING REVIEW AND IS STILL UNDER CONSULTATION WHICH SHOULD BE COMPLETED BY JULY 2017. THE FULL POLICY WILL THEN BE PUBLISHED.

- **APPLICATION PROCESS**

All requests for transport should be submitted on the appropriate form available from Pupil & Student Services at the time that College/Sixth Form provision is being considered i.e. October and no later than 30th November.

If the LA agrees to provide assistance, it may review the provision at any time, but changes to the provision will normally take effect at the start of the new academic year (1 September). There will always be a review of the provision when a young person:

- Changes post 16 education or training provider
- Moves house; or
- Experiences a change in their physical /medical or other condition

There is also a **National Concessionary Pass** provided by Transport for Greater Manchester for use on buses, trains and Metrolink trams if you live in Greater Manchester and have one of the following disabilities, whatever your age:

- Have severe walking difficulties;
- Are registered partially sighted;
- Are profoundly or severely deaf; or
- Have been or would be refused a driving licence for medical reasons

This pass will allow you to travel free between 9.30am and 11pm Mon – Friday and all day at weekends and on public holidays, on buses, trains and Metrolink trams. Before 9.30am you must pay the current standard concessionary fare in Greater Manchester and the full adult fare outside Greater Manchester. To apply for this permit, application forms are available from the Local Authority Information Centres, or GM Travel shops.

You may be able to get a **National Concession Plus Pass** which will enable you to travel for free at all times on buses, trains and Metrolink trams in Greater Manchester and on local buses elsewhere in England between 9.30am and 11pm Monday to Friday, and all day at weekends and on public holidays if you:

- Are registered blind;
- Are profoundly deaf and cannot speak or have limited speech that is difficult to understand; or
- Have learning disabilities;
- Cannot use both of your arms
- Cannot talk
- Would be refused a driving licence as a result of severe and long term mental-health problems.
- Are an ex-serviceman or ex-servicewoman with serious walking difficulties as a result

of losing a leg

You can also use your national concessionary travel pass to travel at a reduced fare on Ring and Ride services.

Application forms are available from TfGM Travel shop or by post from:

Travel Concessions
Customer Services
PO Box 429
Manchester
M60 1HX

To see the full terms and conditions you may visit www.tfgm.com.

For pupils aged 18+ you could also contact Bolton Council's Passes and Permits Service on 01204 337266, who will advise on eligibility or telephone TfGM Passes & Permits Department on 0161 244 1050/6116 for more information.

Travel Vouchers

Travel vouchers are for people who are not able to use ordinary buses, trains or Metrolink and who have serious walking difficulties or are registered blind. They can be used to pay for taxis and for on accessible bus services such as Ring & Ride and community transport. Please contact TfGM Passes & Permits on 0161 244 1050 or Textphone 0161 242 6386 for further information regarding eligibility and an application form.

Disabled Persons Railcard

Save a third off standard and first class tickets and is available to disabled adults and children for rail travel. It also allows one accompanying adult to travel at the same discount. Application forms can be obtained from <http://www.disabledpersons-railcard.co.uk/>

6. Mobility/ independence training for students who face difficulty with transport

Bolton Council is currently working together with Pure Innovations Ltd to provide independent travel training to pupils with special educational needs. Further information is available from Jane Roscoe 01204 332139.

If you are studying at Bolton College, mobility/independence training is provided if you have a visual impairment. The training is not done as part of the curriculum but it is carried out during college time. The training is designed to assist students to find their way around the College.

You should contact Bolton College in the first instance for more information.

For pupils with a visual impairment up to the age of 18 and still in full time education the Sensory Support Service may be able to provide assistance. Contact 01204 333120.

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

All requests for transport should be submitted on the appropriate form available from Pupil & Student Services at the time that College/Sixth Form provision is being considered i.e. October and no later than 30th November.

- **16-19 Bursary Fund/Discretionary Support Grant**

As there are limited funds it is advisable to contact the College/Sixth Form immediately regarding the application process.

- **TfGM Concessionary Passes/Permits**

Scholars' permits are available to students who have accepted a definite place on a course. The school/college needs to endorse the application. The Bus card and County card require Travel Club Membership. Students must apply for membership at their local bus station a couple of weeks prior to starting school/college. Weekly, monthly, or annual tickets can then be purchased.

- **Residential Support Grant**

It is advisable to apply to the college as soon as they have been offered a place on the course.

8. Help available for travel beyond Bolton.

Transport for Greater Manchester Bus Cards and Permits are available to all students for travel throughout Greater Manchester. Route maps can be obtained from local Bus Stations and details are also available on the TfGM website: <http://tfgm.com>

9. Help available for students who attend a further education institution which is beyond daily travelling distance and they need to stay away

Residential Support Grant /Residential Bursary Fund

If you want to do a specialist course that's not available in your local area there are two main sources of potential support with the extra costs of studying away from home:

- Studying at a college that offers residential bursaries for certain courses.
- Applying for finance under the Residential Support Scheme.

For more information on the Residential Support Scheme call 0800 121 8989 or <https://www.gov.uk/residential-support-scheme>

See Section 11 for contact details.

10. Complaints/Appeals Procedure

Bolton Metropolitan Borough Council will consider complaints from young people and their parents regarding the provision of Post 16 transport to a college or training provider where this provision, or lack of it, prevents access to further education. This should be in writing to: Customer Complaints Officer, 1st^h Floor, Town Hall, Bolton BL1 1RU.

E-mails can be sent to: childrenscustomerservices@bolton.gov.uk.

If an application for assistance as a learner with learning difficulties or disabilities has been refused you must, in the first instance, write to the Manager, Pupil & Student Service, Bolton SICT, Smithills Dean Road, Bolton BL1 6JT including information/supporting evidence as to

why this decision should be reviewed. Should the review still result in a refusal your application, together with all your supporting evidence, will be scheduled to be heard by Bolton Council's Education Assistance Panel.

If complaints are still unresolved, learners and their families may complain to the Secretary of State.

If your complaint is regarding your application for assistance under the 16-19 Bursary Fund or the Adult (19+) Discretionary Support Fund you must follow the College/Training Providers' appeals/complaints procedure.

Complaints regarding the concessionary fares available from Transport for Greater Manchester should be made to:

Transport for Greater Manchester
2 Piccadilly Place
Manchester
M1 3BG

E-mail: customer.relations@tfgm.com

11. Contact details

Bolton Catholic Sixth Form College Sharples Park Bolton BL1 6PQ	e-mail: contact@thornleigh.bolton.sch.uk website: www.thornleigh.bolton.sch.uk Telephone: 01204 301351
Bolton College Deane Rd Campus Deane Rd BOLTON BL3 5BG Cath Barnes Curriculum Leader Sensory Impairment	Telephone: 01204 482000
Bolton Council Pupil & Student Services Bolton SICT Smithills Dean Road Bolton BL1 6JT	e-mail: jane.roscoe@bolton.gov.uk Telephone: 01204 332139
Bolton Council SEND Assessment Service Bolton SICT Smithills Dean Road Bolton BL1 6JT	e-mail: ea.sen@bolton.gov.uk Telephone: 01204 332097
Bolton Council Visual Impairment Team Brinks Place Chorley Street BOLTON BL1 4UK	Telephone 01204 337814
Bolton NHS Foundation Trust Children's Learning Disability Team Pikes Lane Centre Deane Road BOLTON BL3 5HP	Tel: 01204 463660
Bolton Council Children with Disabilities Team Castle Hill Centre Bolton BL1 6JT	Tel: 01204 337414
Bolton Council Shared Lives at Bolton (formerly Bolton Adult Placement) Thicketford Centre	01204 337515

Thicketford Road BOLTON BL2 2LW		
Bolton Council Connexions Service BASE Marsden Road Bolton BL1 2PF	Telephone: 0800 052 5559 e-mail: info@connexions-bolton.org.uk Website: http://www.bolton.gov.uk/website/pages/ConnexionsBolton.aspx	
Bolton Sixth Form College Deane Road BOLTON BL3 5BG	Telephone: 0800 052 1460 e-mail: enquiries@bolton-sfc.ac.uk web: www.bolton-sfc.ac.uk	
Bolton St Catherine's CE Academy 6 th Form Stitch mi Lane BOLTON BL2 4HU	Telephone: 01204 332533 Email: contact@boltonstcatherinesacademy.org.uk Web: www.boltonstcatherinesacademy.org.uk	
Canon Slade 6 th Form Bradshaw Brow Bolton BL2 3BP	Telephone: 01204 333343 e-mail: canonslade@btconnect.com http://www.canon-slade.bolton.sch.uk/	
Department for Education For advice/information on transport and funding.	https://www.gov.uk/1619-bursary-fund/eligibility	https://www.gov.uk/1619-bursary-fund/eligibility
Eden Boy's 6 th Form Wolfenden Street BOLTON BL1 3QE	Telephone: 01204 849240 Web: www.edenboysbolton.tetrust.org Email: info@edenboysbolton.tetrust.org	
Education Funding Agency	Telephone: 0845 337 2000 e-mail: enquiries @ypla.gov.uk web: https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds	
Firwood (Community Special School) Stitch mi Lane BOLTON BL2 4HU	Telephone: 01204 333044 Web: www.firwood.bolton.sch.uk	
Kearsley Academy 6 th Form Springfield Road Kearsley BOLTON BL4 8HY	Tel: 01204 332555 www.kearsleyacademy.org	
National Traveline	Telephone 0871 200 22 33	
	Learner Support helpline	

Residential Support Scheme Specialist Residential Support Scheme	RSS@EFAlearnersupport.co.uk Telephone: 0800 121 8989 Monday to Friday, 9am to 5pm Find out about call charges Telephone: 0845 602 2260 Website: https://www.gov.uk/residential-support-scheme https://www.gov.uk/guidance/specialist-residential-institutions
Rivington & Blackrod High School (6th Form) Rivington Lane Horwich Bolton BL6 7RU	Telephone: 01204 333266 e-mail: head@rivington.rmplc.co.uk website: http://www.rbhs.co.uk
Rumworth School Armada Road Ladybridge Bolton BL3 4TP	Tel: 01204 333600
Transport for Greater Manchester 2 Piccadilly Place Manchester M1 3BG	Telephone: 0161 244 1050 Website: http://www.tfgm.com
Turton School (6th Form) Bromley Cross Road Bolton BI7 9LT	Telephone: 01204 333233 e-mail: education@turton-high.bolton.sch.uk Website: http://www.turton.uk.com
www.dingding.org.uk	